

Municipality of Lakeshore

Regular Council Meeting Agenda



Tuesday, October 22, 2024, 5:00 PM

Council Chambers, 419 Notre Dame Street, Belle River

Pages

1. Call to Order

2. Closed Session

Note: if the closed session is complete before 6:00 PM, a recess will be called until 6:00 PM and the open session will resume at that time.

Should the closed session still be in session at 6:00 PM, the open session will resume once the closed session is complete.

Recommendation:

Move into closed session in Council Chambers at ____ PM in accordance with:

- a. Paragraph 239(2)(e) and (f) of the *Municipal Act, 2001* to discuss litigation or potential litigation, including matters before administrative tribunals, affecting the municipality and advice that is subject to solicitor-client privilege regarding an insurance claim.
- b. Paragraph 239(2)(d) and (k) of the *Municipal Act, 2001* to discuss labour relations or employee negotiations, and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality, relating to IBEW collective bargaining.

3. Singing of O Canada

4. Land Acknowledgement

5. Moment of Reflection

6. Disclosures of Pecuniary Interest

7. Recognitions

8. Announcements by Mayor

9. Public Meetings under the Planning Act

10. Public Presentations	
11. Delegations	
12. Completion of Unfinished Business	
13. Approval of Minutes	
Recommendation:	
Approve minutes of the previous meetings as listed on the Consent Agenda.	
1. October 1, 2024 Regular Council Meeting Minutes	7
2. October 8, 2024 Regular Council Meeting Minutes	14
14. Consent Agenda	
Recommendation:	
Receive the items as listed on the Consent Agenda.	
1. Closed Meeting Quarterly Report – Q3 2024	21
15. Reports for Direction	
1. Tender Award – ATRC Glycol Warm Floor Rink Piping	26
Recommendation:	
Award the tender for the Atlas Tube Recreation Centre Glycol Warm Floor Rink Piping project to Lektor Industrial Services Inc. in the amount of \$297,000 including applicable HST to be funded in part from the Facilities Reserve to a maximum of \$130,000; and	
Approve an additional \$167,000 from the facilities reserve in 2025, all as presented at the October 22, 2024 Council meeting.	

2. **2024 Community Sport and Recreation Infrastructure Fund – Stream 1** 30
- Recommendation:**
 Direct the Corporate Leader – Chief Financial Officer to submit an application to the Ministry of Sport’s Community Sport and Recreation Infrastructure Fund (CSRIF), Stream 1, for funding to support the repair of the Glycol Piping System at the Atlas Tube Recreation Centre (ATRC), as outlined in the October 22, 2024, Council report titled "Tender Award – ATRC Glycol Piping System Repair Project"; and
- Direct the Clerk to provide a copy of the resolution to the Ministry of Sport as confirmation of Council’s support for the ATRC Glycol Piping System Repair Project application under the CSRIF – Stream 1, 2024 grant cycle.
3. **Tender Award – Town Hall Renovations** 33
- Recommendation:**
 Approve the tender award to Fina Construction Ltd. for the Town Hall Renovations in the amount of \$994,606.62 (including applicable HST); and
- Approve an overage of \$18,607 to be funded from the Facilities Reserves as presented at the October 22, 2024 Council meeting.
4. **Tender Award – Public Works West Yard Upgrade** 37
- Recommendation:**
 Approve Option 3 and award the tender to Barrinetti Construction Ltd for the Public Works West Yard Upgrade in the amount of \$1,851,930.24 (including applicable HST); and
- Approve an overage of \$1,221,137.00 to be funded from the Facilities Reserves as presented at the October 22, 2024 Council meeting.
5. **Tilbury Battery Storage Update – 0 Creekside Road, 0 Essex Kent Road, and 2825 Essex Kent Road** 43
- Recommendation:**
 Direct the Clerk to read By-law 99-2024 during the “Consideration of By-laws” to authorize the Mayor and Clerk to execute a Community Benefit Agreement with Tilbury Battery Storage Inc., which is a subsidiary of Boralex Inc. created in partnership with Walpole Island First Nation, as presented at the October 22, 2024 Council meeting.

Recommendation:

Receive the report regarding the 2023 Year End Variances for the general (taxation funded), water and wastewater (sanitary sewer) funds;

Approve the taxation-supported surplus of \$2,002,884 for the year ended December 31, 2023;

Approve a transfer of \$1,514,433 to the Assessment Stabilization Reserve;

Approve a transfer of \$333,932 to the Vehicle and Equipment Reserve;

Approve a transfer of \$115,319 to the Plans and Studies Reserve;

Approve a transfer of \$39,200 to the Tree Replacement Reserve;

Approve a transfer of \$169,446 From the Building Services – Operating Reserve Fund to fund the 2023 Accumulated Net Deficit per the draft 2023 Building Services Statement;

Approve a transfer of \$961,437 representing a surplus from Water operations for the year ended December 31, 2023 be transferred to the Water Reserve Fund;

Approve a transfer of \$2,409,808 representing a surplus from Wastewater (sanitary sewer) operations for the year ended December 31, 2023 to the Wastewater (Sanitary Sewer) Reserve Fund;

Approve reallocation of \$1,022,465 from Working Fund Reserve to Fire Vehicles and Equipment Reserve;

Approve reallocation of \$653,328 from Working Fund Reserve to Vehicles and Equipment Reserve; and

Approve reallocation \$468,250 from Working Fund Reserve to Trail-Existing Reserve, all as presented at the October 22, 2024 Council meeting.

7. Results of the 2024 Council Compensation Review

96

Recommendation:

Direct the Chief Workforce Development Officer to execute Option #_____ from Appendix A, Chart B: Chart of Compensation Options for Council as presented on October 22, 2024, to be effective _____;

Direct the Chief Workforce Development Officer to execute Option(s) #_____ from Appendix A, Chart C: Chart of Benefit and Pension Options for Council as presented on October 22, 2024, to be effective _____.

Direct the Interim Chief Financial Officer to run a variance of any excess costs as a result any of the options during the 2024 year end.

8. 2025 Council Meeting Schedule

105

Recommendation:

Approve the 2025 schedule of Regular Council Meetings, as described in the report presented at the October 22, 2024 Council meeting.

16. Notices of Motion

1. Councillor Vogler - Cast Iron Watermains in Lighthouse Cove

110

Recommendation:

Direct Administration to include the detailed design for the replacement of the three cast iron water mains located on Muskie, Anchor and Dockside lanes in Lighthouse Cove for consideration in the 2025 budget.

17. Reports from County Council Representatives

18. Report from Closed Session

19. Consideration of By-laws

Recommendation:

By-laws 95-2024 and 98-2024 be read a first and second time and provisionally adopted; and

By-laws 99-2024 and 100-2024 be read and passed in open session on October 22, 2024.

1. By-law 95-2024, Being a By-law for the Hostine Drain East Branch in the Municipality of Lakeshore

111

- | | | |
|----|--|-----|
| 2. | By-law 98-2024, Being a By-law for the Bridge over the Renaud Line Drain in the Municipality of Lakeshore | 114 |
| 3. | By-law 99-2024, Being a By-law to Authorize a Community Benefit Agreement with Tilbury Battery Storage Inc. | 117 |
| 4. | By-law 100-2024, Being a By-law to Confirm the Proceedings of the October 1 and October 8, 2024 Council Meetings | 118 |
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20. Non-Agenda Business
21. Addendum
22. Closed Session

Recommendation:

Move into closed session in Council Chambers at ___ PM in accordance with:

- a. Paragraph 239(2)(b) of the *Municipal Act, 2001* to discuss personal matters about an identifiable individual, including municipal or local board employees, relating to municipal service delivery.

23. Adjournment

Recommendation:

Adjourn the meeting at ___ PM.

Municipality of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, October 1, 2024, 5:30 PM

Council Chambers, 419 Notre Dame Street, Belle River



Members Present: Mayor Tracey Bailey, Deputy Mayor Kirk Walstedt, Councillor Ryan McNamara, Councillor Kelsey Santarossa, Councillor John Kerr, Councillor Ian Ruston, Councillor Larissa Vogler, Councillor Michael Hoffman

Staff Present: Interim Chief Administrative Officer Justin Rousseau, Corporate Leader - Community Health and Safety Frank Jeney, Corporate Leader - General Counsel Susan Hirota, Corporate Leader - Growth and Sustainability Tammie Ryall, Corporate Leader - Operations Krystal Kalbol, Interim Corporate Leader - Chief Financial Officer Kate Rowe, Chief Growth Officer Ryan Donally, Division Leader - Legislative Services Brianna Coughlin, Team Leader – Communications and Engagement Alex Denonville, Team Leader – Community Planning Urvi Prajapati, Team Leader – Legislative Services Cindy Lanoue, Planner II Jacob Dickie, IT Technical Analyst Erik Pelland

1. Call to Order

Mayor Bailey called the meeting to order at 5:30 PM in Council Chambers.

2. Singing of O Canada

3. Land Acknowledgement

4. Moment of Reflection

5. Disclosures of Pecuniary Interest

6. Appointment of Councillor - Ward 2

1. By-law 90-2024, Being a By-law to Fill a Vacancy for the Office of Councillor – Ward 2

311-10-2024

Moved By Councillor Ruston

Seconded By Deputy Mayor Walstedt

By-law 90-2024 be read and passed in open session on October 1, 2024.

Carried Unanimously

2. Declaration of Office - Michael Hoffman

Michael Hoffman made the Declaration of Office and was sworn-in as Councillor – Ward 2.

3. Appointment to Dog Pound Committee

312-10-2024

Moved By Councillor Santarossa

Seconded By Councillor McNamara

Appoint Michael Hoffman as Council representative on the Dog Pound Committee for the remainder of the 2022-2026 term.

Carried Unanimously

Mayor Bailey called a recess at 5:38 PM and reconvened the meeting at 6:00 PM.

7. Public Meetings under the Planning Act

1. Zoning By-law Amendment; File ZBA-12-2024 (0 Rourke Line Road, Vacant Lot) and ZBA-14-2024 (1477 County Road 22)

Mayor Bailey opened the public meeting at 6:00 PM.

The Planner provided a PowerPoint presentation as overview of the application and recommendation of Administration.

Karl Tanner, representing the applicant, was present and spoke in favour of the application.

Robert Brown, representing residents in the area, was present and asked clarifying questions relating to the application, noting they were not in opposition to the application.

The public meeting concluded at 6:20 PM.

313-10-2024**Moved By** Councillor McNamara**Seconded By** Deputy Mayor Walstedt

Approve Zoning By-law Amendment Application ZBA-12-2024 (0 Rourke Line Road) to amend Zoning By-law 2-2012 as it relates to the lands legally described as Part of Lot 1, Concession between River Puce and Belle River, Maidstone, designated as Part 1 on Plan 12R29307; Town of Lakeshore, being all of the Property Identifier Number 75021-1688(LT), to rezone the lands from the Mixed Use Exception 37 (MU-37(h30)) Zone to Mixed Use Holding Provision 30 (MU(h30));

Approve Zoning By-law Amendment Application ZBA-14-2024 (1477 County Road 22) to amend Zoning By-law 2-2012 as it relates to the lands legally described as:

(i) Part of Lot 1, Concession between River Puce and Belle River, Maidstone, Town of Lakeshore being all of the Property Identifier Numbers 75031-1690(LT) and 75031-1689(LT); and (ii) Part of Lot 1, Concession between River Puce and Belle River, Maidstone, designated as Part 1 on Plan 12R16113; Lakeshore; being all of the Property Identifier Number 75031-0292(LT); and

Direct the Clerk to read By-law 92-2024 (0 Rourke Line Road) and By-law 93-2024 (1477 County Rd 22) during the Consideration of By-laws, all as presented at the October 1, 2024, Council meeting.

Carried Unanimously**8. Delegations****1. Greenhouse Business Park Plan Study Update**

Harry Cummings, from Harry Cummings and Associates Inc. and David Welwood and Marilyn Cameron from J.L. Richards & Associates Limited, provided a PowerPoint presentation as overview of the report.

314-10-2024

Moved By Councillor McNamara

Seconded By Deputy Mayor Walstedt

Defer consideration of the Greenhouse Business Park Plan Study Update report pending a response from the County of Essex on Official Plan Amendment No.18 and request the County of Essex to make a modification to Section 6.2.1 (h) of OPA No. 18 (Greenhouse Official Plan Amendment) to state that: monitoring and review of the Official Plan policies will be undertaken to identify trends in greenhouse issues in the Region, to analyze the impact of future water main expansions, as well as trends in the price of land and demand for Large Scale Commercial greenhouses in Lakeshore. Reporting back to Council on the monitoring of the policies and issues will be in the form of annual briefings or status reports;

And further direct that Administration to prepare a follow-up report regarding interim mitigation measures that are currently in place or require updating, as well as the financial impacts on the Municipality that would need to be recouped by development charges.

Carried Unanimously

9. Consent Agenda

315-10-2024

Moved By Councillor Santarossa

Seconded By Councillor Vogler

Receive the items as listed on the Consent Agenda.

1. Changes to Land Use Planning in Ontario under the Recently Approved Provincial Planning Statement, 2024 (PPS, 2024)
2. Planning Division File Status Update
3. Zoning By-Law Consolidation
4. Site Plan Agreements Executed 2023 - 2024

Carried Unanimously

10. Reports for Direction

1. **S-A-01-2020 Draft Plan of Subdivision Application for Rourke Line and County Rd. 22 by MGV Development**

316-10-2024

Moved By Councillor Santarossa

Seconded By Michael Hoffman

Direct Administration to advise the County of Essex that the Municipality of Lakeshore supports the draft plan of subdivision approval for Rourke Line Rd and County Rd. 22 by MGV Development Inc. as described in the report presented at the October 1, 2024 Council Meeting.

Carried Unanimously

2. **S-A-02-2023 Execution of Subdivision Agreement for River Ridge Phase 8 by 1156756 Ontario Ltd.**

317-10-2024

Moved By Councillor Ruston

Seconded By Councillor McNamara

Direct the Clerk to read By-law 85-2024 during the “Consideration of By-laws” to authorize the Mayor and Clerk to execute a Subdivision Agreement with the Owner of River Ridge Phase 8, as presented at the October 1, 2024 Council meeting.

Carried Unanimously

11. Consideration of By-laws

318-10-2024

Moved By Councillor Vogler

Seconded By Councillor Santarossa

By-laws 85-2024, 92-2024 and 93-2024 be read and passed in open session on October 1, 2024.

Carried Unanimously

1. **By-law 85-2024, Being a By-law to authorize the execution of a Subdivision Agreement with 1156756 Ontario Ltd. (River Ridge Phase 8)**
2. **By-law 92-2024, Being a By-law to amend By-law 2-2012, the Zoning By-law for the Municipality of Lakeshore (ZBA-12-2024)**

3. **By-law 93-2024, Being a By-law to amend By-law 2-2012, the Zoning By-law for the Municipality of Lakeshore (ZBA-14-2024)**

319-10-2024

Moved By Councillor Santarossa

Seconded By Councillor Vogler

Move into Committee of the Whole.

Carried Unanimously

12. Committee of the Whole

1. **Establishing a Municipal Heritage Committee and Heritage Act Changes (deferred from August 13, 2024 Council meeting)**

320-10-2024

Moved By Councillor Ruston

Seconded By Deputy Mayor Walstedt

Move out of Committee of the Whole.

Carried Unanimously

321-10-2024

Moved By Deputy Mayor Walstedt

Seconded By Councillor Ruston

Receive the Establishing a Municipal Heritage Committee and Heritage Act Changes report for information only.

In Favour (5): Mayor Bailey, Deputy Mayor Walstedt, Councillor Kerr, Councillor Ruston, and Michael Hoffman

Opposed (3): Councillor McNamara, Councillor Santarossa, and Councillor Vogler

Carried

13. Addendum

14. Closed Session**322-10-2024****Moved By** Councillor Ruston**Seconded By** Councillor McNamara

Move into closed session in Council Chambers at 7:53 PM in accordance with:

- a. Paragraph 239(2)(e), (f) and (k) of the *Municipal Act, 2001* to discuss litigation affecting the municipality, advice that is subject to solicitor-client privilege and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality regarding Ontario Land Tribunal Appeal of Zoning By-law Amendment ZBA-14-2023.

Carried Unanimously

15. Adjournment

The meeting was adjourned in closed session at 8:22 PM.

Tracey Bailey
Mayor

Brianna Coughlin
Clerk

Municipality of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, October 8, 2024, 6:00 PM

Council Chambers, 419 Notre Dame Street, Belle River



Members Present: Mayor Tracey Bailey, Deputy Mayor Kirk Walstedt, Councillor Ryan McNamara, Councillor Kelsey Santarossa, Councillor John Kerr, Councillor Ian Ruston, Councillor Larissa Vogler, Councillor Michael Hoffman

Staff Present: Interim Chief Administrative Officer Justin Rousseau, Corporate Leader - Community Health and Safety Frank Jeney, Corporate Leader - General Counsel Susan Hirota, Corporate Leader - Growth and Sustainability Tammie Ryall, Corporate Leader - Operations Krystal Kalbol, Interim Corporate Leader – Chief Financial Officer Kate Rowe, Chief Growth Officer Ryan Donally, Chief Information Officer Michael Martin, Chief Workforce Development Officer Lisa Granger, Division Leader - Communication and Engagement Alex Denonville, Division Leader - Energy Management and Utilities Marco Villella, Division Leader - Legislative Services Brianna Coughlin, Division Leader - Water Management Jason Barlow, Team Leader - Legislative Services Cindy Lanoue, IT Technical Analyst Erik Pelland

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1. **Call to Order**
Mayor Bailey called the meeting to order at 6:00 PM in Council Chambers.
 2. **Singing of O Canada**
 3. **Land Acknowledgement**
 4. **Moment of Reflection**
 5. **Disclosures of Pecuniary Interest**
 6. **Recognitions**
 7. **Announcements by Mayor**
 8. **Public Meetings under the Planning Act**

9. Public Presentations

1. Save On Energy Ontario - HomeSealSaver and HomeEnergySaver Programs

Claire Soles from Save On Energy Ontario provided a PowerPoint presentation regarding the HomeSealSaver and HomeEnergySaver Programs.

10. Delegations

1. 2024 Water Wastewater Master Plan (WWMP) Update – Draft Final Report

Delegate Jeff Sylvestre provided a PowerPoint presentation regarding a request relating to their property.

The Corporate Leader - Operations provided a PowerPoint presentation as overview of the report. Jillian Schmitter from Jacobs Consultancy Canada Inc. was present electronically to answer questions relating to the report.

323-10-2024

Moved By Councillor McNamara

Seconded By Deputy Mayor Walstedt

Receive the 2024 Water Wastewater Master Plan Update – Draft Final Report prepared by Jacobs Consultancy Canada Inc.;

Direct the Corporate Leader - Operations to utilize this plan as a reference document to support the Municipality of Lakeshore's infrastructure improvements and to incorporate the implementation plan, as recommended, into future budget submissions for Council consideration; and

Direct the Corporate Leader- Chief Financial Officer to undertake a Development Charge Study Update and a Water Wastewater Rate Study update at a cost of \$95,000 as recommended, in the report for Council consideration, as presented at the October 8, 2024 Council meeting.

Carried Unanimously

11. Completion of Unfinished Business

1. ERP Implementation Plan and Award (deferred from September 24, 2024 Council meeting)

324-10-2024

Moved By Councillor Ruston

Seconded By Councillor McNamara

Direct Administration to proceed with the Enterprise Resource Planning (ERP) Implementation Plan and award the implementation to BDO Canada and Microsoft Dynamics 365 with implementation cost of \$800,000;

Preapprove a one-time 2025 Digital Transformation and Cloud Services (DTCS) operating budget increase of \$120,000 entering into an annual software service agreement with Microsoft;

Approve temporary project staff for project team backfill with costs of \$350,000;

Approve a budget variance of \$365,940 to be funded from the working capital reserve; and

Preapprove a \$128,000 2026 DTCS operating budget increase, all as presented at the September 24 and October 8, 2024 Council meetings.

Carried Unanimously

12. Approval of Minutes

325-10-2024

Moved By Deputy Mayor Walstedt

Seconded By Councillor McNamara

Approve minutes of the previous meeting as listed on the Consent Agenda.

1. September 24, 2024 Regular Council Meeting Minutes

Carried Unanimously

13. Consent Agenda

326-10-2024

Moved By Councillor Kerr

Seconded By Councillor Vogler

Receive the items as listed on the Consent Agenda.

1. ELK Energy Inc. Update

Carried Unanimously

14. Reports for Direction

1. **Amendment to the Lakeshore Canadiens Agreement to Include Cameras**

327-10-2024

Moved By Councillor Hoffman

Seconded By Councillor Santarossa

Approve the amendment to the Lakeshore Canadiens agreement to allow for the installation of cameras for the purpose of streaming games of the Lakeshore Canadiens Junior C team within the Atlas Tube Recreation Centre's Rock Rink, and

Direct the Clerk to read By-law 89-2024, being a by-law to authorize an amending agreement with 2337338 Ontario Inc., during the Consideration of By-laws, all as presented at the October 8, 2024 Council meeting.

Carried Unanimously

2. **Essex County OPP Detachment Board 1 – appointment of an at-large community representative**

328-10-2024

Moved By Deputy Mayor Walstedt

Seconded By Councillor Ruston

Appoint Ed Hooker to the Essex County OPP Detachment Board 1 as the Municipality of Lakeshore's at-large community representative for the 2025 calendar year, subject to a satisfactory police clearance, as presented at the October 8, 2024 Council meeting; and

Direct the Corporate Leader – General Counsel to forward Council's appointee for the at-large community representative as the Municipality of

Lakeshore's recommendation to the Town of Essex and the Town of Tecumseh for their consideration.

Carried Unanimously

3. RFP Award for Professional Services for Energy Conservation and Demand Management (ECDM) Plan

329-10-2024

Moved By Councillor Santarossa

Seconded By Councillor McNamara

Award the Request for Proposal for Professional Services for the update to Lakeshore's Energy Conservation and Demand Management Plan to Aladaco Consulting Inc. for a total cost of \$127,200 including applicable HST, as presented at the October 8, 2024 Council meeting.

Carried Unanimously

15. Notices of Motion

16. Reports from County Council Representatives

17. Report from Closed Session

18. Consideration of By-laws

330-10-2024

Moved By Councillor Vogler

Seconded By Councillor Ruston

By-laws 89-2024 and 97-2024 be read and passed in open session on October 8, 2024.

Carried Unanimously

331-10-2024

Moved By Deputy Mayor Walstedt

Seconded By Councillor Santarossa

By-law 96-2024 be read and passed in open session on October 8, 2024.

