

Municipality of Lakeshore

Regular Council Meeting Agenda



Tuesday, November 19, 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)(d) of the *Municipal Act, 2001* to discuss labour relations or employee negotiations, relating to a benefits review for non-union employees.

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

1. Zoning By-law Amendment (ZBA-17-2024) – 12100 Lakeshore Road 303

6

Recommendation:

Approve Zoning By-law Amendment Application ZBA-17-2024 (Zoning By-law 2-2012, as amended), to rezone the lands known legally as, Part of Lot 12, Concession 2, Tilbury, designated as Parts 1 to 3 on Plan 12R-5779, save and except Part 1 on Plan 12R29856; Lakeshore, being part of the Property Identifier Number 75066-0088(LT), and known municipally as 12100 Lakeshore Road 303, from “Agriculture (A)” to “Agriculture Zone Exception 120 (A-120)” zone (indicated as “12100 Lakeshore Rd 303 Retained Land” on the Key Map, Appendix B), in the Municipality of Lakeshore; and

Direct the Clerk to read By-law 107-2024 during the Consideration of By-laws, all as presented at the November 19, 2024 Council meeting

10. Public Presentations

1. Paul Mullins - Request regarding former St. Joachim Church

20

11. Delegations

12. Completion of Unfinished Business

13. Approval of Minutes

21

Recommendation:

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

1. November 5, 2024 Regular Council Meeting Minutes

14. Consent Agenda

Recommendation:

Receive the items as listed on the Consent Agenda.

1. County of Essex - Traffic Review of Renaud Line Road and County Road 42

29

15. Reports for Direction

1. **LL-2024-01 Tender Award for Accessibility Compliance, Facility Needs Assessment and Health and Safety Program Audit** 31

Recommendation:
Award the tender for the project LL-2024-01 Lakeshore 2024 Audit of Health and Safety Program, Accessibility Compliance and Facility Needs Assessment to Accessibility Partners for the amount of \$82,500 including applicable taxes; and,

Approve an additional \$32,500 from the Plans and Studies reserve in 2025, all as presented at the November 19, 2024 Council meeting.
2. **2024 Annual Review of the Workplace Violence and Harassment Policy and the Health and Safety Policy** 34

Recommendation:
Renew the Workplace Violence and Harassment Policy and the Health and Safety Policy, as presented at the November 19, 2024 Council meeting.
3. **Revisions to the Recruitment Policy** 54

Recommendation:
Approve the proposed changes to the Recruitment Policy as presented at the November 19, 2024 Council meeting and direct Administration to prepare the necessary by-law for adoption.
4. **By-law to Authorize Long-Term Borrowing to Finance the Expansion of the Denis St. Pierre Pollution Control Plant** 87

Recommendation:
Direct the Clerk to read By-law 109-2024 to authorize the issuance of long-term debt through Infrastructure Ontario (IO) in the principal amount of \$45,281,427.72 to finance the expansion of the Denis St. Pierre Water Treatment Plant (the "Project"), during the Consideration of By-laws, as presented at the November 19, 2024 Council meeting.
5. **Site Plan Control By-law Update** 98

Recommendation:
Direct the Clerk to read By-law 106-2024, being a by-law to establish a site plan control area within the Municipality and to adopt rules for the processing of site plan development applications, during the Consideration of By-laws, as presented at the November 19, 2024 Council meeting.

6. Tender Award – Bridge over Renaud Line Drain 110

Recommendation:

Award the tender for the Bridge over Renaud Line Drain to Front Construction Industries Inc. in the amount of \$275,260.80 (including applicable HST), as presented at the November 19, 2024 Council meeting.

16. Notices of Motion

1. Mayor Bailey - Health Travel Grant Program 113

Recommendation:

Whereas the Province of Ontario offers a Northern Travel Health Grant for residents who must travel a minimum of 100 kilometers one way to access the nearest medical specialist or provincially-funded healthcare facility services that are not available locally;

And whereas there are residents in the Windsor-Essex County area that are required to travel 100 kilometres or more to access specialized medical services that are not available locally, such as pediatric patients accessing specialized medical care in London or Toronto children's hospitals;

Now therefore the Council of the Municipality of Lakeshore requests that the Province of Ontario expand the Travel Health Grant Program to all Ontarians who are required to travel a minimum of 100 kilometres one-way to access medical specialist or provincially-funded healthcare services that are not available locally.

2. Deputy Mayor Walstedt - Delegation of Authority to the Committee of Adjustment for Minor Zoning By-law Amendments 114

Recommendation:

Reconsider Resolution #161-05-2024 regarding the Delegation of Authority for Minor Zoning By-law Amendments, presented at the May 7, 2024 Council meeting.

Recommendation:

Direct Administration to provide public notice of a draft Official Plan Amendment, collect comments and schedule a public meeting, as required under the *Planning Act*, for the delegation of authority to the Committee of Adjustment for minor Zoning By-law amendments that are required to fulfill a condition of approval related to a surplus farm dwelling consent application.

3. Councillor Kerr - Commemorative Crosswalk for Veterans

115

Recommendation:

Whereas in early November Amherstburg voted unanimously to install a commemorative crosswalk for Veterans;

And whereas also in November, Chatham Kent unveiled their commemorative crosswalk for Veterans at the downtown Chatham cenotaph;

Direct Administration bring back a report as to how Lakeshore can provide our cenotaphs with a commemorative crosswalk for Veterans.

17. Reports from County Council Representatives

18. Report from Closed Session

19. Consideration of By-laws

Recommendation:

By-laws 106-2024, 107-2024, 109-2024 and 112-2024 be read and passed in open session on November 19, 2024.

1. **By-law 106-2024, Being a by-law to establish a site plan control area for the Municipality of Lakeshore and to adopt rules for the processing of site plan development applications** 116
2. **By-law 107-2024, Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-17-2024)** 124
3. **By-law 112-2024, Being a By-law to Confirm the Proceedings of the November 5, 2024 Council Meeting** 127

20. Non-Agenda Business

21. Addendum

22. Adjournment

Recommendation:

Adjourn the meeting at ____ PM.

Municipality of Lakeshore – Report to Council

Growth and Sustainability

Planning Services



To: Mayor and Members of Council

From: Ian Search, BES, Planner I

Date: October 22, 2024

Subject: Zoning By-law Amendment (ZBA-17-2024) – 12100 Lakeshore Road 303

Recommendation

Approve Zoning By-law Amendment Application ZBA-17-2024 (Zoning By-law 2-2012, as amended), to rezone the lands known legally as, Part of Lot 12, Concession 2, Tilbury, designated as Parts 1 to 3 on Plan 12R-5779, save and except Part 1 on Plan 12R29856; Lakeshore, being part of the Property Identifier Number 75066-0088(LT), and known municipally as 12100 Lakeshore Road 303, from “Agriculture (A)” to “Agriculture Zone Exception 120 (A-120)” zone (indicated as “12100 Lakeshore Rd 303 Retained Land” on the Key Map, Appendix B), in the Municipality of Lakeshore; and

Direct the Clerk to read By-law 107-2024 during the Consideration of By-laws, all as presented at the November 19, 2024 Council meeting

Strategic Objectives

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

Background

The Municipality of Lakeshore has received a Zoning By-law Amendment application for the farm property known municipally as 12100 Lakeshore Road 303. The property is zoned “Agriculture” in the Lakeshore Zoning By-law 2-2012. It is currently a 23.47 acre (9.5 hectare) farm located north of County Road 42, south of County Road 2, at the northwest corner of County Road 37 (Gracey Sideroad) and Lakeshore Road 303 (Appendix A).

A provisional consent (file: B-01-2024) was granted from the Lakeshore Committee of Adjustment on April 17, 2024 to sever a surplus farm dwelling from 12100 Lakeshore Road 303 as a separate residential lot, indicated as Part 1 on Plan 12R-29856 (Appendix C). The lot to be severed will have an area of 3.24 acres (1.31 ha) and a lot frontage of 85.34 metres (280 feet), which will incorporate a dwelling and accessory structures (Appendix D).

As a condition of the provisional consent, the applicants are applying to rezone the retained farmland parcel to prohibit residential dwellings and additional residential units on the retained farmland parcel (Appendix B), as required in the Lakeshore Official Plan and Provincial Planning Statement. Additionally, the applicants are applying to rezone the retained farmland parcel to recognize its deficient area (8.1 hectares/20.01 acres) following the severance. The Lakeshore Zoning By-law 2-2012 requires a farm parcel to have a minimum lot area of 19 hectares/46.95 acres. It is noted that the subject property today is only 9.5 hectares/23.47 acre in area.

Subject Land: 23.47 acres (9.5 hectares)
Existing Use – Agriculture with dwelling
Proposed Use – Agriculture and one rural residential lot
Access — Lakeshore Road 303
Services — Municipal water, private sanitary

Surrounding Uses: North: Agriculture, Canadian Pacific Limited right-of-way
South: Agriculture, rural residential lots
East: Agriculture
West: Agriculture, rural residential lots

Official Plan: Agricultural

Existing Zoning: Agriculture (A)

Comments

The application was circulated to internal departments and no objections to the rezoning were received as of the date of this report.

Provincial Planning Statement (PPS) (2024)

The proposed rezoning application is consistent with the PPS. Subsection 4.3.3 c) 2. requires the planning authority to ensure that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the surplus farm dwelling severance. A provisional consent (B-01-2024) was granted to sever a surplus dwelling from the farm as a separate lot. As a condition of consent, and as required by the PPS, the applicants are rezoning the retained farmland parcel to prohibit dwelling(s). In doing so, additional residential units will also be prohibited from developing on the retained farmland parcel, in accordance with the PPS.

County of Essex Official Plan

The rezoning application conforms to the County of Essex Official Plan and is consistent with their land use policies:

3.3.3.4 Lot Creation

- c) Lot creation to accommodate a habitable residence surplus to a farming operation as a result of farm consolidation is permitted subject to the local Zoning By-law being amended, to prohibit new residential dwellings on the vacant remnant parcel of farmland created by the severance.

Lakeshore Official Plan

The subject property is designated Agricultural in the Lakeshore Official Plan, and the rezoning application conforms to the Agricultural Designation policies.

6.2.3 Agricultural Lot Creation & Lot Adjustment

A consent to sever may be granted for the following purposes:

- b) Where a previous or current farm acquisition has rendered a habitable farm dwelling surplus to the needs of a farm operation, subject to the following conditions:
 - i) the remnant farm parcel will be zoned so as to prohibit the construction of any additional dwellings;
 - ii) the non-farm parcel will be zoned to recognize the non-farm residential use and will not accommodate a livestock operation;
 - iii) any livestock facilities to remain on the retained parcel will not be made unsuitable for further livestock operations if the Minimum Distance Separation I provisions cannot be met; and
 - iv) the implementing Zoning By-law will not impose a setback on nearby expanding livestock operations greater than that required by the application of Minimum Distance Separation II Formula including the Minimum Distance Separation Guidelines.

The application will prohibit the construction of any additional dwellings on the retained farmland parcel in accordance with the Official Plan. The surplus dwelling lot will automatically be recognized in the Zoning By-law for non-farm residential use that cannot accommodate a livestock operation due to its lot size because it is under 4 ha (9.88 acres). There are no livestock facilities on the retained farmland parcel and no known facilities in the general area of the severed lot.

Lakeshore Zoning By-law

The subject property is currently zoned Agriculture (A), in the Lakeshore Zoning By-law 2-2012, as amended. The retained farmland parcel will be rezoned into an Agriculture Zone Exception (A-120) to prohibit dwelling(s) and recognize the deficient lot area of this parcel following the severance. The retained farmland parcel will be 8.1 hectares/20.01 acres following the severance, whereas the Lakeshore Zoning By-law requires a farm parcel to have a minimum lot area of 19 hectares/46.95 acres.

The surplus dwelling lot will meet the minimum frontage and area requirements for a rural residential lot zoned Agriculture (A) – no rezoning of this parcel is necessary.

Conclusion

Based on the foregoing, it is recommended that Council approve ZBA-17-2024 (By-law 107-2024) as per the Recommendation section of this report.

Others Consulted

Notice was given to agencies and the general public as required under the provisions of the *Planning Act* and regulations. As of the writing of this report, comments were received from Essex Region Conservation Authority (ERCA), Lower Thames Valley Conservation Authority (LTVCA), Canadian Pacific Kansas City (CPKC), and the Engineering Technologist at the County of Essex.

ERCA stated that they have no objection to the Zoning By-law Amendment (Appendix E). LTVCA stated in correspondence that if development is proposed on the retained farmland in proximity to the 2nd Concession Drain Outlet located at the east end of the parcel, then a permit from their office may be required as it would relate to the drainage feature.

CPKC is not in favour of residential uses that are incompatible with rail operations as the safety and welfare of residents can be adversely affected by rail operations. CPKC's approach to any development or expansion in the vicinity of rail operations is encapsulated by the recommended 2013 Proximity Guidelines developed through collaboration between the Railway Association of Canada and the Federation of Canadian Municipalities. Full comment can be found in Appendix F.

Comment: There is no development currently proposed beyond the creation of a rural residential lot for a surplus farming dwelling severance. The dwelling has existed on the severed lot for many years and appears to be setback approximately 110 metres/360 feet from the railway right-of-way, while section 6.50 of the Zoning By-law requires dwellings to be setback 30 metres. Additionally, the Zoning By-law amendment will prohibit the development of dwelling(s) on the retained farmland parcel.

The Engineering Technologist at the County of Essex commented that no new access will be permitted off County Rd 37. The setback from County Road 37 is 85 feet (25.9

metres) from the centre of the right of way. Permits are necessary for any changes to existing structures, or the construction of new structures.

Comment: The retained farmland parcel has its own existing access from Lakeshore Road 303 according to the consent application (file: B-01-2024).

Financial Impacts

There are no budget impacts resulting from the recommendation.

Attachments

- Appendix A – Aerial Map
- Appendix B – Key Map
- Appendix C – Registered Survey
- Appendix D – Draft Survey
- Appendix E – ERCA
- Appendix F – CPKC
- Appendix G – County of Essex

Report Approval Details

Document Title:	ZBA-17-2024 - 12100 Lakeshore Road 303.docx
Attachments:	- Appendix A - Aerial Map.pdf - Appendix B - Key Map.pdf - Appendix C - Registered Survey.pdf - Appendix D - Draft Survey.pdf - Appendix E - ERCA.pdf - Appendix F - CPKC.pdf - Appendix G - County of Essex.pdf
Final Approval Date:	Nov 12, 2024

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

Prepared by Ian Search

Submitted by Urvi Prajapati and Tammie Ryll

Approved by the Corporate Leadership Team



12100 Lakeshore Road 303 - Aerial Map



Legend

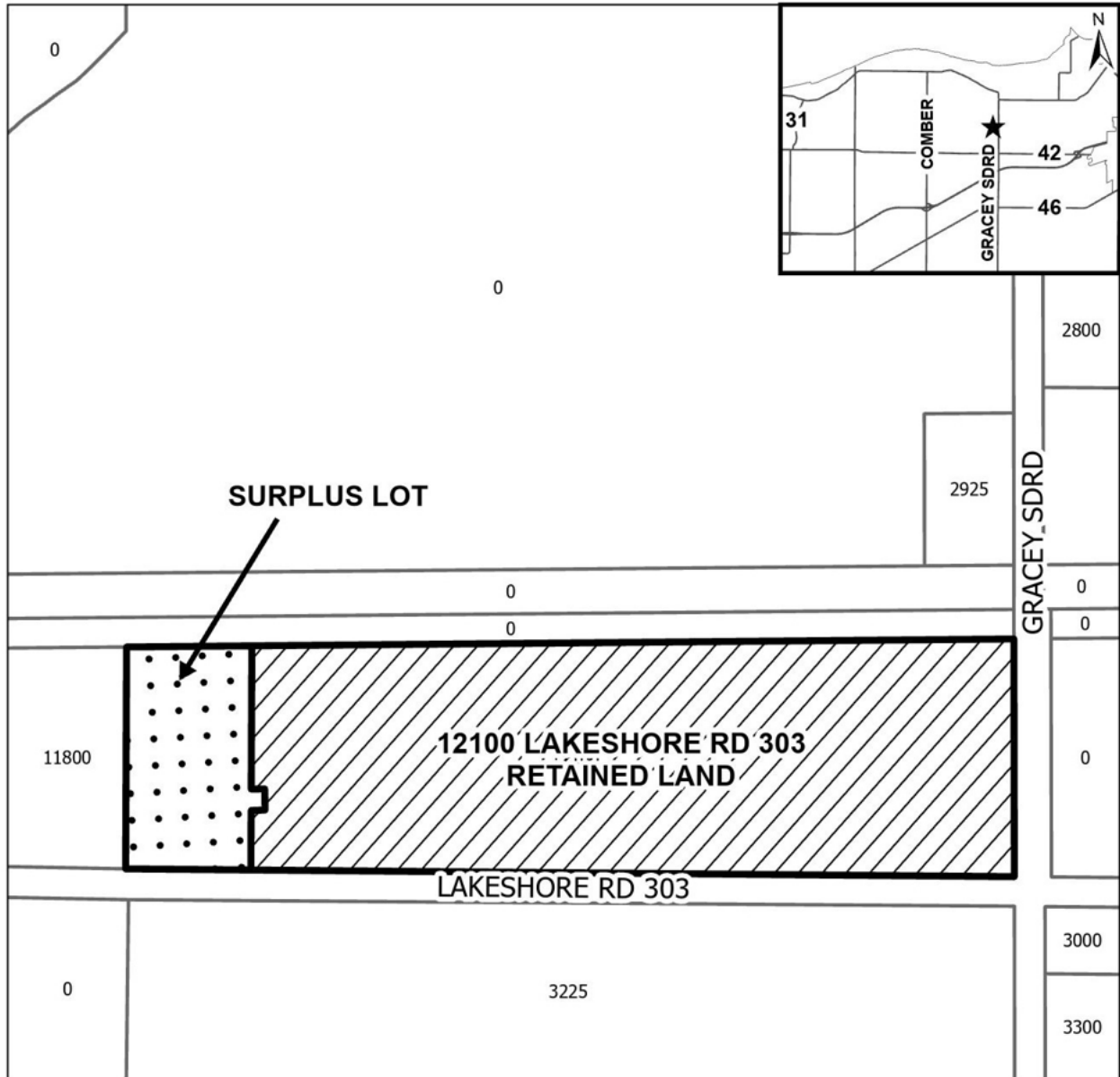
- Tax Parcel
- Address Label
- Working Parcel
- Street Centreline
- <all other values>
- CNTY
- LAK
- PRIV
- PROV

1: 4,872



Notes:

This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or complete. Lakeshore GIS MAP IS NOT TO BE USED FOR NAVIGATION



DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.

PLAN SCHEDULE

PART	LOT	CONCESSION	PIN
1	PART OF 12	2	PART OF 75066-0088
PART 1 IS SUBJECT TO INST No TN9739			
PART 1 COMPRISES PART OF PIN 75066-0088			

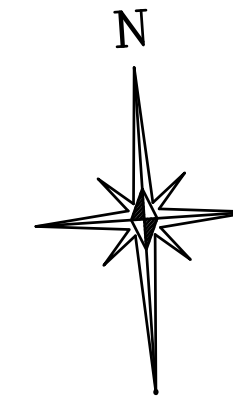
PLAN 12R-29856

Received and deposited

August 28th, 2024

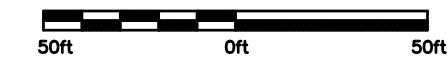
Samantha Jagasar

Representative for the
Land Registrar for the
Land Titles Division of
Essex (No.12)



PLAN OF SURVEY
OF PART OF LOT 12
CONCESSION 2
GEOGRAPHIC TOWNSHIP OF TILBURY NORTH
NOW IN THE MUNICIPALITY OF LAKESHORE
COUNTY OF ESSEX

SCALE: 1"=50'



THE INTENDED PLOT SIZE OF THIS PLAN IS 22" IN WIDTH BY 17" IN HEIGHT WHEN PLOTTED AT A SCALE OF 1"=50'

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 21st DAY OF MAY, 2024.

AUGUST 22, 2024
(DATE)

S.H.K.
S.D. HOOK
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-78244

NOTES

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010) TOPNET.
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999772227.
OBSERVED REFERENCE POINTS (ORP) A & B: UTM, ZONE 17, NAD83 (CSRS) (2010).
COORDINATES TO RURAL ACCURACY PER SEC. 14 (2) OF O. REG. 216/10.