In Favour (7): Mayor Bailey, Deputy Mayor Walstedt, Councillor McNamara, Councillor Santarossa, Councillor Kerr, Councillor Vogler, and Councillor Hoffman

Conflict (1): Councillor Ruston

Carried

1. **By-law 89-2024, Being a By-law to Authorize an Amending Agreement with 2337338 Ontario Inc.**
2. **By-law 96-2024, Being a By-law Imposing Special Annual Drainage Rates upon Land in Respect of Which Money is Borrowed under the Tile Drainage Act**
3. **By-law 97-2024, Being a By-law to Confirm the Proceedings of the September 24, 2024 Council Meeting**

19. Non-Agenda Business

Moved By Councillor Kerr

Seconded By Councillor Vogler

Direct Administration to send the draft 2025 Budget to Council as soon as it is completed.

Carried Unanimously

20. Addendum

21. Closed Session

332-10-2024

Moved By Deputy Mayor Walstedt

Seconded By Councillor Hoffman

Move into closed session in Council Chambers at 7:56 PM in accordance with:

- a. Paragraph 239(2)(c) of the *Municipal Act, 2001* to discuss a proposed or pending acquisition or disposition of land by the municipality relating to the Denis St. Pierre Water Pollution Control Plant area.
- b. Paragraph 239(2)(b), (e) and (f) of the *Municipal Act, 2001* to discuss personal matters about identifiable individuals, including municipal or local board employees, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality and advice that is subject to solicitor-client privilege regarding a matter before the Human Rights Tribunal of Ontario.
- c. Paragraph 239(2)(b) of the *Municipal Act, 2001* to discuss personal matters about identifiable individuals, including municipal or local board employees, regarding the recommendations of Administration in relation to a board member appointment.

Carried Unanimously

22. Adjournment

The meeting was adjourned in closed session at 8:59 PM.

Tracey Bailey
Mayor

Brianna Coughlin
Clerk

Municipality of Lakeshore - Report to Council

Legislative and Legal Services

Legislative Services



To: Mayor and Members of Council
From: Brianna Coughlin, Division Leader – Legislative Services
Date: October 1, 2024
Subject: Closed Meeting Quarterly Report – Q3 2024

Recommendation

This report is presented for information only at the October 22, 2024 Council meeting.

Strategic Objectives

This report is not directly related to a Strategic Objective however is part of the ongoing work to provide transparency relating to Council meetings and is directly related to section 40 of the Procedure By-law:

Reporting to the Public - Quarterly

40. (a) On a quarterly basis, the Clerk shall prepare an Information Report for a Meeting open to the public describing the Closed Sessions held during the previous quarter which describes:

- i. the reference to the *Municipal Act, 2001* authorizing the closure of the Meeting;
- ii. the fact of the holding of the Closed Session;
- iii. the general nature of the matter to be considered during the Closed Session; and
- iv. the holding of vote, if any; and
- v. such other information as may be disclosed taking care not to reveal the substance of the deliberations of Council.

Background

The Municipality of Lakeshore (the “Municipality”) is committed to conducting meetings in an open and transparent manner. All meetings of Council are advertised on the municipal website and are video-recorded in order to allow residents to watch the proceedings from their homes or other locations.

Despite this commitment to openness, there are times where Council must deliberate confidentially in order to protect the privacy of an individual or the position of the Municipality.

Section 239(2) of the *Municipal Act, 2001* allows municipalities to go into closed session to consider matters for the following reasons:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;
- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act;
- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Council may also go into closed session pursuant to Section 239(3.1) of the Act to undertake education or training, as long as no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council.

Comments

Between July 1 and September 30, 2024, Council held 4 closed session meetings in order to consider 8 items. Approximately 2 hours were spent in closed session throughout these meetings.

There were also 4 closed session meetings of the CAO Hiring Committee. This is a special committee of Council, comprised of all Council members, for the purpose of conducting recruitment activities for the Chief Administrative Officer position. The closed sessions of the CAO Hiring Committee have been included in the table below. Approximately 11 hours were spent in closed session throughout these meetings.

The following table outlines the dates of the meetings, the subject matter discussed, the reasons the items were discussed during a closed session meeting and the outcome of the discussion.

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
July 9	32 min	Personal matters about an identifiable individual relating to municipal service delivery	b)	Yes
August 13	1hr 19 min	Proposed or pending disposition of land by the municipality relating to the St. Charles Street area	c)	Yes
		Proposed or pending acquisition or disposition of land by the municipality relating to the Duck Creek area	c)	Yes
		Proposed or pending acquisition or disposition of land by the municipality relating to the Denis St. Pierre Water Pollution Control Plant area	c)	Deferred

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
		Personal matters about an identifiable individual relating to the 2024 Lakeshore Sports Excellence Hall of Fame inductees	b)	Yes
September 3 CAO Hiring Committee	56 min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	Yes
September 9 CAO Hiring Committee	1hr 29 min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	Yes
September 10	15 min	Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality and advice that is subject to solicitor-client privilege regarding an insurance claim	e) and f)	Yes
		Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality and advice that is subject to solicitor-client privilege regarding an insurance claim	e) and f)	Yes
September 20 CAO Hiring Committee	2hr 48 min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	No

2024 Meeting Date	Time Spent in Closed Session	Subject	Reasons to go into Closed session	Vote for Direction
September 23 CAO Hiring Committee	5 hr 37min	Personal matters about an identifiable individual relating to Chief Administrative Officer recruitment activities	b)	Yes
September 24	23 min	Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality and advice that is subject to solicitor-client privilege regarding an encroachment matter.	e) and f)	Yes

Financial Impacts

Printing and courier costs associated with the meetings were included in the 2024 Budget and actual costs are within budget.

Report Approval Details

Document Title:	Closed Meeting Quarterly Report - Q3 2024.docx
Attachments:	
Final Approval Date:	Oct 7, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Brianna Coughlin

Submitted by Susan Hirota

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Community Health and Safety

Facilities and Parks



To: Mayor and Members of Council
From: William Quinlan, Division Leader - Facilities and Parks
Date: October 10, 2024
Subject: Tender Award – ATRC Glycol Warm Floor Rink Piping

Recommendation

Award the tender for the Atlas Tube Recreation Centre Glycol Warm Floor Rink Piping project to Lekter Industrial Services Inc. in the amount of \$297,000 including applicable HST to be funded in part from the Facilities Reserve to a maximum of \$130,000; and

Approve an additional \$167,000 from the facilities reserve in 2025, all as presented at the October 22, 2024 Council meeting.

Strategic Objectives

This does not relate to a Strategic Objective however it is a core service of the Municipality.

Background

During the 2024 budget deliberations, Council approved a project to upgrade and repair the Atlas Tube Recreation Centre ice rinks in floor warm floor piping due to ongoing glycol loss. Project ATC-24-6684 was approved for funding of \$130,000.

The Municipality of Lakeshore entered into a contract with Tandem Engineering Group (TEG) on April 16, 2024 in the amount of \$6,400.00 plus HST, to provide engineering services to address leaks experienced in the glycol loops between the rinks and snow melting system. The consultant was tasked with providing the following:

1. Review design against applicable codes including CSA ASME, OBC, Canadian regulations, and local bylaws.
2. Review the existing equipment (pumps, etc) to ensure compatibility with the new piping design.
3. Design of new above ground supply/return mains to each of the three rink headers and two snowmelt pits.
4. Provide mechanical piping design layouts, details, and P&ID schematic drawings

- complete with drawing specifications.
5. Milestone of deliverables for review include up to two (60%/90%) progress sets in preparation of final design drawings for tender.
 6. Provide site observation reports, answers to RFI's and shop drawing reviews during construction/admin support.
 7. Prepare final as record drawings based on contractor's red-line markups and submit to the client.

The scope of work as outlined below included:

- At the ATRC, Rinks 1, 2 and 3, there are leaks in the underground glycol piping from two sub-systems of the warm glycol system:
 - Snow Melt
 - Underfloor
- Issue:
 - Leaks are present in the underground glycol piping used for snow melting at ATRC's Rinks 1, 2, and 3.
- Findings:
 - Troubleshooting has proven the leaks are in the warm glycol lines between the rinks and the refrigeration room.
 - The header and piping under the rinks are leak-free and will not be replaced.
 - Replacement pumps have been evaluated for the new total dynamic head (TDH) requirements, and coordination with Armstrong pump for suitable replacements
 - Balancing valves are to be added to provide the ability to balance the system after installation is completed.
 - The contractor is to carry the cost of providing this commissioning service.
- Scope:
 - All labour and Materials to replace the underground leaking piping with above-grade piping, only burying it where necessary to avoid interference.
 - Provisional Work - Ice Resurfacing Pit 1 (serving Rinks 1 and 2) is operational and leak-free. Pricing provided for this portion of the scope of work is provisional.
- Exclusions:
 - TSSA – the part of the system under repair is not part of the registered system.
 - Above grade insulation is not required at this time – unless specified by the client during the RFI process.
 - CIMCO must update the set points, tags, and other information within digital control system (PLC control system).
- Consultant:
 - Tandem Engineering Group (TEG) will handle the evaluation, specification, tender drawings, construction drawings, construction oversight, and as-built drawings.

Comments

On August 19, 2024, the request for tender was posted on Bids and Tenders.

The following tenders were received prior to tender closing on September 11, 2024:

Tenderer	Price (including HST)	Price (including non-refundable HST)
Lekter Industrial Services Inc.	\$335,610.00	297,000.00
Cimco Refrigeration, a Division of Toromont Industries Ltd.	\$445,764.28	394,481.66

Administration recommends awarding the tender to Lekter Industrial Services Inc.

Others Consulted

Tandem Engineering Group

Financial Impacts

The table below outlines the project costs, budget centers and associated approved budgets. Administration is recommending that the shortfall in funding be provided by the Facilities reserve. The Facilities Reserve had a balance of \$2,406,415 at the end of 2023, with a forecasted deficit of \$240,523 at the end of 2024 subject to approval of this overage, the overage for Town Hall Renovations and the overage for the Public Works West Yard.

ATRC Glycol Warm Floor Piping Project	Total Cost (excluding applicable HST)	Budget/Funding
2024 Project ATC 24-6684		\$130,000.00
Total Tendered Project Cost	\$297,000.00	
Total Surplus/ (Deficit)	(\$167,000.00)	

Report Approval Details

Document Title:	Tender Award - ATRC Glycol Warm Floor Rink Piping.docx
Attachments:	
Final Approval Date:	Oct 11, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by William Quinlan

Submitted by Frank Jeney

Approved by Kate Rowe and Justin Rousseau

Municipality of Lakeshore – Report to Council

Corporate Services

Deputy Chief Administrative Officer- Chief Financial Officer



To: Mayor and Members of Council

From: Kate Rowe, Interim Corporate Leader – Chief Financial Officer
William Quinlan, Division Leader – Facilities and Parks

Date: October 10, 2024

Subject: 2024 Community Sport and Recreation Infrastructure Fund – Stream 1

Recommendation

Direct the Corporate Leader – Chief Financial Officer to submit an application to the Ministry of Sport's Community Sport and Recreation Infrastructure Fund (CSRIF), Stream 1, for funding to support the repair of the Glycol Piping System at the Atlas Tube Recreation Centre (ATRC), as outlined in the October 22, 2024, Council report titled "Tender Award – ATRC Glycol Piping System Repair Project"; and

Direct the Clerk to provide a copy of the resolution to the Ministry of Sport as confirmation of Council's support for the ATRC Glycol Piping System Repair Project application under the CSRIF – Stream 1, 2024 grant cycle.

Strategic Objectives

This does not relate to a Strategic Objective however it is a core service of the Municipality.

Background

On August 19, 2024, the Ministry of Sport announced the CSRIF, a \$200 million program to improve sport and recreation infrastructure across Ontario. The CSRIF consists of two streams:

Stream 1: Repair and rehabilitation of existing facilities

Stream 2: New builds or signature builds

Under Stream 1, the Municipality can apply for funding ranging from \$150,000 to \$1 million to extend the lifespan of existing facilities and improve programming accessibility. Projects approved under this stream must be completed within 24 months of signing a Transfer Payment Agreement (TPA) with the Ministry. In addition to seeking

support from Council, the Municipality has secured a letter of support from the Belle River District Minor Hockey Association for this application.

Grant Details:

- Funding amount requested: \$148,500(50% of the total project cost of \$297,000)
- Notification of funding decision: Early Winter 2024-25
- Funding disbursement: In installments based on project deliverables, with a 10% holdback released upon project completion and the Ministry's satisfactory review of the final report.

Comments

This report seeks Council's approval to apply for funding from the Community Sport and Recreation Infrastructure Fund (CSRIF) to support the repair of the Glycol Piping System at the Atlas Tube Recreation Centre (ATRC). This report follows the tender award recommendation for the ATRC Glycol Piping System Repair Project, which has exceeded the budget by \$167,000.

The Municipality is seeking approval to apply for a CSRIF grant, which, if successful, would reimburse 50% of the eligible costs associated with the ATRC Glycol Piping System Repair Project, amounting to \$148,500. This application is contingent on the approval of the tender award for the project in the preceding report.

Financial Impacts

As noted in the Council report titled "Tender Award – ATRC Glycol Piping System Repair Project," the total cost of the project is \$297,000 (including the non-refundable portion of HST). Council approved a total of \$130,000 for this project in the 2024 budget. The grant, if successful, would reduce the burden on the Facilities Reserve in the amount of \$148,500, to \$18,500.

Conclusion

If Council approves the tender award for the ATRC Glycol Piping System Repair Project, Administration recommends proceeding with the CSRIF grant application. If the tender award is not approved, there will be no need to proceed with the grant application.

Report Approval Details

Document Title:	2024 Community Sport and Recreation Infrastructure Fund - Stream 1.docx
Attachments:	
Final Approval Date:	Oct 11, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Kate Rowe and William Quinlan

Approved by Justin Rousseau

Municipality of Lakeshore – Report to Council

Operations

Capital Projects



To: Mayor and Members of Council
From: Wayne Ormshaw, Division Leader – Capital Projects
Date: October 9, 2024
Subject: Tender Award – Town Hall Renovations

Recommendation

Approve the tender award to Fina Construction Ltd. for the Town Hall Renovations in the amount of \$994,606.62 (including applicable HST); and

Approve an overage of \$18,607 to be funded from the Facilities Reserves as presented at the October 22, 2024 Council meeting.

Strategic Objectives

The below Strategic Objective is applicable to this recommendation:

5a) Modernize Citizen-Centered Services - Conceiving/implementing a plan for resident-service standards (including establishing a response policy for all inquiries to the municipality, IT solutions/apps/portals, phone protocols, virtual enablement, etc)

Background

At the June 25, 2024 meeting of Council, final design plans for the Town Hall Main Floor Renovations were presented to Council. The following resolution was made:

Resolution #228-06-2024

Approve the Town Hall Main Floor Renovation and Operations Renovation Concept Plans;

Direct Administration to proceed to tender and/or award for both projects based on procurement bylaw requirements, with considerations of incentives for the timely completion of the project; and

Approve an additional \$330,000.00 to be funded from the Facilities Reserve as presented at the April 30 and June 25, 2024 Council meetings.

At this meeting, the budget for the Town Hall Main Floor Renovations was increased to \$1,291,000.00. Included within this budget was \$130,000.00 identified as being required for renovations (at the Operations Center) necessary for the relocation of staff during the renovation of the Town Hall.

Council stipulated that there was a need to ensure the completion was on time or ahead of schedule, as such the contract documents include an incentive over and above the contract bid amount, to encourage an early completion of the renovations. In line with industry standards a financial incentive is provided based on completing the work one month ahead of schedule. Once this date has passed the financial amount is reduced each and every weekday until the scheduled completion date, whereby only the contract bid amount will be paid.

At the September 24, 2024 Council meeting, the following resolution was passed related to temporary renovations and portable facilities to accommodate staff:

Resolution #305-09-2024

Direct Administration to fund the costs of the temporary renovation plan through the Facilities Reserve; and

Implement a pilot project for hybrid work for the period of renovations, all as presented at the September 24, 2024 Council meeting.

Comments

Within the renovation area of Town Hall there are 7 existing offices, 10 cubicles and 3 front-facing customer counter spaces (2 finance, 1 public service unit).

The new proposed plan will include the following:

- Larger accessible entrance area with 8 designated customer service counters,
- Barrier free washroom accessed from entrance area,
- de-escalation area accessed from entrance area,
- Conversion of the ground floor vault into a meeting room,
- Staff lunch/coffee room,
- 13 offices, and,
- 7 cubicles.

A thorough coordination and review of the final design was completed throughout each of the design stages by the Corporate Leaders and their respective Divisions to ensure the final design included the needs of their staffing within the newly renovated areas.

Due to the expected noise, dust and parking/storage needs during construction, temporary storage and the relocation of furniture and other office equipment will be required prior to the start of construction. The cost for removals storage and the temporary office locations for the relocated staff were recognized and is included as part of the financial breakdown below.

Due to the efficient use of the newly renovated ground floor plan, new office furniture will be required to suit the new office layout designs. The cost of the new furniture is also identified within the financial breakdown below.

The project was tendered using the online Bids and Tenders process and was posted on Wednesday August 21, 2024.

Eleven (11) compliant bids were received prior to the tender closing on Wednesday, October 9, 2024.

The tender amounts received are shown below:

Tenderer	Total Bid Amount (excluding HST)	Total Bid Amount (including applicable HST)
Fina Construction Ltd.	\$977,404.31	\$994,606.62
Gulf Developments Inc.	\$988,207.20	\$1,005,599.65
Greenlight General Contracting Inc.	\$1,006,129.87	\$1,023,837.76
Vince Ferro Construction Ltd.	\$1,010,241.87	\$1,028,022.13
Valente Contracting Inc	\$1,043,417.87	\$1,061,782.03
RC White Ltd	\$1,080,229.87	\$1,099,241.92
Alliance General Contracting of Windsor Inc.	\$1,098,483.87	\$1,117,817.19
Adine Builders Limited	\$1,154,929.87	\$1,175,256.64
Wincon Construction 1986 Ltd.	\$1,166,326.87	\$1,186,854.23
Westhoek Construction Limited	\$1,233,097.87	\$1,254,800.40
Direk Construction Inc.	\$1,480,579.87	\$1,506,638.08

The above tender values do not include any amounts for the early completion of the work.

Others Consulted

JP Thompson Ltd was consulted as part of this project.

Financial Impacts

The financial impacts have been summarized below:

Town Hall Renovation Project	Proposed Costs	Approved Budget
Engineering & Contract Administration	\$65,000	\$65,000
Tender Award for Renovations (Construction Costs)	\$994,607	\$1,016,000
Early Completion Incentive	\$40,000	
New Furniture Costs	\$80,000	\$80,000
Temporary Workspace and Portables	\$164,000	\$164,000
Operations renovations and furniture (allowance)	\$130,000	\$130,000
Total	\$1,473,607	\$1,455,000
Total Overage		-\$18,607

Administration is confident that Fina Construction Ltd. has the necessary experience and equipment to successfully complete the project.

Administration is recommending awarding the Town Hall Renovations to Fina Construction Ltd. in the amount of \$994,606.62 (including applicable HST) and approve the over budget amount of \$18,607 (including applicable HST) to be funded from Facilities Reserves.

The Facilities Reserve had a balance of \$2,406,415 at the end of 2023, with a forecasted deficit of \$240,523 at the end of 2024 subject to approval of this overage, the overage for Public Works West Yard and the overage for the Glycol piping repair at the ATRC (before any grant funding).

Report Approval Details

Document Title:	Tender Award - Town Hall Renovations.docx
Attachments:	
Final Approval Date:	Oct 15, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Wayne Ormshaw

Submitted by Krystal Kalbol

Approved by Kate Rowe and Justin Rousseau

Municipality of Lakeshore – Report to Council

Operations

Capital Projects



To: Mayor and Members of Council
From: Wayne Ormshaw, Division Leader – Capital Projects
Date: October 2, 2024
Subject: Tender Award – Public Works West Yard Upgrade

Recommendation

Approve Option 3 and award the tender to Barrinetti Construction Ltd for the Public Works West Yard Upgrade in the amount of \$1,851,930.24 (including applicable HST); and

Approve an overage of \$1,221,137.00 to be funded from the Facilities Reserves as presented at the October 22, 2024 Council meeting.

Strategic Objectives

The following Strategic Objective is applicable to this project:

1a) Building and Stewarding Municipal Infrastructure - Update Asset Management Plan

Background

The existing Public Works facility at 1089 Puce Road (County Road 25) consists of one office, one washroom, and a lunch/meeting room which initially accommodated 4 staff. This facility was last renovated in 1984 which added three (3) bays facing Puce Road. Prior to the installation of the bays, all equipment was stored outside in the yard area.

The staffing level in the West Public Works facility is now 7 full-time Operations staff. Seasonally more staff are required to be accommodated (up to 10 -12 Operations staff (including summer students and winter control staffing needs)).

In order to comply with current accessibility requirements (i.e. barrier free washrooms), maintain service levels, and meet increased service demands, the facility is in need of upgrades. The current layout of the existing Public Works facility has exceeded the intended use and requires an additional office, a larger meeting/ lunchroom, an additional washroom, a locker area and changing room, as well as a new wash bay, a new truck bay and expanded exterior storage.

The Strategic Facility Needs Study, dated October 18, 2017 completed by WSP identified the following related to the West Public Works Yard:

“The West Public Works Yard is experiencing increased service delivery demands due to general growth occurring in the western half of the Town. An additional seasonal road maintenance route is scheduled to come online in the near term to help address this growth. This will create a need for a new vehicle storage bay. In addition, it is anticipated that up to two more vehicle bays (one storage bay, one wash bay) will be required at some point in the medium term. Increased office and staff amenity space will also be required. Additional outdoor site storage is required now, and this need will continue to grow in the future.”

During the 2023 budget deliberations, the Municipality recognized the need to upgrade the West Public Yard facility to include a wash bay, additional washrooms, and larger meeting and lunchroom spaces. In 2023 Council approved a budget of \$780,000 for the design and construction of these upgrades. The budget amount was based on the facility plan estimates and did not adequately account for inflation and increasing construction costs.

Comments

During the design phase, Administration collaborated with the Operations team and the consultants to prioritize critical needs while minimizing costs, resulting in the inclusion of some additional provisional items:

- Provisional Item A – This item includes the construction of an additional truck bay at the southwest end of the building. The wash bay is crucial for maintaining the fleet to help mitigate the effects of salt on snow clearing equipment along with controlling salt run off and meeting best practices for salt management during the winter control season.
- Provisional Item B – This item includes the supply and installation of a Metal Canopy for exterior storage. With the increase in the footprint for the office area, the outdoor storage canopy is essential for accommodating equipment and materials that are currently stored internally.
- Provisional Item C – This item includes the supply and installation of aluminum replacement windows in the existing garage. These windows require replacement and are at the end of their life.

Therefore, the tender included a wash bay (needed for salt management), expansion of the office area, featuring two offices, two barrier-free washrooms, a locker room, and a larger meeting and lunchroom as well as the provisional items noted above.

Based on the level of disruption during construction, a portable will be required to be placed for Public Works staff for office and lunch space. A portable washroom will also be required.