POINT ID	NORTHING	EASTING
ORP A	15360244.63	1231414.58
ORP B	15360726.94	1233151.73

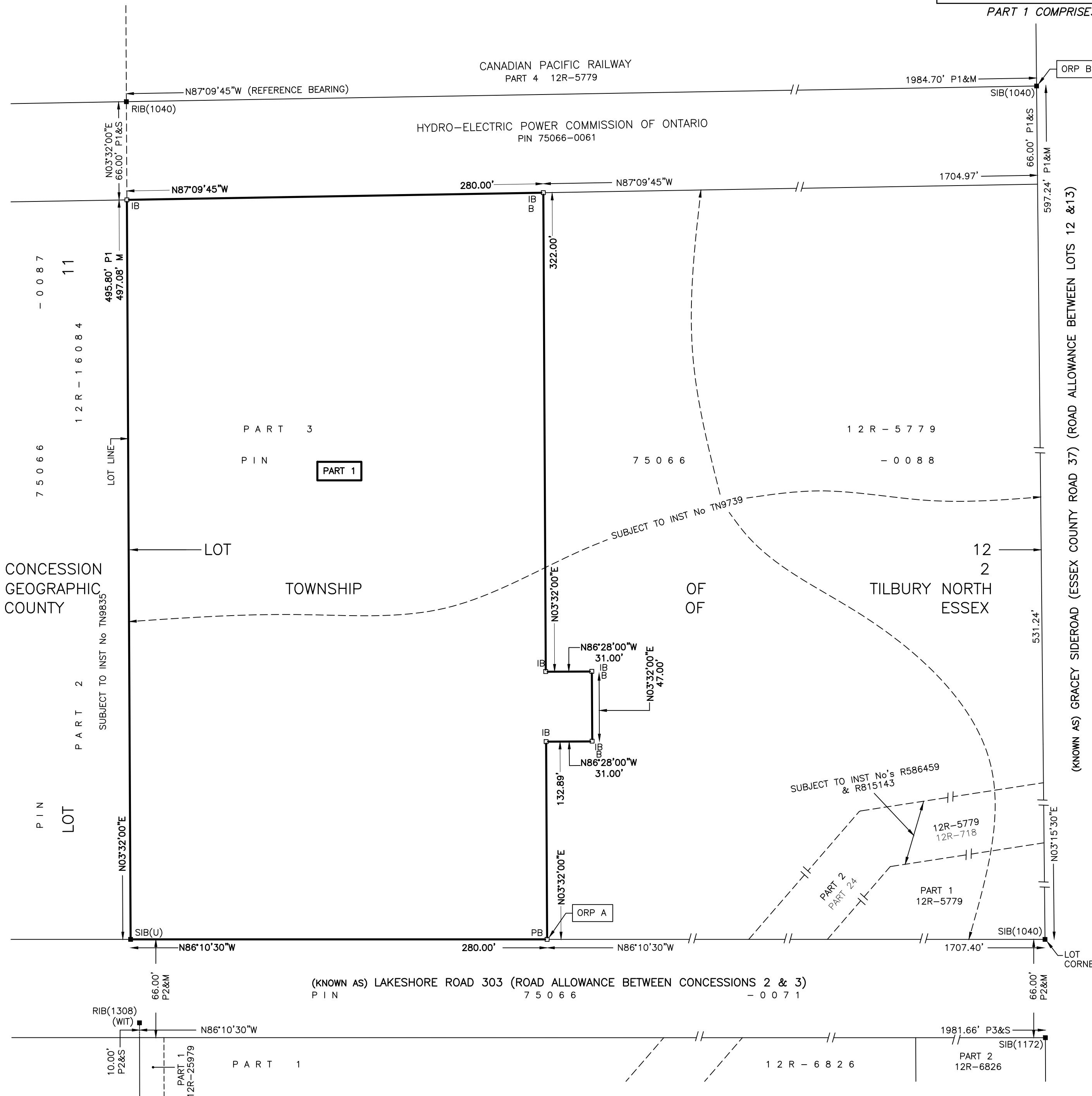
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

FOR BEARING COMPARISONS, A ROTATION OF 00°58'35" CLOCKWISE WAS APPLIED TO PLAN 12R-5779.

■	DENOTES	FOUND			
□	DENOTES	SET			
IB	DENOTES	IRON BAR			
SIB	DENOTES	STANDARD IRON BAR	P1	DENOTES	PLAN 12R-5779
PB	DENOTES	PLASTIC BAR	P2	DENOTES	PLAN 12R-6826
M	DENOTES	MEASURED	P3	DENOTES	PLAN 12R-25979
Inst	DENOTES	INSTRUMENT	U	DENOTES	ORIGIN UNKNOWN
S	DENOTES	SET	1308	DENOTES	R.W. ROBERTSON, O.L.S.
WIT	DENOTES	WITNESS	1172	DENOTES	W. BREWER, O.L.S.
PIN	DENOTES	PROPERTY IDENTIFIER NUMBER	1040	DENOTES	W.J. SETTERINGTON, O.L.S.
			ORP	DENOTES	OBSERVED REFERENCE POINT

DRAWN BY:	C.A.
CHECKED BY:	S.D.H. / C.A.
PLAN NUMBER:	24070

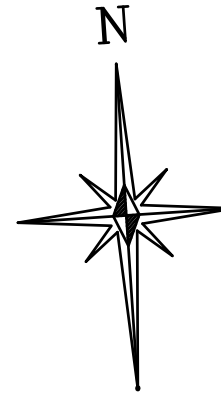
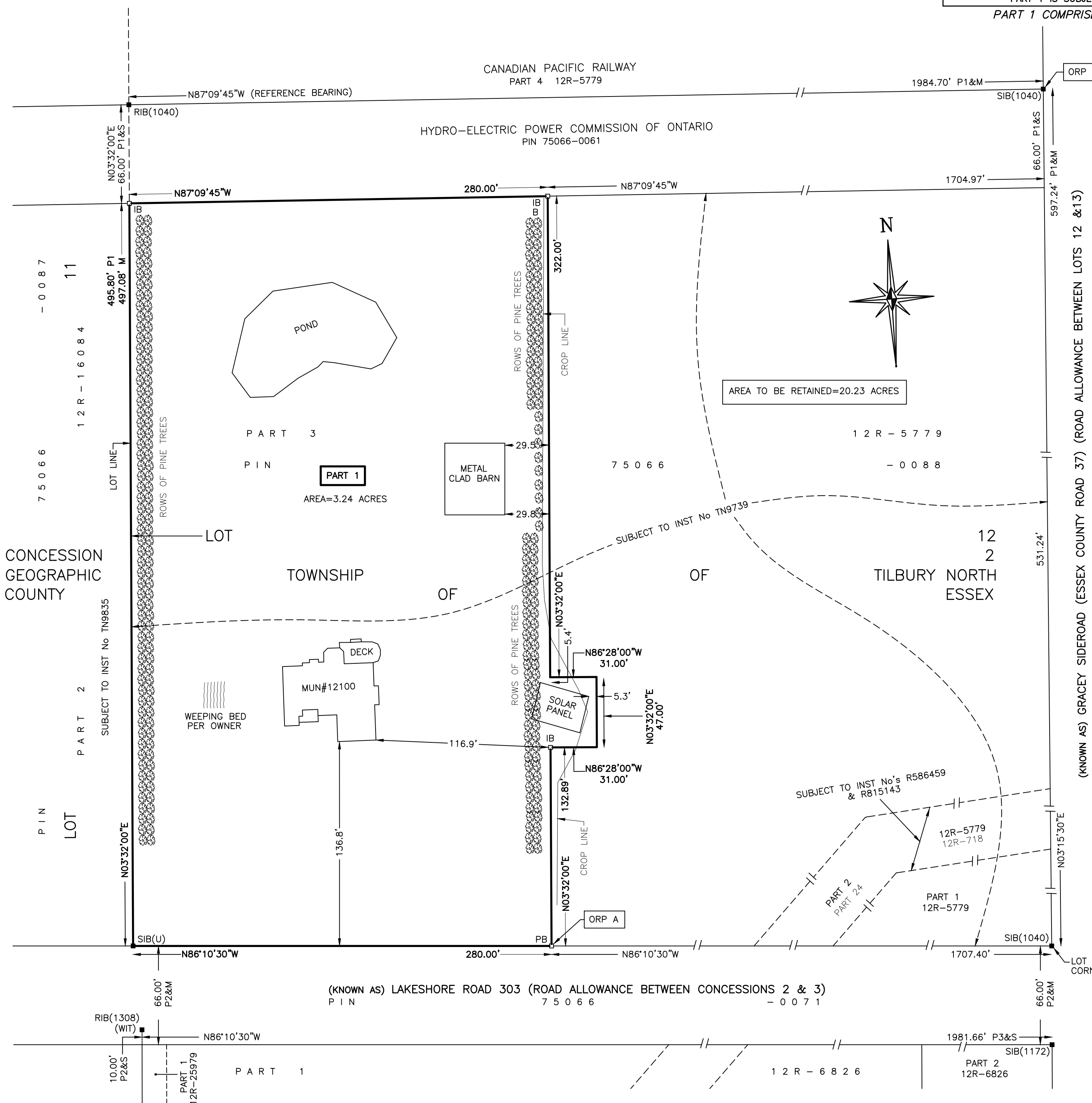
HOOK & TODGHAM
SURVEYING
INCORPORATED
CHATHAM ONTARIO
PHONE: 1-519-354-6122 EMAIL: HOOKTOD@TEKSAVVY.COM



DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048.

PLAN SCHEDULE

PART	LOT	CONCESSION	PIN
1	PART OF 12	2	PART OF 75066-0088
PART 1 IS SUBJECT TO INST No TN9739			
PART 1 COMPRISES PART OF PIN 75066-0088			



PLAN OF SURVEY
OF PART OF LOT 12
CONCESSION 2
GEOGRAPHIC TOWNSHIP OF TILBURY NORTH
NOW IN THE MUNICIPALITY OF LAKESHORE
COUNTY OF ESSEX

SCALE: 1"=50'
50ft 0ft 50ft

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2. THE SURVEY WAS COMPLETED ON THE 21st DAY OF MAY, 2024.

(DATE) S.D. HOOK
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-?????

NOTES

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ORP A	15360244.63	1231414.58
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■	DENOTES FOUND	P1	DENOTES PLAN 12R-5779
□	DENOTES SET	P2	DENOTES PLAN 12R-6826
IB	DENOTES IRON BAR	P3	DENOTES PLAN 12R-25979
SIB	DENOTES STANDARD IRON BAR	U	DENOTES ORIGIN UNKNOWN
PB	DENOTES PLASTIC BAR	Inst	DENOTES INSTRUMENT
M	DENOTES MEASURED	1308	DENOTES R.W. ROBERTSON, O.L.S.
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WT	DENOTES WITNESS	1040	DENOTES W.J. SETTERINGTON, O.L.S.
PIN	DENOTES PROPERTY IDENTIFIER NUMBER	ORP	DENOTES OBSERVED REFERENCE POINT

DRAWN BY:	C.A.
CHECKED BY:	S.D.H. / C.A.
PLAN NUMBER:	24070

HOOK & TODGHAM SURVEYING INCORPORATED
CHATHAM ONTARIO
PHONE: 1-519-354-6122 EMAIL: HOOKTOD@TEKSAVVY.COM



planning@erca.org

P.519.776.5209

F.519.776.8688

360 Fairview Avenue West
Suite 311, Essex, ON N8M 1Y6

October 17, 2024

Ian Search

Corporation of the Municipality of Lakeshore
Development Services, Planning Division
419 Notre Dame Street
Belle River, ON N0R 1A0

Dear Mr. Ian Search:

RE: Zoning By-Law Amendment ZBA-17-2024 12100 LAKESHORE RD 303

ARN 375170000005405; PIN: 750660088

Applicants: MICHAEL ROGER MAILLOUX AND JOCELYNE FLORENCE MAILLOUX

The Municipality of Lakeshore has received Application for Zoning By-Law Amendment ZBA-17-2024 for the above noted subject lands. A provisional consent (file: B-01-2024) was granted from the Lakeshore Committee of Adjustment to sever an existing dwelling from the subject property as a separate residential lot. The dwelling is rendered surplus to the needs of the applicant due to farm consolidation.

As a condition of their consent approval, the applicants are applying to rezone the subject property to prohibit any new dwellings or additional residential units on the retained farmland. Additionally, the applicants are applying to rezone the retained farmland to recognize its deficient area (8.1 hectares) following the severance.

The following is provided as a result of our review of ZBA-17-2024.

NATURAL HAZARDS AND REGULATORY RESPONSIBILITIES UNDER THE CONSERVATION AUTHORITIES ACT, O. REG 686/21, PPS

The following comments reflect ERCA's role in protecting people and property from the threats of natural hazards and regulating development hazards lands under Section 28 of the *Conservation Authorities Act*.

The above noted lands are subject to our Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 41/24). The parcel falls within the regulated area of the Gracy Side Road Drain, Little Creek Drain and 3rd Conc. Rd. Drain East Of Little Creek.

Mr. Ian Search
October 17, 2024

FINAL RECOMMENDATION

Our office has **no objection** to ZBA-17-2024.

If you have any questions or require any additional information, please contact the undersigned.

Sincerely,



Alicia Good
Watershed Planner
/ag



From: [Real Estate Canada](#)
To: [Ian Search](#)
Subject: RE: Notice of Public Meeting - Zoning By-law Amendment ZBA-17-2024 - Municipality of Lakeshore
Date: October 15, 2024 1:10:19 PM
Attachments: [image001.png](#)

You don't often get email from real_estatecanada@cpkcr.com. [Learn why this is important](#)

[EXTERNAL EMAIL] CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

Comments on, within 500m of CPKC Rail line

Please note that CPKC's Windsor Subdivision is classified as a principal mainline track.

CPKC is generally not opposed to Commercial/Industrial type developments adjacent to our right of way. Notwithstanding that statement, commercial developments should still meet certain recommendations based upon site specific conditions and intended use. CPKC is not in favour of residential uses that are not compatible with rail operations as the safety and welfare of residents can be adversely affected by rail operations. CPKC freight trains operate 24/7 and schedules/volumes are subject to change.

CPKC's approach to any development or expansion in the vicinity of rail operations is encapsulated by the recommended 2013 Proximity Guidelines developed through collaboration between the Railway Association of Canada and the Federation of Canadian Municipalities. CPKC continues to recommend that all proposed developments (whether residential, commercial, or industrial) follow the 2013 Proximity Guidelines. It is incumbent upon the developer to incorporate these safety measures to a degree that satisfies the requirements of the relevant agencies issuing building and development permits. The 2013 Proximity Guidelines can be found here: <http://www.proximityissues.ca/>

In addition, all construction, continued maintenance, access, ingress and egress must be done without entering railroad right of way. This includes but is not limited to maintenance of any equipment, lawn care, snow plowing and emergency exits via windows or doors.

CPKC recommends that the below condition be inserted in all property and tenancy agreements or future offers of purchase and sale for all dwelling units in the proposed building(s):

"CPKC and/or its assigns or successors in interest has or have a railway right-of-way and/or yard located adjacent to the subject land hereof with operations conducted 24 hours a day, 7 days a week, including the shunting of trains and the idling of locomotives. There may be alterations to, or expansions of, the railway facilities and/or operations in the future, which alterations or expansions may affect the living environment of the residents in the vicinity. Notwithstanding the inclusion of any noise and/or vibration attenuating measures in the design of the development and individual dwellings, CPKC will not be responsible for complaints or claims arising from the use of its facilities and/or its operations on, over, or under the aforesaid right-of-way and/or yard."

We would appreciate being circulated with all future correspondence related to developments adjacent to our right of way.

Thank you,

Real Estate Canada



Real_EstateCanada@cpr.ca
7550 Ogden Dale Road SE, Building 1
Calgary AB T2C 4X9

**** Please be advised that CP_Proximity-Ontario@cpr.ca was deactivated February 15, 2023. Effective immediately, please ensure your contact email for CP Proximity-Ontario is updated to Real_EstateCanada@cpr.ca to ensure your communication is received and replied to in a timely manner ****

From: Ian Search <isearch@lakeshore.ca>

Sent: Friday, October 11, 2024 8:45 AM

To: Ian Search <isearch@lakeshore.ca>

Subject: Notice of Public Meeting - Zoning By-law Amendment ZBA-17-2024 - Municipality of Lakeshore

This Message Is From an External Sender

This email did not originate from CPKC. Please exercise caution with any links or attachments.

Hi all,

Please see attached public meeting notice for a Zoning By-law Amendment application in the Municipality of Lakeshore, Ontario. The subject property is 12100 Lakeshore Road 303.

Please provide any comments to me with respect to this application by **October 21, 2024**.

Kind Regards,

Ian Search

Planner I

Municipality of Lakeshore | Growth and Sustainability - Community Planning

419 Notre Dame Street, Belle River, ON, N8L 0P8

T: 519-728-1975 ext.246

Connect with us online at [Lakeshore.ca/Connect](https://lakeshore.ca/Connect)

Ian Search

Planner I

Municipality of Lakeshore | Community Planning

419 Notre Dame Street, Belle River, ON, N8L 0P8

T: 519-728-1975 x246



October 21, 2024

Ian Search
Municipality of Lakeshore
419 Notre Dame Street
Belle River, Ontario
N0R 1A0

Dear Mr. Ian Search:

Re: COA Submissions, ZBA-17-2024, Michael Roger Mailloux and Jocelyne Florence Mailloux

Please be advised that the County has reviewed the aforementioned application and the comments provided are engineering-related only. This application has not been reviewed from a planning perspective. The subject lands have frontage on County Road 37. The Applicant will be required to comply with the following County Road regulations:

County By-Law Number 2480 – A By-Law of the Corporation of the County of Essex to Regulate the Location of Buildings and Structures on Land Adjacent to County Roads.

No new access will be permitted off County Rd 37. The setback from the County Road 37 is 85 feet from the centre of the right of way. Permits are necessary for any changes to existing structures, or the construction of new structures.

We are requesting a copy of the Decision of the aforementioned application. Should this application be approved we are requesting a copy of the revised survey plan of the subject lands in order to update our mapping records. Thank you for your assistance and cooperation in this matter.

Should you require further information, please contact the undersigned by email at kbalallo@countyofessex.ca or by phone at extension 1564.

Regards,

Kristoffer Balallo
Engineering Technologist

 519-776-6441
TTY 1-877-624-4832

 360 Fairview Ave. W.
Essex, ON N8M 1Y6

 countyofessex.ca

Request: That the Municipality of Lakeshore provide the following support for **927 St. Joachim L'Association**, a Not-For-Profit corporation:

1. That the Municipality of Lakeshore acknowledges the importance of the heritage value of the former St. Joachim church and the need to comply with the Ontario Heritage designation.
2. That the Municipality of Lakeshore supports the establishment of **927 St. Joachim L'Association** a Not-For-Profit corporation with the following objects:
 - To protect and preserve an important heritage site by restoring, developing and maintaining the St. Joachim church building with a view to commemorating the site and educating the public about it.
 - To provide a public amenity by establishing, administering, and maintaining a multi-use recreational facility in St. Joachim, Ontario.
 - To provide a public amenity by establishing and maintaining a Francophone museum for the education and benefit of the public.
 - To advance education by providing instructional seminars on topics related to the performing and visual arts to the Francophone community and the community at large.
 - To advance French education by providing a library of French books, equipment and educational aids for students in French schools/studies.
3. That the Municipality of Lakeshore acknowledges that Stoney Point Solar Inc. has donated \$120,000 to the Diocese of London to preserve the St. Joachim heritage site.
4. That the Municipality of Lakeshore contributes \$120,000 from community benefit revenues already received from the Stoney Point Solar Inc. lease.
5. That future revenues from the Stoney Point Solar Inc. lease be directed to **927 St. Joachim L'Association** for a minimum of five years.
6. That permit fees be waived.
7. That the Municipality of Lakeshore supports fundraising for **927 St. Joachim L'Association** by establishing an account for the benefit of the Not-for-Profit Association that can be eligible for charitable donation receipts.

Municipality of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, November 5, 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 Michael Hoffman, Councillor Kelsey Santarossa, Councillor John Kerr, Councillor Ian Ruston, Councillor Larissa Vogler

Staff Present: Interim Chief Administrative Officer - Chief Financial 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, Division Leader - Bylaw Robert Sassine, Division Leader - Capital Projects Wayne Ormshaw, Division Leader - Communication and Engagement Alex Denonville, Division Leader - Legislative Services Brianna Coughlin, Division Leader – Recreation Services Terry Symons, Team Leader - Legislative Services Cindy Lanoue, IT Technical Analyst Simon Barno

1. Call to Order

Mayor Bailey called the meeting to order at 6:00 PM in Council Chambers.

2. Closed Session

3. Singing of O Canada

4. Land Acknowledgement

5. Moment of Reflection

6. Disclosures of Pecuniary Interest

Councillor Ruston declared a conflict relating to item 15.8 - Lakeshore Community Benefit Fund Grant Applications for 2024.

Mayor Bailey declared a conflict relating to item 15.8 - Lakeshore Community Benefit Fund Grant Applications for 2024.

Councillor Kerr declared a conflict relating to item 15.7 - Manning Development Inc. Request for Extension of Development Charges Demolition Credit, 1650 Manning Road.

7. Recognitions

8. Announcements by Mayor

10. Public Presentations

9. Public Meetings under the Planning Act

11. Delegations

12. Completion of Unfinished Business

1. 2025 Council Meeting Schedule (deferred from the October 22, 2024 Council meeting)

349-11-2024

Moved By Deputy Mayor Walstedt

Seconded By Councillor Hoffman

Approve the 2025 schedule of Regular Council Meetings, as described in the report presented at the October 22 and November 5, 2024 Council meetings, with an amendment to move the 2025 Budget deliberations to January 23 and 24, 2025.

Carried Unanimously

13. Approval of Minutes

350-11-2024

Moved By Councillor Ruston

Seconded By Councillor Vogler

Approve minutes of the previous meeting as listed on the agenda.

1. October 22, 2024 Regular Council Meeting Minutes

Carried Unanimously

14. Consent Agenda

351-11-2024

Moved By Councillor McNamara

Seconded By Councillor Santarossa

Receive the items as listed on the Consent Agenda.

1. Police Services Report for Lakeshore - April 2024
2. Police Services Report for Lakeshore - May 2024
3. Police Services Report for Lakeshore - June 2024
4. Police Services Report for Lakeshore - July 2024
5. Police Services Report for Lakeshore - August 2024
6. Building Services Quarterly Report – Q3 2024
7. By-law Enforcement Quarterly Report – Q3 2024
8. Honouring Veterans through Street Naming

Carried Unanimously

15. Reports for Direction

1. 2025 Interim Levy By-law

352-11-2024

Moved By Councillor Vogler

Seconded By Councillor Ruston

Direct the Clerk to read By-law 102-2024 during the Consideration of By-laws, to adopt the Interim Tax Levy for 2025, as presented at the November 5, 2024 Council meeting.