Based on the above costs related to temporary workspace, there was a need to ensure the completion was on time or ahead of schedule, as such the contract documents include an incentive over and above the contract bid amount, to encourage an early completion of the renovations. In line with industry standards a financial incentive is provided based on completing the work one month ahead of schedule. Once this date has passed the financial amount is reduced each and every weekday until the scheduled completion date, whereby only the contract bid amount will be paid.

The project was put out to tender on Wednesday August 21, 2024.

Three (3) complaint bids were received prior to the tender closing on Friday, September 20, 2024.

After bid results were posted on Bids and Tender, one of the tenderers pulled back their bid due to a bid error.

The valid tender amounts received are shown below:

Tenderer	Base Bid* (excluding applicable HST)	Base Bid* (including applicable HST)	Costs for Provisional Items (including applicable HST)	Total Cost (including applicable HST)
Barrinetti Construction Ltd	\$1,305,000.00	\$1,327,968.00	\$523,962.24	\$1,851,930.24
2490179 Ontario Ltd	\$1,566,000.00	\$1,593,561.60	\$905,664.00	\$2,499,225.60

*The base bid includes the office area expansion and one additional wash bay at the north of the building.

For clarity each provisional item is shown on Attachment 1 and the relative costs are included below (based on the low tender amount):

Provisional Item	Bid Cost (including applicable HST)
Provisional Item A (Additional truck bay)	\$405,004.80
Provisional Item B (Metal Storage Canopy)	\$99,826.56
Provisional Item C (Replacement windows)	\$19,130.88
Total	\$523,962.24

Others Consulted

JP Thompson Ltd was consulted as part of this project.

Financial Impacts

A detailed breakdown of the project costs and budget are included below:

Public Works West Yard Upgrade	Total Project Cost (including applicable HST)	Budget for Design and Construction, (including applicable HST)	Over/Under (including applicable HST)
Engineering Design, Tender and Construction Administration	\$ 98,707.00		
Temporary Portable and Washroom Costs	\$ 10,500.00		
Total Engineering and Site Prep		\$ 109,207.00	\$ -
Option 1: Public Works West Yard Upgrade (Tender Cost without Provisional Items (Base Bid))	\$ 1,327,968.00	\$ 670,793.00	-\$ 657,175.00
Early Completion Incentive	\$ 40,000.00		-\$ 40,000.00
Option 2: Public Works West Yard Upgrade (Construction Cost with Provisional Item A and C)	\$ 1,775,476.00	\$ 670,793.00	-\$ 1,104,683.00
Option 3: Public Works West Yard Upgrade (Tender Costs including all Provisional Items A, B and C)	\$ 1,851,930.00	\$ 670,793.00	-\$ 1,181,137.00
Total Recommendation (for Option 3)	\$ 2,001,137.00	\$ 780,000.00	-\$ 1,221,137.00

The total recommended costs for Option 3 above includes the \$40,000.00 Early Completion Incentive.

Administration is confident that Barrinetti Construction Ltd has the necessary experience and equipment to successfully complete the project.

Administration is recommending awarding the Public Works West Yard Upgrade to Barrinetti Construction Ltd in the amount of \$1,851,930.24 (including applicable HST) and approve the over budget amount of \$1,221,137.00 (including applicable HST) to be funded from Facilities Reserves.

The Facilities Reserve had a balance of \$2,406,415 at the end of 2023, with a forecasted deficit of \$240,523 at the end of 2024 subject to approval of this overage, the overage for Town Hall Renovations and the overage for the Glycol piping repair at the ATRC (before any grant funding).

Attachments

Attachment 1 – Site Plan Figure

Report Approval Details

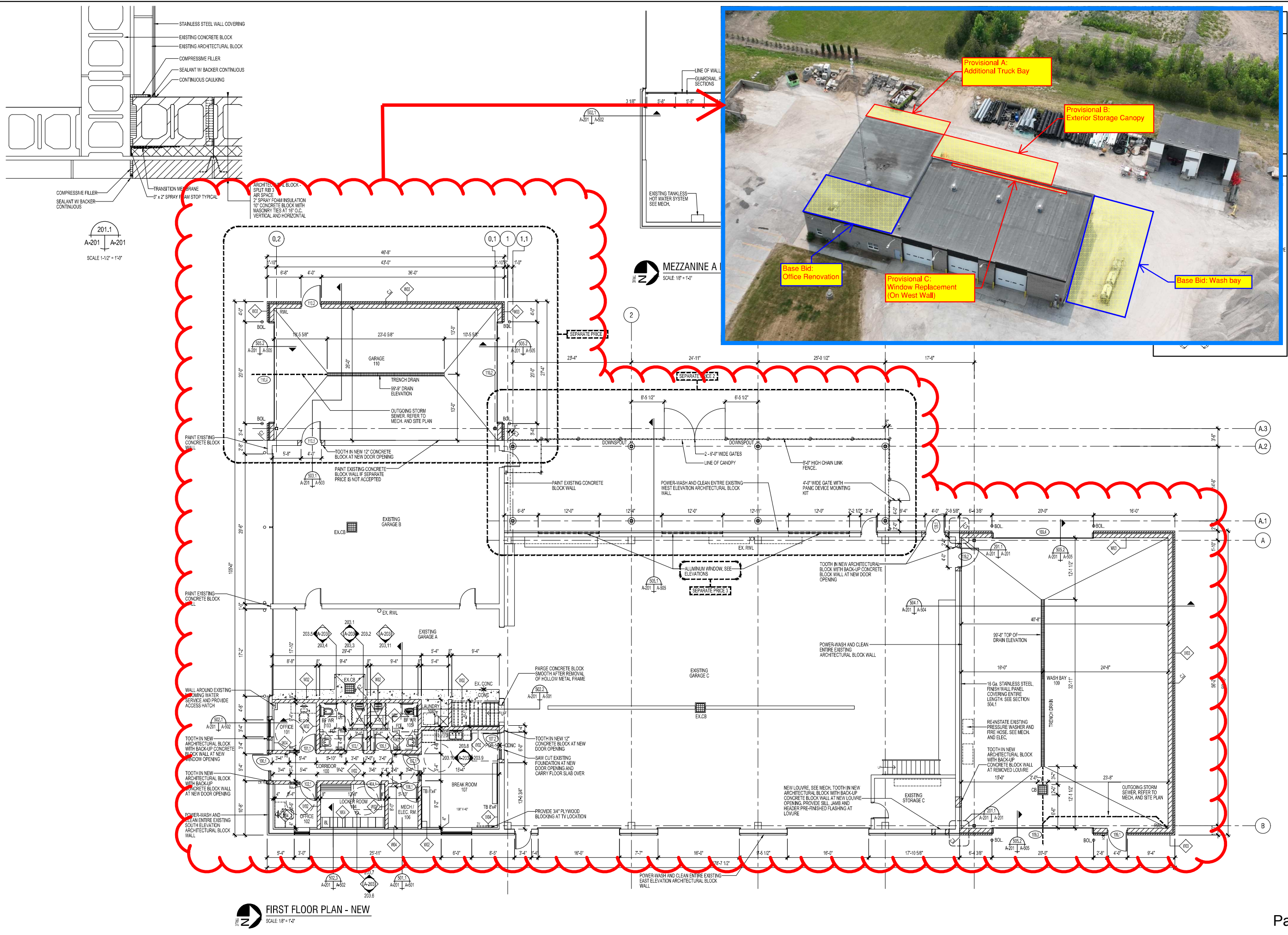
Document Title:	Tender Award - Public Works West Yard Upgrades.docx
Attachments:	- Attachement 1 - Site Plan Figure.pdf
Final Approval Date:	Oct 15, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Wayne Ormshaw

Submitted by Krystal Kalbol

Approved by Kate Rowe and Justin Rousseau



ISSUANCES:

No.	Issued for/Description	Date
1	OWNER'S REVIEW	2024-01-17
2	60% OWNER'S REVIEW	2024-03-01
3	FOR PERMIT	2024-07-18
4	FOR TENDER	2024-08-20

CLIENT:

The Corporation of the Municipality of Lakeshore
 419 Notre Dame
 Belle River, ON N0R 1A0

PROJECT TITLE:
Lakeshore West Yard Upgrades
 1089 Puce Rd.
 Emeryville, ON N0R 1C0

DRAWING TITLE:
FLOOR PLANS - NEW

DATE: 2024-03-01
 DRAWN BY: AW
 SCALE: AS SHOWN
 PROJECT NO: **23-113**

Municipality of Lakeshore – Report to Council

Growth and Sustainability

Planning Services



To: Mayor and Members of Council

From: Daniel Mercer, urbaniste, RPP, MCIP, Division Leader - Community Planning

Date: October 2, 2024

Subject: Tilbury Battery Storage Update – 0 Creekside Road, 0 Essex Kent Road, and 2825 Essex Kent Road

Recommendation

Direct the Clerk to read By-law 99-2024 during the “Consideration of By-laws” to authorize the Mayor and Clerk to execute a Community Benefit Agreement with Tilbury Battery Storage Inc., which is a subsidiary of Boralex Inc. created in partnership with Walpole Island First Nation, as presented at the October 22, 2024 Council meeting.

Strategic Objectives

This does not relate to a Strategic Objective however it is a core service of the Municipality.

Entering into a Community Benefit Agreement will provide annual revenue to the Municipality for the duration of the Battery Storage Project.

Background

The Municipality of Lakeshore is currently reviewing a series of applications submitted under the *Planning Act* from Tilbury Battery Storage Inc. that are intended to facilitate the use of the subject lands as a battery energy storage system (BESS). The received applications, corresponding file numbers, and application type are as follows:

Application	Description	Status
ZBA-02-2024	To amend the Municipality of Lakeshore Zoning By-law to permit use of the subject site as a “Utility Yard.”	In force and effect as of February 27, 2024.
SPC-07-2024	An application for Site Plan Control for the proposed BESS.	At the time of writing this report, the application is nearing complete awaiting

		a 3 rd submission from the applicant for review.
B-04-2024	A Consent application to permit registration of a lease agreement of greater than 21 years for the property identified as 0 Creekside Road.	Approved with conditions on September 18, 2024.
B-06-2024	A Consent application to permit registration of a lease agreement of greater than 21 years for the property identified as 2825 Essex Kent Road.	Approved with conditions on September 18, 2024
B-07-2024	A Consent application to permit registration of a lease agreement of greater than 21 years for the property identified as 0 Essex Kent Road.	Approved with conditions on September 18, 2024

Administration initially began working with the applicant in September 2023 when the proposed BESS was reviewed through a Pre-Consultation application. Following this meeting, the applicant prepared an application for a Zoning By-law Amendment (ZBA-02-2024). The amendment was adopted on February 27, 2024 following a public meeting on the same date. In April 2024, a Site Plan Control application (SPC-07-2024) was submitted by the applicant. On September 12, 2023, Council adopted a municipal support resolution regarding Tilbury Battery Storage Inc.’s proposed project.

At the February 27, 2024 Council Meeting, the following resolution was adopted by Council:

Resolution #83-02-2024

Direct Administration to bring a report for information relating to the site plan conditions for the Tilbury Battery Storage project.

Carried Unanimously

This report is intended, in part, to address this resolution.

At the February 27, 2024 public meeting concerning the Zoning Bylaw amendment, multiple members of the public made delegations with questions and concerns related to the proposed project. In response, Council provided direction to Administration and requested that an information report be prepared identifying how the following items would be addressed through the planning approval process:

1) Stormwater Management and Drainage

The site location was identified as having drainage implications for the lands to the east as the area is flat, shallow and susceptible to flooding over large distances. Furthermore, the February 2024 Site Plan Control application proposed site access to enter the property from the north, off Creekside Road. This access would have required a new road be constructed through the subject lands to the project site located at the south of the property, potentially further aggravating storm water management control. In response to these concerns, several actions were taken. The applicant proposed to move the access to the site from Creekside Road to Essex Kent Road, a County Road. The Lower Thames Valley Conservation Area was consulted. The Site Plan Control application was amended

to add appropriate storm water management mitigation measures. Fill Permits were required to regulate construction activities.

2) Landscaping and Visual Screening

Concerns were raised as to the views of the BESS from public access areas. No landscape plan had been provided by the applicant before the February 2024 public meeting. It should be noted that landscaping plans and details are not typically required prior to approval of a Zoning By-law Amendment application as they are reviewed during the site plan control process. To ensure that the proposed BESS is adequately screened and visually-buffered from adjacent lands and roads, the applicant subsequently proposed a combination of shrubs and trees to be planted around the perimeter of the site. The landscape plan is provided in Appendix A.

3) Creekside Road

Residents identified the current condition of Creekside Road as being poor. Concern was raised that increased traffic, including during construction, would worsen the road condition. In response, the applicant proposed to move the access road from entering the project site from the north at Creekside Road to the east from Essex Kent Road. To do so, the applicant negotiated additional long-term leases with two neighbouring landowners with frontage on Essex Kent Road. As these leases are greater than 21 years, consent applications to the Committee of Adjustment were required, as per the *Planning Act*. Three applications for consent – two leases for the access road and one lease for the project site – were approved by the Committee of Adjustment on September 19, 2024. The leases have not been provided to the Municipality due to privacy issues. However, due to the location of the project site and access road, all landowners will be entering into the site plan agreement.

4) Community Benefit Agreement

At the February 27, 2024, public meeting support was expressed for a Community Benefit Agreement. This follows the support resolution adopted by Council on February 2, 2023, for the Long-Term Reliability Project, Southwest Energy Storage Project, that includes the Tilbury BESS. That resolution stated that “Each successful proponent receiving a contract from Independent Electricity System Operator (IESO) is expected to enter into a Community Benefits Agreement with the Municipality”. In May 2023, Tilbury Battery Storage Inc. was awarded a contract as part of the RFP for storage capacity by IESO. As such an agreement may only be authorized by the Mayor and Clerk under direction of Council, Administration has negotiated a draft agreement which is presented at today’s Council meeting under Consideration of By-laws. The Agreement reached includes contributions from the applicant for \$76,000 per year, to be adjusted annually starting in 2025 in accordance with the Consumer Price Index (CPI), as published by Statistics Canada to account for the change in consumer prices for the previous year, with a maximum adjustment of 2% to coincide with the annual payment increases the applicant will receive from IESO (which is capped at 20% of CPI).

5) Restoration Plan

The project site is located on prime agricultural land with a project life expected to be more than twenty years, with options for renewal. As such, site decommissioning and restoration practices were discussed to return to an agricultural use. The applicant was asked to prepare a plan detailing the decommissioning process once the BESS ceases operation. The Restoration Plan, attached as Appendix B, describes the activities planned during the decommissioning phase and the recommended mitigation measures to address anticipated potential negative environmental effects associated with the development of the project. Administration acknowledges that best practices and technologies may evolve during the life of the BESS and that the Restoration Plan may subsequently need to be amended. As requested by Council, the Restoration Plan will be attached to the site plan agreement as a Schedule.

Comments

Council requested a report for information relating to the site plan conditions for the Tilbury Battery Storage project. It is the opinion of Administration that the concerns raised during the February 27, 2024 public meeting have been addressed by the applicant through amendments to the proposed Site Plan Control application.

In addition, Administration has negotiated a Community Benefit Agreement with the applicant. It is recommended that a By-law be passed for the Mayor and Clerk to enter into such agreement, as per the Recommendation Section.

Administration will continue to work with the applicant to ensure the Site Plan Control application meets the Municipality's requirements and addresses areas of concern as discussed above.

Financial Impacts

Entering into a Community Benefit Agreement will result in an annual payment to Lakeshore of \$76,000. This amount will be adjusted annually based on the Consumer Price Index, with a maximum adjustment of 2% as per the terms of the agreement.

Attachments

Appendix A – Landscape Plan (Draft dated May 30, 2024)
Appendix B – Restoration Plan (Draft dated July 23, 2024)

Report Approval Details

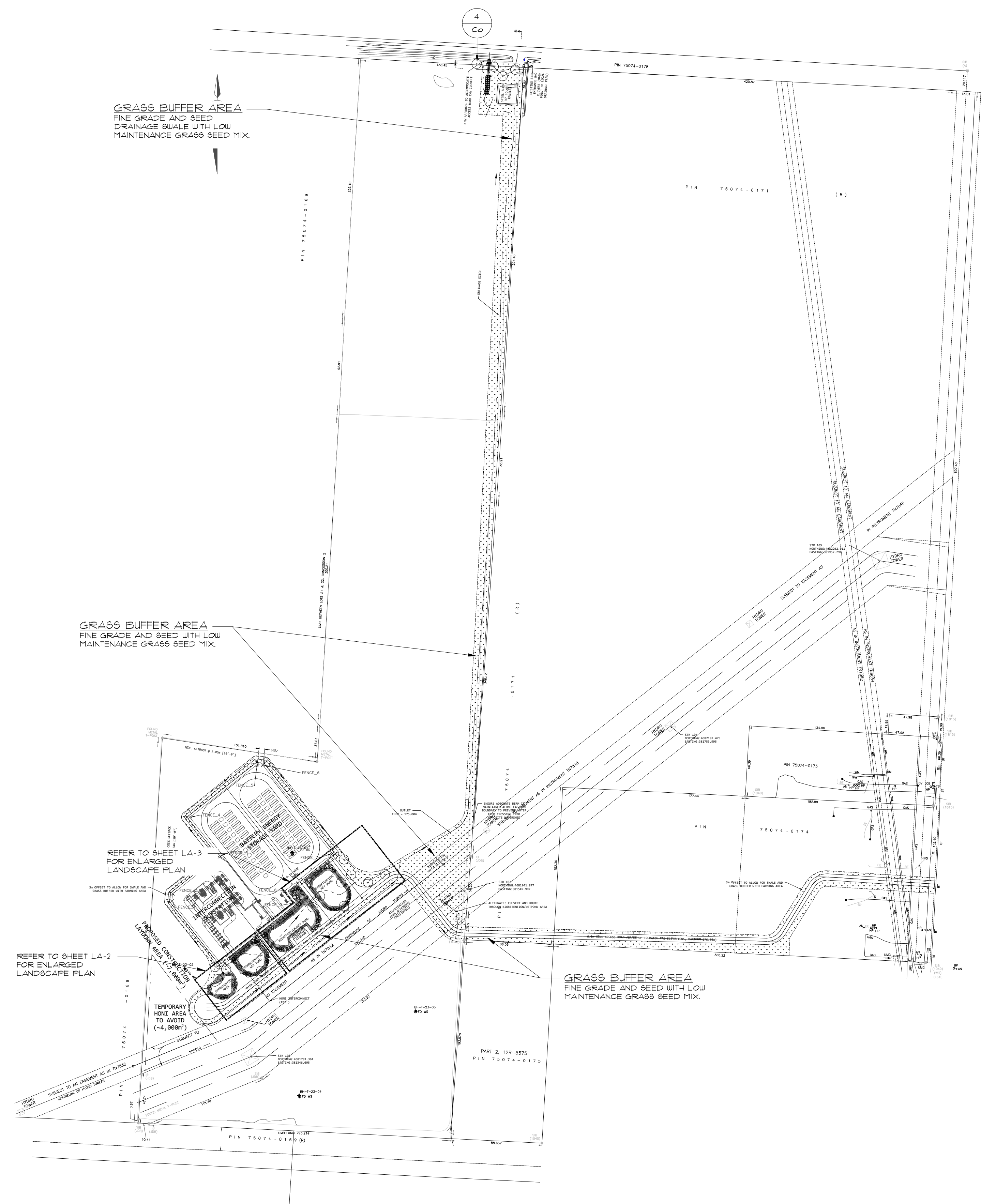
Document Title:	Tilbury Battery Storage Update – 0 Creekside Road, 0 Essex Kent Road, and 2825 Essex Kent Road.docx
Attachments:	
Final Approval Date:	Oct 11, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Daniel Mercer

Submitted by Ryan Donally and Tammie Ryall

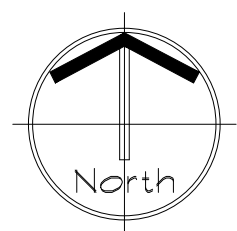
Approved by the Corporate Leadership Team



OVERALL LANDSCAPE PLAN

ORIGINAL SHEET SIZE: 24" x 36"

SCALE 1:2500



General Landscape Notes

ITEMS OTHER THAN SOFT LANDSCAPING (PLANTS, BOULDERS, MULCH, FINE GRADE AND SEED AND/OR SOD) ARE SHOWN ON THIS PLAN FOR REFERENCE ONLY. WHEN BIDDING AND/OR OBTAINING MATERIAL QUANTITIES, PLEASE REFER TO THE APPROPRIATE PLAN(S) FOR NON-SOFT LANDSCAPE ITEMS SUCH AS DEMOLITION, DRAINAGE, PAVEMENT AND CURBS, FENCING ETC.

FINE GRADE ALL AREAS DESIGNATED FOR SEED OR SOD, REMOVING ALL EXISTING VEGETATION, DEBRIS, AND STONES WHETHER IMPORTED OR NATIVE TO THE SITE. HYDRO SEED WITH SPECIED SEED MIXES, ALL SITE AREAS AS INDICATED ON THE LANDSCAPE PLAN EXCEPT THOSE WHERE PLANTING BEDS, PAVEMENT, OR BUILDINGS ARE INDICATED. EXTEND SOD TO PROPERTY LINES FOR INTERIOR LOT LINES AND TO THE CURB FOR STREET FRONTAGE. APPLY A ROOTING FERTILIZER PRIOR TO INSTALLING SOD OR SEED. RESTORE ANY AREAS OF THIS SITE OR ADJACENT PROPERTIES RESULTING FROM CONSTRUCTION OF THIS PROJECT.

SEED ESTABLISHMENT AND PLANTING BED MAINTENANCE:
 PROVIDE WATER CARE AND PROTECTION TO ENSURE PROPER AND FULL ESTABLISHMENT OF ALL TURF AREAS. REPAIR ALL BARE AREAS. CARE OF SOD AREAS WILL EXTEND FROM THE TIME OF INSTALLATION TO THE FIRST CUT BY THE CONTRACTOR. AT TIME OF FIRST CUT, REMOVE WEEDS THAT HAVE COME THROUGH THE SOD FROM THE SOIL AND REMOVE ANY WEEDS IN THE PLANTING BEDS (WEED BEDS 30 DAYS AFTER INSTALLATION IF NO SOD HAS BEEN INSTALLED).

SPREAD EXISTING TOPSOIL OVER SMOOTH SUBGRADE IN ORDER TO ACHIEVE A 4" MINIMUM DEPTH FOR ALL TURF AREAS. PROVIDE ADDITIONAL TOPSOIL AS REQUIRED.

ADVISE THE LANDSCAPE ARCHITECT OR PROJECT MANAGER OF THE LOCATION OF THE STOCKPILE AND ALLOW ADEQUATE TIME FOR TESTING PRIOR TO IMPORTING SOIL.

REMOVE PAVEMENT BASE AND ALL DEBRIS FROM PLANTING BEDS AND PARKING LOT ISLANDS AND ENSURE THERE IS FRIABLE TOPSOIL TO A DEPTH OF 18" IN ALL PLANTING AREAS. SUPPLY ADDITIONAL TOPSOIL AS REQUIRED.

INSTALL 15mm (3/4") WOOD CHIP MULCH IN ALL PLANTING BEDS AND IN THE ROOT SAUCERS OF TREES. MULCH SHOULD CONSIST OF 22-10mm (1" - 1 1/2") NATURAL COLOUR (NOT DIED) HARDWOOD CHIPS FREE OF CHUNKS AND STICKS, SOIL, STONES, SALTS OR OTHER HARMFUL CHEMICALS, ROOTS OR OTHER EXTRANEIOUS MATTER. WEED CONTROL BARRIER IS NOT REQUIRED.

POLYEDGER NOT REQUIRED FOR PLANTING BEDS.

GUARANTEE ALL PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM ACCEPTANCE. REPLACE ALL DEAD OR WEAK PLANT MATERIAL PROMPTLY WHEN DIRECTED BY THE OWNER OR PROJECT MANAGER. GUARANTEE REPLACEMENT PLANT MATERIAL FOR A PERIOD OF ONE YEAR FROM PLANTING. PLANTS DAMAGED DUE TO VANDALISM ARE NOT GUARANTEED.

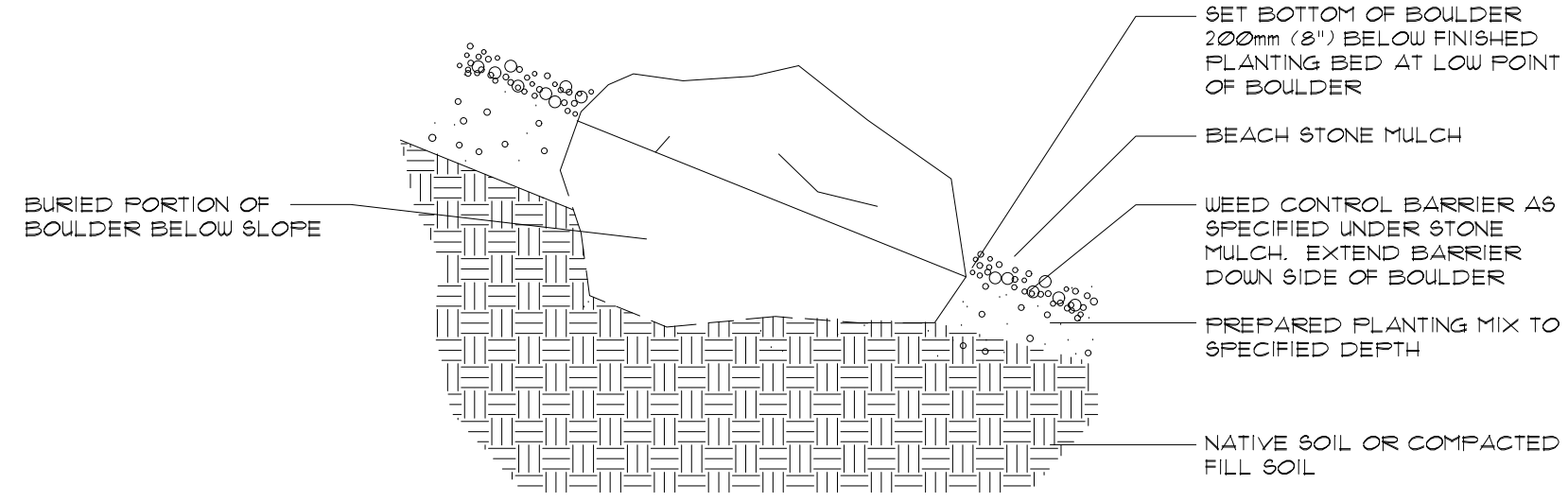
VERIFY QUANTITIES OF PLANTS INDICATED IN THE PLANT KEYS AND PLANT LIST WITH THOSE SHOWN ON THE PLAN.
 NOTIFY THE LANDSCAPE ARCHITECT OF ANY DISCREPANCIES PRIOR TO TENDERING.

ALL WORK TO BE PERFORMED IN COMPLIANCE WITH THE HEALTH AND SAFETY ACT 1990, ONTARIO Reg. 213/91, 114/82 AND LATEST REVISIONS.

DETERMINE AND VERIFY THE LOCATION AND EXISTENCE OF ALL UNDERGROUND UTILITIES AND IRRIGATION SYSTEM COMPONENTS PRIOR TO COMMENCING CONSTRUCTION.

ADVISE THE LANDSCAPE ARCHITECT OF ANY CONFLICT BETWEEN THE PROPOSED WORK AND EXISTING UTILITIES AND/OR EXISTING IRRIGATION PIPE, VALVES ETC.

REPAIR ANY AND ALL DAMAGE DONE TO THIS SITE OR ADJACENT SITES RESULTING FROM CONSTRUCTION OF THIS PROJECT.
 VERIFY THAT ALL EXISTING SITE CONDITIONS ARE AS SHOWN ON THIS PLAN.



Boulder Installation On A Slope

NTS

REFER TO SHEET LA-2 FOR COMPLETE PLANT LIST, LANDSCAPE NOTES AND DETAILS

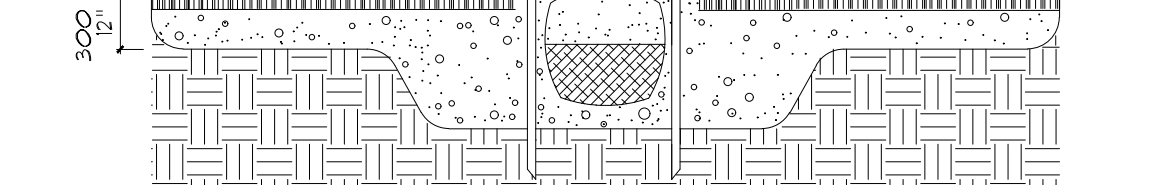
TRIM HEAD TO REMOVE ANY DAMAGED BRANCHES AND TO ACHIEVE A DESIRABLE BRANCHING PATTERN.

11 GAUGE GALV. WIRE WITH TREE GUARD REMOVE AFTER ONE YEAR.
 2-METAL T-BAR STAKES SET OUTSIDE AND BELOW THE ROOTBALL. REMOVE STAKES AFTER ONE YEAR.

SET TOP OF ROOT BALL 15 mm (3/4") ABOVE FINISHED GRADE.
 150 mm (6") EARTH SAUCER WITH 15 mm (3/4") WOOD CHIP MULCH (OR STONE IF IN A PLANTING BED).
 PLANTING PIT 150 mm (6") DEEPER THAN ROOT BALL.

DIG TREE PITS BY HAND OR WITH A BACKHOE. AUGERED HOLES ARE NOT PERMITTED.
 150 mm (6") CORRUGATED PLASTIC PIPE OR APPROVED EQUAL RODENT GUARD WHERE REQUIRED.

PREPARED PLANTING SOIL: ONE THIRD PEAT MOSS, ONE THIRD TOPSOIL AND ONE THIRD NATIVE SOIL.
 CUT AND REMOVE TOP ONE THIRD OF THE WIRE BASKET BURLAP AND ALL ROPE AROUND THE TRUNK OF THE TREE.
 TAMP EXISTING SOIL TO PREVENT SETTLEMENT.



PLANTING PIT 3x ROOT BALL DIA.
 PLANTING AREA 5x ROOT BALL DIA.

Deciduous Tree Planting

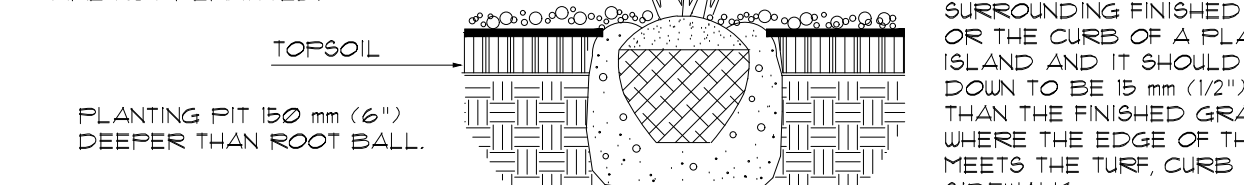
NTS

INSTALL SHRUBS BY SCALING FROM THE PLANS. ORIENT FOR BEST APPEARANCE. ADJUST LOCATION TO AVOID DIRECT IMPACT OF IRRIGATION.

PROVIDE 15 mm (3/4") MULCH AS SPECIFIED.
 INSTALL WEED CONTROL BARRIER AND COMMERCIAL GRADE POLYEDGER AS INDICATED.

IF THE PLANT HAS BECOME ROOT BOUND, LOOSEN THE ROOTS BEFORE PLANTING.
 PREPARED PLANTING SOIL: ONE THIRD PEAT MOSS, ONE THIRD TOPSOIL AND ONE THIRD NATIVE SOIL.

SHRUB PITS TO BE DUG BY HAND OR BACKHOE. AUGERED HOLES ARE NOT PERMITTED.
 PLANTING PIT 150 mm (6") DEEPER THAN ROOT BALL.



TRIM SHRUBS TO REMOVE ANY DAMAGED BRANCHES AND TO ACHIEVE A DESIRABLE BRANCHING.
 REMOVE TOP THIRD OF BURLAP OR FIBRE POT OR ENTIRE PLASTIC POT PRIOR TO PLANTING.
 THE PLANTING PIT SHOULD BE 150 mm (6") WIDER THAN THE ROOT BALL ON ALL SIDES.
 SET TOP OF ROOT BALL 15 mm (3/4") ABOVE FINISHED GRADE.
 THE FINISHED GRADE OF THE PLANTING BED SHOULD BE 15 mm (3/4") HIGHER THAN THE SURROUNDING FINISHED GRADES OR THE CURB OF A PLANTING ISLAND AND IT SHOULD SLOPE DOWN TO BE 15 mm (1/2") LOWER THAN THE FINISHED GRADE WHERE THE EDGE OF THE BED MEETS THE TURF, CURB OR SIDEWALK.

Shrub Planting

NTS

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PROJECT:

TILBURY
 BATTERY
 ENERGY
 STORAGE
 FACILITY
 TILBURY, ONTARIO

DRAWING TITLE:

OVER ALL
 LANDSCAPE
 PLAN

SCALE:

As Noted

DRAWN BY:

GDB

CHECKED BY:

FLB

APPROVED BY:

DATE:

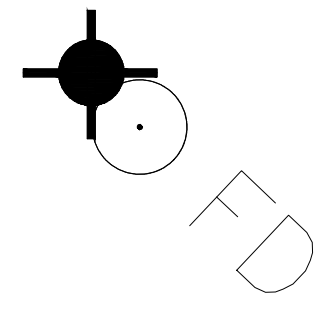
MAY, 2024

DRAWING NO:

LA-1

CAD file: 1687 lnds r1

BH-T-23-02



POKE GRADE AND HYDRO SEED WITH
OSK CREEK BANK NATIVE SEED
MIXTURE AND NURSE CROP (SEED)
OR ANNUAL RYE ADDED AT TIME OF
HYDRO SEEDING.
SEE AT THE RECOMMENDED RATE
FOR BOTH SEEDS.
LATE FALL (OCT. 15 TO NOV. 15)
SEEDING IS PREFERRED.
RETURN TO THE SITE TWICE DURING
THE GROWING SEASON AFTER
GERMINATION TO MOW THE AREA TO
A HEIGHT OF 20 cm (8")

TOP OF SLOPE - EDGE
OF RETENTION AREA

BIORETENTION AREA
BOTTOM SURFACE FINISH BY CIVIL

BIORETENTION AREA
BOTTOM SURFACE FINISH BY CIVIL

6.1m WIDE ACCESS ROAD

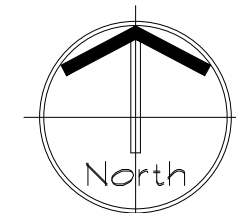
AN EAST

HYDRO
TOWER

PART LANDSCAPE PLAN 'A'

ORIGINAL SHEET SIZE: 24" x 36"

SCALE 1:200



Plant List

KEY	BOTANICAL NAME	COMMON NAME	SIZE	ROOT	QUAN
DECIDUOUS TREES					
A	ACER FREEMANNII 'JEFFERSRED'	AUTUMN BLAZE MAPLE	100 mm	UB	3
Ar	ACER RUBRUM	RED MAPLE	60 mm	UB	4
Co	CELTIS OCCIDENTALIS	COMMON HACKBERRY	60 mm	UB	4
Sn	SALIX NIGRA	BLACK WILLOW	50 mm	UB	6
DECIDUOUS SHRUBS					
Ac	AMELANCHIER CANADENSIS	SHADBLOW SERVICEBERRY	100 cm	POT	11
Am	ARONIA MELANOCARPA	BLACK CHOKEBERRY	100 cm	POT	15
Ca	CARAGANA ARBORESCENS	SIBERIAN PEASHRUB	40 cm	POT	8
Cr	CORNUS FLORIDA	FLOWERING DOGWOOD	100 cm	POT	3
DI	DIERVILLA LONICERA	BUSH-HONEYSUCKLE	40 cm	POT	18
Hk	HYPERICUM KALMIANUM	ST. JOHN'S WORT	50 cm	POT	39
Mg	METASEQUOIA GLYPTOSTROBKOIDES	DAWN REDWOOD	100 cm	POT	44
RaGL	RHUS AROMATICA 'GRO-LOW'	GRO-LOW FRAGRANT SUMAC	40 cm	POT	120
Rc	ROSA CAROLINA	PASTURE ROSE	40 cm	POT	36
Rh a	RHUS AROMATICA	FRAGRANT SUMAC	40 cm	POT	24
Ro	RUBUS ODORATUS	FLOWERING RASPBERRY	2 gal	POT	25
Rt	RHUS TYPHINA	STAGHORN SUMAC	60 cm	POT	29
Sa	SYMPHORICARPUS ALBUS	SNOWBERRY	50 cm	POT	24
Sd	SALIX DISCOLOR	FUSSY WILLOW	100 cm	POT	9
BOULDERS					
CLB	LOCAL CUBICAL LIMESTONE BOULDERS				64

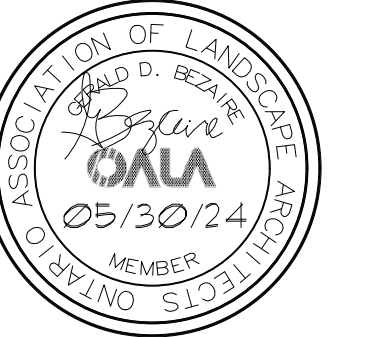
BP
Bezaire Partners

Landscape Architects
Public Consultation
Project Management

2255 Pelissier Street
Windsor, ON N8X 1N5
cell: 519.791-1651

gbezaire@bezaire.ca

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TILBURY
BATTERY
ENERGY
STORAGE
FACILITY
TILBURY, ONTARIO

DRAWING TITLE:

PART
LANDSCAPE
PLAN

SCALE:

As Noted

DRAWN BY:

GDB

CHECKED BY:

FLB

APPROVED BY:

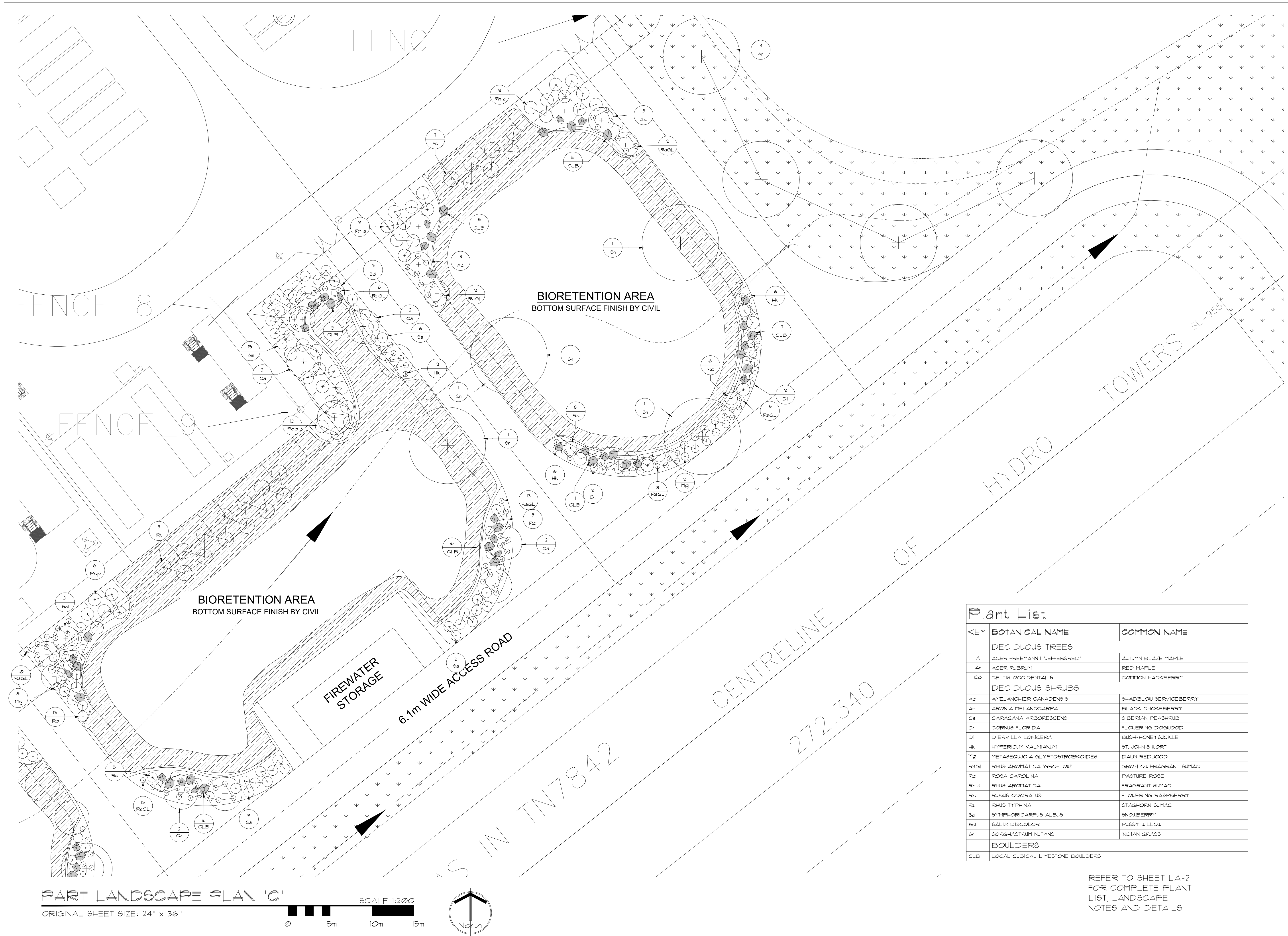
DATE:

MAY, 2024

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LA-2

CAD file: 1687 lnds r1



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Bezaire Partners

Landscape Architects
Public Consultation
Project Management

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TILBURY BATTERY ENERGY STORAGE FACILITY
TILBURY, ONTARIO

DRAWING TITLE:

PART LANDSCAPE PLAN

SCALE:

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DRAWN BY:

GDB

CHECKED BY:

FLB

APPROVED BY:

DATE:

MAY, 2024

DRAWING NO:

LA-3

CAD file: 1687 lnds r1

KEY	BOTANICAL NAME	COMMON NAME
DECIDUOUS TREES		
A	ACER FREEMANNII 'JEFFERSRED'	AUTUMN BLAZE MAPLE
Ar	ACER RUBRUM	RED MAPLE
Co	CELTIS OCCIDENTALIS	COMMON HACKBERRY
DECIDUOUS SHRUBS		
Ac	AMELANCHIER CANADENSIS	SHADBLOW SERVICEBERRY
Am	ARONIA MELANOCARPA	BLACK CHOKEBERRY
Ca	CARAGANA ARBORESCENS	SIBERIAN PEASHRUB
Cr	CORNUS FLORIDA	FLOWERING DOGWOOD
DI	DIERVILLA LONICERA	BUSH HONEYSUCKLE
Hk	HYPERICUM KALMIANUM	ST. JOHN'S WORT
Mg	METASEQUOIA GLYPTOSTROBKOIDES	DAWN REDWOOD
RaGL	RHUS AROMATICA 'GRO-LOW'	GRO-LOW FRAGRANT SUMAC
Rc	ROSA CAROLINA	PASTURE ROSE
Rh a	RHUS AROMATICA	FRAGRANT SUMAC
Ro	RUBUS ODORATUS	FLOWERING RASPBERRY
Rt	RHUS TYPHINA	STAGHORN SUMAC
Sa	SYMPHORICARPUS ALBUS	SNOWBERRY
Sd	SALIX DISCOLOR	FUSSY WILLOW
Sn	SORGHASTRUM NUTANS	INDIAN GRASS
BOULDERS		
CLB	LOCAL CUBICAL LIMESTONE BOULDERS	

REFER TO SHEET LA-2
FOR COMPLETE PLANT
LIST, LANDSCAPE
NOTES AND DETAILS



Tilbury Battery Storage Project – Restoration Plan

Draft Report

July 23, 2024

Prepared for:
Tilbury Battery Storage Inc.

Prepared by:
Stantec Consulting Ltd.

Project Number:
160901037

Limitations and Sign-off

The conclusions in the Report titled Tilbury Battery Storage Project – Restoration Plan are Stantec’s professional opinion, as of the time of the Report, and concerning the scope described in the Report. The opinions in the document are based on conditions and information existing at the time the scope of work was conducted and do not take into account any subsequent changes. The Report relates solely to the specific project for which Stantec was retained and the stated purpose for which the Report was prepared. The Report is not to be used or relied on for any variation or extension of the project, or for any other project or purpose, and any unauthorized use or reliance is at the recipient’s own risk.

Stantec has assumed all information received from Tilbury Battery Storage Inc. (the “Client”) and third parties in the preparation of the Report to be correct. While Stantec has exercised a customary level of judgment or due diligence in the use of such information, Stantec assumes no responsibility for the consequences of any error or omission contained therein.

This Report is intended solely for use by the Client in accordance with Stantec’s contract with the Client. While the Report may be provided to applicable authorities having jurisdiction and others for whom the Client is responsible, Stantec does not warrant the services to any third party. The report may not be relied upon by any other party without the express written consent of Stantec, which may be withheld at Stantec’s discretion.