Carried Unanimously

2. Authorization for Temporary Borrowing to Meet Current Expenditures for Fiscal Year Ending December 31, 2025

353-11-2024

Moved By Councillor McNamara

Seconded By Deputy Mayor Walstedt

Direct the Clerk to read By-law 103-2024, being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the 2025 fiscal year, during the Consideration of By-laws; and

Authorize the borrowing of up to \$4,700,000 in accordance with Section 407 of the *Municipal Act, 2001* to cover current expenditures until sufficient revenues from taxes and other sources are received, as presented at the November 5, 2024 Council meeting.

Carried Unanimously

3. Drainage Borrowing By-law under the Tile Drainage Act

354-11-2024

Moved By Councillor Santarossa

Seconded By Councillor Ruston

Direct the Clerk to read By-law 104-2024, being a by-law to raise \$2,000,000 to aid in the construction of drainage works under the *Tile Drainage Act*, during the Consideration of By-laws; and

Authorize the Mayor and Treasurer to execute all necessary documents related to the borrowing of funds in accordance with the by-law, as presented at the November 5, 2024 Council meeting.

Carried Unanimously

4. Amendment to Development Charge By-law

355-11-2024

Moved By Councillor Hoffman

Seconded By Councillor Vogler

Direct the Clerk to read By-law 101-2024 during the Consideration of By-laws to amend By-law 89-2020, respecting development charges, as presented at the November 5, 2024 Council meeting.

Carried Unanimously

5. Regional IT Mutual Aid Agreement

356-11-2024

Moved By Councillor McNamara

Seconded By Deputy Mayor Walstedt

Direct the Clerk to read By-law 108-2024, being a By-law to authorize the Mayor and Chief Administrative Officer to execute a Regional Information Technology Mutual Aid Agreement, during the Consideration of By-laws, as presented at the November 5, 2024 Council meeting.

Carried Unanimously

6. Discontinuation of Dog Tag Registration Program

357-11-2024

Moved By Councillor Kerr

Seconded By Councillor Hoffman

Discontinue the Municipality's Dog Tag program in 2025 and direct Administration to amend the Animal Care and Control By-law effective January 1, 2025 to require that all dogs have a tag affixed to their collar that contains contact information for the owner or be microchipped and to amend the User Fee By-law to reflect the changes, all as presented at the November 5, 2024 Council meeting.

Carried Unanimously

7. Manning Development Inc. Request for Extension of Development Charges Demolition Credit, 1650 Manning Road

Councillor Kerr declared a conflict on this item and did not participate in the vote.

358-11-2024

Moved By Councillor McNamara

Seconded By Deputy Mayor Walstedt

Approve the request to extend the credit under Section 3.13 of the Development Charges By-law, applying to the demolition of commercial buildings at 1650 Manning Road, for an additional five years to May 2030, as presented at the November 5, 2024 Council meeting.

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

Conflict (1): Councillor Kerr

Carried

8. Lakeshore Community Benefit Fund Grant Applications for 2024

Councillor Ruston declared a conflict on this item in relation to applicant 7 and did not participate in the vote relating to this application.

Mayor Bailey declared a conflict on this item in relation to applicant 8.

359-11-2024**Moved By** Councillor Vogler**Seconded By** Councillor Kerr

Approve the 5 capital projects that have never received Community Benefit Grant funding (applications 2, 4, 10, 14 and 15) but reduce the amount they receive to \$4,000 each.

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

Opposed (1): Deputy Mayor Walstedt

Carried**360-11-2024****Moved By** Councillor Santarossa**Seconded By** Councillor McNamara

Approve application 7 with a reduced amount of \$2,500.

In Favour (6): Mayor Bailey, Councillor McNamara, Councillor Santarossa, Councillor Kerr, Councillor Vogler, and Councillor Hoffman

Opposed (1): Deputy Mayor Walstedt

Conflict (1): Councillor Ruston

Carried**361-11-2024****Moved By** Mayor Bailey**Seconded By** Councillor Kerr

Direct Administration to amend the Community Benefit Fund Grants Policy to reflect only capital requests; the organization must reside in the Municipality of Lakeshore and could not be a recipient the previous year, and that the budget amount is capped at \$25,000.

Carried Unanimously

16. **Notices of Motion**
17. **Reports from County Council Representatives**
18. **Report from Closed Session**

19. Consideration of By-laws

362-11-2024

Moved By Councillor McNamara

Seconded By Councillor Vogler

By-laws 86-2024 and 98-2024 be read a third time and adopted; and

By-laws 101-2024, 102-2024, 103-2024, 104-2024, 105-2024 and 108-2024 be read and passed in open session on November 5, 2024.

Carried Unanimously

- 1. By-law 86-2024, Being a By-law for the St. Pierre Drain in the Municipality of Lakeshore**
- 2. By-law 98-2024, Being a By-law for the Bridge Over the Renaud Line Drain**
- 3. By-law 101-2024, Being a By-law to Amend By-law 89-2020, Respecting Development Charges**
- 4. By-law 102-2024, Being a By-law to Authorize an Interim Tax Levy Prior to the Adoption of the Estimates for the Year 2025**
- 5. By-law 103-2024, Being a By-law to Authorize Temporary Borrowing from Time to Time to Meet Current Expenditures during the Fiscal Year Ending December 31, 2025**
- 6. By-law 104-2024, Being a By-law to Raise \$2,000,000 to Aid in the Construction of Drainage Works under the Tile Drainage Act**
- 7. By-law 105-2024, Being a By-law to Confirm the Proceedings of the October 22, 2024 Council Meeting**
- 8. By-law 108-2024, Being a By-law to Authorize the Execution of a Regional Information Technology Mutual Aid Agreement**

20. Non-Agenda Business

21. Addendum

1. Public Works West Yard Upgrade Options

363-11-2024

Moved By Councillor Kerr

Seconded By Councillor McNamara

Approve Option 4 and award the tender to Barrinetti Construction Ltd for the Public Works West Yard Upgrade in the amount of \$1,327,968.00 (including applicable HST); and

Approve an overage of \$697,175.00 to be funded from the Facilities Reserves as presented at the November 5, 2024 Council meeting.

In Favour (6): Mayor Bailey, Councillor McNamara, Councillor Santarossa, Councillor Kerr, Councillor Vogler, and Councillor Hoffman

Opposed (2): Deputy Mayor Walstedt, and Councillor Ruston

Carried

22. Adjournment

364-11-2024

Moved By Deputy Mayor Walstedt

Seconded By Councillor Ruston

Adjourn the meeting at 7:16 PM.

Carried Unanimously

Tracey Bailey
Mayor

Brianna Coughlin
Clerk

October 29, 2024

Municipality of Lakeshore
ATTN: Brianna Coughlin, Division Leader – Legislative Services
419 Notre Dame St.
Belle River, ON
N8L 0P8

Sent by email to clerk@lakeshore.ca

Dear Brianna,

Re: Resolution of Essex County Council– Traffic Review of Renaud Line Road and County Road 42

At its Wednesday, October 16, 2024 meeting, Essex County Council supported the enclosed correspondence from the Municipality of Lakeshore regarding their Resolution 306-09-2024; specifically:

Be it resolved that the Council of the Municipality of Lakeshore request that the County of Essex complete a traffic review for the corner of Renaud Line Rd. and County Rd. 42;

And that the follow-up report include data over the past 5 years relating to accidents, traffic volumes, and recommended improvements to improve traffic flows and safety.

Essex County Council accordingly passed the following resolution:

284-2024

Moved By Kirk Walstedt

Seconded By Sherry Bondy

That Essex County Council receive and support the correspondence and resolution from the Municipality of Lakeshore regarding Renaud Line and County Road 42.

Carried



519-776-6441 ext. 1353
TTY 1-877-624-4832



202 - 360 Fairview Ave. W.
Essex, ON N8M 1Y6



countyofessex.ca

Resolution of Essex County Council– Traffic Review of Renaud Line Road and County Road 42

October 29, 2024

County Administration has taken this direction and will be preparing a report to Council in the coming months. Further, Administration will notify your office when the report is scheduled to be presented to County Council.

Should you require further information, please contact me by email at khebert@countyofessex.ca or by phone at 519-776-6441 ext. 1353.

Regards,



Katherine J. Hebert
County Clerk

KH:cs

CC:

- Hilda MacDonald, Warden, County of Essex
- Sandra Zwiers, CAO, County of Essex
- Allan Botham, Director, Infrastructure and Planning Services, County of Essex
- Tracey Bailey, Mayor, Municipality of Lakeshore
- Kirk Walstedt, Deputy Mayor, Municipality of Lakeshore
- Dee Blais, Executive Assistant of the CAO, County of Essex
- Crystal Sylvestre, Coordinator, Legislative and Community Services, County of Essex



519-776-6441 ext. 1353
TTY 1-877-624-4832



202 - 360 Fairview Ave. W.
Essex, ON N8M 1Y6



countyofessex.ca

Municipality of Lakeshore – Report to Council

Corporate Services

Workforce Development



To: Mayor and Members of Council

From: Lisa Granger, Chief Workforce Development Officer
Morris Harding, Division Leader – Building/CBO
Frank Jeney, Corporate Leader – Community Health and Safety Services

Date: October 21, 2024

Subject: LL-2024-01 Tender Award for Accessibility Compliance, Facility Needs Assessment and Health and Safety Program Audit

Recommendation

Award the tender for the project LL-2024-01 Lakeshore 2024 Audit of Health and Safety Program, Accessibility Compliance and Facility Needs Assessment to Accessibility Partners for the amount of \$82,500 including applicable taxes; and,

Approve an additional \$32,500 from the Plans and Studies reserve in 2025, all as presented at the November 19, 2024 Council meeting.

Strategic Objectives

This report is part of the following strategic objective:

3c) Modernizing and Enhancing Municipal Functions - Continue investment in modernized services, including the integration of current best practices and automation, by engaging in service transformation and process mapping

This audit will identify any gaps in legislative compliance and best practices in the areas of health and safety, accessibility and facilities needs. The outcomes of the audit will provide tools and plans to address the gaps identified and work towards developing and implementing a plan for best practices in each area accordingly including a health and safety program plan, accessibility compliance plan, asset management plan and preventative maintenance program plan.

Background

Council approved \$50,000 in the 2024 budget for the for a health and safety program audit.

The Municipality of Lakeshore continues to expand the health and safety program to ensure the health and safety of all employees. The minimum requirements of any health and safety program is to ensure compliance to all relevant legislation including the *Occupational Health and Safety Act (OHSA)* of Ontario, *Employment Standards Act, 2000*, and the *Human Rights Code* of Ontario to list a few. A health and safety program audit will identify any gaps in compliance as well as provide information on best practices for procedures to ensure the Municipality has a robust health and safety program.

The Accessibility for Ontarians with Disabilities Act (AODA) requires all employers in Ontario to become compliant with the legislation and regulations within specific deadlines over a 25 year period since the legislation inception. The next target for compliance is January 1, 2025. This audit will identify any gaps in compliance and provide a draft plan to achieve compliance within 2025. There was no specific budget approved in the 2024 budget to complete this audit. To increase efficiency, this audit requirement was added to the health and safety audit project and budget.

As health and safety as well as accessibility are linked to facilities, asset management and preventative maintenance, a facilities needs assessment was also added to the audit project. However, funding for this part of the audit was not included in the 2024 budget. Similar to the accessibility audit, to increase efficiency, this facilities needs assessment was also added to the scope of the health and safety audit project.

Comments

The request for proposal for the Accessibility Compliance, Facility Needs Assessment and Health and Safety Program audit was posted to Bids and Tenders on September 10, 2024. It closed on October 11, 2024.

There were three proponents who submitted a tender for review. One of the three proponents did not pass the evaluation so their pricing was not opened. Chart A below represents the breakdown of each tender.

Chart A: Proponents and bids

Tenderer	Cost (excluding tax)	Cost with applicable HST tax
Accessibility Partners	\$ 81,000	\$ 82,426
Egis	\$115,000	\$117,024
Advanced Consulting and Training Ltd.	NA	NA

Administration recommends awarding the tender to Accessibility Partners.

Financial Impacts

The 2024 budget included \$50,000 for the health and safety audit. In awarding this project, Administration requires an additional \$32,500 to be approved by Council to fund the project as this additional amount is not currently included in the 2024 budget nor the 2025 draft budget.

Report Approval Details

Document Title:	Tender Award for the Audit of Health and Safety Program, Accessibility Compliance and Facility Needs Assessment .docx
Attachments:	
Final Approval Date:	Nov 8, 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

Municipality of Lakeshore – Report to Council

Corporate Services

Workforce Development



To: Mayor and Members of Council

From: Lisa Granger, Chief Workforce Development Officer

Date: October 28, 2024

Subject: 2024 Annual Review of the Workplace Violence and Harassment Policy and the Health and Safety Policy

Recommendation

Renew the Workplace Violence and Harassment Policy and the Health and Safety Policy, as presented at the November 19, 2024 Council meeting.

Strategic Objectives

Annual renewal of the Workplace Violence and Harassment Policy in accordance with regulations and *Occupational Health and Safety Act (OHS)*.

Background

Annually, each Employer in Ontario must review their Workplace Violence and Harassment Policy for updates, accuracy and compliance with the *Occupational Health and Safety Act (OHS)* of Ontario as a requirement under *OHS*. In addition, it has been a best practice to review the Health and Safety Policy at the same time.

Comments

Attached are the current Workplace Violence and Harassment Policy and Health and Safety Policy for the Municipality of Lakeshore. There are no changes recommended to these policies at this time.

The Workplace Violence and Harassment Policy was vetted by Hicks Morley in early 2023 at which time many changes were made. Council reviewed and adopted Bylaw 78-2023 during the regular Council meeting on September 26, 2023. There have been no changes to the legislation since Council last reviewed the policy.

The Health and Safety Policy was reviewed by Council and Bylaw 79-2023 was adopted during the regular Council meeting on September 26, 2023. There have been no changes to the legislation since Council last reviewed the policy.

Administration is recommending renewing both policies with no changes.

Financial Impacts

There are no financial impacts as a result of this report.

Attachments

Appendix A: Workplace Violence and Harassment Policy

Appendix B: Health and Safety Policy

Report Approval Details

Document Title:	2024 Annual Review of the Workplace Violence and Harassment Policy and the Health and Safety Policy.docx
Attachments:	- Appendix A - Workplace Violence and Harassment Policy.pdf - Appendix B - Health and Safety Policy.pdf
Final Approval Date:	Nov 4, 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



Schedule "A" to By-law 78-2023

Workplace Violence and Harassment Policy

Policy # C-AD-331

Date Last Reviewed: September 26, 2023

1.0 Purpose and Scope

- 1.1 The Municipality of Lakeshore is committed to providing a positive working environment characterized by mutual respect and freedom from violence and harassment.
- 1.2 To ensure that all Municipal workplaces are free from violence and harassment for employees and customers.
- 1.3 To ensure that all Municipal workplaces are in compliance with Occupational Health and Safety Act and regulations.
- 1.4 This policy applies to all employees of the Municipality of Lakeshore, members of Council, as well as individuals external to the Municipal workforce, including visitors, customers, clients, employers, contractors, third parties, family members or domestic/intimate partners, and members of the public who may come into any Municipal workplace(s).

2.0 Definitions

2.1 Bullying

2.1.1 Repeated, unreasonable or inappropriate behavior directed at a worker, or group of workers, that creates a risk to health and safety. Forms include physical, verbal or social.

2.2 **Communication** method of relaying a message from one person to another. Methods of communication could include any combination of the following:

2.2.1 Verbal – words, tone

2.2.2 Written – texting, emailing, letters, etc

2.2.3 Physical – body language, facial expressions, gestures

2.2.4 Behavioural – nuances, time, space, distance, touch, sound, smell

2.3 Cyberbullying

2.3.1 The use of electronic media (i.e. cell phones, instant messaging, emails, chat rooms or social networking) to threaten, embarrass, intimidate, or exclude someone, or to damage their reputation. Electronic media includes Facebook, Twitter, LinkedIn, or any other social media sites.

2.4 Domestic Violence

2.4.1 Can be defined as a pattern of behavior in any relationship that is used to gain or maintain power and control over an intimate



Workplace Violence and Harassment Policy

Policy # C-AD-331

Date Last Reviewed: September 26, 2023

partner. Abuse is physical, sexual, emotional, economic or psychological actions or threats of actions that influence another person. This includes any behaviors that frighten, intimidate, terrorize, manipulate, hurt, humiliate, blame, injure, or wound someone.

2.4.2 Also known as domestic abuse, spousal abuse, child abuse or intimate partner violence.

2.4.3 Can happen to anyone of any race, age, sexual orientation, religion, or gender. It can occur within a range of relationships including couples who are married, living together or dating.

2.5 Employee Family Assistance Program (FSEAP)

2.5.1 The program that is contracted by the Municipality of Lakeshore to provide counselling to eligible employees and officials.

2.5.2 Any employee who is in need of counselling services associated with workplace violence, harassment or discrimination can utilize the confidential services of the Municipality's Employee Assistance Plan FSEAP.

2.6 Gender Expression

2.6.1 How each person publicly presents their gender including behaviour and outward appearance. The way a person dresses, their name and pronouns are common ways in expressing gender.

2.7 Gender Identity

2.7.1 Each person's internal and individual experience of gender. For example, the person's sense of being a man or a woman or both or neither.

2.7.2 The person's gender identity may be different than their birth-assigned sex.

2.8 Malicious Complaints

2.8.1 Complaints made under this policy, which were known to be unfounded at the time they were made. Making a vexatious or



Workplace Violence and Harassment Policy

Policy # C-AD-331

Date Last Reviewed: September 26, 2023

malicious complaint can result in discipline up to and including dismissal.

2.9 Microaggression or Microaggressive behaviour

Behaviour means “a statement, action, or incident regards as an instance of indirect, subtle, or unintentional discrimination against members of a marginalized group such as a racial or ethnic minority. Examples include but not limited to:

- You are so articulate.
- where are you actually from?
- I'm probably going to butcher this name but...
- You look so young!
- Is that your real hair?
- Interrupting
- Are you having twins?

2.10 Psychological Harassment

2.10.1 Behaviour that attacks a person psychologically

2.10.2 For there to be psychological harassment, the behaviour must:

2.10.2.1 Be vexatious and repeated, or vexatious and serious

2.10.2.2 Be hostile or unwanted by the employee

2.10.2.3 Affect the dignity or physical or psychological integrity of the employee

2.10.2.4 Create a harmful work environment

2.11 Respect in the Workplace

2.11.1 Demonstrate that others in the workplace have rights, opinions, wishes, experience, and competence. Respect can be demonstrated in both verbal and nonverbal communication. Respect includes listening to each other and communicating with each other in a manner that supports a healthy and harassment free environment. Treat others as they wish to be treated. To get respect, you must first give respect.

2.11.2 In addition to the above noted definitions, the following behaviours are examples of the expectation:

2.11.2.1 Treat people with courtesy, politeness and kindness.



Workplace Violence and Harassment Policy

Policy # C-AD-331

Date Last Reviewed: September 26, 2023

2.11.2.2 Return kind gestures such as saying hello or good morning, opening doors for one another, offering to assist, a kind word of encouragement.

2.11.2.3 Encourage coworkers to express opinions and ideas in a respectful manner.

2.11.2.4 Listen to what others have to say before expressing viewpoints.

2.11.2.5 Express viewpoints in a manner that is not demeaning, patronizing, marginalizing nor demotivating to others.

2.11.2.6 Demonstrate empathy.

2.11.2.7 Express frustration in a constructive manner aimed at resolving the problem.

2.11.2.8 Encourage praise and recognition.

2.12 Retaliation or Reprisal

2.12.1 Any action taken against an employee who reported or witnessed an incident of workplace harassment that is intended or perceived as a form of intimidation of the employee or an attempt to pressure the employee into withdrawing his or her complaint or statement about the incident. Retaliation includes making a false report of workplace harassment against another employee. Acts of retaliation will be treated as independent acts of workplace harassment and will be addressed in accordance with this policy.

2.13 Vexatious Behaviour

2.13.1 The behaviour must be abusive, humiliating or offensive for the person experiencing it.

2.13.2 A reasonable person in the same situation would also find the behaviour bothersome.



Workplace Violence and Harassment Policy

Policy # C-AD-331

Date Last Reviewed: September 26, 2023

2.14 Workplace harassment means:

2.14.1 Engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome and includes workplace sexual harassment, psychological harassment, bullying and cyberbullying.

2.14.1.1 The comments or conduct occur more than once. They may occur over a relatively short period of time or over a longer period of time.

2.14.1.2 Workplace harassment may involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. Workplace harassment may also include behaviour that intimidates, isolates or even discriminates against others.

2.14.1.3 Workplace harassment includes undermining or deliberately impeding another person's work.

2.14.2 Workplace harassment does not include the reasonable conduct or actions of supervisors intending to provide employee direction, discipline or instruction, such as deficiency notices, performance evaluations, verbal warnings, reprimands or other supervisory actions intended to improve performance.

2.14.3 Differences of opinion or minor disagreements between coworkers would also not generally be considered workplace harassment.

2.15 Workplace sexual harassment means:

2.15.1 Engaging in a course of vexatious comment of conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment of conduct is known or ought reasonably to be known to be unwelcome; or,

2.15.2 Making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.



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2.16 Workplace violence includes:

2.16.1 The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker;

2.16.2 An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker, and

2.16.3 A statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

2.17 In addition to the above noted definitions, the following behaviours are examples of violence and harassment:

2.17.1 Threats or intimidation of a verbal or physical nature

2.17.2 Carrying or displaying a weapon

2.17.3 Violent gestures

2.17.4 Inappropriate pranks or horseplay

2.17.5 Persistently and excessively criticizing and scrutinizing a worker's work without justification

2.17.6 Spreading malicious rumours or gossiping

2.17.7 Spying on or stalking a worker

2.17.8 Excluding or ignoring a worker

2.17.9 Name calling, puts downs, teasing

2.17.10 Sending mean or threatening emails, text or instant messages

2.17.11 Taking an embarrassing picture or video of someone and sending it to others and/or posting it online without their permission



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- 2.17.12 Engaging in verbally abusive behavior, such as yelling, making threats or name calling
- 2.17.13 Engaging in physically abusive or aggressive behaviour, such as pushing, hitting, spitting, finger pointing or aggressively invading a worker's space; and
- 2.17.14 Engaging in psychological abusive or aggressive behaviour, such as stalking, repeated vexatious behaviour, hostile or unwanted behaviour which affects the dignity or physical or psychological integrity, and behaviour that creates a harmful work environment.
- 2.17.15 Any other conduct or actions that give a worker reasonable cause to believe physical force will be used against him or creates a hostile or toxic work environment.
- 2.17.16 Making unnecessary physical contact, including unwanted touching
- 2.17.17 Inappropriate, rude or insulting language, sex-related comments about a person's physical characteristics or actions, sarcastic remarks, etc.
- 2.17.18 Inappropriate, rude or demeaning gestures including but not limited to eye rolling, mocking, gestures supporting mocking, gestures intended to insult or offend, gestures to express sarcasm as it relates to mocking, insulting or offending others, etc.

3.0 Policy

- 3.1 As per The Ontario Human Rights Code, all employees have the right to fair and equitable conditions of employment without harassment or discrimination because of race, ancestry, place, origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity or gender expression, age, record of offences, marital status, same sex partnership status and family status.
- 3.2 Any complaints involving violence and harassment, including sexual harassment shall be promptly investigated in accordance with Procedure # A-AD-400



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4.0 Right of Refusal

Any worker has the right to refuse work based on the risk or perceived risk that they may be subject to workplace violence that is likely to endanger them.

5.0 Responsibilities

The Chief Administrative Officer shall ensure that:

- 5.1 Measures are implemented to ensure that workplace violence, harassment and/or sexual harassment are not tolerated in the Municipality operated workplaces.
- 5.2 All employees commit to a zero tolerance of workplace violence, harassment and sexual harassment.
- 5.3 All employees assume responsibility to play a part in ensuring that the working environment is free from workplace violence, harassment, sexual harassment and discrimination.
- 5.4 Measures are implemented to assess the workplace for risk of violence and or harassment.
- 5.5 Measures are implemented to ensure compliance with all relevant legislation and regulations.
- 5.6 Measures are implemented to require prompt and accurate reporting of harassing or violent incidents, whether or not physical injury has occurred.
- 5.7 Measures are implemented to provide for victims of workplace violence or harassment freedom from discrimination and reprisal as well as provide for assistance in every reasonable manner possible.
- 5.8 Measures are implemented to prohibit all employees from engaging in any action, act, or incident in which an employee or worker is physically threatened with injury, or assaulted in circumstances arising out of his or her employment as a direct or indirect action of another employee or a member of the public.
- 5.9 Measures are implemented so that no employee will suffer retaliation or intimidation as a result of using the Complaint procedure or filing of a complaint with the Human Rights Tribunal of Ontario. However, all employees must realize that the consequences for making frivolous or malicious accusations will be serious.
- 5.10 When an investigation is required, the Division Leader - Workforce Development will coordinate an investigation and deal with all complaints



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or incidents of workplace violence and harassment in a fair, respectful and timely manner.

- 5.11** The Division Leader - Workforce Development will determine whether a third-party investigator is required in accordance with the criteria set out in the procedures and based on the nature and complexity of each complaint.
- 5.12** The Division Leader - Workforce Development will consult with the Corporate Leader - General Counsel prior to utilizing a third-party investigator. A third-party investigator may be used if:
 - 5.12.1** Workforce Development efforts fail to satisfactorily address the situation;
 - 5.12.2** A Council Member or a Member of the Corporate Leadership Team is a complainant or respondent;
 - 5.12.3** A factor exists that may compromise the investigation or the integrity of the investigation; or,
 - 5.12.4** The Division Leader - Workforce Development receives legal advice to use the third-party investigator. Exigent circumstances arise for which use of a third-party investigator would be appropriate as determined by the Division Leader and Corporate Leader in consultation with the Chief Administrative Officer.
- 5.13** Confidentiality will be respected during the complaint and investigation process. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.
- 5.14** The respondent to a formal workplace violence or harassment complaint shall be provided with a summary of the complaint(s).
- 5.15** Workers who allegedly experience workplace harassment, and the alleged harasser (if (s)he is also a worker of the employer), are informed in writing of the results of an investigation and of any corrective action that has been or that will be taken as a result of the investigation.
- 5.16** Workforce Development will raise awareness through workplace training of personal safety issue.
- 5.17** The Municipality of Lakeshore is an equal opportunity employer. Workforce Development will ensure that any accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request.



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6.0 Consequences

- 6.1 Failure to follow this policy may result in discipline up to and including termination.
- 6.2 Failure to follow this procedure may result in contravention(s) of the Ontario Human Rights Code or Occupational Health and Safety Act.
- 6.3 If it is determined through the investigation process that harassment and or violence has occurred in any of the Municipality's workplaces, disciplinary action up to and including termination may be issued. In addition, if reprisal has occurred, disciplinary action up to and including termination may be issued.
- 6.4 Frivolous or malicious accusations will be considered serious in nature and grounds for disciplinary action.

7.0 Reference Documents

- 7.1 Workplace Violence and Harassment Procedure
- 7.2 Occupational Health & Safety Act Ontario
- 7.3 Employee Code of Conduct
- 7.4 Ontario Human Rights Act
- 7.5 Accessibility for Ontarians with Disabilities Act
- 7.6 Workplace Safety and Insurance Act
- 7.7 Employment Standards Act Ontario
- 7.8 Ministry of Labour Code of Practice to Address Workplace Harassment
- 7.9 Respective collective agreements as administered by the Municipality.
- 7.10 The Municipality's Workplace Violence and Harassment Procedure, A-AD-400.



Workplace Violence and Harassment Policy

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Date Last Reviewed: September 26, 2023

8.0 Communication and Training

- 8.1 This policy will be posted on the Municipality’s website for communication to staff and the public.
- 8.2 This policy will be posted on the Municipality’s Health and Safety Communication Boards.
- 8.3 Once the document is revised, updated training will be provided to all staff.
- 8.4 Training on this policy will be done via safety talks, staff meetings, and/or through online training methods.

9.0 Review/Revisions

- 9.1 This policy will be reviewed annually by the Chief Administrative Officer and to ensure accuracy and current compliance with legislation and with the Code of Practice to Address Workplace Harassment. In the event that the Chief Administrative Officer is of the belief that changes are required, the Division Leader will prepare a revised draft for review by Council.
- 9.2 This policy will be reviewed annually with the Joint Health and Safety Committee.
- 9.3 Revision log:

#	Date Revised	Author	Section	Details of Change
1	May 18, 2012			
2	July 6, 2012			
3	Nov 12, 2015			
4	Jan 17, 2017	Lisa Granger	Whole	Developed new policy template.
5	Jan 8, 2018	C. Dranchak	6.7 and 7.2	Added reference to Employment Standards Act; Added internal location of policy posting
6	April 8, 2019	Lisa Granger	whole	Added more definitions Added a number of forms and reports to the reference documents;



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Date Last Reviewed: September 26, 2023

#	Date Revised	Author	Section	Details of Change
				<p>Workforce Development will “coordinate” an investigation to allow for third party investigations if deemed appropriate by the employer.</p> <p>Added language about when to use 3rd party investigators</p> <p>Added language about the workplace violence program</p> <p>Added language about the workplace harassment program</p> <p>Added language about confidentiality and provision of information</p>
7	July 2, 2019	C. Dranchak	8.0	Removed italics
8	May 4, 2021	C. Dranchak	Whole	<p>Converted policy to new template; (included item 4.0 from previous procedure document).</p> <p>Changed definition of “Domestic Abuse” (item 2.3)</p> <p>Changed all instances of “Town of Lakeshore” or “Town offices” to “Municipality of Lakeshore” and “Municipal offices.</p> <p>Fixed grammar and spacing issues.</p> <p>Removed the following reference documents: Workplace Violence and Harassment Complaint Form, Workplace Violence and Harassment Investigation Report, Workplace Violence and Harassment Recommendation(s) Report</p> <p>Updated Job Titles</p>
9	June 12, 2023	DL – Workforce Development	2.6	<p>Added definition of microaggression</p> <p>New template</p> <p>Refined definitions</p>

Refer policy questions to: Division Leader - Workforce Development.



Workplace Violence and Harassment Policy

Policy # C-AD-331

Date Last Reviewed: September 26, 2023

The Chief Administrative Officer is signing pursuant to a resolution from Council to approve this policy.

Truper McBride
Chief Administrative Officer
Municipality of Lakeshore



Schedule "A" to By-law 79-2023

Health and Safety Policy

Policy # C-AD-079

Date Last Reviewed: September 26, 2023

1.0 Purpose and Scope

- 1.1 This policy allows for full transparency for all staff and compliance with the relevant legislation including the *Ontario Occupation Health & Safety Act*.
- 1.2 The purpose of this policy includes:
 - 1.2.1 The Municipality of Lakeshore is committed to protection against accidental loss to its employees and property.
 - 1.2.2 The Municipality of Lakeshore, as an employer, is responsible for providing a safe work environment for all workers. The Municipality of Lakeshore shall make every effort to provide a safe and healthy work environment.
 - 1.2.3 All parties shall apply health & safety rules and principles in every activity. Commitment to health and safety must form part of the core values of this organization from municipal Council to the workers.
- 1.3 This policy applies to all employees of the Municipality of Lakeshore, members of Council, as well as individuals external to the Municipal workforce, including visitors, family members or contractors who may come into any Municipal operated workplace.

2.0 Interpretation

- 2.1 **In this policy:**
 - 2.1.1 Workplace Health & safety means a program developed to identify hazards and prevent physical, emotional, and mental injury at work. This includes promoting physical, emotional and mental wellness in the workplace.
- 2.2 **Conflicts:**
 - 2.2.1 Where a conflict exists between this policy and a collective agreement, the collective agreement will prevail.
 - 2.2.2 Where a conflict exists between this policy and the applicable legislation or regulations for the workplace, the legislation or regulations for the workplace shall prevail.
 - 2.2.3 Where a conflict exists between this policy and another policy, the more specific policy shall prevail.



Health and Safety Policy

Policy # C-AD-079

Date Last Reviewed: September 26, 2023

3.0 Policy

- 3.1 The Municipality of Lakeshore is committed to providing policies, procedures and appropriate measures to protect the health and safety of its workers.
- 3.2 Every employee of the Municipality of Lakeshore shall actively participate in the reduction of risk of workplace injuries.
- 3.3 Individuals have a responsibility to carry out their assigned duties. For a health and safety program to achieve its desired results, everyone in a workplace must know their responsibilities.
- 3.4 Every worker shall protect the health & safety of themselves and others by working in compliance with the law and with safe work practices and procedures established by the Municipality including participating in health and safety training.
- 3.5 The Municipality of Lakeshore is an equal opportunity employer. Workforce Development will ensure that any accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) and Human Rights will be provided upon request.

4.0 Responsibilities

- 4.1 The Chief Administrative Officer shall ensure that:
 - 4.1.1 Measures are developed and implemented to ensure that health and safety is part of the workplace culture.
 - 4.1.2 Support all employees in their commitment to health and safety in the workplace.
 - 4.1.3 Measures are implemented to require prompt and accurate reporting of incidents including corrective actions to address root cause.
 - 4.1.4 Measures are implemented to ensure the health and safety program meet the standards of and comply with the current legislation including but not limited to *Occupational Health and Safety Act (OHSA)*, *Workplace Safety and Insurance Act*, *Human Rights Act*, etc.
 - 4.1.5 Training and awareness of health and safety regularly take place for all staff.
 - 4.1.6 Members of Council are advised of any orders or fines issued under *OHSA* and corresponding action plan for resolution.



Health and Safety Policy

Policy # C-AD-079

Date Last Reviewed: September 26, 2023

4.1.7 The Municipality will be held accountable for the health & safety of workers.

4.2 Leaders:

4.2.1 Leaders are responsible and accountable to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures.

4.2.2 Must work in the manner and with the protective devices, measures and procedures required by the OHSA and the regulations.

4.2.3 Use or wear the equipment, protective devices or clothing that the Municipality requires to be used or worn.

4.2.4 Advise a worker of the existence of any potential or actual danger to the health and safety of the worker of which the supervisor is aware.

4.2.5 Provide a worker with written instructions as to the measures and procedures to be taken for the protection of the worker.

4.2.6 Take every precaution reasonable in the circumstances for the protection of the worker.

4.3 Workers:

4.3.1 Workers must receive adequate training in their specific work tasks to protect their health & safety.

4.3.2 Must work in compliance with the OHSA and regulations.

4.3.3 Must use or wear the equipment, protective devices or clothing that the Municipality requires to be used or worn.

4.3.4 Must report to the Supervisor the absence of or defect in any equipment or protective device of which the worker is aware and which may endanger himself, herself or another worker; and

4.3.5 Must report to the Supervisor any contravention of the OHSA or the regulations or the existence of any hazard of which he or she knows.



Health and Safety Policy

Policy # C-AD-079

Date Last Reviewed: September 26, 2023

5.0 Consequences

- 5.1 Failure to follow this policy may result in contravention of the *Ontario Human Rights Code or Occupational Health and Safety Act*.
- 5.2 If it is determined through the investigation process that violation of this policy has occurred in any of the Municipality's workplaces, disciplinary will be taken up to and including termination.

6.0 Reference Documents

- 6.1 *Occupational Health and Safety Act*
- 6.2 *Workplace Safety and Insurance Act*
- 6.3 *Human Rights Act*
- 6.4 *Employment Standards Act*
- 6.5 Incident Reporting Procedure
- 6.6 *Accessibility for Ontarians with Disabilities Act (AODA)*
- 6.7 Employee Code of Conduct
- 6.8 Workplace Violence and Harassment Policy
- 6.9 Workplace Violence and Harassment Procedure
- 6.10 Windsor Essex County Health Unit
- 6.11 Public Health Ontario

7.0 Communication and Training

- 7.1 The policy will be posted at all the Municipal workplace sites on the Health and Safety Communication Boards.
- 7.2 The policy will be posted on the website for communication to staff and the public.

8.0 Review/Revisions

- 8.1 This policy will be reviewed annually to ensure accuracy and compliance to current legislation.



Health and Safety Policy

Policy # C-AD-079

Date Last Reviewed: September 26, 2023

#	Date Revised	Author	Section	Details of Change
1	Feb 22/17	L. Granger		Converted to new template
2	Jan 8/18	C. Dranchak	7.1	Added location of posting.
3	Jan 16/19	C. Dranchak	3.0	Added instructions to advise council of fines; Add signature line for CAO
4	Sept 10/20	C. Dranchak	1.2; 6.10; 6.11	Added illness; added WECHU and PHO
5	Apr 20/21	C. Dranchak		Converted to new template. Updated Job Titles
6	July 2023	L. Granger		Revised template & clarified policy and roles and responsibilities

Refer policy questions to: Division Leader - Workforce Development

The Chief Administrative Officer is signing pursuant to a resolution from Council to approve this policy.

Truper McBride
Chief Administrative Officer
Municipality of Lakeshore

Municipality of Lakeshore Report to Council

Corporate Services

Workforce Development



To: Mayor and Members of Council
From: Lisa Granger, Chief Workforce Development Officer
Date: September 13, 2024
Subject: Revisions to the Recruitment Policy

Recommendation

Approve the proposed changes to the Recruitment Policy as presented at the November 19, 2024 Council meeting and direct Administration to prepare the necessary by-law for adoption.

Strategic Objectives

This report for consideration forms part of an attraction and retention strategy for staffing as well as:

3c) Modernizing and Enhancing Municipal Functions - Continue investment in modernized services, including the integration of current best practices and automation, by engaging in service transformation and process mapping

Background

The current Hiring of Employees and Employment of Family Members Policy requires updating to current best practices and current legislation requirements including *Employment Standards Act, 2000 (ESA)*, *Human Rights Code, R.S.O. 1990, c. H. 19* and *Accessibility for Ontarians with Disabilities Act (AODA)*. The last time this policy was reviewed was in 2022.

Comments

Currently the Municipality has several policies to cover recruitment activities. The objective is to consolidate some of the recruitment policies into one comprehensive policy as well as update to current practice, legislative compliance and best practices in Human Resources.

The current Hiring of Employees and Employment of Family Members Policy, HR251 attached as Appendix B has been transformed into a new Recruitment and Employment Policy attached as Appendix A. The fundamental changes of this policy include:

- 1) Updated the policy to the required template format.
- 2) Updated titles for positions named in the policy.
- 3) Consolidated the Hiring of Employees and Employment of Family Members Policy with the Relocation Costs Policy and the Vacant Positions Policy.
- 4) Added best practices according to recruitment trends and human resources best practices to ensure compliance with relevant legislation, mitigate any legal risks for the Municipality and comprehensive recruitment process.
- 5) Clarified the consequences of failure to comply with the policy.
- 6) Drafted a new procedure to implement the new Recruitment and Employment Policy which includes timelines for stakeholders to provide information in a timely manner to avoid delays in the recruitment process. The flowchart for the procedure is attached as Appendix C for convenience.

Administration is recommending that Council approved the revised policy as presented to Council in Appendix A and to prepare the necessary by-law for adoption.

Financial Impacts

There are no direct financial impacts as a result of these changes in policy.

Attachments

Appendix A: Draft Recruitment and Employment Policy

Appendix B: Hiring of Employees and Employment of Family Members Policy, HR251.

Appendix C: Draft Recruitment and Employment Procedure Flowchart

Report Approval Details

Document Title:	Revised Recruitment Policy .docx
Attachments:	- Appendix A Recruitment and Employment Policy.docx - Appendix B - Hiring of Employees and Employment of Family Members Policy HR251.pdf - Appendix C Recruitment and Employment Procedure flow chart.docx
Final Approval Date:	Nov 12, 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



Recruitment and Employment Policy

Policy #C - WD -

Date Last Reviewed: November 19, 2024

1.0 Purpose and Scope

- 1.1 The Municipality of Lakeshore is committed to ensuring a fair, accessible, objective and equitable recruitment process for hiring employees.
- 1.2 This policy is intended to:
 - 1.2.1 Meet the standards and comply with the *Employment Standards Act 2000*.
 - 1.2.2 Employment practices shall comply with the collective agreements between the Municipality and the unions representing related municipal employees.
 - 1.2.3 Prevent a conflict of interest, or the appearance of such a conflict, that may arise through the hiring, promoting, transfer or employment of family members where there is an unfair advantage to any of the stakeholders.
 - 1.2.4 Prevent the exercise of any improper influence based on family relationships, or the appearance of such influence, in the Municipality's employment practices.
 - 1.2.5 Ensure all employment advertisement, employment application process and employment interview process will be prepared and conducted in accordance with the *Ontario Human Rights Code* and *Accessibility for Ontarians with Disabilities Act (AODA)*.
 - 1.2.6 Ensure that no elected official or employee will be involved in the process of hiring, transferring or promoting employees where the involvement of that individual may result in a conflict of interest as defined in the most current *Municipal Conflict of Interest Act*.
 - 1.2.7 Promote and encourage internal staff development and is in favour of internal promotion through succession planning providing the internal staff are most qualified and best suited for the position.

2.0 Interpretation

2.1 Definitions in this Policy:

- 2.1.1 "Family member" shall mean the child, parent or spouse of an elected official or an employee of the Municipality.
 - 2.1.1.1 "Spouse" shall mean a person to whom another is married or with whom an individual is living in a conjugal



Recruitment and Employment Policy

Policy #C - WD -

Date Last Reviewed: November 19, 2024

relationship outside of marriage and shall include same sex relationships.

2.1.1.2 “Child” shall mean both a natural and adopted child and a person who a parent has demonstrated a settled intention to treat as a child of the family.

2.1.1.3 “Parent” shall mean a parent-child relationship whether or not that person is the natural, adoptive or foster parent of the child.

2.1.2 “Hiring Manager” shall mean the leader who supervises the vacant position being recruited.

2.2 Conflicts

2.2.1 Where a conflict exists between this policy and a collective agreement, the collective agreement will prevail.

2.2.2 Where a conflict exists between this policy and another policy, the more specific policy shall prevail.

2.2.3 In the event that current Municipal employees are or become family members of elected officials or other Municipal employees, the internal transfer or promotion of these family members will not be allowed where family members would be supervised by or subordinate to one another.

2.2.3.1 Employment practices include family members not reporting to supervisor except with respect to Volunteer Firefighters in which direct reporting should be avoided where possible.

2.3 Application

2.3.1 The Municipality of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the *Human Rights Code*, R.S.O. 1990, c. H.19 and *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 (AODA) will be provided upon request in all employment practices.

2.3.2 This policy applies to all elected officials, employees and recruitment candidates of the Municipality.



Recruitment and Employment Policy

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Date Last Reviewed: November 19, 2024

3.0 Policy

- 3.1 The Municipality hires, promotes and transfers the most qualified and best suited individuals to fill positions within the Municipality in a fair, objective, accessible and equitable manner.
- 3.2 All new vacant positions within the bargaining units shall be posted and filled pursuant to the provisions of the respective collective agreement which may be in force at that time.
- 3.3 All other new or vacant positions shall be advertised in accordance with the provisions of the Municipality's Advertising Policy.
- 3.4 Employment-related decisions concerning existing or potential employees are free from any obvious or perceived improper influence based on family relationships to maintain public and employee confidence in the integrity of the Municipality's recruitment and employment practices.
- 3.5 The Municipality shall establish and conform to the prescribed recruitment process for hiring employees of the Municipality. The recruitment process shall include the following:
 - 3.5.1 Steps such as, but not limited to, job requisition, posting vacancies, screening and interviewing candidates, reference checking, police and background checks as appropriate, testing of skills and knowledge, other assessments as required and written employment offers. All steps, participants, information, selection and offers within for the steps are preapproved and managed by Workforce Development.
 - 3.5.2 Feedback from the Hiring Manager who oversees the vacant position, as well as their Supervisor (as appropriate).
 - 3.5.3 The interview panel will consist of a member from Workforce Development or designate, the Hiring Manager or designate, and one other Leader (as appropriate) whose position is not a peer to the vacancy being recruited. Additional panelists may be added with the approval of the Chief Workforce Development Officer.
 - 3.5.3.1 No relative of any applicant for a position shall be involved on the interview panel for that position.
 - 3.5.4 The selection process shall include an objective evaluation and scoring process to select the successful recruitment candidate.
- 3.6 From time to time, it may be necessary to recruit for a specialized position and in such case, the approval of the Chief Administrative Officer (CAO) is required.