Prepared by: _____ Prepared by: _____
Signature Signature

Chris Revak, B.Sc., CISEC
Environmental Scientist

Printed Name and Title

Aidan McGillis, BSc (Hon), MEnv
Environmental Assessment Planner

Printed Name and Title

Reviewed by: _____ Approved by: _____
Signature Signature

Steve Thurtell, M.Sc., P.Ag.
Senior Environmental Scientist

Printed Name and Title

Mark Knight, MA, MCIP, RPP
BC Practice Leader

Printed Name and Title



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Appendix A Figures



Acronyms / Abbreviations

BESS	battery energy storage system
EA	Environmental Assessment
ESC	Erosion and Sediment Control
Hydro One	Hydro One Networks Inc.
IESO	Independent Electricity System Operator
kV	kilovolt
LTVCA	Lower Thames Valley Conservation Authority
MECP	Ministry of the Environment, Conservation and Parks
MTF	Minor Transmission Facilities
MW	megawatt
O. Reg.	Ontario Regulation
ROW	right-of-way
SCADA	Supervisory Control and Data Acquisition
the Project	Proposed Tilbury Battery Storage Project
the Proponent	Tilbury Battery Storage Inc.
TCA	temporary construction area



1 Introduction

1.1 Project Overview

Tilbury Battery Storage Inc. (the Proponent) is proposing the construction and operation of the Proposed Tilbury Battery Storage Project (the Project). The Project is a battery energy storage system (BESS) with a capacity of approximately 80 megawatts (MW), four-hour duration, in the Municipality of Lakeshore, Ontario.

The Project was selected by the Ontario Independent Electricity System Operator (IESO) as part of its Expedited Long-Term Request for Proposals for storage capacity in May 2023. The Project is subject to the Class Environmental Assessment for Minor Transmission Facilities (MTF Class EA) (Hydro One 2022)¹ in accordance with the Ontario *Environmental Assessment Act*.

As described in Section 3.3.3 of the MTF Class EA, some projects are not expected to have significant environmental effects and do not require the completion of the full Class EA Process, but rather can follow the Class EA Screening Process. Such projects are compared to the screening criteria on a case-by-case basis to determine if they have the suitable technical parameters and environmental situations to allow them to be screened out of the full Class EA Process. The Proponent retained Stantec Consulting Ltd. (Stantec) to prepare the Class EA for an MTF Screening Report for the Project. Based on the Class EA, no adverse net environmental effects are anticipated from the Project and therefore the Project qualified to be carried out under the Screening Process as described in Section 3.3.3 of the MTF Class EA. Notice of Successful Screening under the MTF Class EA was submitted to the MECP on May 10, 2024.

The Project will consist of containerized batteries, inverters, medium voltage transformers, internal gravel access roads, buried collector and communication cabling, a small transmission substation, and potential garage and operations and maintenance building. The Project will connect to the existing Hydro One Networks Inc. (Hydro One) 115 kilovolts (kV) transmission line. Figures showing the Project Location (**Figure 1**) and Proposed Facility Components (**Figure 2**) are provided in Appendix A. Upon completing the life-span of the Project, the site will be restored to pre-existing conditions and maintain the pre-construction land use after final restoration.

¹ Notice of Commencement was issued under Hydro 2022, therefore will continue in accordance with the Class Environmental Assessment for Minor Transmission Facilities. We acknowledge the MTF Class EA has since been amended to the Class Environmental Assessment for Transmission Facilities (Hydro 2024).



1.2 Purpose

This Restoration Plan describes the Project activities planned during the decommissioning phase and the recommended mitigation measures to address anticipated potential negative environmental effects associated with the development of the Project.

1.3 Existing Conditions

1.3.1 Vegetation Communities and Vascular Flora

The Project Area is predominantly row crop agriculture (soybeans, wheat), as well as residential and industrial properties (Figure 2.2).

A deciduous hedgerow is situated along the eastern property line of the northern parcel, which is dominated by gray dogwood (*Cornus racemosa*), green ash (*Fraxinus pennsylvanica*), and spreading dogbane (*Apocynum androsaemifolium*). A naturalized ditch runs along the southern boundary of the Project Area containing shrub thicket species including pale dogwood (*Cornus obliqua*), gray dogwood and riverbank grape (*Vitis riparia*), as well as other species commonly found along the disturbed area associated with field edges and roadside edges.

1.3.2 Birds

As a component of the MTF Class EA, an Environmental Review and Constraints Analysis was undertaken and 15 bird species were documented. Two species, European Starling (*Sturnus vulgaris*) and Osprey (*Pandion haliaetus*), were confirmed breeding within the study area for the EA but outside of the proposed Project Area and therefore will not be disturbed as the result of the Project.

The Project Area is dominated by cultivated agricultural habitat, with an isolated hedgerow community, and therefore has negligible habitat available to breeding birds.

1.3.3 Herpetofauna

During the MTF Class EA, no herpetofauna species were observed.

The Project Area is dominated by agricultural habitat and no wetlands are identified, therefore there is negligible habitat available for herpetofauna.

1.3.4 Mammals

During the MTF Class EA, two common mammal species were observed, including woodchuck (*Marmota monax*) and muskrat (*Ondatra zibethicus*) within the study area for the EA.



The Project Area is dominated by agricultural habitat, which typically provides negligible habitat for mammals, however the deciduous trees may provide suitable habitat for Little Brown Myotis, a Regulated SAR bat. These trees are outside of the proposed Project Area and will not be affected by the Project.

1.3.5 Insects

During the MTF Class EA, no insect species were observed. Thicket habitats in the EA study area but outside of the Project Area were noted to contain Common Milkweed (*Asclepias syriaca*), and may be suitable for Monarch (*Danaus Plexippus*), however due to the small size of these habitats, it is unlikely that they would be considered significant habitat warranting protection.

The Project Area is dominated by agricultural habitat, which provides negligible habitat for insect species.

1.3.6 Fish and Mussels

No features within the Project Area are identified that would support fish or mussel species.

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2 Probable Future Use of the Project Location

The Project is anticipated to have an operational lifespan of 22 years. At the end of the Project's lifespan, the Project components are expected to be decommissioned and the lands restored as described in **Section 3**. If Project economics remain viable after the anticipated operational lifespan, the facility could be "repowered" and contracted for an additional operational period. This process may include the replacement and/or upgrading of Project components based on technology available at the time.

Should the Proponent choose to extend operation of the Project after the initial anticipated operational lifespan of 22 years, the Proponent would engage in consultation activities as appropriate and as required by regulations and requirements in effect at the time of decommissioning. However, for the purpose of this report, it is assumed that the Project will be fully decommissioned and restored at some point in its life cycle.

It is anticipated that after decommissioning and restoration, the lands used for the Project will be returned to their current 2024 land use as agricultural lands, and/or deciduous hedgerows. Information in this Restoration Plan will be updated, if required, in advance of decommissioning and restoration. The updated report would consider the land use requirements, any changes to decommissioning and restoration activities and associated mitigation measures, and applicable regulatory requirements in effect at that time. It would also contain updated maps showing the exact location of Project components for decommissioning.



3 Decommissioning

At the end of the Project's life, the Project components are expected to be decommissioned and the lands restored (including rehabilitated) to their pre-construction condition. Decommissioning activities are expected to take approximately 3-6 months.

3.1 Decommissioning

All decommissioning and restoration activities will be performed as per the requirements of relevant governing agencies and will be in accordance with relevant statutes in effect at the time of decommissioning and with consideration of industry standard practices. Should the construction of the Project not be completed, the following decommissioning and restoration requirements will still apply.

3.1.1 Pre-Dismantling Activities

The Project will be de-energized and isolated from all external electrical transmission lines. Temporary erosion and sedimentation control (ESC) measures and other appropriate environmental protection measures will be established prior to land disturbance during decommissioning activities. The proposed mitigation and restoration measures from the construction phase will apply.

3.1.2 Equipment Dismantling and Removal

The following subsections describe the process that will be undertaken to dismantle the various components associated with the Project and provide a brief overview of the potential environmental effects associated with each decommissioning activity. The majority of potential environmental effects related to decommissioning are similar to those during construction and are detailed, along with mitigation measures.

All components and materials will be removed from the site by truck. **Table 3.1** in Section 3.3 summarizes how the materials will be reused, recycled or disposed of.

3.1.2.1 Inverter Stations and Electrical System

Step-up transformers would be drained of oil and removed (if applicable), along with their associated inverters and their concrete pads/foundations. Potential negative environmental effects may include soil erosion and sediment transport to water bodies or natural heritage features such as wetlands, woodlands and wildlife habitat, as well as the potential for spills related to the removal of oil.



Above ground electrical lines in the municipal right-of-way (ROW) may be removed in consultation with the Municipality of Lakeshore and local utility companies. Below ground electrical lines will be removed. Potential negative environmental effects for removal of electrical lines are similar to those during construction and may include temporary loss of wildlife habitat (for lines in the municipal ROW), accidental intrusion into adjacent woodlands or wildlife habitat, disturbance to wildlife, and vegetation removal beyond the area to be decommissioned and/or areas previously reclaimed. Dust generation and sedimentation of natural features and water bodies may also occur.

If required, the Project's interconnection infrastructure to the electrical power distribution infrastructure owned and operated by Hydro One will be removed in accordance with Hydro One requirements at the time of decommissioning.

3.1.2.2 Substation and Switchyard

Decommissioning of the Project substation will include the examination for leaks/spills of the oil containment pit for the transformer, prior to removal of the transformer. All above-ground electrical and other equipment including switches, breakers, relays, housing for relays, and Supervisory Control and Data Acquisition (SCADA) equipment will be removed. The concrete foundations, oil containment pit, and granular and geotextile materials would be removed and disposed of as per **Table 3.1**. Potential negative environmental effects will include soil disturbance from removal of the electrical system, and the potential for spills and contamination related to the storage and removal of oil.

3.1.2.3 Access Roads and Graveled Compound

Where access roads and graveled compound areas are to be removed, the granular and geotextile materials, along with any culverts installed for storm water flow, will be removed and site will be remediated as required to current provincial standards. Potential negative environmental impacts will be related to soil disturbance as discussed above for inverters and electrical system. Excavation and transportation of granular material may result in localized exhaust emissions, dust, and temporarily increased traffic on local roads.

3.2 Site Rehabilitation/Restoration

Most of the lands within the Project Area are currently being used for row crop agricultural purposes, as well as residential and industrial purposes. Despite the dominance of cultivated fields, a deciduous hedgerow and a small meadow/thicket community are also present. This section describes the rehabilitation and restoration of the site.

3.2.1 Agricultural Lands

Agricultural lands that have become compacted due to facility operation or decommissioning activities must be de-compacted to a minimum of 30 cm (12") using suitable equipment.



Regrading may be required to even out the land surface. The grading should be done in a way that will not impact the flow of surface water to wetlands, water bodies and nearby Lower Thames Valley Conservation Authority (LTVCA) regulated areas. The Proponent will consult with LTVCA to confirm any permitting requirements for regrading.

Following grading and decompacting, topsoil will be added to recreate a suitable growing medium for agricultural purposes. Where possible, the topsoil salvaged during project construction will be utilized. If sufficient salvaged topsoil from the Project Area is not available, topsoil should be transported to the Project Area and be the same or similar texture as per the material in place prior to construction of the Project (confirm by checking adjacent topsoil) and would be tested prior to importation to confirm textures are similar and prevent transmission of agricultural pests to the property and/or potential contaminated soil. Topsoil depths should be consistent to the depths of the adjacent fields. When replacing topsoil, grading should match the grades of the adjacent fields and it should be placed as evenly as feasible over the Project Area where topsoil salvage was conducted (see agricultural areas in **Figure 2.2**).

The land will be planted with agricultural crops and/or other vegetation by the landowner or their lessee to stabilize the soil. ESC measures should be installed adjacent to ditches and left in place until the cover crop is fully established.

3.2.2 Vegetated Buffer and Forested Lands

The deciduous hedgerow along the eastern property line in the northern portion of the property (see **Figure 2.2**) will be restored using the same process as for agricultural lands. The land will be re-planted with similar native species (see **Section 1.3**).

3.2.3 Water Bodies and Wetlands

Water bodies and wetlands (as per O. Reg. 359/09) have not been identified within 120 m of the Project Area. No water bodies or wetlands will require restoration as a result of the Project's decommissioning and restoration activities.

Decommissioning activities will be discussed with LTVCA as necessary, to determine applicable current guidelines, permitting, site-specific mitigation, and/or remediation plans that apply at the time of decommissioning.

3.2.4 Stormwater Management

Stormwater management practices may include various Low Impact Development Practices (Bioretention Areas, Dry Detention Ponds, and Swales/Bioswales). Prior to construction, care must be taken to construct as many drainage features as reasonably practical to manage the site water immediately. Stormwater management features should be removed, and grading should meet pre-existing conditions as identified in the Stormwater Management Report completed for the Project.



3.2.5 Municipal Road Allowances

Electrical lines located either above- or below-ground in the municipal ROW may be removed, in consultation with the Municipality of Lakeshore, LTVCA, and utility companies as applicable. Where removal disturbs the ROW, the land will be restored to pre-construction conditions.

3.2.6 Spills

Strict spill prevention and spill response procedures will be in place during construction, operation and decommissioning, and it is not anticipated that cleanup or remediation of lands affected by spills will be needed during decommissioning.

During decommissioning, oil from transformers will be removed prior to removal of transformers to minimize the potential for spills. However, there is the potential for spills of oil or gas to occur during routine operation, maintenance and decommissioning. Should a spill occur that requires remediation of lands, this will be done in compliance with applicable regulations and in consultation with the MECP to restore the lands to their pre-construction condition.

3.3 Managing Excess Materials & Waste

Prior to decommissioning the Project, The Proponent should complete a waste audit and prepare a waste reduction work plan in accordance with any applicable guidelines or requirements from the MECP or relevant regulations in effect at the time of decommissioning.

Much of the facility would consist of reusable or recyclable materials; as a result, there would be minimal residual waste for disposal from decommissioning the facility. Typical waste materials and modes of disposal, recycling, or reuse are presented in **Table 3.1** below:

Table 3.1: Typical Battery Storage Facility Decommissioning Waste Materials and Modes of Disposal

Component	Typical Mode of Disposal
Concrete foundations	Crush and recycle as granular material
Electrical Cabling	Recycle
Transformers, inverters and switchgear	Salvage for reuse or recycle
Granular material	Reuse or dispose of in landfill
Oils/lubricants	Recycle through licensed reprocessing company
Geotextile material	Dispose of in landfill
Fencing	Salvage for reuse or recycle for scrap
Electrical line poles	If metal, salvage for reuse or recycle for scrap. If wooden, dispose of in landfill or recycle for other uses.
Miscellaneous non-recyclable materials	Dispose of in landfill



4 Decommissioning Notification and Communications

Advance notification of decommissioning will be provided to Municipality of Lakeshore, the County of Essex, Walpole Island First Nation, Aamjiwnaang First Nation, Caldwell First Nation, Deshkan Zibiing (Chippewas of the Thames First Nation), Chippewas of Kettle and Stony Point First Nation, Oneida Nation of the Thames, and Métis Nation of Ontario, the LTVCA, other government agencies and the public. Notification may be in the form of letters, newspaper notices or digital advertisements, phone calls and/or updates on the Project website and will meet current standards at the time of decommissioning. This Restoration Plan will be reviewed and updated as needed at least 6 months prior to the Project's retirement date..

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5 Other Approvals

The Proponent will obtain applicable authorizations, permits and approvals required at the time of decommissioning from the appropriate government and regulatory agencies/bodies. Authorizations, permits, and approvals that may be required at the time of decommissioning are provided in **Table 5.1**.

Table 5.1: Potential Decommissioning Permits and Approvals

Administering Agency	Permit / Approval	Rationale
Municipal		
County of Essex and/or Municipality of Lakeshore	Road Occupancy Permit	Prior to conducting any work within a municipal road ROW.
	Noise By-law Exemption	If decommissioning activities are required during the prohibited times outlined in the Municipality of Lakeshore Noise <i>By-law No. 106-2007</i> .
	Moving Permit(s)-Oversize/Overweight Load	Required if the vehicle/load is greater than specified dimensions.
	Road Use Agreement (updated)	Road conditions survey to assess pre- and post-decommissioning conditions of municipal roads to be used for material delivery and equipment movement. Traffic and/or Transportation Management Plan showing adherence to road safety and suitability, including adherence to load restrictions on municipal roads.
Provincial		
LTVCA	O.Reg. 41/24: Prohibited Activities, Exemptions and Permits	Work within floodplains, water crossings, river or stream valleys, hazardous lands and within or adjacent to wetlands.
MECP	Record of Site Condition	A change of property use and/or ownership.
MECP	Approvals under the <i>Endangered Species Act, 2007</i>	If provincially-listed Species at Risk or their habitat is present.
Ministry of Labour	Notice of Project	Notification before decommissioning begins.
Ministry of Transportation	Special Vehicle Configuration Permit	Use of non-standard vehicles to transport large components.
	Transportation Plan	Adherence to road safety and suitability.
	Highway Entrance Permit	Interference or obstruction of the highway.
	Change of Access and Heavy/Oversize Load Transportation Permit	Compliance with provincial highway traffic and road safety regulations.
	Wide or Excess Load Permit	Transportation of oversized or overweight loads that exceed the limits set out in the <i>Highway Traffic Act</i> . Compliance with provincial highway traffic and road safety regulations.



6 References

Hydro One. (2022). Class Environmental Assessment for Minor Transmission Facilities. Available online: <https://www.hydroone.com/abouthydroone/CorporateInformation/majorprojects/classenvironmentalassessmentforminortransmissionfacilities/Documents/Class%20EA%20for%20Minor%20Transmission%20Facilities.pdf>.

Lower Thames Valley Conservation Authority: O. Reg. 41/24: Prohibited Activities, Exemptions and Permits. Available at: <https://www.ontario.ca/laws/regulation/r24041>

Municipality of Lakeshore. 2007. Corporation of the Town of Lakeshore By-Law No. 106-2007: A By-Law to Control Noise. Available online: <http://weblink8.lakeshore.ca/WebLink/DocView.aspx?dbid=1&id=61674&page=1&cr=1>

Maskwa. 2024. Boralex Tilbury BESS Preliminary Stormwater Management Report.

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Appendices

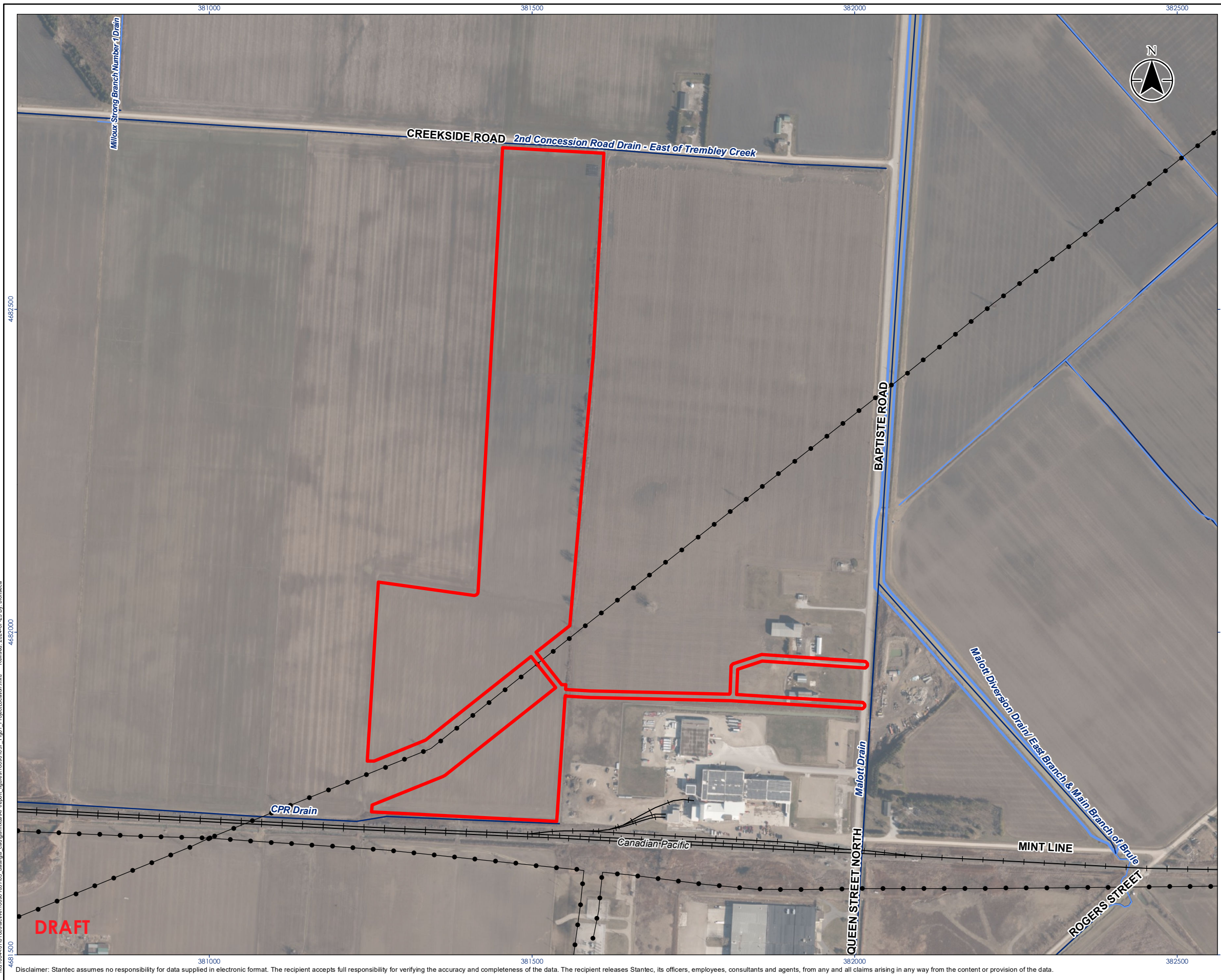
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Appendix A Figures

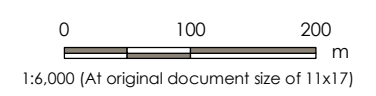
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Legend

- Project Location
- Constructed Drain
- Hydro Line
- Railway
- Watercourse (Permanent)
- Waterbody



Notes

1. Coordinate System: NAD 1983 UTM Zone 17N
2. Base features produced under license with the Ontario Ministry of Natural Resources and Forestry © King's Printer for Ontario, 2024.
3. Orthoimagery © First Base Solutions, 2024. Imagery Date, 2023.