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Date Last Reviewed: November 19, 2024

- 3.7** A relative of an employee may be hired provided that an application has been processed in the normal manner and the candidate to be engaged is, in the opinion of the interview panel, the best qualified with respect to the requirements of the position.
- 3.8** Individuals in a supervisory capacity shall not directly supervise a member of their family nor shall they be involved in the selection process.
- 3.9** In the event that current Municipality's employees are or become family members of elected officials or Municipality's employees, the internal transfer or promotion of these family members will not be allowed where family members would be supervised by or subordinate to one another.
- 3.10** Certain positions, by the nature of their duties, may require a police clearance as a requirement of the job. Such requirement will be disclosed in the job recruitment ad or job posting and any Offer of Employment shall be conditional on the satisfactory receipt of same. Any costs associated with obtaining this clearance certificate will be borne by the candidate and may be reimbursed once hired.
- 3.11** Administration shall make Council aware of the final candidates under consideration for positions at the Corporate Leader level.
- 3.12** Compensation
 - 3.12.1** Staff shall be paid within the existing pay equity plan for the non-union positions or according to the provisions of the current respective collective agreement for union members.
 - 3.12.2** Benefits, vacation, or any other approved Council compensation shall be provided in accordance with Council approved policy applicable at the time of hiring or the provisions of the current respective collective agreement for union members.
- 3.13** In accordance with *By-law 62-2019 To Establish the Role of Chief Administrative Officer*, the CAO has the discretion to appoint a person for a non-union position above the salary classification, benefit or vacation allotment or any other type of compensation only when one or more of the following conditions apply.
 - 3.13.1** There is difficulty in attracting a qualified candidate due to a shortage of skilled labour in the field involved.
 - 3.13.2** The rate of pay offered is not competitive with the rates offered by local or regional employers for positions of the same or similar duties.



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Date Last Reviewed: November 19, 2024

- 3.13.3** Operational considerations require the presence of a highly skilled or experienced person who can assume the full duties of the position immediately upon taking employment.
- 3.13.4** All terms and conditions of employment of employees of the Municipality that provide for an employee's entitlement upon the cessation of the employment shall be in accordance with the applicable approved compensation policy. Members of Administration are prohibited from bestowing entitlements in excess of those set out in applicable approved compensation policies, unless specific authorization is obtained from the elected Council in advance. In the event a member of Administration purports to enter into an agreement with an employee or prospective employee that attempts to bestow entitlements upon termination that are in excess of applicable approved compensation policies without obtaining authorization from the elected Council in advance, such agreement shall be null and void and the member of administration shall be subject to disciplinary sanctions, up to and including, termination of employment with the Municipality.
- 3.14** In the event an employee is hired as a temporary employee through the regular recruitment process and remains in the position for a period of 9 months or longer and a permanent vacancy becomes available for the same classification, the temporary employee shall be offered the position on a permanent basis provided:

 - 3.14.1** All evaluations related to the temporary employee's performance have been satisfactory; and,
 - 3.14.2** There is no qualified internal candidate with seniority rights to the position by virtue of any provisions of the respective current collective agreement administered by the Municipality of Lakeshore.
- 3.15** Relocation Costs

 - 3.15.1** A successful recruitment candidate may require financial support from the Municipality to relocate their family to the region in order to work at the Municipality of Lakeshore.
 - 3.15.2** Subject to the approval of the Chief Administrative Officer, reimbursement for relocation costs may be awarded to new recruits under the same criteria as section 3.13.
 - 3.15.3** The eligible relocation expenses include:



Recruitment and Employment Policy

Policy #C - WD -

Date Last Reviewed: November 19, 2024

3.15.3.1 Traveling cost, including meals, lodging and vehicle expenses, in the course of moving the successful applicant and family members for the primary residents.

3.15.3.2 Storage costs for household effects of primary residence (maximum of three months).

3.15.3.3 Accommodations for one (1) week, for the purposes of house hunting or apartment searching.

3.15.3.4 Other incidentals that may occur

3.15.4 Employees shall be required to payback the relocation cost reimbursements made should the employee resign their position with the Municipality within the first year.

3.15.4.1 Terms and conditions for receiving relocation costs and repayment of such cost shall form part of the employment agreement.

3.16 The Municipality of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the AODA will be provided upon request through the recruitment and selection process, performance management, promotion and redeployment.

4.0 Responsibilities

4.1 The CAO shall ensure that a recruitment policy and procedure is established.

4.2 Workforce Development is responsible for implementing and ensuring compliance to this policy.

4.3 Workforce Development is responsible for ensuring that staff are aware of and follow this policy.

4.4 All Leaders are responsible for the compliance with this policy.

4.5 Workforce Development is responsible for ensuring that employment offers are in compliance with this policy.

5.0 Consequences

5.1 Failure to comply with this policy may result in violations of relevant legislation, collective agreements, and Municipal policies resulting in risk of fines up to and including incarceration and or termination of employment with the Municipality.



Recruitment and Employment Policy

Policy #C - WD -

Date Last Reviewed: November 19, 2024

5.2 Failure to comply with this policy may result in the hiring, promoting, or transferring of recruitment candidates inappropriately resulting in unsuitable candidates in vacant positions leading to costly unsuccessful recruitments.

6.0 Reference Documents

- 6.1** *Employment Standards Act, 2000*
- 6.2** *Human Rights Code, R.S.O. 1990, c. H.19*
- 6.3** *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*
- 6.4** *By-law 062-2019 To Establish the Role of Chief Administrative Officer*
- 6.5** Municipal Conflict of Interest Act
- 6.6** Municipality of Lakeshore Advertising Procedure
- 6.7** Relevant Collective Agreements
- 6.8** Recruitment and Employment Procedure and Procedure Flowchart
- 6.9** Relocation Costs Reimbursement Procedure

7.0 Communication and Training

- 7.1** This policy will be posted in a common location where all staff have access to review.
- 7.2** Employees will be trained as required.

8.0 Review/Revisions

- 8.1** This policy should be reviewed every 5 years or as required.
- 8.2** Revision Log:

#	Date Revised	Author	Section	Details of Change
00	May 24, 2006			Launch new policy
1	April 10, 2012			
2	Nov 7, 2013			
3	Sept 22, 2015			
4	June 15, 2016	Lisa Granger		Added AODA language Added language to identify the provisions of the collective agreements
5	April 12, 2022	Lisa Granger		Added language about exception for Volunteer Firefighters
6	Aug 8, 2024	Lisa Granger		Consolidated Recruitment with "Hiring of Employees and Employment of Family"



Recruitment and Employment Policy

Policy #C - WD -

Date Last Reviewed: November 19, 2024

#	Date Revised	Author	Section	Details of Change
				Members” Policy, Relocation Costs Policy and Position Vacancies Policy Changed to new policy template. Added language regarding recruitment process requirements

Refer policy questions to: Chief Workforce Development Officer



Schedule A to By-law 45-2022

Policy: Hiring of Employees and Employment of Family Members	Policy # HR - 251
Department: Administration	Effective Date: May 24, 2006
	Revision Date: April 10, 2012 November 7, 2013 September 22, 2015

1.0 Purpose

- 1.1 To define a policy as it relates to the hiring of employees and the employment of family members.
- 1.2 To ensure that the Corporation hires, promotes and transfers the most qualified individuals available to fill positions within the Corporation.
- 1.3 To ensure that employment-related decisions concerning existing or potential corporate employees are free from any real or perceived improper influence based on family relationships and to maintain public confidence in the integrity of the Corporation's hiring and employment practices.
- 1.4 In particular, this policy is intended to:
 - 1.4.1 Prevent a conflict of interest, or the appearance of such a conflict, that may arise through the hiring or employment of family members.
 - 1.4.2 Prevent the exercise of any improper influence based on family relationships, or the appearance of such influence, in the Corporation's employment practices.
 - 1.4.3 Ensure all employment advertisement, employment applications and employment interviews will be prepared and conducted in accordance with the *Human Rights Code*, and in particular in accordance with the Commission's policies with respect to same.
 - 1.4.4 Ensure that no elected official or employee will be involved in the process of hiring, transferring, or promoting employees, where the involvement of that individual may result in a conflict of interest as defined in the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.50.

2.0 Scope

- 2.1** This policy applies to all elected officials and employees of the Corporation.
- 2.2** For the purpose of this policy:
 - 2.2.1** “Family member” shall mean the child, parent or spouse of an elected official or an employee of the Corporation.
 - 2.2.2** “Spouse” shall mean a person to whom another is married or with whom an individual is living in a conjugal relationship outside of marriage and shall include same sex relationships.
 - 2.2.3** “Child” shall mean both a natural and adopted child and a person who a parent has demonstrated a settled intention to treat as a child of his/her family.
 - 2.2.4** “Parent” shall mean being in a parent-child relationship whether or not that person is the natural or adoptive parent of the child.

3.0 Policy

- 3.1** All new or vacant positions within the bargaining units shall be posted and filled pursuant to the provisions of any Collective Agreements which may be in force from time to time.
- 3.2** All other new or vacant positions shall be advertised in accordance with the provisions of the Town of Lakeshore Advertising Policy.
- 3.3** The Town of Lakeshore is an equal opportunity employer. Accommodations under the requirements of the Accessibility for Ontarians with Disabilities Act (AODA) will be provided upon request throughout the recruitment and selection process, performance management, promotion and redeployment.
- 3.4** From time to time it may be necessary to recruit for a specialized position and in such case the approval of the Chief Administrative Officer is required.

- 3.5** A relative of an employee may be hired provided that an application has been processed in the normal manner and the candidate to be engaged is, in the opinion of the interviewees, the best qualified with respect to the requirements of the position.
- 3.6** No relative of any applicant for a position shall be involved on the interview panel for that position.
- 3.7** Individuals in a supervisory capacity shall not directly supervise a member of their family nor shall they be involved in the selection process.
- 3.7.1** Despite section 3.7, a Volunteer Firefighter may be supervised by another member of a Volunteer Firefighter's family, where the Chief Administrative Officer is satisfied that:
- a) Volunteer Firefighter candidate recruitment decisions are made by persons other than a family member in order to ensure that the candidate selected is qualified for the role;
 - b) practices are in place to maintain transparency, accountability and equity in the supervisory relationship between a Volunteer Firefighter and the Volunteer Firefighter's supervising family member; and,
 - c) disciplinary practices involve supervisory input from officers senior to the Volunteer Firefighter and in addition to the Volunteer Firefighter's supervising family member.
- 3.8** In the event that current Town employees are, or become family members of elected officials or Town employees, the internal transfer or promotion of these family members will not be allowed where family members would be supervised by, or subordinate to one another.
- 3.9** Certain positions, by the nature of their duties, may require a police clearance as a requirement of the job. Such requirement will be disclosed in the job recruitment ad or job posting and any Offer of Employment shall be conditional on the satisfactory receipt of same. Any costs associated with obtaining this clearance certificate will be borne by the candidate and may be reimbursed once hired.
- 3.10** Administration shall make Council aware of the final candidates under consideration for positions at the Director level.

3.11 Compensation

3.11.1 Staff shall be paid within the existing classification level for the position.

3.11.2 Benefits, vacation, or any other approved Council compensation shall be provided in accordance with Council approved policy applicable at the time of hiring.

3.11.3 The Chief Administrative Officer, upon approval by Council, has the discretion to appoint a person above the salary classification; benefit or vacation allotment or any other type of compensation only when one or more of the following conditions apply.

3.11.3.1 There is difficulty in attracting a qualified candidate due to a shortage of skilled labour in the field involved.

3.11.3.2 The rate of pay offered is not competitive with the rates offered by local or regional employers for positions of the same or similar duties.

3.11.3.3 Operational considerations require the presence of a highly skilled or experienced person who can assume the full duties of the position immediately upon taking employment.

3.11.3.4 All terms and conditions of employment of employees of the Corporation that provide for an employee's entitlement upon the cessation of the employment shall be in accordance with the applicable Council – approved compensation policy. Members of Administration are prohibited from bestowing entitlements in excess of those set out in applicable Council – approved compensation policies, unless specific authorization is obtained from the elected Council in advance. In the event a member of administration purports to enter into an agreement with an employee or prospective employee that attempts to bestow entitlements upon termination that are in excess of applicable Council – approved compensation policies without obtaining authorization from the elected Council in advance, such agreement shall be null and void

and the member of administration shall be subject to disciplinary sanctions, up to and including, termination of employment with the corporation.

4.0 Responsibilities

- 4.1** It is the responsibility of the Human Resource Officer to ensure staff are aware of and follow this policy.
- 4.2** It is the responsibility of the Chief Administrative Officer to ensure review approvals in specialized positions.

5.0 Consequences

- 5.1** Failure to follow this policy may result in contradictions to the Human Rights Code or Municipal Conflict of Interest Act.

6.0 References

- 6.1** Human Rights Code
- 6.2** Municipal Conflict of Interest Act
- 6.3** Town of Lakeshore Advertising Procedure