Project Location: Municipality of Lakeshore/ Chatham Kent
 160901037 REV2
 Prepared by BF on 2024-07-23

Client/Project: TILBURY BATTERY STORAGE INC.
 EXISTING CONDITIONS: TILBURY BATTERY STORAGE

Figure No. **1**
 Title **Project Location**
DRAFT

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 Revised: 2024-07-23 By: blonsca
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 4682500

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Tilbury Battery Storage Concept Map

Project Site

Parcel perimeter

Proposed Layout

BESS

Augmentation

Initial

Medium-Voltage Transformer

Augmentation

Initial

HONI Point of Interconnection

Project Connection Point

Interconnection Line

Substation

Substation Transformer

Proposed infrastructure

Access Road

Option 1

Option 2

Fence

Control Building

Firewater Storage

Office Trailer & Storage Container

Stormwater Management Pond

Existing infrastructure

Road

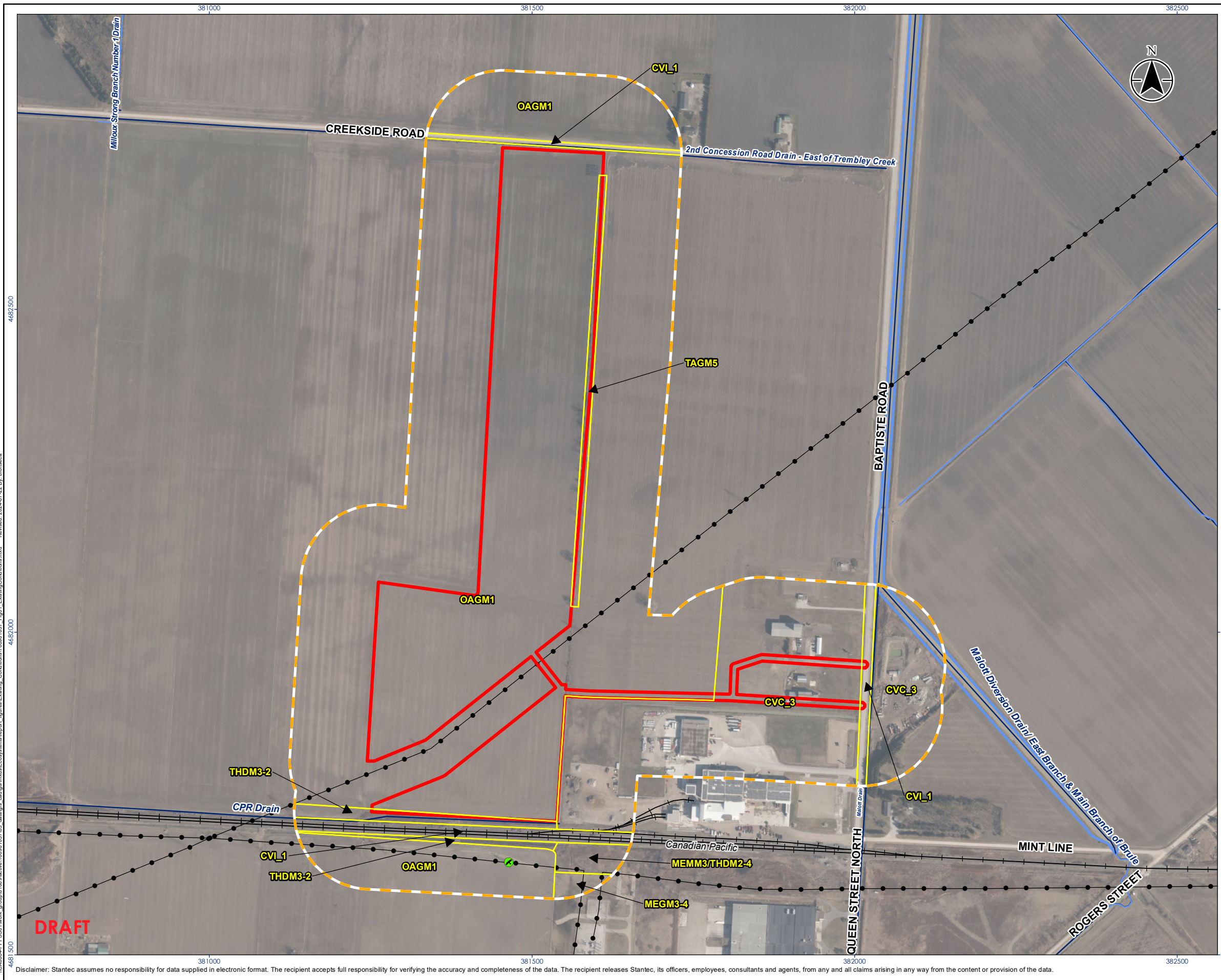
Railway

HONI Transmission Line

Existing 115kv Line

New 230kv Line



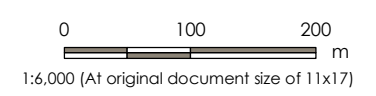


Legend

- Project Location
- Study Area (120 m)
- Osprey Nest - Hydro Tower (NRSI, 2022)
- Constructed Drain
- Hydro Line
- Railway
- Watercourse (Permanent)
- Ecological Land Classification (ELC)
- Waterbody

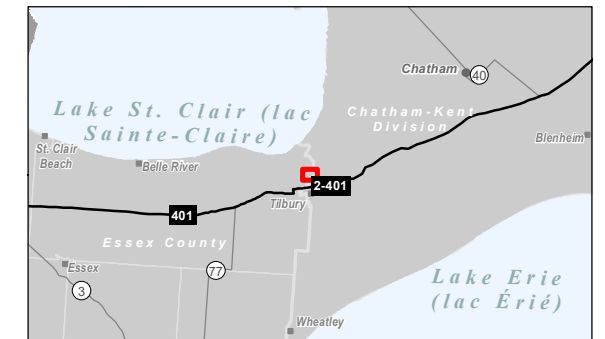
ELC Description (Stantec 2024)

- CVC_3 (Heavy Industry)
- CVL_1 (Transportation)
- MEGM3-4 (Kentucky Blue Gras Graminoid Meadow Type)
- MEMM3 (Dry - Fresh Mixed Meadow Ecosite), THDM2-4 (Gray Dogwood Deciduous Shrub Thicket Type)
- OAGM1 (Annual Row Crops)
- TAGM5 (Fencerow)
- THDM3-2 (Native Shrub Deciduous Hedgerow Thicket Type)



Notes

1. Coordinate System: NAD 1983 UTM Zone 17N
2. Base features produced under license with the Ontario Ministry of Natural Resources and Forestry © King's Printer for Ontario, 2024.
3. Osprey Nest observation derived from Map 2 Existing Conditions, Natural Resource Solutions Inc. (NRSI).
4. Orthoimagery © First Base Solutions, 2024. Imagery Date, 2023.



Project Location: 160901037 REV2
 Municipality of Lakeshore/ Chatham Kent Prepared by BF on 2024-07-22
 Technical Review by AW on 2024-07-18

Client/Project: TILBURY BATTERY STORAGE INC.
 EXISTING CONDITIONS: TILBURY BATTERY STORAGE

Figure No. **1**
 Title **Existing Conditions**

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Municipality of Lakeshore – Report to Council

Corporate Services

Financial Planning and Analysis



To: Mayor and Members of Council
From: Kate Rowe, Interim Corporate Leader - Chief Financial Officer
Date: September 27, 2024
Subject: 2023 Year End (Q4) Budget to Actual Summaries

Recommendation

Receive the report regarding the 2023 Year End Variances for the general (taxation funded), water and wastewater (sanitary sewer) funds;

Approve the taxation-supported surplus of \$2,002,884 for the year ended December 31, 2023;

Approve a transfer of \$1,514,433 to the Assessment Stabilization Reserve;

Approve a transfer of \$333,932 to the Vehicle and Equipment Reserve;

Approve a transfer of \$115,319 to the Plans and Studies Reserve;

Approve a transfer of \$39,200 to the Tree Replacement Reserve;

Approve a transfer of \$169,446 From the Building Services – Operating Reserve Fund to fund the 2023 Accumulated Net Deficit per the draft 2023 Building Services Statement;

Approve a transfer of \$961,437 representing a surplus from Water operations for the year ended December 31, 2023 be transferred to the Water Reserve Fund;

Approve a transfer of \$2,409,808 representing a surplus from Wastewater (sanitary sewer) operations for the year ended December 31, 2023 to the Wastewater (Sanitary Sewer) Reserve Fund;

Approve reallocation of \$1,022,465 from Working Fund Reserve to Fire Vehicles and Equipment Reserve;

Approve reallocation of \$653,328 from Working Fund Reserve to Vehicles and Equipment Reserve; and

Approve reallocation \$468,250 from Working Fund Reserve to Trail-Existing Reserve, all as presented at the October 22, 2024 Council meeting.

Strategic Objectives

3b) Modernizing and Enhancing Municipal Functions - Revise business processes to establish and employ a risk management framework, improved workflow management, and financial modelling to inform management of reserves

Background

The Municipality's budget is established by Council each year for operating and capital purposes as a cash-based budget used for determination of the annual tax levy requirement and user rate impacts.

The cash-based budget estimates are based on Council direction, economic trends and the best estimates and information available at the time. The actual expenditures and revenues in the various budget centers are monitored by Administration in relation to the approved budget on an ongoing basis. The year to date actual and projected results to the end of the year are reported to Council quarterly. The following report provides the final outcomes of the year ending December 31, 2023 (Q4).

In 2023, the municipality resumed full operation following the COVID pandemic, however, the additional customer services support implemented during the COVID time continued in 2023 to meet the increasing demand.

Comments

This report is provided to advise Council of the results for the 2023 fiscal year in relation to the cash-based budget, the following is a breakdown of the major variances by various rates.

Taxation Funded Variances

The taxation-funded variance reports a surplus of \$2,002,884 as shown in **Appendix A**.

Appendix A: the Taxation Funded Variance Summary provides a summary of the projected year end balances for each budget center with comments.

Below are the major components contributing to the overall surplus as of the 2023 Year End (Q4):

Summary of 2023 Year End Variance

Account Description	Favorable (Unfavorable)
Investment income over budget	2,903,622
Grant revenue received over budget	1,042,860
Revenue from expired deposit on planning application, indemnity deposits	899,000
User fee revenue over budget	347,754
Surplus in Solid Waste	228,884
Savings on Winter Control	208,660
Savings on travel, training and conference	190,251
Savings on professional services - consulting, legal	139,011
Savings on Ontario Provincial Police contract	127,845
Provincial offences revenue over budget	73,035
Transfers to various reserves over budget	(2,621,400)
Shortfall in wages and benefits	(474,904)
Shortfall in roadside, streetlights, loose-top maintenance	(269,168)
Shortfall in licences and permits revenue	(218,397)
Shortfall in utilities	(165,876)
Shortfall in vehicle and equipment maintenance, fuel expense	(162,695)
Net impacts on municipal tax - supplementary tax revenue, special charges on taxes, payments in lieu, tax write-offs	(162,300)
Development charges discounts and exemptions	(130,156)
Shortfall in gaming revenue	(120,828)
Other	(49,704)
Total Surplus prior to the COVID Grant	1,785,494
Public Service positions for extra support and COVID Costs to be funded by a transfer from the COVID Recovery Grant Reserve Fund	217,390
Total Surplus including the COVID Grant	2,002,884

Highlights of the projected results are as follows:

The Municipality earned \$3.44M investment income in 2023 by investing the cash held in the bank, government grants, Development Charges, and other Reserve Funds, along with the interest earned from overdue invoices and property tax bills, resulted a favorable variance of \$2,903,622 in interest income.

The Municipality received \$1,042,860 in government grants in addition to the amount in 2023 budget, including \$886,986 Strategic Priorities Infrastructure Fund (SPIF) grant to build the River Ridge Park amenities.

Community Planning and Finance conducted a review of the expired planning and indemnity deposits and cleared the balances that had been deemed stale or outdated. A total of \$899,000 in deposits that cannot be refunded to residents or businesses has been recognized as revenue for the Municipality.

Ice rental, aquatics programs, and other user fees revenues has seen an overage of \$347,754 compared to the budget.

Solid Waste contributed \$228,884 to the overall surplus. This related to reconciling items in revenue which was partially offset by increased fees.

A mild winter season for 2023 created a surplus in winter control cost of \$208,660.

Net transfers to reserves and reserve funds is \$2,621,400 over budget, primarily contributed by grant revenue, sale of retired vehicles and equipment, and expired indemnity and planning deposits.

Wages and benefits had an overage of \$474,904 compared to the budget, this net overage has taking consideration the favorable variance of \$44,745 wages subsidies from federal and provincial governments for hiring summer and cooperative education students. In addition, Council approved to contract out By-law officer positions funded from Working Fund Reserve, as well as the COVID Restart Grant Reserve Fund to fund the additional customer service support in Public Service, the net impact to budget is \$290,944.

The maintenance costs on streetlights, roadside, bridges and coverts, as well as loose-top maintenance ran an unfavorable variance of \$269,168, with additional \$33,134 approved to supply and replace gravel program during the year, net impact to budget is \$236,034. Administration was faced with several maintenance issues in 2023 in the streetlights system. The repairs and maintenance required an electrician which resulted in substantial increases to the associated costs. Roadside maintenance is over budget due to cleaning up of brush along our Municipal roads as the result of several storms that damaged trees.

Licences and Permits revenue was \$218,397 under the budget mainly due to declining building permit activity.

Utilities ended at \$165,876 over budget, which is in line with the user fees revenue increases for ice rental and aquatics programs.

Repairs and maintenance costs for vehicles and equipment resulted in a negative variance of \$162,695 with rising fuel costs.

Special charges on taxes and supplementary tax revenue resulted in a variance of \$162,300 due to the timing of works, completed projects and drains billed to benefitting land owners.

The Municipality has received funding from the Safe Restart Grant program to help offset COVID related costs, the balance of the fund must remain in a reserve fund until utilized. Furthermore, Council has approved to use this grant to fund the additional customer service support in the Public Service Unit. The total of \$217,390 can be recovered by COVID Restart Grant, details are:

COVID Related Variances	
Public Service Wage Variance - PSU (extra customer service support)	(174,565)
COVID - Janitorial Services	(42,826)
Net COVID Costs	(217,390)

Building Operations

Annual building permit collections amounted to \$791,457 representing \$183,543 less than budgeted. This was primarily due to decreased building activity in 2023 as reported in the Quarterly Building Activity report to Council.

Due to the cyclical nature of development, the *Building Code Act* mandates municipalities to transfer annual building-related surpluses to reserves so that in underperforming years, that reserve may be drawn upon to cover deficits. It is recommended that a transfer of \$169,446 be made from the Building Operating Reserve Fund to cover the current deficit. The projected balance in the building reserve fund following this transfer will be approximately \$1,318,217.

User Rate Supported Results:

Water Rate Funded Variances

The water variance reports a surplus of \$961,437, as shown in Appendix A. The water usage charge surplus is \$385,367 due from higher consumption in the summer months. A significant surplus of \$402,436 occurred in staffing due to vacancies.

Offsetting the surplus is primarily by the decrease of meter sales of \$161,158 and increased cost of \$287,602 water purchased from Union Water Supply System due to an increase in consumption for those areas. Other shortfalls include unfavorable variances of \$258,673 in water purification chemicals, \$183,220 in system repairs and maintenance and \$100,754 in materials and supplies.

As water services are under a self-sustaining model, the actual 2023 surplus/(deficit) will be recommended for transfer to/(from) the Water Reserve Fund as part of the year end variance report.

Wastewater Rate Funded Variances (Sanitary Sewage)

The wastewater variance reports a surplus of \$2,409,808, as shown in Appendix A. Like Water, an increase in revenue due to an increase in consumption was realized. An outcome of an additional \$506,158 in high consumption for 2023. Other factors that contributed to the surplus are savings on inflow and infiltration program of \$326,611, system repairs and maintenance of \$267,971, OCWA contract \$271,254, Consulting \$110,200, and utilities \$90,167, the Wastewater Operator position of \$98,694 was not filled in 2023. In addition, due to unfavourable interest rates and the timing of completing the project, the debt from Infrastructure Ontario was approved by Council but has not been executed. Therefore, the budgeted transfer from Development Charges to recover the debt payment was not needed.

As wastewater services are under a self-sustaining model, any actual 2023 surplus/(deficit) will be recommended for transfer to/(from) the Wastewater Reserve Fund as part of the year end variance report.

Financial Impacts

Taxation Supported Results:

As outlined in the Reserve Forecast in 2024 Council approved budget, several reserve accounts are expected to run deficit and will not be able to fund 2025 capital budget requests. Working Fund Reserve has an anticipated balance of \$2,144,043 as at the end of 2024 with consideration of approved commitments, Administration is recommending reallocation of the Working Fund Reserve account balance to replenish anticipated deficit.

In accordance with the current Reserve and Reserve Fund Policy FN-389 (Appendix B), the Assessment Stabilization reserve is underfunded and calls for a balance 5% of prior years' municipal tax assessment or \$1,939,651 ($\$38,793,013$ (2023 levy) *5%). The current forecasted balance of the reserve is \$425,218 and it is underfunded by \$1,514,433.

There are number of Reserve accounts are running low and are in risk of funding potential 2025 capital budget requests. To return to compliance with the Municipal Reserve and Reserve Fund Policy FN-389, administration recommends the following transfers:

Transfer \$1,514,433 of the 2023 surplus to the Assessment Stabilization reserve, which would bring the forecasted balance to \$1,939,651 going into 2025 budget preparation.

Transfer \$15,319 of the 2023 surplus to the Plans and Studies reserve.

Transfer \$39,200 of the 2023 surplus to the Tree Replacement reserve.

Transfer \$333,932 of 2023 forecasted surplus and \$653,328 from Working Fund reserve to Vehicle and Equipment reserve to fund the potential deficit of the 2025 capital requests.

Transfer \$1,022,465 from Working Fund reserve to Fire Vehicles and Equipment reserve to fund the shortfall of the preapproved 2025 Fire capital purchase of Tanker 2 and Engine 5, as well as 2025 Bunker Gear Replacement.

Transfer \$468,250 from Working Fund reserve to Trail-Existing reserve to fund the potential deficit of 2025 capital requests.

In addition, in accordance with the reserve fund policy and the requirements of the Building Code Act, a transfer of \$169,446 will be made from the Building Operating reserve fund based on the 2023 Accumulated Net deficit for Building.

User Rate Supported Results:

User rate supported surpluses are recommended to be transferred both to the Water Reserve Fund and Wastewater Reserve Fund respectively.

Attachments

Appendix A - Taxation Funded, Water Funded, Wastewater Funded Variance Summary

Appendix B - Reserve and Reserve Fund Policy FN-389

Report Approval Details

Document Title:	2025 Council Meeting Schedule.docx
Attachments:	- Appendix A - Taxation Funded, Water Funded, Wastewater Funded Variance Summary.pdf - Appendix B - Reserve and Reserve Fund Policy FN-389.pdf
Final Approval Date:	Oct 11, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Kate Rowe

Submitted by Justin Rousseau

Approved by the Corporate Leadership Team

**Municipality of Lakeshore
2023 Quarter 4 - Year End December 31, 2023**

Departments/Divisions	Budget	Forecast	Variance Favorable/ (Unfavorable)	% Variance Favorable/ (Unfavorable)
Chief Administrative Office				
CAO Office				
Net Total	-436,446	-410,937	25,509	5.84%
Digital Transformation & Cloud Services				
Net Total	-2,059,364	-2,170,238	-110,874	-5.38%
Council Services				
Net Total	-382,528	-329,895	52,633	13.76%
Committees of Council				
Net Total	21,225	47,999	26,774	126.14%
Total Chief Administrative Office	-2,857,113	-2,863,071	-5,958	-0.21%
Strategic & Legal Affairs				
Strategic & Legal Affairs Admin				
Net Total	-233,543	-168,173	65,370	27.99%
Workforce Development				
Net Total	-560,280	-532,879	27,401	4.89%
Civic Affairs				
Net Total	-689,870	-743,734	-53,864	-7.81%
Legal Services				
Net Total	-843,454	-827,114	16,340	1.94%
Fire				
Net Total	-2,390,635	-2,691,855	-301,220	-12.60%
Police				
Net Total	-4,821,738	-4,714,301	107,437	2.23%
Total Strategic & Legal Affairs	-9,539,520	-9,678,057	-138,537	-1.45%

Departments/Divisions	Budget	Forecast	Variance Favorable/ (Unfavorable)	% Variance Favorable/ (Unfavorable)
Growth & Sustainability				
Growth & Sustainability Admin				
Net Total	-228,703	-234,081	-5,378	-2.35%
ATRC Facilities & Fields				
Net Total	-2,442,393	-2,981,211	-538,818	-22.06%
Recreation				
Net Total	-508,736	-461,654	47,082	9.25%
Marina				
Net Total	8,627	-83,844	-92,471	-1071.88%
Public Service				
Net Total	-636,743	-634,432	2,311	0.36%
Community Planning				
Net Total	-798,948	-640,326	158,622	19.85%
GIS				
Net Total	-143,329	-161,474	-18,145	-12.66%
Building				
Net Total	0	-0	-0	0.00%
Economic Development & Mobility				
Net Total	-205,235	-199,779	5,456	2.66%
By Law				
Net Total	-377,039	-389,890	-12,851	-3.41%
Animal Control				
Net Total	-42,615	-54,561	-11,946	-28.03%
Crossing Guards				
Net Total	-72,086	-81,198	-9,112	-12.64%
Total Growth & Sustainability	-5,447,200	-5,922,451	-475,251	-8.72%

Departments/Divisions	Budget	Forecast	Variance Favorable/ (Unfavorable)	% Variance Favorable/ (Unfavorable)
Operational Services				
Operational Services Admin				
Net Total	-230,053	-229,886	167	0.07%
Engineering and Infrastructure				
Net Total	-759,133	-604,567	154,567	20.36%
Roads & Fleet				
Net Total	-16,726,493	-16,571,263	155,230	0.93%
Facilities (non ATRC) & Properties				
Net Total	-1,722,148	-1,773,630	-51,482	-2.99%
Parks & Trails				
Net Total	-2,517,894	-2,399,395	118,499	4.71%
Drainage				
Net Total	-264,716	-403,072	-138,356	-52.27%
Capital Projects				
Net Total	-369,839	-346,757	23,082	6.24%
Solid Waste				
Net Total	-1,591,001	-1,366,086	224,915	14.14%
Total Operational Services	-24,181,277	-23,694,657	486,620	2.01%
Finance & Corporate Accounts				
Finance Admin				
Net Total	-230,953	-237,496	-6,543	-2.83%
Accounting & Revenue Services				
Net Total	562,450	2,875,093	2,312,643	411.17%
Financial Planning & Analysis				
Net Total	-481,267	-477,194	4,073	0.85%
Corporate Accounts				
Net Total	42,174,880	42,000,716	-174,164	-0.44%
Total Finance & Corporate Accounts	42,025,110	44,161,119	2,136,009	5.08%
Total Taxation Funded Accounts	0	2,002,884	2,002,884	

Departments/Divisions	Budget	Forecast	Variance Favorable/ (Unfavorable)	% Variance Favorable/ (Unfavorable)
Water				
Water				
Net Total	0	961,437	961,437	-100.00%
Total Water		961,437	961,437	
Wastewater				
Wastewater				
Net Total	0	2,409,808	2,409,808	-100.00%
Total Wastewater		2,409,808	2,409,808	

Policy: Reserve and Reserve Fund	Policy #: FN-398
Department: Finance Services	Effective Date: September 14, 2016
	Revision Date: N/A

1.0 Policy Statement

It is the policy of the Corporation of the Town of Lakeshore:

- To establish reserves and reserve funds for planned future capital expenditures, unexpected or unpredicted events, or extraordinary expenditures which would otherwise cause fluctuations in the operating and capital budgets,
- To manage reserves, reserve funds and deferred revenues in a responsible manner, and
- To use reserves, reserve funds and deferred revenues solely for the specific purpose previously determined.