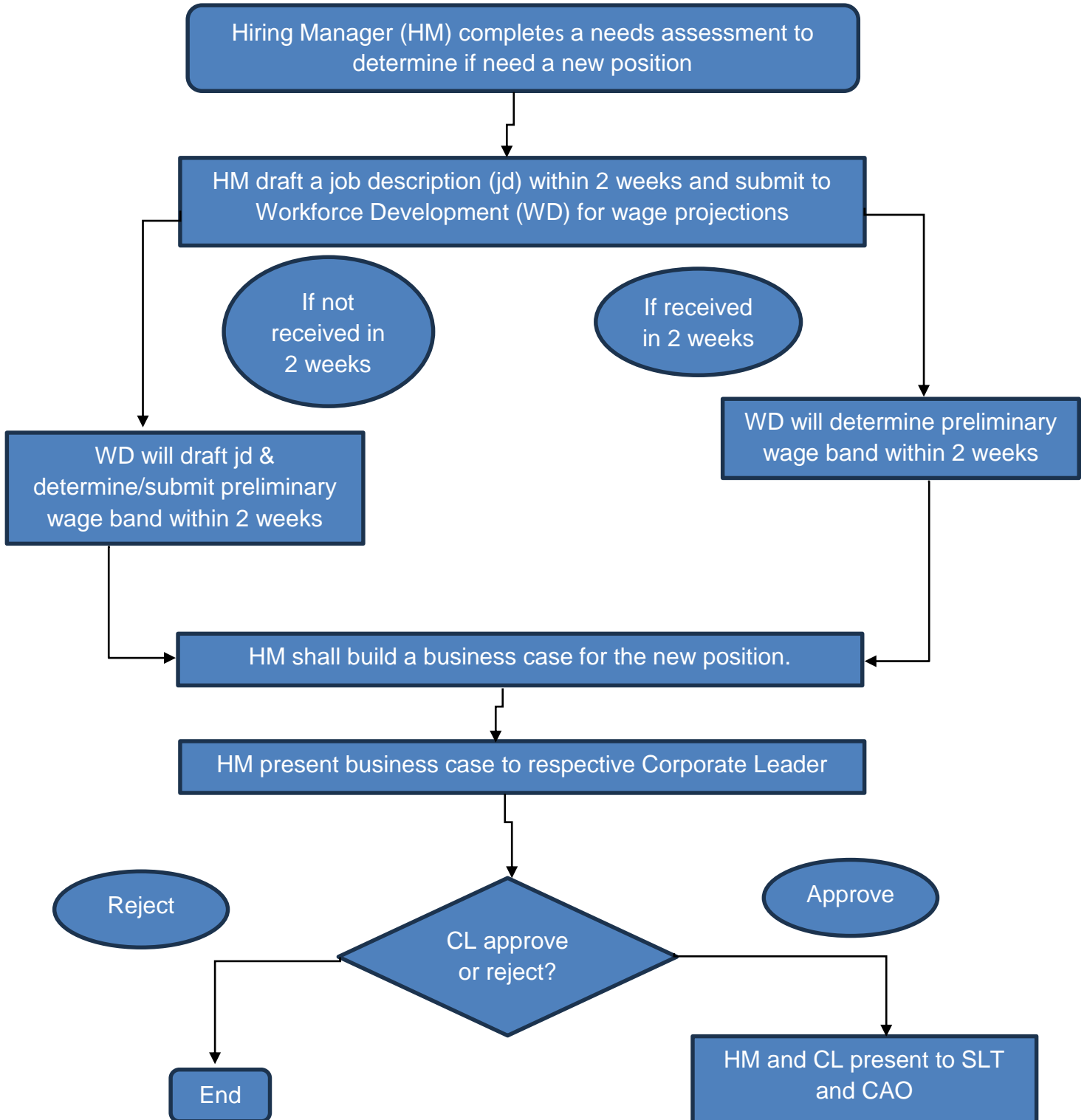


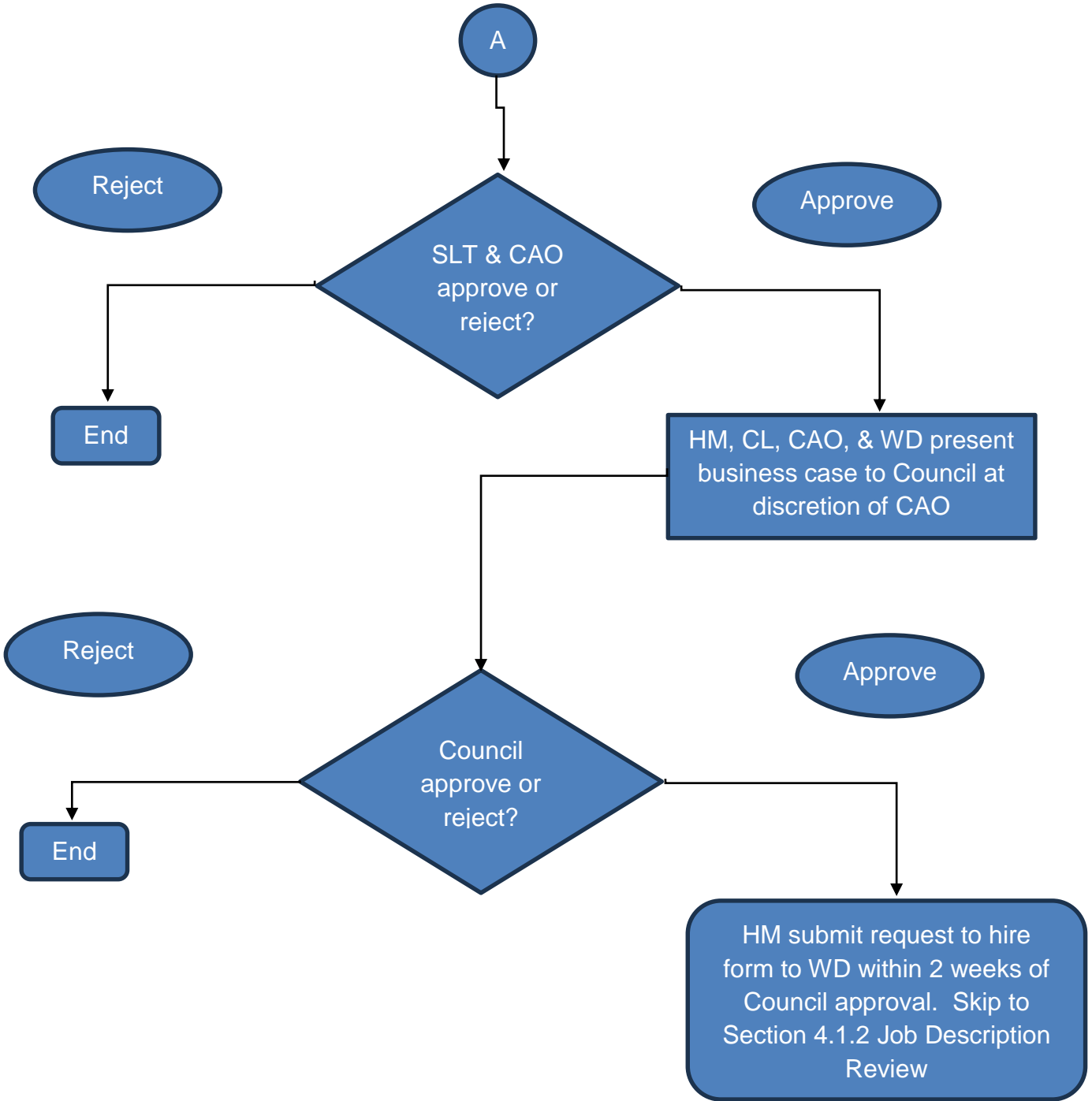
Recruitment Procedure Flowchart

Procedure #A - WD - 00000 Appendix A

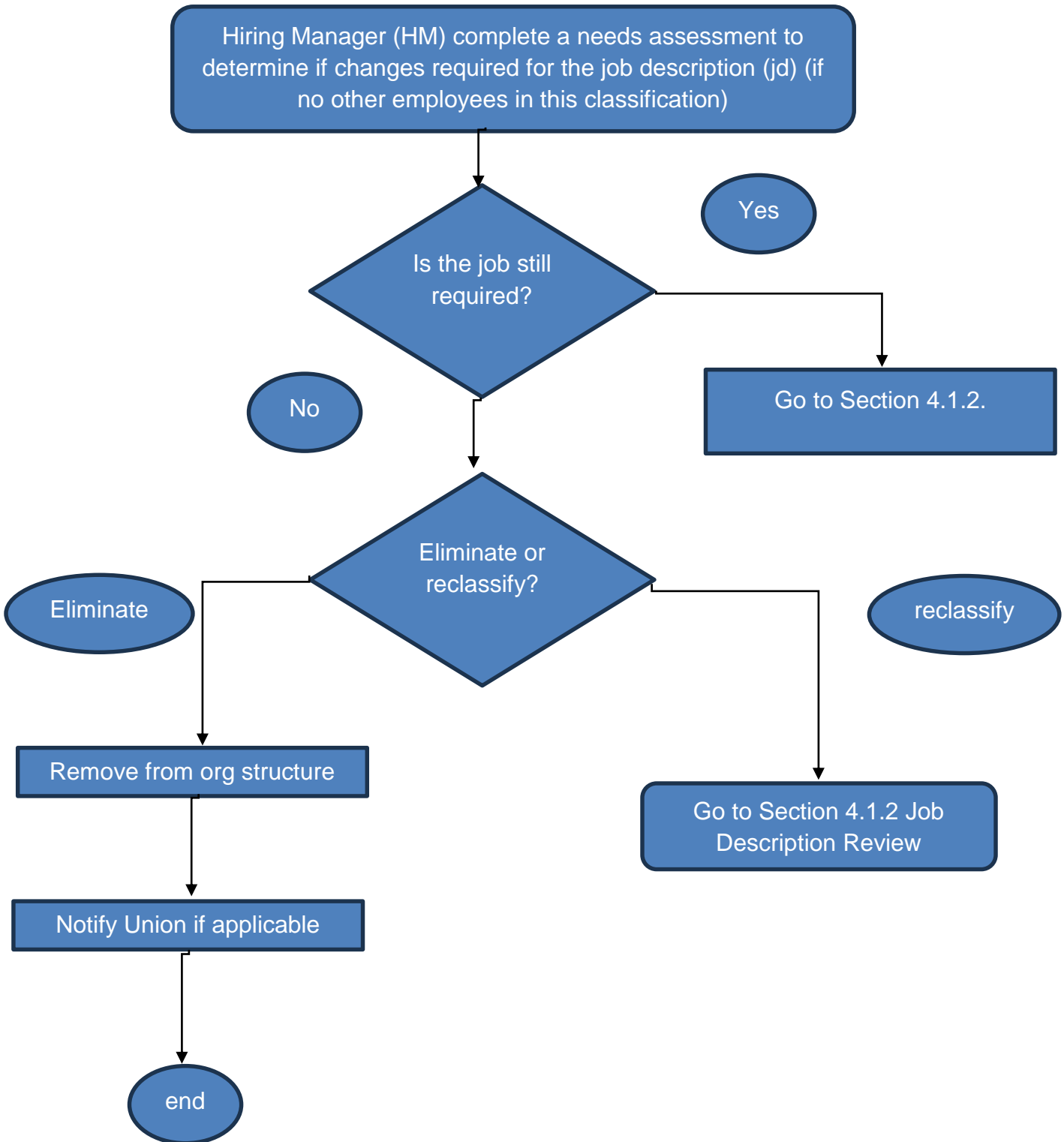
Date Last Reviewed: New

Section 4.1.1.1 of Recruitment Procedure – Newly Created Position

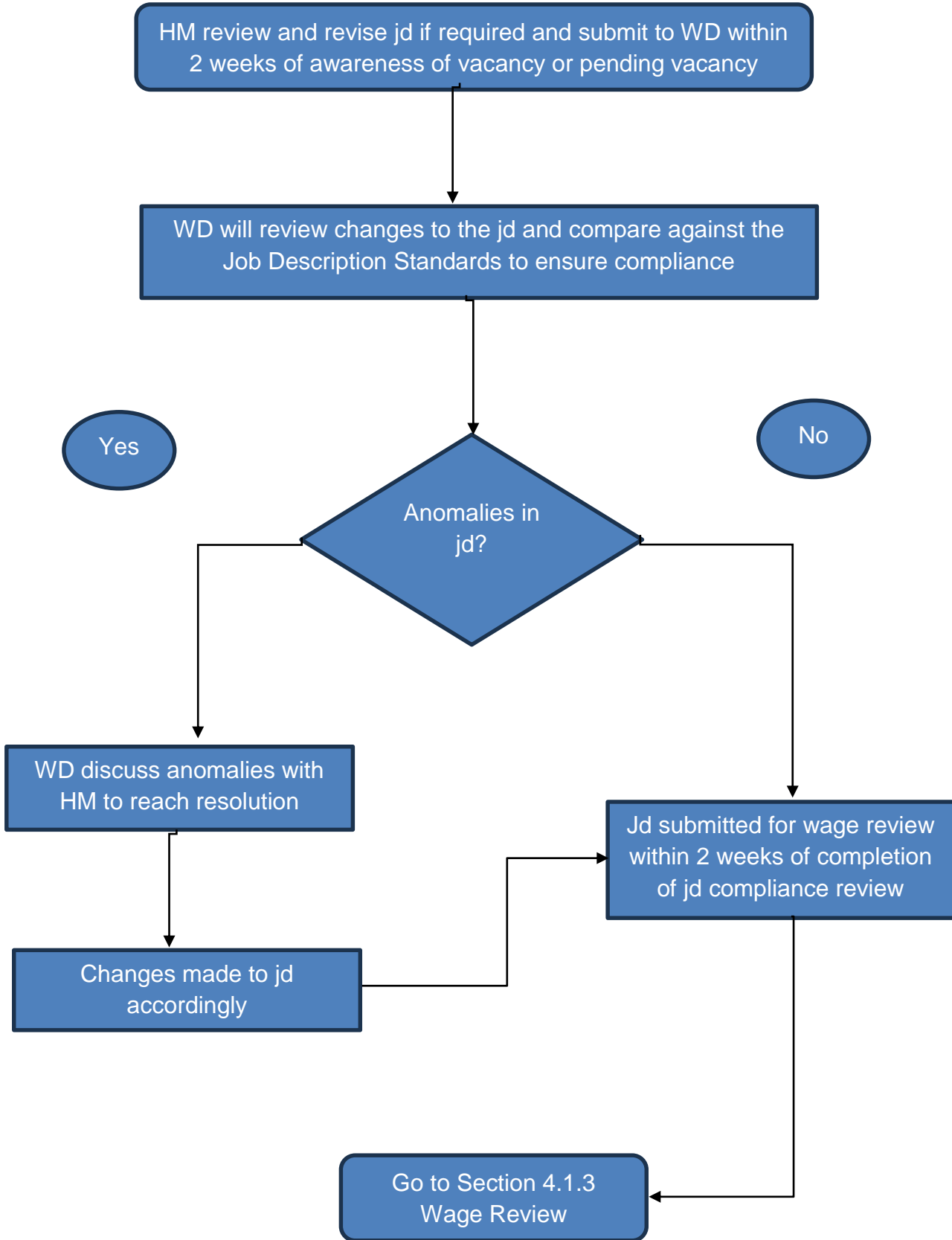




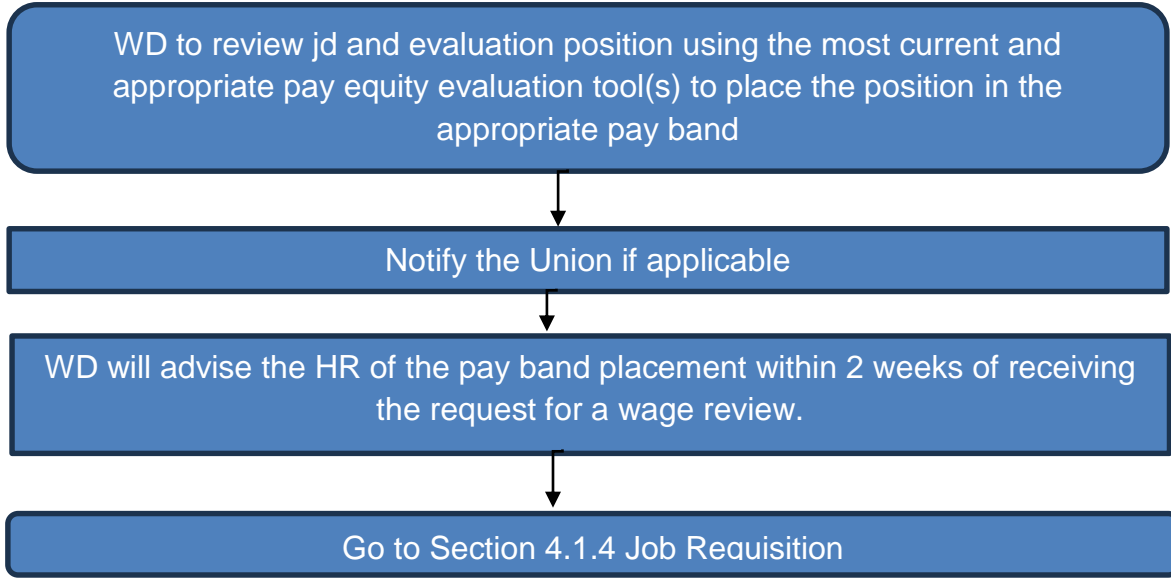
Section 4.1.1.2 of Recruitment Procedure – Vacant existing Position