2.0 Purpose

- 2.1** This policy outlines guidelines and criteria for the administration of reserves and reserve funds to ensure good financial management for the ongoing financial stability of the Town. The primary objective of the Reserve and Reserve Fund Policy is to ensure that monies are set aside for the long term goals of the Town and that those funds will be available when needed.
- 2.2** This policy will inform decisions relating to long-range financial planning for capital projects in order to minimize both debt servicing costs and significant annual budget impacts, by allocating costs to benefitting users over a number of years through the prudent use of reserves and reserve funds.
- 2.3** This policy defines and delineates how the Town of Lakeshore reserves and reserve funds are established, amended, closed, allocated to/from and reported.

3.0 Definitions

“Deferred Revenue” means revenue that is considered a liability on the Town’s financial statements until it becomes relevant to current operations, such as prepayment received for goods or services that have not yet been provided. Some Deferred Revenue is set aside in obligatory reserve funds for a specific purpose as required by legislation, regulation, or agreement such as development charges, cash-in-lieu of parkland, and federal gas tax.

"Discretionary Reserve Fund" means reserve funds created at the discretion of Council whenever revenues are earmarked to fund future expenditures of a purpose designated by Council.

"Obligatory Reserve Fund" means reserve funds that are required by legislation or agreement to be segregated from the Town's general revenues for a special purpose or for works to be undertaken on behalf of the contributor. These funds are classified in the financial statements as Deferred Revenue.

"Reserve" means an allocation of accumulated net revenue that makes no reference to any specific asset and does not require the physical segregation of money. Established primarily for the purpose of providing working funds. A reserve may be established for a predetermined purpose and applied for that purpose at the discretion of council.

"Reserve Fund" means a fund that is segregated and restricted to meet a specified purpose and includes both obligatory reserve funds and discretionary reserve funds.

4.0 Scope

4.1 This policy applies to all reserves and reserve funds of the Corporation of the Town of Lakeshore.

5.0 Policy

5.1 Categories and Target Balances

5.1.1 Reserves

Operating reserves

Operating reserves will be maintained to fund operating items that were not anticipated and/or budgeted. Operating reserves can also be used as a mechanism to set funds aside for expenditures in future

years. The Town's Operating Reserves include the reserves listed in Appendix C, as amended by Council from time to time.

Capital reserves

Capital reserves are to be used for long term capital investment projects that will be incurred in the future. Capital reserves are also considered for use of unanticipated expenditures that are related to capital and/or the Town's Infrastructure. The Town's Capital reserves include both lifecycle reserves, for the replacement of capital assets, and non-lifecycle for the development and acquisition of new capital assets. Capital reserves include those listed in Appendix C, as amended by Council from time to time.

5.1.2 Discretionary Reserve Fund

Discretionary reserve funds are established by Council and are deemed to be restricted for certain uses. Discretionary reserve funds shall include those listed in Appendix B, as amended by Council from time to time.

The targeted funding level for the Town's discretionary reserve funds is specific to each fund, and may be influenced by related Council policy and adopted plans, such as the Water Financial Plan.

5.1.3 Obligatory Reserve Fund

Obligatory reserve funds are restricted and are been funded by senior levels of government or third parties for specific purposes that are defined by legislation, agreement and or a municipal By-law. Obligatory reserve funds shall include those listed in Appendix A, as amended by Council from time to time.

These funds will not have a targeted funding level.

5.2 Establishment of Reserves and Reserve Funds

5.2.1 Council approval is required for establishment of any reserve or reserve fund. Before creating a new reserve, the option of adding an incremental contribution to an existing reserve or reserve fund of a like nature will be considered.

5.2.2 A reserve may be established on the recommendation of the Director of Finance, through the annual budget and or through a resolution of Council.

5.2.3 Council, on the recommendation of the Director of Finance, may establish a discretionary reserve fund and shall establish an obligatory reserve fund.

5.2.4 A reserve fund can be recommended only if at least one of the following applies:

- a) A mandatory obligation exists, either pursuant to legislation or contract
- b) The funds are intended for purchasing or maintaining capital assets
- c) The funds are donated for a specific purpose
- d) The funds are intended to fund a future liability

5.2.5 A report which recommends the establishment of a reserve or reserve fund will include the following:

- a) Purpose
- b) Contributions
- c) Designated use
- d) Target balance
- c) Conditions and or restrictions

5.3 Approval of Funding Allocations to and from Reserves and Reserve Funds

5.3.1 Approval of allocations to and from the reserves and discretionary reserve funds will be on the recommendation of the Director of Finance, in accordance with the Town's established policy, budget and or reports to Council, as referred to above.

5.3.2 Allocations to and from obligatory reserve funds will be in accordance with their related legislation and or agreements.

5.4 Allocation of Operating Surplus/Deficit

5.4.1 Year-end Water and Wastewater budget surplus or deficit will be allocated to or funded by appropriate Water or Wastewater reserves respectively.

5.4.2 Year-end General Fund surplus or deficit will be allocated to or funded by appropriate reserves and reserve funds respectively, as approved by Council.

5.5 Interest Allocation

5.5.1 Reserve funds will be invested in accordance with the Town's investment policy. Earnings shall be credited to each separate reserve bank account that invested the funds. Where multiple reserve funds are included in one bank account, interest shall be allocated to reserve funds on a monthly basis based on the actual balance of the reserve fund.

5.5.2 Reserves shall not be allocated interest, and interest earned on reserves shall be reported as earnings of the operating fund.

5.6 Adequacy: The adequacy of an individual reserve or reserve fund is determined on a case by case basis using an estimate of the timing and magnitude of the cost(s) to be mitigated, and a projection of contributions.

5.7 Amending or Closing Reserves and Reserve Funds

5.7.1 If the purpose or purposes for which the reserve or reserve fund was created require amendment, the Director of Finance shall report to Council with a recommendation to amend the purpose or purposes for the reserve or reserve fund.

5.7.2 If the purpose or purposes for which the reserve or reserve fund was created have been accomplished and or the reserve or reserve fund is determined to be no longer necessary, the Director of Finance shall report to Council with recommendations on:

- a) The closure of the reserve or reserve fund
- b) The disposition of any remaining funds
- c) The necessary amendment to any related By-law

5.7.3 A resolution of Council will be required to amend or close a reserve or reserve fund.

5.8 Annual Reporting: Updated forecasts of a reserve or reserve fund will be provided to assist with the evaluation of any increases or decreases in contributions or new expenditures. Forecasts will be developed for each reserve and reserve fund and will be updated annually.

6.0 Responsibilities

6.1 Municipal Council shall:

6.1.1 In accordance with the Municipal Act 2001, Section 224 develop and evaluate policies, ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place and maintain the financial integrity of the municipality.

6.1.2 Establish new reserves, close existing reserves when no longer required, amalgamate reserves, transfer funds to and from reserves via the budget process, and transfer funds to and from reserves through Council resolution not addressed during the budget process.

6.2 Chief Administrative Officer shall:

6.2.1 Support the Director of Finance in ensuring the principles and mandatory requirements contained in this policy are applied consistently across all Town departments.

6.3 Director of Finance / Treasurer shall:

6.3.1 Develop and update this policy as necessary and present changes to Council;

6.3.2 Manage the Town's reserves and reserve funds in accordance with their purpose and any or all conditions and/or restrictions placed upon them by Council and or governing agreements and legislation and shall ensure they continue to be aligned with Council's goals and objectives;

6.3.3 Recommend strategies for the adequacy of reserve levels; and

6.3.4 Report to Council the reserve balances and forecast as part of the annual budget approval process.

6.4 Department Directors shall:

6.4.1 Provide the Director of Finance with the most current capital asset information to be used in the assessment of the adequacy of capital lifecycle reserves.

7.0 Consequences

7.1 Failure to adhere to this policy may result in:

- 7.1.1 Loss of reputation for the Town, if its financial stewardship is perceived to be non-transparent.
- 7.1.2 Violation of the *Municipal Act, 2001*, if reserves are not correctly identified and recorded.
- 7.1.3 Violation of Council policy or external agreements if the conditions and restrictions of reserves are not followed.
- 7.1.4 Disciplinary action against any employee found to be in violation of this policy.

8.0 References

- 8.1 Municipal Act, Development Charges Act, Planning Act, Town By-laws and related Agreements, etc.

Town of Lakeshore					
Reserve Funds and Reserves - Obligatory Reserve Funds					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Federal Gas Tax	Restricted grant funding provided through Federal Gas Tax Agreement with Canada and transfer agreement with County of Essex	Annual contributions from Federal Gas Tax transfers, plus interest earned on fund balance.	Infrastructure and related projects	Not Applicable	Allowable uses under Federal Gas Tax Agreement and program guidelines as prescribed by Canada.
Development Charges	Development Charges (DC) collected per DC Act in accordance with municipal by-law	Developer contributions per DC Charges schedule; interest earned on fund balance	Growth related portion of capital projects and studies (e.g. Official Plan, DC Study), etc.	Not Applicable	Allowable uses under Development Charges Act
Building Services - Capital	To mitigate activity fluctuations in the Building permit area.	Transfers of cumulative operating surpluses, based on both Building Services direct costs as well as Corporate indirect costs. Interest earned or incurred on any balances in the reserve is also itemized.	Capital purchases for Building Code enforcement activities, including vehicles and computers.	Not Applicable	Allowable uses under the Building Code Act
Building Services - Operating	To mitigate activity fluctuations in the Building permit area.	Any cumulative operating surpluses, less portion transferred to Building Dept. Capital fund, based on both Building Services direct costs as well as Corporate indirect costs. Interest earned or incurred on any balances in the reserve is also itemized.	Building Code enforcement activities, such as a funding a related deficit in a particular year.	Not Applicable	Allowable uses under the Building Code Act
Park Development	Development Fees in lieu of providing parkland - fees collected through development process	Developer contributions under development agreement; interest earned on fund balance	Acquisition of parkland or for other public recreational purposes, including the erection or repair of buildings and the acquisition of machinery for park or other recreational purposes.	Not Applicable	Allowable uses under Planning Act
Parking Lot Development	To provide for adequate parking facilities (non-residential) in the previous Belle River core	Developer contributions per Planning Act, Cash in Lieu of Parking Policy and Zoning By-law 2012, plus interest earned on fund balance	Provision of additional parking spaces (non-residential) within the area defined in Schedule C (core Belle River) to the By-law	Not Applicable	Allowable uses in accordance with Zoning Bylaw 002-2012, Cash-in-lieu of parking policy and Section 40 of the Planning Act
Tree Planting - Subdivisions	Development Fees collected to fund tree planting in the municipal right of way in new subdivisions/developments	Developer contributions per Development Agreements and Development Manual (standards), plus interest earned on fund balance	Planting one tree per lot	Not Applicable	Allowable uses per Development Manual and Development Agreements (various)

Town of Lakeshore					
Reserve Funds and Reserves - Obligatory Reserve Funds					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Provincial Funding	Ontario Grant Funding for use per agreements and program guidelines as prescribed by Ontario	Province of Ontario grant and contribution funding transfers	Capital infrastructure projects and other eligible expenditures per Ontario program guidelines and agreements	Not Applicable	Allowable uses under agreement and program guidelines as prescribed by Ontario.
Federal Funding	Federal Grant Funding for use per agreements and program guidelines as prescribed by Canada	Federal funding transfers	Capital infrastructure projects and other eligible expenditures per Federal program guidelines and agreements	Not Applicable	Allowable uses under agreement and program guidelines as prescribed by Canada.

Town of Lakeshore					
Reserve Funds and Reserves - Discretionary Reserve Funds					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Water	Water rate stabilization and capital purchases and renewals	Net Operating surpluses and recovers from development charge collections for growth related capital expenditures financed by the water reserve fund. Plus interest earned on fund balance.	Fund fiscal water operations deficits, capital renewals, and interim financing for growth related capital pending future DC collections. Also, used to repay loan from ELK reserve fund and to transfer funds to the water plant filter	Under Review - Based on the Asset Management Plan, Water Master Plan and Water Financial Plan	
Water Plant Filter	To provide for water plant filter replacements	Transfers from Water Reserve Fund plus interest earned on fund balance.	Replacement of water plant filters	Under Review - Based on the Asset Management Plan, Water Master Plan and Water Financial Plan	
Wastewater	Wastewater rate stabilization and capital purchases and renewals	Net Operating surpluses and recovers from development charge collections for growth related capital expenditures financed by the wastewater reserve fund. Plus interest earned on fund balance.	Fund fiscal wastewater operations deficits, including funding capital renewals, revenue shortfall in relation to expenditures, and interim financing for growth related capital pending future DC collections. Also, used to repay loan from ELK reserve fund.	Under Review - Based on the Asset Management Plan, Wastewater Master Plan and Wastewater Financial Plan	
Debt Reduction	To reduce the need to issue debt to finance capital projects	Initial contribution from proceeds of sale of shares in E.L.K. utility. Annual contributions from repayment of interest bearing loans to operating, water and or wastewater reserve funds. Appropriations made from time to time from operating budgets. Plus interest earned on fund balance.	Internal financing of capital projects for general fund, water and wastewater operations	Not Applicable	
Future Employee Benefits	To provide for current and future employee and retiree benefits, including claims and administrative service fees	Net surplus returned from benefits provider. Interest earned on fund balance.	Fund employee and retiree benefit deficits	Not Applicable	

Town of Lakeshore					
Reserve Funds and Reserves - Reserves					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Operating (General fund)					
Working Funds	Provide for general cashflow requirements under the general fund	Appropriations made from time to time from operating budgets and operating budget surpluses.	To fund the day-to-day operations and provide the ability to meet current liabilities .	2 months operating expenses	Contribution plan required to repay any disbursements from this reserve
Contingency	Provide funding for one-time, unexpected expenditures or revenue shortfalls.	Appropriations made from time to time from operating budgets and retained indemnity deposits per Tariff of Fees By-law.	To fund one-time, unexpected expenditures or revenue shortfalls.	5% of general fund annual operating expenses	
Assessment Stabilization	Provide for unexpected property assessment changes and related tax adjustments during the year.	Appropriations made from time to time from operating budgets.	To fund shortfall in property tax revenues, such as unexpected in-year assessment change and appeal impacts	5% of prior year municipal tax levy	
Accumulated Sick Leave	Provide for payment of vested, accumulated sick time credits to grandfathered employees upon termination of employment.	No further need for contributions identified - appropriations have been made from past operating budgets.	To fund vested sick time payouts to eligible employees at retirement	Not Applicable	Reserve to be drawn down as grandfathered employees terminate employment, and then closed
CIP	To segregate funds levied but not spent under the Community Improvement Plan (CIP)	Transfers from portion of operating surplus related to CIP	To fund eligible costs under the CIP	Not Applicable	Use per terms of CIP
Community Benefit	Provide for community betterment projects and/or services related to energy efficiency, sustainable development or renewable energy	Community benefit contributions under wind turbine agreements	To fund community betterment initiatives	Not Applicable	Use per terms of wind turbine agreements
Employee Related	Provide for unexpected, periodic and one-time staff related costs	Appropriations made annually from operating budgets.	To fund staff related costs for employment transitions, internal and pay equity adjustments, unexpected WSIB costs and other such costs.	Under Review	
Self Insuring	Provide for unexpected or one-time insurance costs	Appropriations made annually from operating budgets.	To fund under-deductible insurance claim costs and significant premium fluctuations on renewals	Under Review	
Police Operating	Provide for unexpected or one-time costs related to the provision of police services	Appropriations made annually from operating budgets.	To fund fluctuations in policing costs under OPP contract renewals and fiscal expenditures	Under Review	
Technology Software	Provide for cyclical and one-time acquisitions of software to maintain or enhance municipal operations and customer service	Appropriations made annually from operating budgets.	To fund replacement, upgrade and acquisition of softwares	Under Review	
Winter Control	Provide for unexpected operating costs related to extreme winter weather	Appropriations made from time to time from operating budgets.	To fund winter control operations in unusually heavy snowfall and ice years.	50% of 5 year average winter control costs	

Town of Lakeshore					
Reserve Funds and Reserves - Reserves					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/Restrictions
Road Share Drainage Works	Provide for road share of municipal drainage costs	Appropriations made annually from operating budgets.	To fund drain maintenance and construction costs assessed as municipal roads share	Under Review	
Building Repairs and Maintenance	Provide for unexpected or one-time costs for repairs and maintenance to municipal facilities	Appropriations made annually from operating budgets.	To fund unexpected or one-time facility repairs and maintenance costs that ensure facilities remain functional and safe during their useful life.	Under Review	
Election	Provide funding for cyclical municipal elections and related costs for council transition	Appropriations made annually from operating budgets.	To fund cost to run the election and to transition council	Under Review	
Tree Replacement	Provide for funding periodic tree replacements on municipal property	Appropriations made from time to time from operating budgets	To fund unexpected or one-time cost for tree replacements on municipal property	Under Review	
Plans and Studies	Provide funding for cyclical plans and study requirements	Appropriations made annually from operating budgets.	To fund cost of plans and studies required on a cyclical basis, such as Official Plan, Zoning By-law, Development Charges Study, Energy Management Plan, etc.	Under Review	
Operating (Water)					
Water Working Funds	Provide for general cashflow requirements under the water fund	Appropriations made from time to time from water operating budget	To fund the day-to-day water operations and provide the ability to meet current liabilities.	2 months operating expenses	Contribution plan required to repay any disbursements from this reserve
Water - Contingency	Provide funding for one-time, unexpected expenditures or revenue shortfalls.	Appropriations made from time to time from operating budgets	To fund one-time, unexpected expenditures or revenue shortfalls.	5% of water fund annual operating expenses	
Capital - Lifecycle (General fund)					
Vehicles and Equipment	Provide funding for replacement and betterments of vehicle and equipment capital assets. Excludes Fire and Building services assets, which are addressed in other reserves and funds.	Appropriations made annually from operating budgets and net proceeds of asset disposals	To fund replacement and betterments to existing vehicles and equipment assets, excluding Fire and Building services related	Under Review - Based on the Asset Management Plan	
Technology and Office Equipment	Provide funding for replacement and betterments of technology and office equipment capital assets.	Appropriations made annually from operating budgets	To fund replacement and betterments to existing technology and office equipment assets.	Under Review - Based on the Asset Management Plan	
Facilities	Provide funding for replacement and betterments of facility capital assets.	Appropriations made annually from operating budgets	To fund replacement and betterments to existing facility assets.	Under Review - Based on the Asset Management Plan	
Fire Vehicles and Equipment	Provide funding for replacement and betterments of fire services vehicles and equipment capital assets.	Appropriations made annually from operating budgets and net proceeds of asset disposals	To fund replacement and betterments to existing fire services vehicles and equipment assets	Under Review - Based on the Asset Management Plan	
Roads	Provide funding for replacement and betterments of road and related capital assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments to existing road and related assets	Under Review - Based on the Asset Management Plan	

Town of Lakeshore					
Reserve Funds and Reserves - Reserves					
Name	Purpose	Contributions	Designated use	Targeted Balance	Conditions/ Restrictions
Railway Crossings	Provide funding for replacement and betterments of railway crossing assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments to existing railway crossing assets.	Based on the Asset Management Plan	
Bridges & Culverts	Provide funding for replacement and betterments bridges and culverts (>3m) capital assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments to existing bridge and culvert assets.	Under Review - Based on the Asset Management Plan	
Storm Water	Provide funding for replacement and betterments of storm water related capital assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments of existing storm water related capital assets	Under Review - Based on the Asset Management Plan	
Playground Equipment	Provide funding for replacement and betterments of playground equipment capital assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments to existing playground equipment assets.	Under Review - Based on the Asset Management Plan	
Trails - Existing	Provide funding for replacement and betterments of trail assets.	Appropriations made annually from operating budgets.	To fund replacement and betterments to existing trail assets.	Under Review - Based on the Asset Management Plan	
Gravel Roads Conversion	Provide funding for betterments to gravel road capital assets.	Appropriations made annually from operating budgets.	To fund betterments to existing gravel road assets.	Under Review - Based on the Asset Management Plan	
Capital - Non-Lifecycle (General fund)					
Facility/Property - New	Provide funding for new building and property (land) assets	Appropriations made annually from operating budgets.	To fund acquisition of facility and property assets	Under Review - reference Facility Needs Studies	
Streetlights - New	Provide funding for new streetlight assets	Appropriations made from operating surplus related to streetlight electricity	To fund new streetlight assets for areas of the municipality currently without streetlights	Under Review - Reference Streetlight Needs Review	
Trails - New	Provide funding for new trail assets	Appropriations made annually from operating budgets.	to fund new trail assets	Under Review - Reference Trails Master Plan	

Municipality of Lakeshore – Report to Council

Chief Administrative Officer

Workforce Development



To: Mayor and Members of Council
From: Lisa Granger, Chief Workforce Development Officer
Date: July 9, 2024
Subject: Council Compensation Review Results.docx

Recommendation

Direct the Chief Workforce Development Officer to execute Option #_____ from Appendix A, Chart B: Chart of Compensation Options for Council as presented on October 22, 2024, to be effective _____.

Direct the Chief Workforce Development Officer to execute Option(s) #_____ from Appendix A, Chart C: Chart of Benefit and Pension Options for Council as presented on October 22, 2024, to be effective _____.

Direct the Interim Chief Financial Officer to run a variance of any excess costs as a result any of the options during the 2024 year end.

Strategic Objectives

Salary Policy at the Municipality of Lakeshore indicates that a market review and pay equity review will be completed every 4 years.

Background

The last compensation review completed for Council was in 2016. At that time, Council resolution #421-9-2016 indicated:

- 1) Council adopt the Consumer Price Index (CPI) as the annual economic adjustment for Council wage rates effective January 1, 2017; and,
- 2) Salary review for Council compensation be completed every 4 years.
- 3) The Business Travel, Conference and Seminar Policy (AD200) be amended to increase the per diem rate for Council to \$180 effective January 1, 2017.

In accordance with this resolution, the schedule was to complete the next Council compensation review in 2020. However, COVID affected operations starting in the first

quarter of 2020 which delayed this review. The 2022 elections delayed this review until the 2022 – 2026 term of Council.

During 2023 budget deliberations, in an open session meeting of Council on January 30, 2023, Council Resolution #22-01-2023 removed the Council Compensation Review from the budget. However, in an open session of Council on July 18, 2023, it was requested to complete the Council compensation review.

Resolution #217-07-2023

Approve an increase to Council Member compensation in alignment with any non-union economic adjustment until such time as Council conducts a review of Council Member compensation, anticipated by end of 2023.

During the 2016 review, the comparison for Council compensation was completed based on the 60th percentile of the market.

A pay equity and market review for the non union group is completed every 2 years in accordance with Council direction for the non union group in 2017 and confirmed in 2023 to be evaluated at the 55th percentile.

Salary reviews for the union groups are completed during the respective collective bargaining. Typically, unionized classifications are either at or above the 60th percentile.

In 2007, Council directed Administration to implement an option for Council members be authorized to obtain benefits through the Town and have the premium deducted from their salary. As a result, Members of Council have the opportunity to enroll in benefits at the beginning of each term of Council. The Members who choose to enroll pay full costs of the benefits through payroll deduction. Typically, the enrollment is a one time option at the beginning of each term of Council.

In May of 2020 during a regular Council meeting, through Council Resolution #145-05-2020, Council directed Administration to pay additional wages equivalent to the Municipality's contribution to OMERS in lieu of contributions to OMERS for any Members of Council who were ineligible to participate in OMERS pension program. This represents roughly 9% in additional wages to the affected Council Member.

Comments

The 2024 Council compensation review was completed in June 2024. The consultant used to complete the review is Ms. Marianne Love of ML Consulting. Ms. Love is the same consultant used in many of the compensation reviews for the municipal sector across Ontario. Ms. Love has more than 25 years of expertise writing reports and analysis on compensation reviews including reviews for Council in the municipal sector.

There are 3 sections to a compensation review which include a pay equity review, market review of wages and benefits review. There are no pay equity adjustments required for the Council salary review as both male and female in the Councillor position receive the same rate of compensation regardless of gender.

Many of the same municipal comparators used in the 2023 non union salary review was used in the 2024 Council compensation review. In addition to the regional municipalities (excluding the City of Windsor and Chatham-Kent), the comparators used in this market review included: the City of Stratford, the Town of Innisfil, the Town of Bradford West Gwillimbury, the Town of New Tecumseth, the City of St. Thomas, the City of Woodstock, the Town of Lincoln and the Town of Orangeville.

Wages:

As the Chart A: 2024 Market Comparison below indicates, all 3 classifications of Council positions have fallen below the Market Median (market average), the 55th percentile, the 60th percentile and the 65th percentile likely due to different annual economic increase adjustments throughout the different municipalities since the last Council compensation review. In addition, the other municipalities have completed Council compensation reviews more often than Lakeshore which may have contributed to market gap between the comparators and Lakeshore Council compensation. The information in Chart A below was provided by ML Consulting.

Chart A: 2024 Market Comparison:

Position	Mayor		Deputy Mayor		Councillor	
	rate	% increase	rate	% increase	rate	% increase
2024 Base Rate	\$51,874		\$33,718		\$25,418	
Market Median	\$53,177	2.5%	\$35,725	6%	\$28,418	9.6%
55 th percentile	\$56,238	8.4%	\$35,835	6.3%	\$29,123	12.3%
60 th percentile	\$58,804	13.4%	\$36,146	7.2%	\$36,302	7.7%
65 th percentile	\$60,880	17.4%	\$36,302	7.7%	\$29,772	14.8%

Currently, the practice is to align Council remuneration to the 60th percentile of the market. In order for the Council positions to meet the 60th percentile, there would be a 13.4% increase for the Mayor position, a 7.2% increase for the Deputy Mayor position and an increase of 13.9% for the Councillor position.

Effective January 1, 2024, Council positions received a 5.59% increase. The above comparison includes the new 2024 rates for Lakeshore. It should be noted that even with the 5.59% increase the Council Compensation falls short of the 55th percentile.

It should be noted that the practice of a CPI adjustment (24 months rolling average) which aligns with the policy for the non-union wage grid in accordance with Council Resolution 217-07-2023 is recommended to ensure that council compensation does not continue to fall out of the range of the market.

There are a number of options for Council to consider for next steps. The options are outlined in Appendix A: Options for Council Compensation Benefits and Pension, Chart B: Chart of Compensation Options for Council.

Benefits:

Currently, Members of Council who elect to participate in the benefits program with the Municipality of Lakeshore are responsible for the full cost of the benefit which is at a discounted rate since it is part of the group rate for the Municipality. These benefits only include health care and dental. There is no coverage for Members of Council for life insurance, short term disability or long term disability through Employee benefits program with the Municipality of Lakeshore. There is an additional life insurance coverage option through the Volunteer Fire Insurance Program that would be very limited coverage specific to death due to attending fire events.

The results of the regional comparison of benefits for Council widely ranges from no benefits to benefits that are paid by the Member of Council to full benefits paid by the Municipality. Based on the comparison, there are a number of considerations for Council consideration outlined on Appendix A: Options for Council Compensation Benefits and Pension, Chart C: Chart of Benefit and Pension Options for Council as items # A through J. Note that the blue highlighted areas on the chart indicate current practice and not recommendations from Administration.

Pension:

Currently, it is mandatory for the Members of Council to participate in OMERS pension plan. Only Members of Council who are ineligible to participate in the OMERS pension program are exempted from participating. Those eligible to participate in OMERS pension program contribute 9% of their wage and the Municipality contributes 9% of the Member of Council's wage on behalf of the Member. Based on Council Resolution #145-05-2020, Members of Council who are ineligible to participate in the OMERS pension program currently receive the equivalent of 9% in additional earnings in lieu of contributions.

There are 2 options for Council to consider for pension. The option to continue current practice or the option to remove the additional wages for ineligible members. These options are detailed as options I and J in Appendix A: Chart B: Chart of Compensation Options for Council, Chart C: Chart of Benefit and Pension Options for Council. Note that the blue highlighted areas on the chart indicate current practice and not recommendations from Administration.

Summary:

In summary, the current status quo for Council is the 60th percentile under Option #4 for Compensation and Options A (self funded benefits), H (no life insurance) and I (OMERS or compensation in lieu of OMERS for those who are not eligible for OMERS) for Benefits and Pension.

For a strategy to align wages and benefits with that of the non-union group of employees, Council should consider the 55th percentile under Option #3 for compensation as well as Options B (Municipally funded benefits) and E (Municipally funded life insurance).

Council should also note that cost of living increases will be needed annually to remain competitive in the market and these will follow approved policies for compensation on an annual basis.

Financial Impacts

- The financial impacts to the 2024 budget are outlined in the above-noted charts:
Appendix A: Options for Council Compensation Benefits and Pension;
 - Chart B: Chart of Compensation Options for Council; and
 - Chart C: Chart of Benefits and Pension Options for Council.

Costs may be mitigated based on the effective date of the change. Administration would require a direction of Council to run the variance to fund the excess costs for 2024.

Report Approval Details

Document Title:	Council Compensation Review Results.docx
Attachments:	- Appendix A Options for Council Compensation Benefits and Pension.docx
Final Approval Date:	Aug 30, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Lisa Granger

Submitted by Justin Rousseau

Approved by the Corporate Leadership Team

Appendix A:

Chart B: Chart of Compensation Options for Council

Option #	Description of Option	Advantages	Disadvantages	Cost Impact to Budget
1	No further action required. The compensation rates will remain status quo until the next annual economic adjustment.	No impact to the budget.	Compensation rates lag in the market and do not meet the current practice of the 60 th percentile of the market. Compensation rates do not align with the policy for the non union group at the 55 th percentile.	\$0
2	Increase the compensation rate of all Council positions to the market median as shown in Chart A in the report to Council.	This would raise the compensation rate of Council position to the average market rate.	Compensation rates do not meet the current practice of the 60 th percentile of the market. Compensation rates do not align with the policy for the non union group at the 55 th percentile.	\$18,200 total gross increase not included in the 2024 budget. This may be absorbed in the surplus wage budget but if not, Council would need to direct the Chief Financial Officer to fund the change through Employee Reserve Fund.
3	Increase the compensation rate of all Council positions to the 55 th percentile as shown in Chart A in the report to Council.	This would raise the compensation rate of Council positions to the same percentile as the non union group.	Compensation rates do not meet the current practice of the 60 th percentile of the market.	\$25,600 total gross increase not included in the 2024 budget. This may be absorbed in the surplus wage budget but if not, Council would need to direct the Chief Financial Officer to fund the change through Employee Reserve Fund.
4	Increase the compensation rate of all Council positions to the 60 th percentile as shown in Chart A in the report to Council.	This would raise the compensation rate of Council positions to meet the current practice of the 60 th percentile.	Compensation rates do not align with the policy for the non union group at the 55 th percentile.	\$21,700 total gross increase not included in the 2024 budget. This may be absorbed in the surplus wage budget but if not, Council would need to direct the Chief Financial Officer to fund the change through Employee Reserve Fund.

5	Increase the compensation rate of all Council positions to the 65 th percentile as shown in Chart A in the report to Council.	This would make Lakeshore Council positions very competitive and one of the higher paid Council members in the region.	<p>Compensation rates lag in the market and do not meet the current practice of the 60th percentile of the market.</p> <p>Compensation rates do not align with the policy for the non union group at the 55th percentile.</p>	<p>\$34,500 total gross increase not included in the 2024 budget. This may be absorbed in the surplus wage budget but if not, Council would need to direct the Chief Financial Officer to fund the change through Employee Reserve Fund.</p>
6	Increase the compensation rate of all Council positions to an amount specified by Council.		<p>Compensation rates may lag in the market depending on the rate specified and do not meet the current practice of the 60th percentile of the market.</p> <p>Compensation rates do not align with the policy for the non union group at the 55th percentile.</p>	<p>Budget impact unavailable until receive specified increase percentage. Any additional costs may be absorbed in the surplus wage budget but if not, Council would need to direct the Chief Financial Officer to fund the change through Employee Reserve Fund.</p>

Chart C: Chart of Benefit and Pension Options for Council

Option #	Description of Option	Advantages	Disadvantages	Cost Impact to Budget
A (Current practice)	Self funded benefits (health care and dental only; no life insurance)	Members have opportunity to enroll in group benefits at a discounted cost if they do not have benefits elsewhere	Members pay for coverage 100%	\$0
B	Municipality funded benefits (health care and dental only; no life insurance)	Members have the opportunity to enroll in group benefits at no cost to them.	Increase costs to the Municipality	\$229.08/ single member coverage \$554.77/family coverage
C	Cost Split between Member of Council and Municipality	Members have opportunity to enrol in group benefits at a discounted rate paying 50% cost	Increase costs to the Municipality	\$114.54/single member coverage \$277.39/family coverage
D	Council Members have no access to benefits through the Municipality		Members would not have the option to participate in the benefits	\$0
E	Council Members have access to Life Insurance coverage paid by the Municipality	Access to life insurance which is not currently available at no additional costs to the Council Member.	Increase cost to the Municipality	The Chief Workforce Advisor would have to research policies and rates.
F	Council Members have access to Life Insurance coverage self funded	Access to life insurance which is not currently available	Members pay for coverage 100%	The Chief Workforce Advisor would have to research policies and rates. \$0
G	Council members have access to Life Insurance coverage split cost between the Council member and the Municipality	Access to life insurance which is not currently available at no additional costs to the Council Member.	Increase costs to the Municipality and to the Member of Council	The Chief Workforce Advisor would have to research policies and rates.
H	Council Members have no access to Life Insurance coverage	Status quo	No access to coverage	No cost change

I (current practice)	Compensation in lieu of OMERS contributions (only for those who are not eligible to participate in OMERS)	Members who are ineligible to participate in OMERS are paid equal benefit to those who are eligible to participate		Status quo
J	No compensation in lieu of OMERS contributions	Reduce costs for Municipality	Perception of inequitable compensation between Members of Council who are eligible and those who are not eligible	Reduce costs

Municipality of Lakeshore – Report to Council

Legal and Legislative Services

Legislative Services



To: Mayor and Members of Council
From: Brianna Coughlin, Division Leader – Legislative Services
Date: September 27, 2024
Subject: 2025 Council Meeting Schedule

Recommendation

Approve the 2025 schedule of Regular Council Meetings, as described in the report presented at the October 22, 2024 Council meeting.

Background

Section 17(b) of the draft Procedure By-law requires the Clerk to prepare a Regular Meeting Schedule for the approval of Council, based on the following considerations:

- ii. Following the months in which Council Orientation occur, a 30 to 45 minute monthly Education and Training Meeting should be scheduled once per month from September through to and including June of each year;
- iii. An additional Meeting shall be scheduled during the following periods to accommodate additional *Planning Act* matters:
 1. January through to and including March,
 2. April through to and including June; and
 3. September through to and including November,
- iv. Meetings shall not be scheduled on a Holiday and Meetings may be scheduled the following week to avoid a Regular Meeting falling the day after a Holiday;
- v. Meetings shall be scheduled to accommodate Member attendance at municipal conferences commonly attended by municipal council members in Ontario; and
- vi. Meetings may be scheduled to accommodate local school board closures.

Comments

A proposed schedule of meetings for 2025 is attached as Appendix A in calendar form, and Appendix B in list form.

One meeting has been scheduled for the summer months of July and August, as well as December, as permitted by the Procedure By-law. Extra *Planning Act* meetings have been scheduled for February 4, May 6 and October 28, 2025.

The 2025 Budget deliberations (deferred from the 2024 calendar) have been scheduled for January 15-16, 2025, and the 2026 Budget deliberations have been scheduled for November 24-25, 2025.

Administration has included five conferences on the calendar as per past practice and scheduled around those conferences accordingly. However, it should be noted that the location or dates of these conferences are subject to change. Additionally, the first meeting in June has been scheduled to accommodate the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) annual meeting, which will be held June 8-11, 2025. The 2025 conference will be held in Windsor, which will allow additional staff to participate from multiple departments, within the regular training budget.

Due to holidays or the above-noted restrictions, the months of January, March, April, May, June, October and November contain meetings that are not on the second and fourth Tuesdays of the month. The meetings have been spaced to ensure there are not consecutive weekly meetings, with the exception of a regular Council meeting and the Budget deliberations in January and November, or the extra *Planning Act* meetings.

The County of Essex meetings dates have been included for reference and do not interfere with any dates identified on the proposed scheduled for Lakeshore meetings.

Financial Impacts

Estimated expenses for the proposed Council meetings have been included in the 2025 Budget.

Attachments

Appendix A – 2025 Council Meeting calendar

Appendix B – 2025 Council Meeting list

Report Approval Details

Document Title:	2025 Council Meeting Schedule.docx
Attachments:	- 2025 Council Meeting Dates (calendar) - DRAFT.pdf - 2025 Council Meeting Dates (List).pdf
Final Approval Date:	Oct 7, 2024

This report and all of its attachments were approved and signed as outlined below:

Prepared by Brianna Coughlin

Submitted by Susan Hirota

Approved by the Corporate Leadership Team

2025 Council Meeting Schedule

January						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Regular Meeting Dates
Council Meetings
Council Education/Training sessions
Extra Planning Meetings

Special Dates
Office Closed
2025 Budget Meetings *Daytime meetings
2026 Budget Meetings *Daytime meetings
March Break for schools
County Council Meetings

Conferences
ROMA - January 19 – 21
OGRA – March 30 - April 2
OSUM – April 30 – May 2
FCM – May 28 – June 1
AMCTO – June 8 – June 11
AMO – Aug 17 – Aug 20

2025 Council Meeting List

Regular Council Meetings	Education or Training Sessions	Extra Planning Act Meetings	Budget Meetings	Office Closed for reference only	Conferences for reference only	County Council Meetings for reference only
January 7	January 7	February 4	2025 Budget January 13-14	January 1	ROMA January 19-21	January 15
January 28	February 11	May 6	2026 Budget November 24-25	February 17	OGRA March 30-April 2	February 5
February 11	March 4	October 28		April 18	OSUM April 30-May 2	February 19
February 25	April 8			April 21	FCM May 28-June 1	March 5
March 4	May 13			May 19	AMO August 17-20	March 19
March 25	June 3			July 1		April 2
April 8	September 9			August 4		April 16
April 29	October 7			September 1		May 7
May 13	November 4			September 30		May 21
May 20				October 13		June 4
June 3				November 11		June 18
June 24				December 24-31		July 16
July 8						August 6
August 12						September 3
September 9						September 17
September 23						October 1
October 7						October 15
October 21						November 5
November 4						November 19
November 18						December 3 2026 Budget Meeting
December 9						December 17

Notice of Motion submitted by Councillor Vogler regarding Cast Iron Watermains in Lighthouse Cove

Direct Administration to include the detailed design for the replacement of the three cast iron water mains located on Muskie, Anchor and Dockside lanes in Lighthouse Cove for consideration in the 2025 budget.

Municipality of Lakeshore

By-law 95-2024

Being a By-law for the Hostine Drain East Branch in the Municipality of Lakeshore

Whereas pursuant to section 4 of the *Drainage Act*, R.S.O. 1990, c.D.17, Council may pass by-laws to undertake major improvement projects for the better use, maintenance and report of drainage works or of lands or roads, in accordance with the report of an engineer appointed by the Municipality.

And whereas the Council of the Municipality of Lakeshore has procured a report under section 4 of the *Drainage Act* for the improvement and updated schedule of assessment of the Hostine Drain East Branch;

And whereas the report dated September 12, 2024, has been authorized by Rood Engineering Inc. and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$9,819.56

And whereas \$0.00 is the amount to be contributed by the Municipality of Lakeshore for the drainage works;

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. The report attached as Schedule "A" to this by-law is adopted and the drainage works is authorized and shall be completed as specified in the report.
2. The Municipality of Lakeshore may borrow on the credit of the Municipality the amount of \$9,819.56 being the amount necessary for the improvement of the drainage works.
3. The Municipality of Lakeshore may issue debentures for the amount borrowed less the total amount of:
 - a. grants received under section 85 of the *Drainage Act*;
 - b. monies paid as allowances;
 - c. commuted payments made in respect of lands and roads assessed with the municipality;
 - d. money paid under subsection 61(3) of the *Drainage Act*; and
 - e. money assessed in and payable by another municipality.

4. Such debentures shall be made payable within 5 years from the date of the debentures and shall bear interest at a rate of 1% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debentures.
 - a. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.
 - b. Where the assessment exceeds \$10,000, debentures may be issued for a 10-year period. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 10 years after the passing of this by-law.
 - c. For paying the amount \$0.00, being the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Municipality of Lakeshore in each year for 5 years after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.
 - d. All assessments of \$1,500.00 or less are payable in the first year in which the assessments are imposed.
5. This by-law shall be known as the “Hostine Drain East Branch By-law”.
6. This By-law comes into force and effect upon passage.

Read a first and second time, and provisionally adopted, in open session on October 22, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Read a final time and passed in open session on _____, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Municipality of Lakeshore

By-law 98-2024

Being a By-law for the Bridge over the Renaud Line Drain in the Municipality of Lakeshore

Whereas pursuant to section 78 of the *Drainage Act*, R.S.O. 1990, c.D.17, Council may pass by-laws to undertake major improvement projects for the better use, maintenance and report of drainage works or of lands or roads, in accordance with the report of an engineer appointed by the Municipality, and without the petition required by section 4 of the *Drainage Act*;

And whereas the Council of the Municipality of Lakeshore has procured a report under section 78 of the *Drainage Act* for the installation of a new access bridge over the Renaud Line Drain;

And whereas the report dated October 2, 2024, has been authorized by N.J. Peralta Engineering Ltd. and the attached report forms part of this by-law;

And whereas the estimated total cost of the drainage work is \$403,164.00;

And whereas \$0.00 is the amount to be contributed by the Municipality of Lakeshore for the drainage works;

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. The report attached as Schedule "A" to this by-law is adopted and the drainage works is authorized and shall be completed as specified in the report.
2. The Municipality of Lakeshore may borrow on the credit of the Municipality the amount of \$403,164.00, being the amount necessary for the improvement of the drainage works.
3. The Municipality of Lakeshore may issue debentures for the amount borrowed less the total amount of:
 - a. grants received under section 85 of the *Drainage Act*;
 - b. monies paid as allowances;
 - c. commuted payments made in respect of lands and roads assessed with the municipality;
 - d. money paid under subsection 61(3) of the *Drainage Act*; and
 - e. money assessed in and payable by another municipality.

4. Such debentures shall be made payable within 5 years from the date of the debentures and shall bear interest at a rate of 1% more than the municipal lending rates as posted by Infrastructure Ontario on the date of sale of such debentures.
 - a. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this by-law.
 - b. Where the assessment exceeds \$10,000, debentures may be issued for a 10-year period. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 10 years after the passing of this by-law.
 - c. For paying the amount \$0.00, being the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Municipality of Lakeshore in each year for 5 years after the passing of this by-law to be collected in the same manner and at the same time as other taxes collected.
 - d. All assessments of \$1,500.00 or less are payable in the first year in which the assessments are imposed.
5. This by-law shall be known as the “Bridge over the Renaud Line Drain By-law”.
6. This By-law comes into force and effect upon passage.

Read a first and second time, and provisionally adopted, in open session on October 22, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Read a final time and passed in open session on _____, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Municipality of Lakeshore

By-law 99-2024

Being a By-law to Authorize a Community Benefit Agreement with Tilbury Battery Storage Inc.

Whereas section 9 of the *Municipal Act, 2001*, S.O. 2001, c. 25, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

And whereas it is deemed necessary to authorize entering into a Community Benefit Agreement with Tilbury Battery Storage Inc., which is a subsidiary of Boralex Inc. created in partnership with Walpole Island First Nation, as recommended by the Division Leader – Community Planning at the October 22, 2024 Council meeting;

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. The Mayor and the Clerk are delegated the authority to execute an agreement with Tilbury Battery Storage Inc., with form and content approved by Legal Services and Corporate Leader – Growth and Sustainability.
2. The delegated authority described in Section 1 includes the authority to execute any related amendments or agreements in furtherance of this agreement.
3. In the event of a conflict between this by-law and another Lakeshore by-law, this by-law prevails.
4. The delegation in this by-law is subject to any restrictions on such delegation under the *Municipal Act, 2001*, S.O. 2001, c.25 or any other Act.
5. This By-law comes into force and effect upon passage.

Read and passed in open session on October 22, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Municipality of Lakeshore

By-law 100-2024

Being a By-law to Confirm the Proceedings of the Council of the Municipality of Lakeshore

Whereas in accordance with the *Municipal Act 2001*, S.O. 2001, c. 25, municipalities are given powers and duties in accordance with this Act and many other Acts for purposes which include providing the services and other things that a municipality considers are necessary or desirable for the municipality;

And whereas in accordance with said Act, the powers of a municipality shall be exercised by its Council;

And whereas municipal powers, including a municipality's capacity, rights, powers and privileges shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

And whereas it is deemed expedient that the proceedings of the Council of the Municipality of Lakeshore at these sessions be confirmed and adopted by By-law.

Now therefore the Council of the Municipality of Lakeshore enacts as follows:

1. The actions of the Council of the Municipality of Lakeshore in respect of all recommendations in reports of Committees, all motions and resolutions and all other actions passed and taken by the Council of the Municipality of Lakeshore, documents and transactions entered into during the October 1 and October 8, 2024 sessions of Council be adopted and confirmed as if the same were expressly embodied in this By-law.
2. The Mayor or the Deputy Mayor together with the Clerk are authorized and directed to execute all documents necessary to the action taken by this Council as described in paragraph 1 of this By-law and to affix the Seal of the Municipality of Lakeshore to all documents referred to in said paragraph 1 above.

Read and passed in an open session on October 22, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**