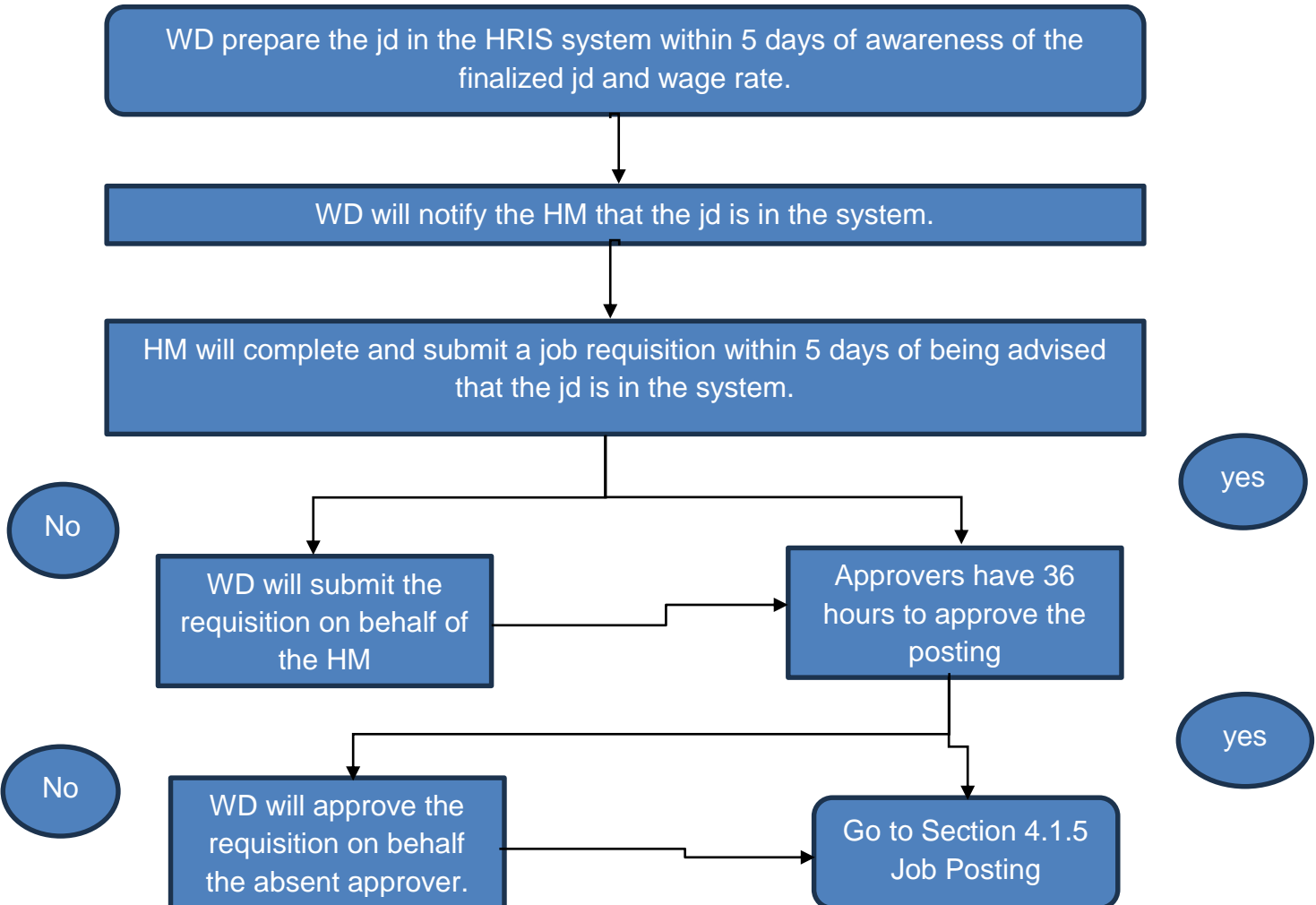
Section 4.1.2 Job Description Review



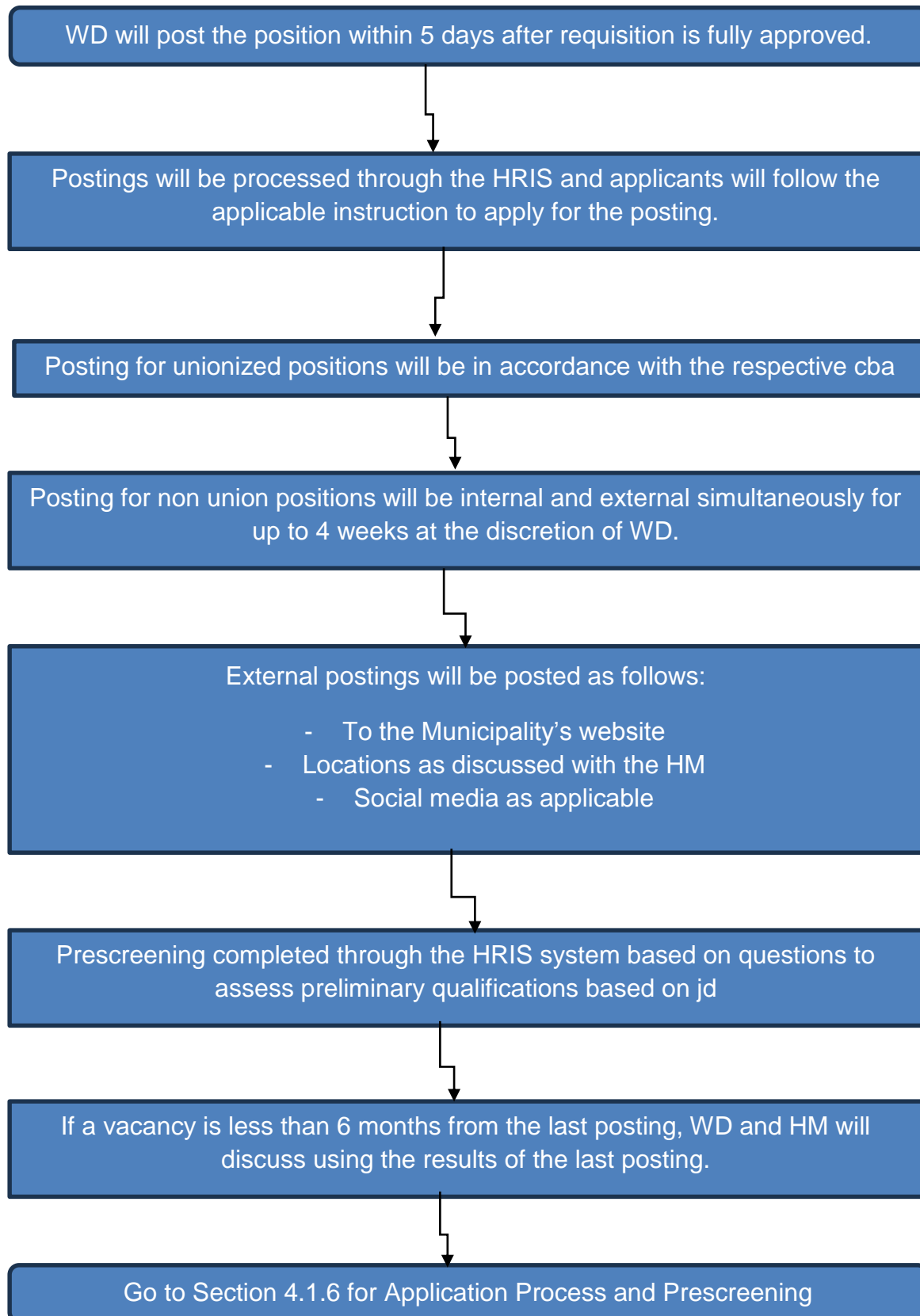
Section 4.1.3 Wage Review



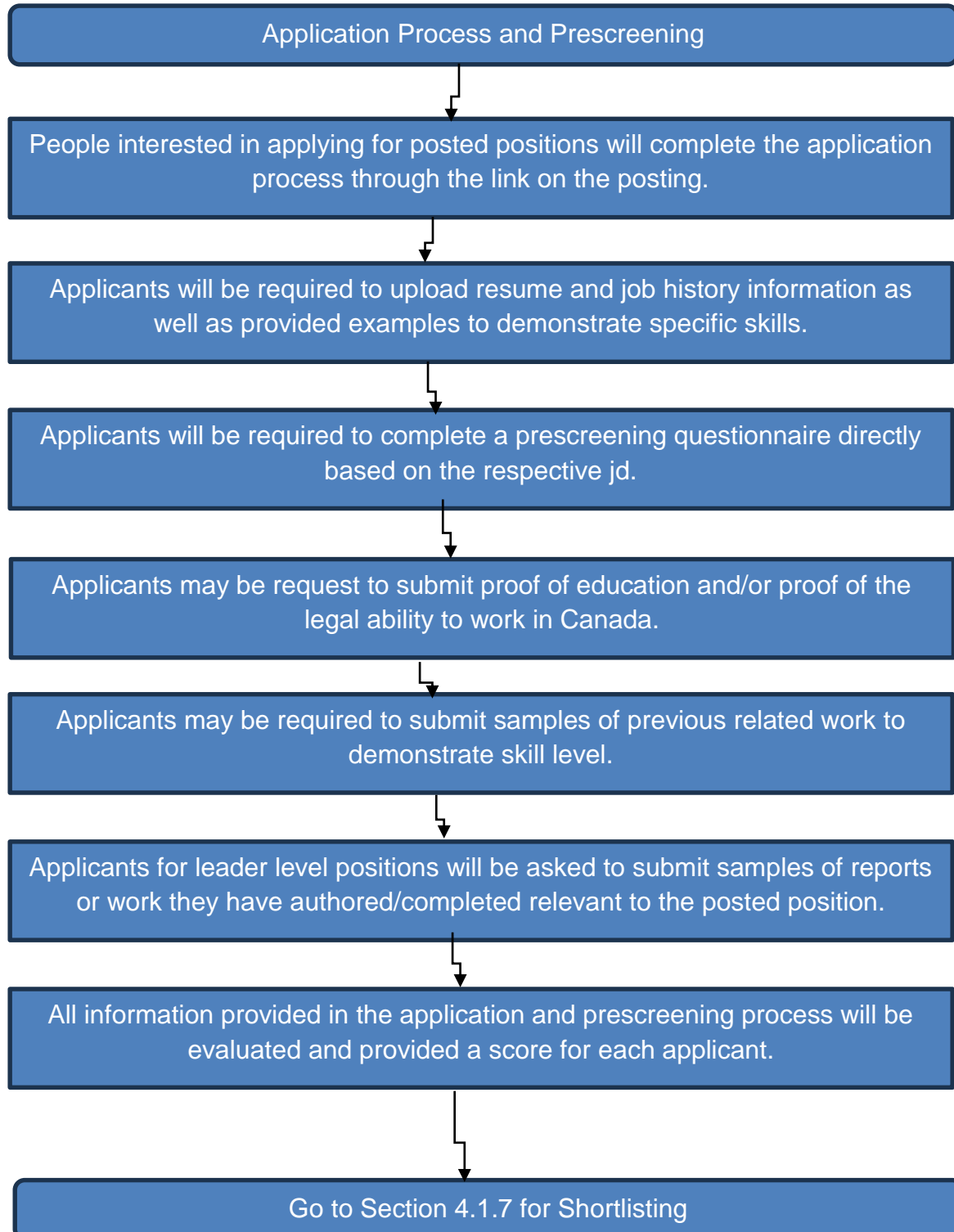
Section 4.1.4 Job Requisition



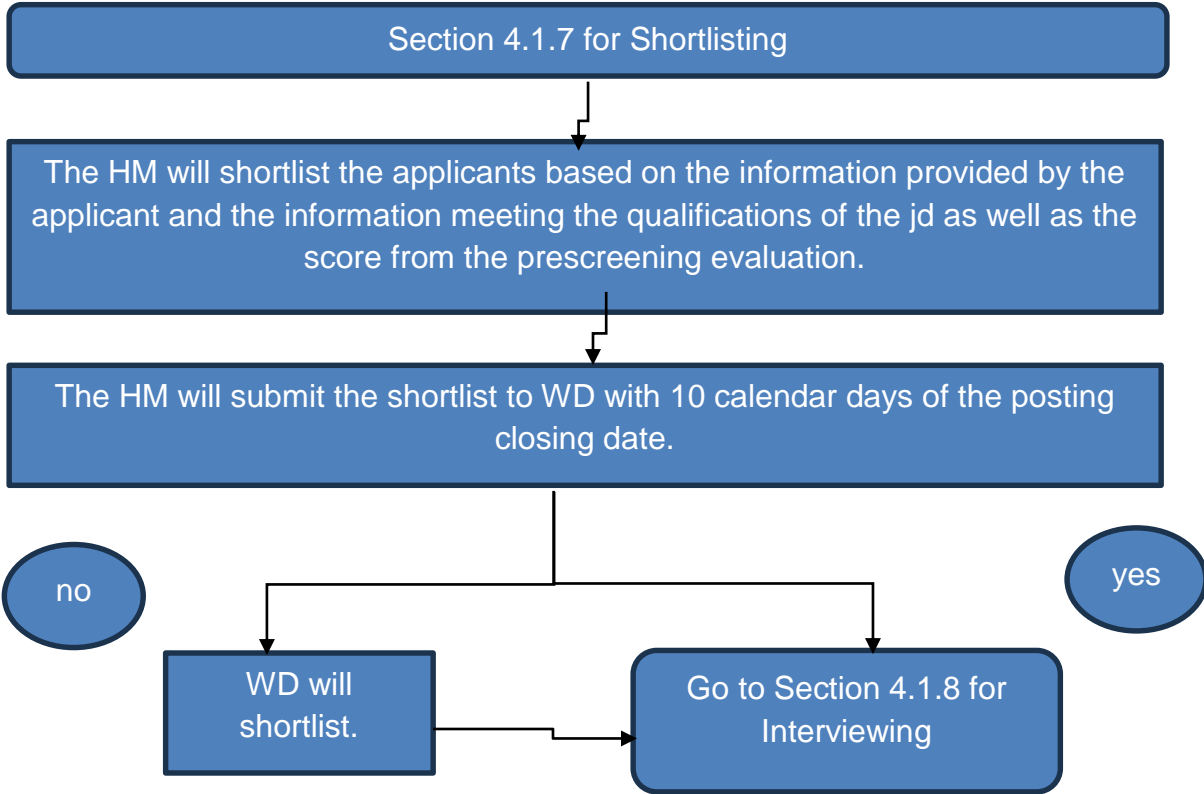
Section 4.1.5 Job Posting



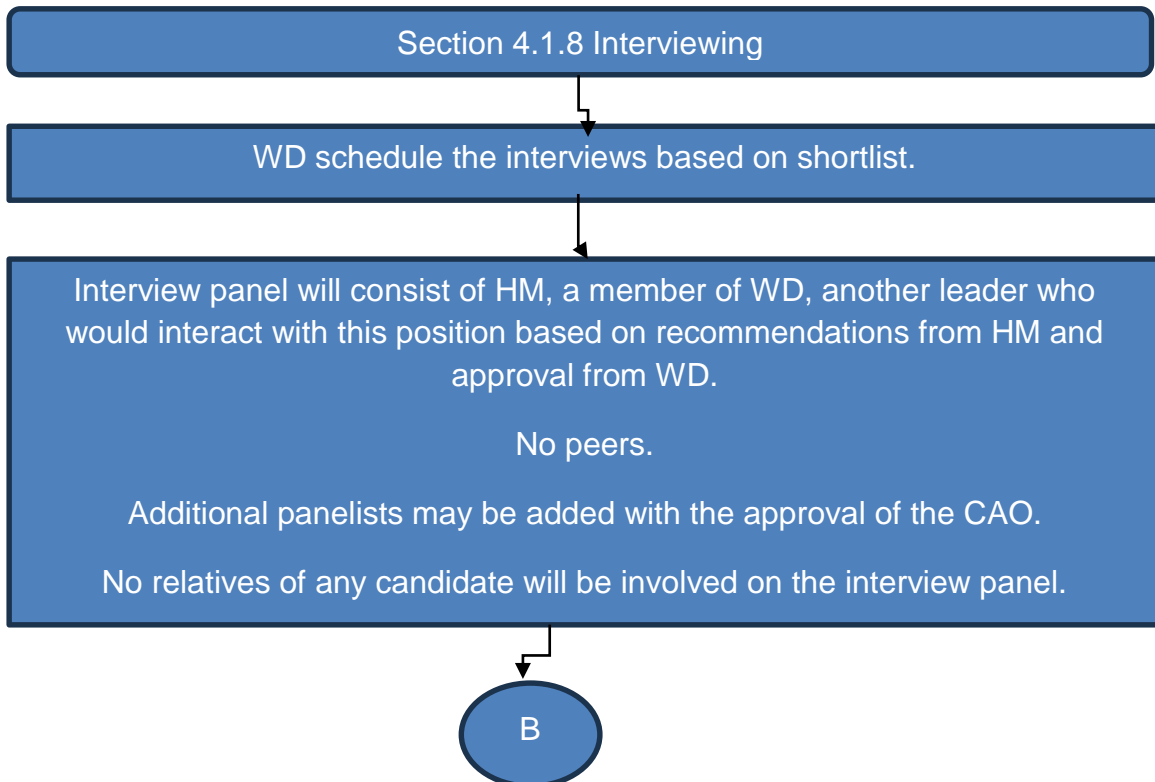
Section 4.1.6 Application Process and Prescreening

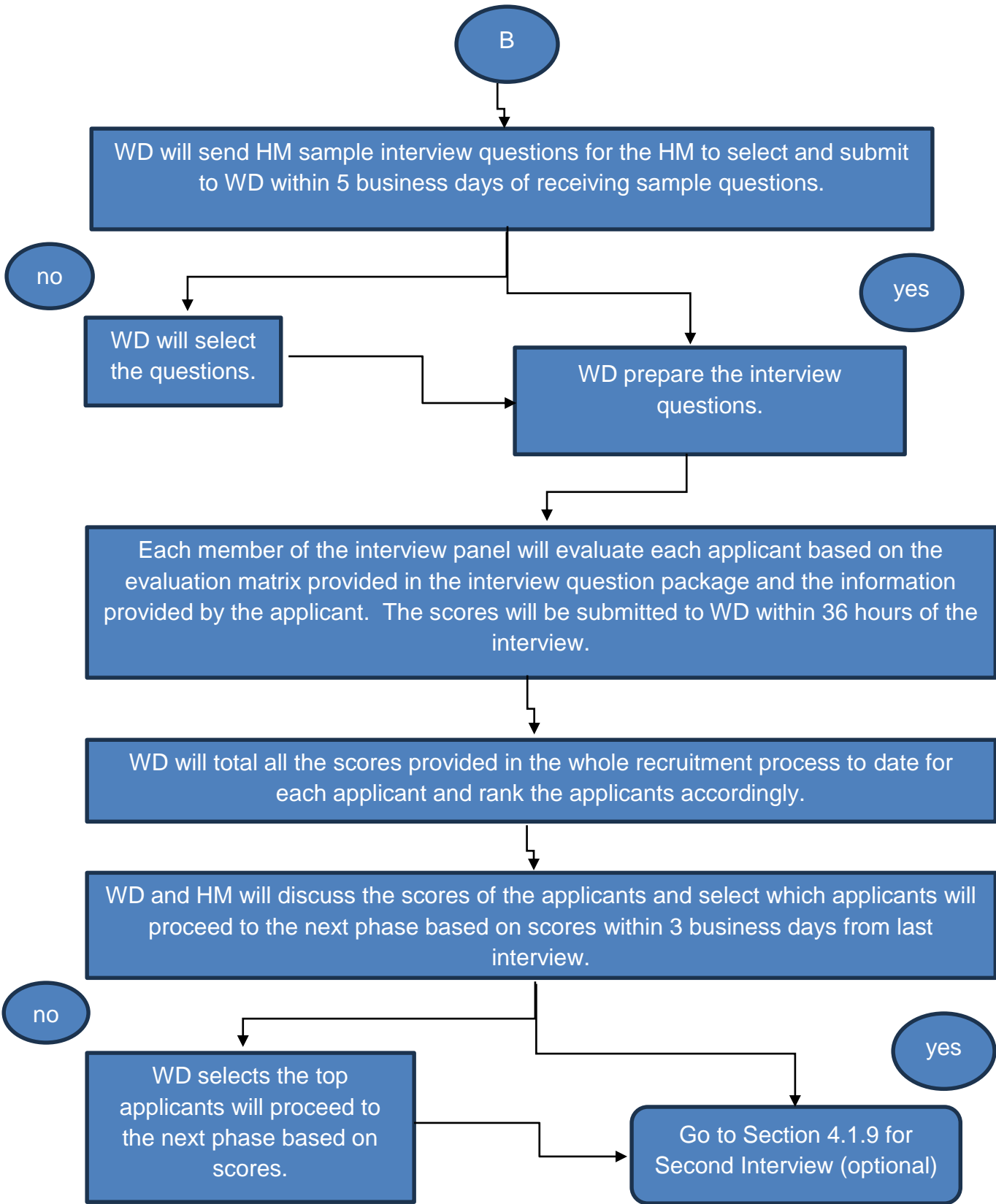


Section 4.1.7 Shortlisting

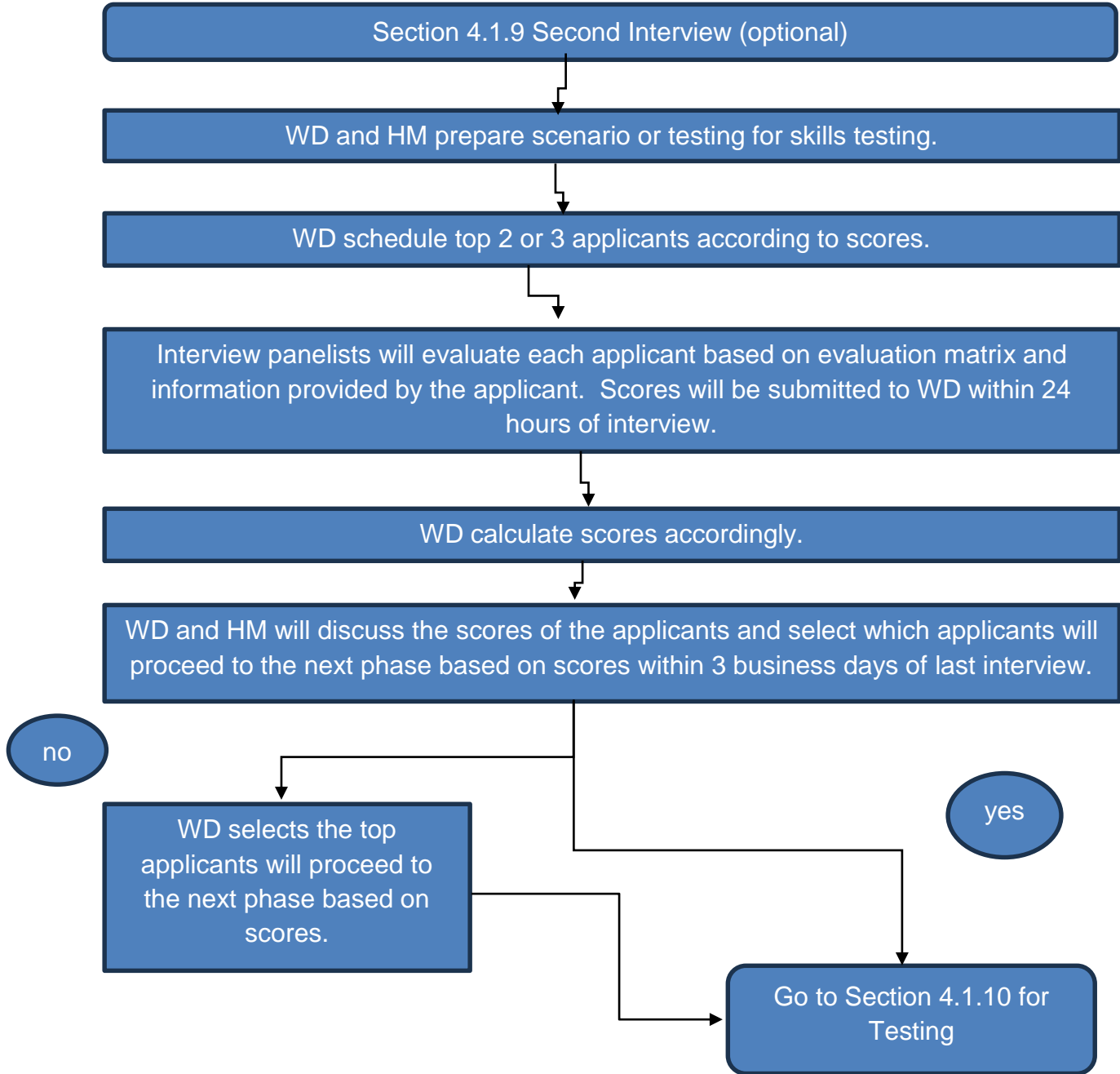


Section 4.1.8 Interviewing

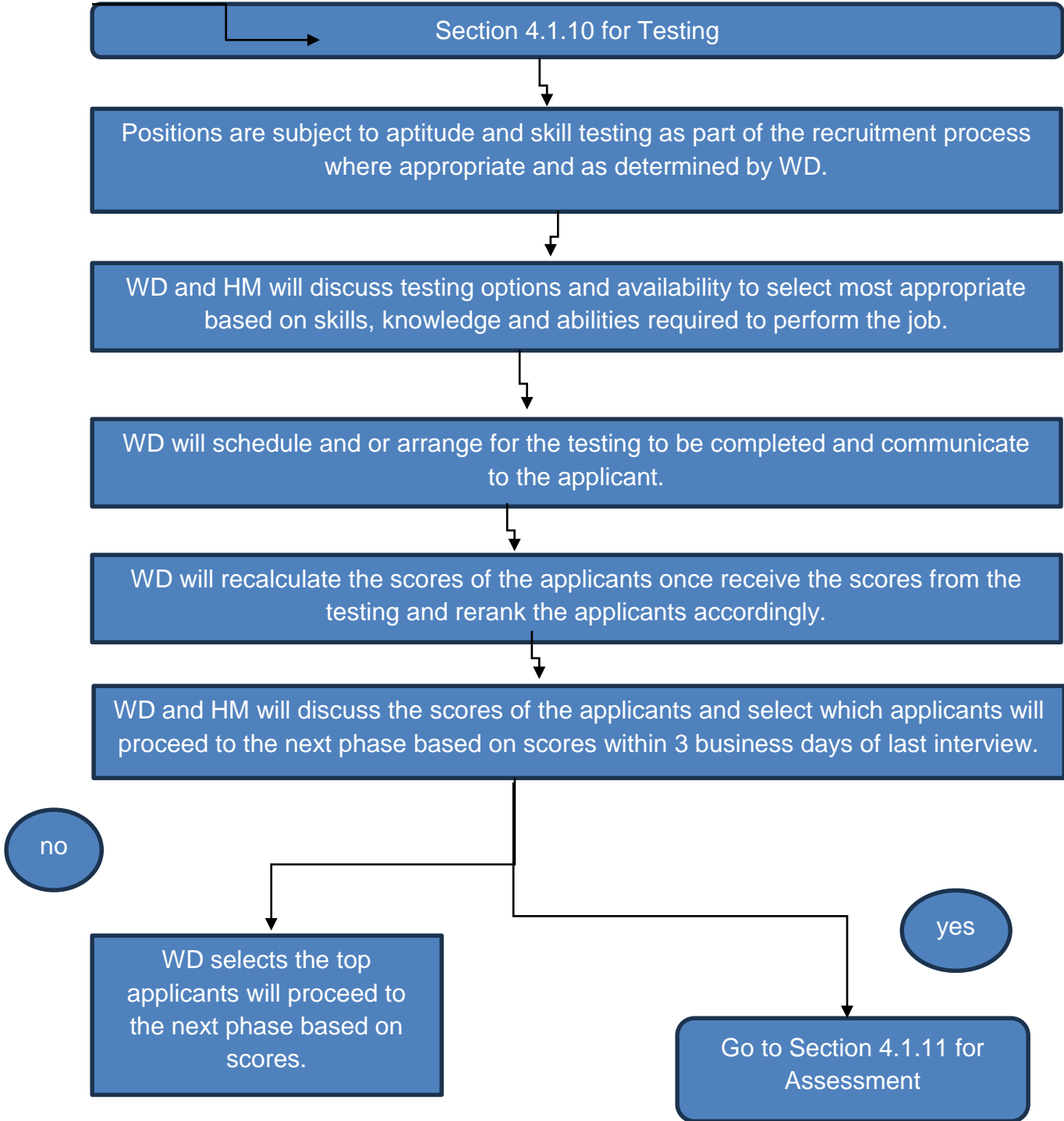




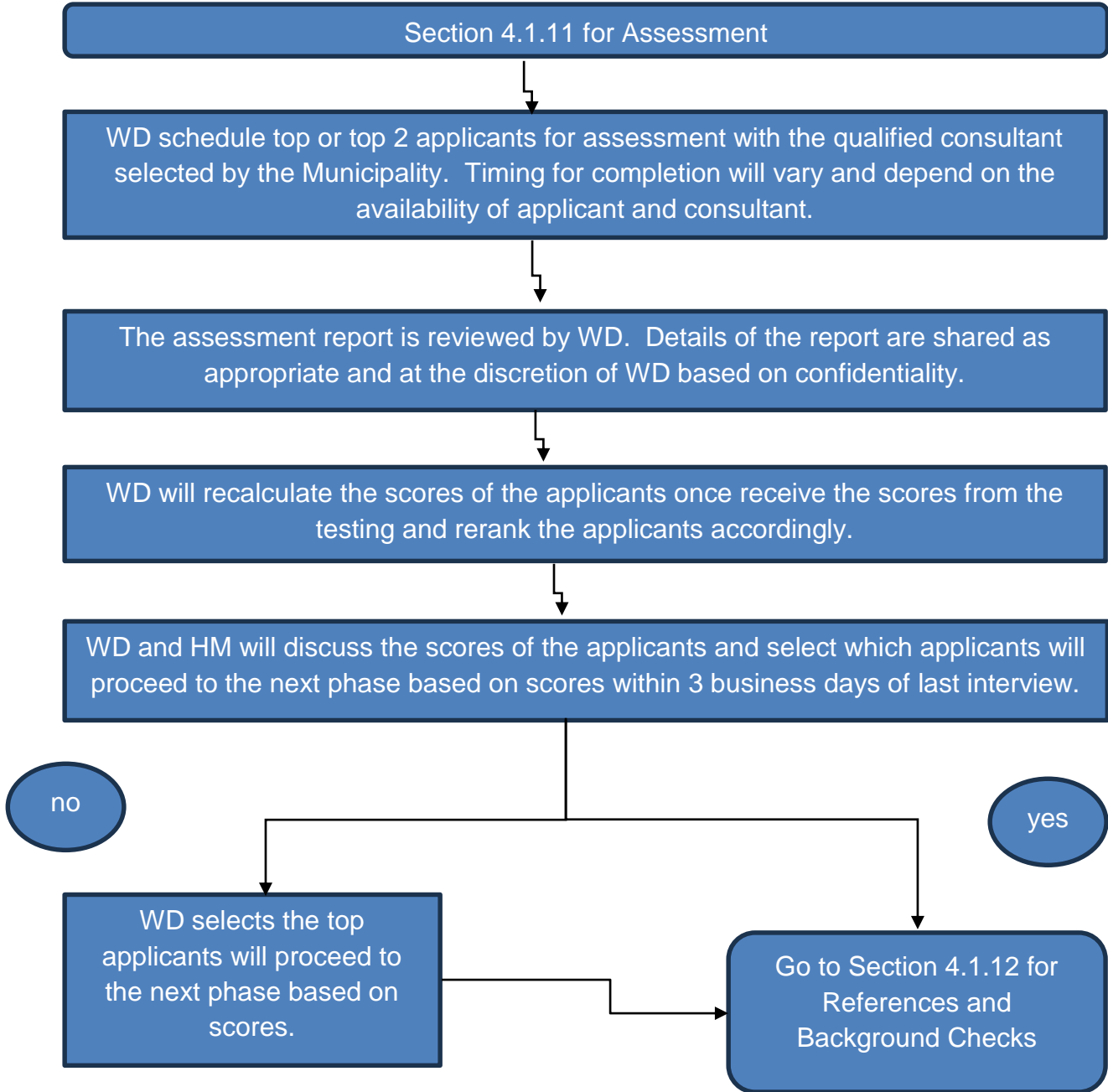
Section 4.1.9 Second Interview (optional)



Section 4.1.10 Testing



Section 4.1.11 Assessment for Organizational Suitability



Section 4.1.12 References and Background Checks

Section 4.1.12 for References and Background Checks

WD will typically complete 3 reference checks (minimum of 2 references required) within 2 weeks of last phase.

Some positions may require a security background check in which WD will arrange where applicable.

WD will discuss with HM a summary of outcomes from the references and background check(s).

Go to Section 4.1.13 for Selection and Recommendations for Hiring

Section 4.1.13 Selection and Recommendations for Hiring

Section 4.1.13 for Selection and Recommendations for Hiring

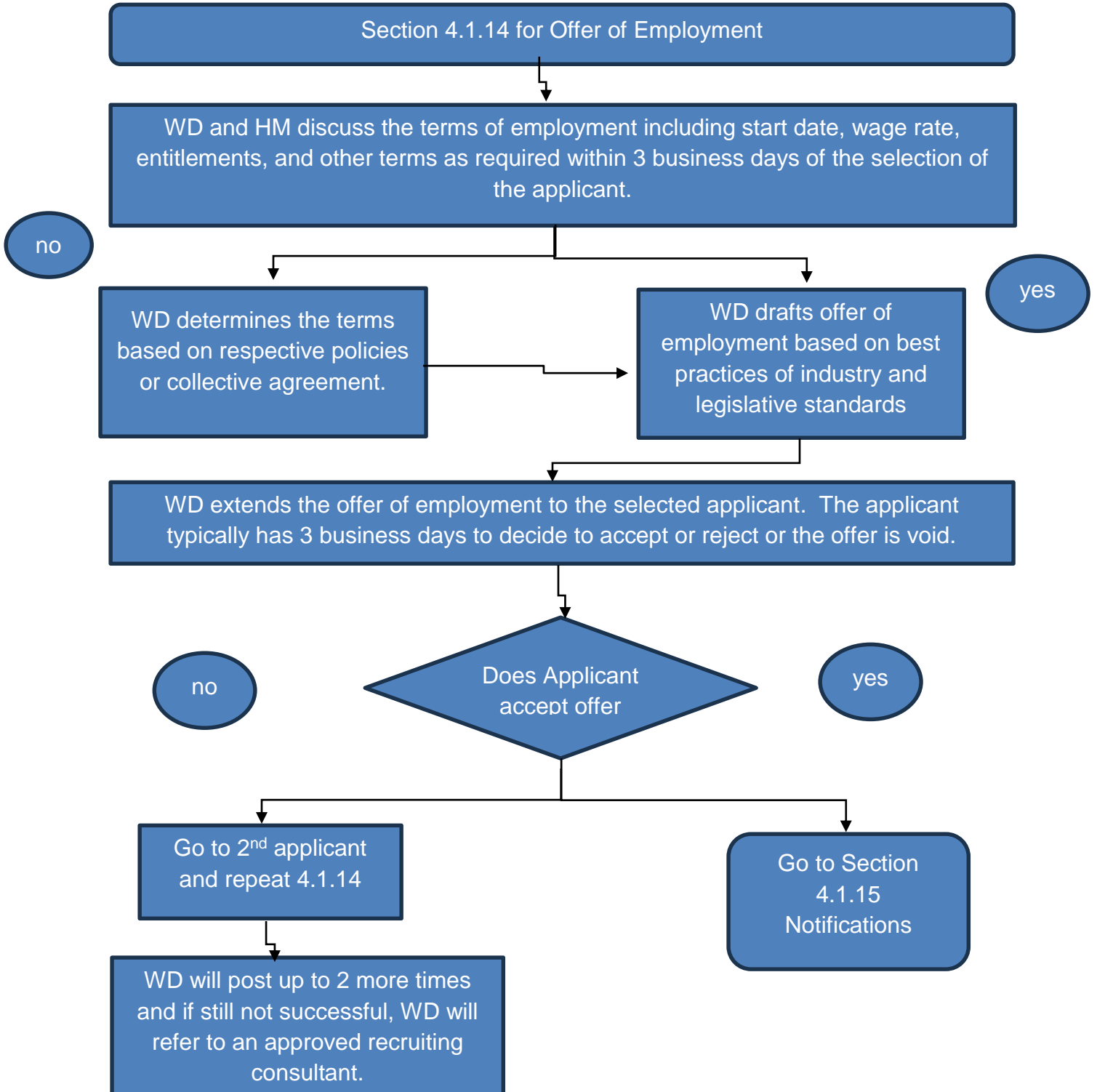
WD will total scores calculated based on the score from each phase and rerank the applicants accordingly.

WD and the HM will discuss the scores and WD will make recommendations accordingly. Some positions will require special approval from the CAO before extending the offer. WD will advise accordingly.

Temporary employees for a non management position through a normal recruitment process who remain in the position for a period of 9 months or longer will be placed in the position permanently if a permanent placement of the same classification becomes available provided all performance evaluations are satisfactory and there is no internal candidate with more seniority rights.

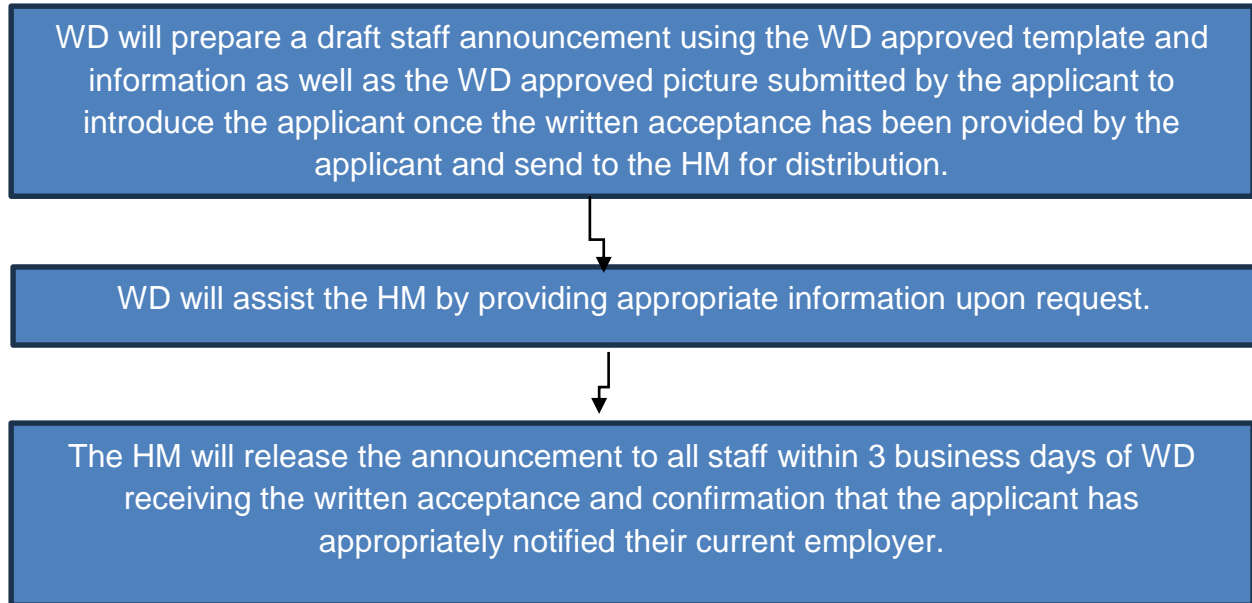
Go to Section 4.1.14 for Offer of Employment

Section 4.1.14 Offer of Employment

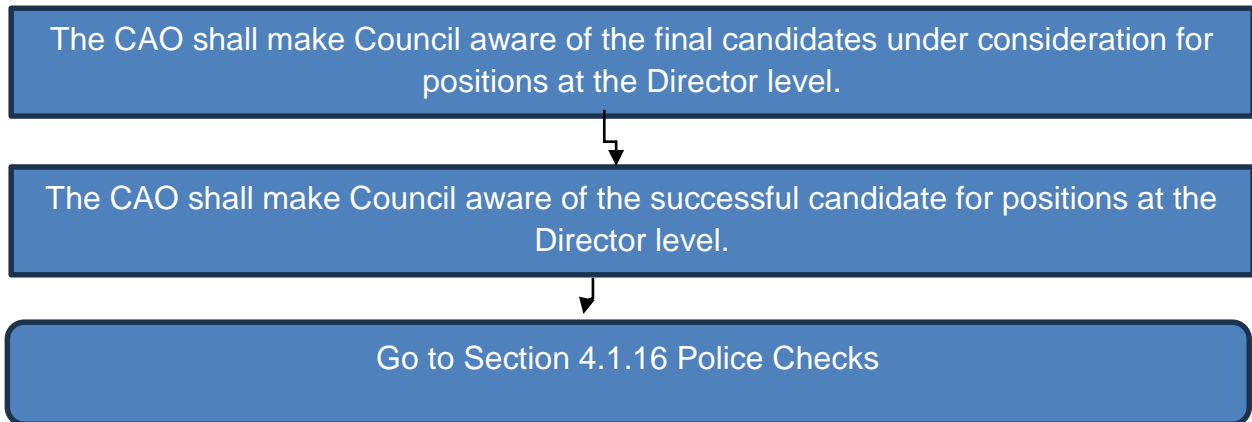


Section 4.1.15 Notifications

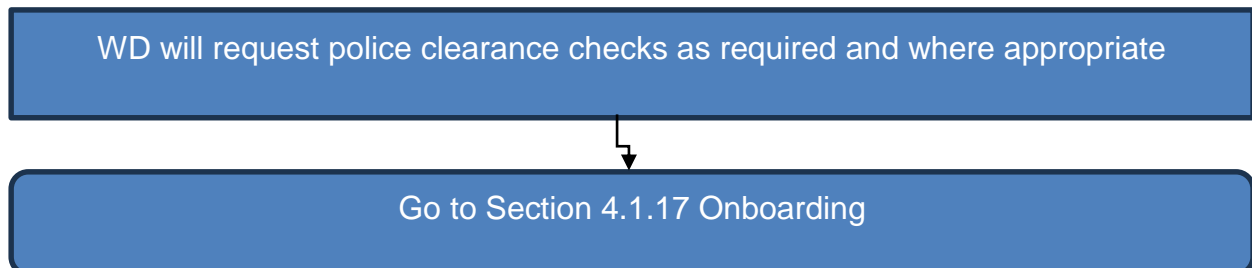
To Staff:



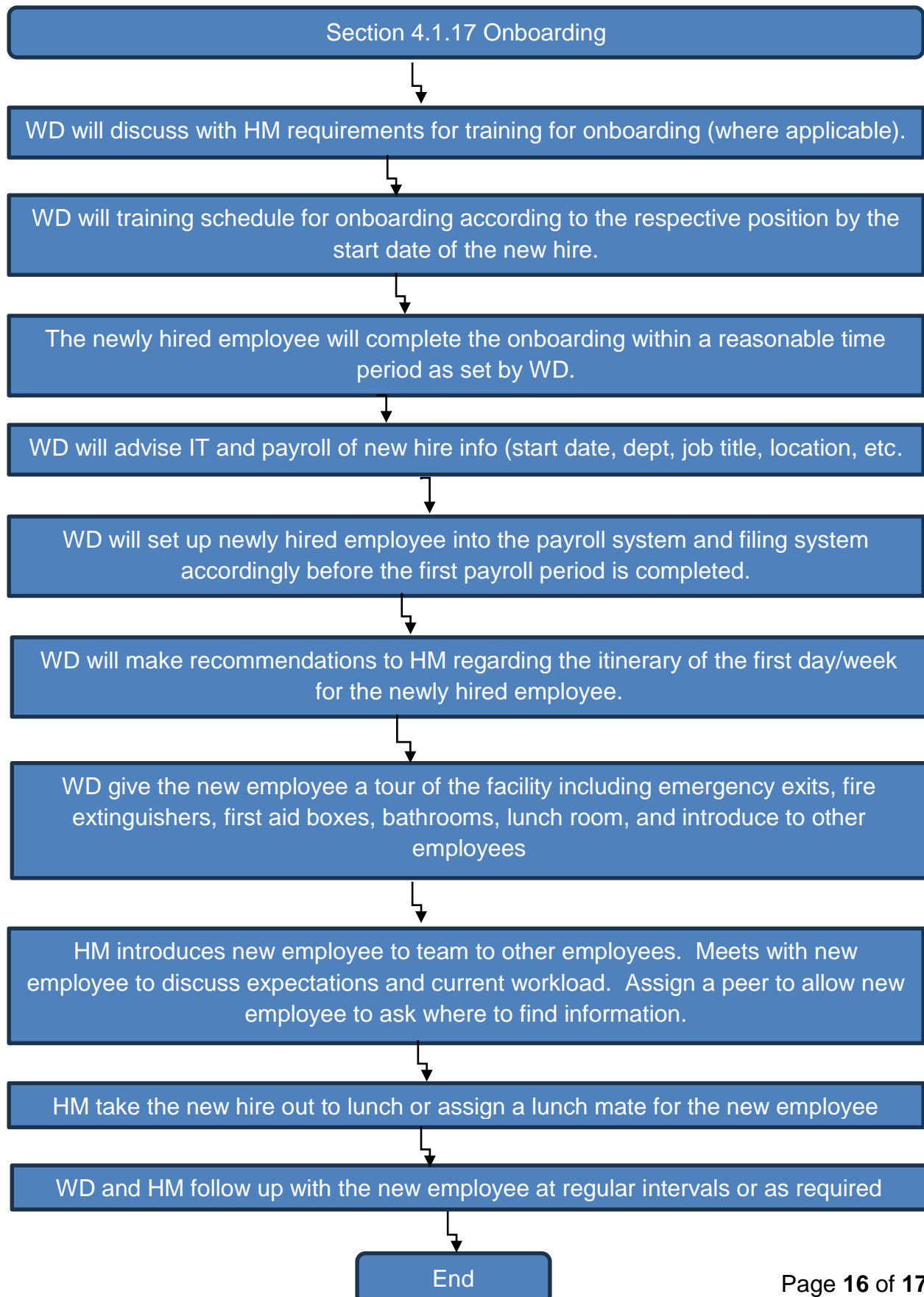
To Council (if applicable):



Section 4.1.16 Police Checks



Section 4.1.17 Onboarding



#	Date Revised	Author	Section/ Line #	Details of Change
00	Sept 2024	Lisa Granger		Added decision flow chart as appendix to Recruitment procedure
01				
2				
3				
4				

Municipality of Lakeshore – Report to Council

Corporate Services

Accounting and Revenue



To: Mayor and Members of Council

From: Kate Rowe, Interim Corporate Leader – Chief Financial Officer

Date: November 8, 2024

Subject: By-law to Authorize Long-Term Borrowing to Finance the Expansion of the Denis St. Pierre Pollution Control Plant

Recommendation

Direct the Clerk to read By-law 109-2024 to authorize the issuance of long-term debt through Infrastructure Ontario (IO) in the principal amount of \$45,281,427.72 to finance the expansion of the Denis St. Pierre Water Treatment Plant (the "Project"), during the Consideration of By-laws, as presented at the November 19, 2024 Council meeting.

Strategic Objectives

Securing a stable and competitive financing solution through Infrastructure Ontario ("IO") reflects the Municipality's commitment to prudent financial planning and cost-effective debt management.

Background

The Denis St. Pierre Pollution Control Plant is essential to the Municipality's ability to provide safe, reliable water service. Population growth and increasing water demands necessitate an expansion of the facility to ensure adequate water supply and compliance with regulatory standards.

The projected cost of the expansion is approximately \$57 million. To fund this, the Municipality has reviewed financing options, with IO offering a favorable borrowing solution that includes competitive interest rates and long-term stability.

Comments

This expansion was essential to maintaining service levels and managing future demand as the Municipality continues to grow. Financing this project with IO allows the Municipality to spread the cost burden across future beneficiaries, optimizing affordability and aligning debt servicing with the project's long-term benefits.

The Municipality seeks to secure long-term debt financing from IO, in the form of amortizing debentures. By locking in favorable interest rates and deferring debt servicing until the post-construction period, the Municipality has maximized financial flexibility during the project.

Debt Structure and Terms:

The Rate Offer Letter Agreement with Infrastructure Ontario sets the terms for a principal amount of \$45.3 million, with an annual interest rate of 4.3% and repayment period of 20 years. The amortizing structure ensures predictable, stable payments over the life of the debt, allowing for precise budget planning.

The deferred debt servicing schedule, enabled by this financing structure, has resulted in cost savings estimated at \$5 million during the construction period. Additionally, recent reductions to the Bank of Canada rates are expected to yield an additional \$1.3 million in post-construction savings plus an additional \$15.6 million over the life of the loan, further optimizing the Municipality's financial investment.

Others Consulted

Willis Business Law – Willis Business Law has reviewed the terms of the financing agreement, drafted the legal opinion on the borrowing by-law, and confirmed the terms in the Rate Offer Letter Agreement to align with municipal legal requirements.

Financial Impacts

The projected debt servicing cost, estimated at \$22 million, for the expansion project will be integrated into the Municipality's water and wastewater revenue streams to ensure no impact on property tax rates. The long-term borrowing structure enables the Municipality to manage the financial requirements of this essential project while balancing immediate and future budgetary priorities.

By deferring the debt servicing during construction, the Municipality has achieved significant cost savings of approximately \$5 million. Furthermore, due to favorable rate cuts by the Bank of Canada, the post-construction phase will yield an additional estimated savings of \$1.3 million in post-construction savings plus an additional \$15.6 million over the life of the loan. These adjustments have reduced the total financial impact, enhancing cost efficiency for the Municipality over the life of the debt.

Attachments

Executed Rate Offer Letter

Certificate of the Treasurer

Report Approval Details

Document Title:	Authorization of Long-Term Borrowing to Finance the Expansion of the Dennis St. Pierre Water Treatment Plant.docx
Attachments:	- Rate Offer Letter.pdf - Certificate of Treasurer.pdf
Final Approval Date:	Nov 8, 2024

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

Prepared by Kate Rowe

Approved by the Corporate Leadership Team



November 8, 2024

VIA EMAIL

The Municipality Of Lakeshore

Dear Justin Rousseau,

Re: OILC Debenture Terms

Further to our offer to purchase a debenture on December 2, 2024, please find attached a Debenture Term Sheet outlining the term, interest rate and amount of the aforementioned debenture as well as a Repayment Schedule. As indicated in the attached documents, the debenture will carry an interest rate of 4.30 % p.a. (compounded semi-annually), principal amount of \$45,281,427.72, term of 20 year(s) and with a closing date of December 2, 2024.

We must receive your acceptance of these terms by 3pm, November 8, 2024.

To accept the debenture terms, please sign and seal the attached OILC Debenture Term Sheet, email to the attention of Abi Selvarajah, Loan Officer abi.selvarajah@infrastructureontario.ca and mail originals.

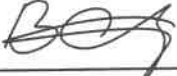
Once the terms are accepted, OILC will email your debenture documents within 1-2 days and the debenture by-law (to be provided) should be passed by council on November 19, 2024. If the terms are refused, all advances received to date must be repaid immediately pursuant to section 12 of the Financing Agreement.

All original signed and sealed debenture documents (including an external legal opinion) must be received by OILC on or before December 2, 2024 and will be held in escrow until the closing day.

OILC will review the original debenture documents and, provided that all documentation is in order, OILC will purchase the debenture on December 2, 2024. Your external legal counsel must contact OILC's Legal Counsel at debentureclosings@infrastructureontario.ca by 10 a.m. on the closing day to release the debenture documents from escrow. OILC must also receive any final documentation outstanding prior to 10 a.m. on the closing day. Should any required documentation fail to be delivered, OILC will rely on the remedies for default and termination in the Financing Agreement.

It is our pleasure to work with you on this municipal infrastructure loan program. If you have any questions or concerns, please do not hesitate to contact Rose Yao at (416) 212-3451.

Yours truly,



Bernadette Chung
Vice President, Loan Operations and Customer Relations
Ontario Infrastructure and Lands Corporation (OILC)

Head Office

One Dundas Street West
Suite 2000, Toronto, ON
M5G 1Z3

Siège de direction

1, rue Dundas Ouest
bureau 2000, Toronto, ON
M5G 1Z3



Infrastructure
Ontario

OILC DEBENTURE TERM SHEET

The Municipality of Lakeshore

Principal amount of the debenture	\$45,281,427.72
Term	20 years
Type	Amortizing
Interest Rate	4.30%
Closing Date	December 2, 2024

We confirm that these are the Terms for the Debenture to be issued by the Municipality Of Lakeshore to OILC.

Mayor

[Handwritten Signature]

Treasurer/CFO

[Handwritten Signature]

Date

Nov 8th 2024

PLEASE EMAIL TO ABI.SELVARAJAH@INFRASTRUCTUREONTARIO.CA BY 3PM, IN ORDER TO CONFIRM YOUR ACCEPTANCE OF THIS OFFER.

Loan.....: 2979
 Name.....: Lakeshore, the Municipality Of
 Principal: 45,281,427.72
 Rate.....: 04.3000
 Am Period: 240
 Paid.....: Semi-annual
 Matures..: 12/02/2044

Pay #	Date	Amount Due	Principal Due	Interest Due	Rem. Principal
1	06/02/2025	1,699,150.07	725,599.37	973,550.70	44,555,828.35
2	12/02/2025	1,699,150.07	741,199.76	957,950.31	43,814,628.59
3	06/02/2026	1,699,150.07	757,135.56	942,014.51	43,057,493.03
4	12/02/2026	1,699,150.07	773,413.97	925,736.10	42,284,079.06
5	06/02/2027	1,699,150.07	790,042.37	909,107.70	41,494,036.69
6	12/02/2027	1,699,150.07	807,028.28	892,121.79	40,687,008.41
7	06/02/2028	1,699,150.07	824,379.39	874,770.68	39,862,629.02
8	12/02/2028	1,699,150.07	842,103.55	857,046.52	39,020,525.47
9	06/02/2029	1,699,150.07	860,208.77	838,941.30	38,160,316.70
10	12/02/2029	1,699,150.07	878,703.26	820,446.81	37,281,613.44
11	06/02/2030	1,699,150.07	897,595.38	801,554.69	36,384,018.06
12	12/02/2030	1,699,150.07	916,893.68	782,256.39	35,467,124.38
13	06/02/2031	1,699,150.07	936,606.90	762,543.17	34,530,517.48
14	12/02/2031	1,699,150.07	956,743.94	742,406.13	33,573,773.54
15	06/02/2032	1,699,150.07	977,313.94	721,836.13	32,596,459.60
16	12/02/2032	1,699,150.07	998,326.19	700,823.88	31,598,133.41
17	06/02/2033	1,699,150.07	1,019,790.20	679,359.87	30,578,343.21
18	12/02/2033	1,699,150.07	1,041,715.69	657,434.38	29,536,627.52
19	06/02/2034	1,699,150.07	1,064,112.58	635,037.49	28,472,514.94
20	12/02/2034	1,699,150.07	1,086,991.00	612,159.07	27,385,523.94
21	06/02/2035	1,699,150.07	1,110,361.31	588,788.76	26,275,162.63
22	12/02/2035	1,699,150.07	1,134,234.07	564,916.00	25,140,928.56
23	06/02/2036	1,699,150.07	1,158,620.11	540,529.96	23,982,308.45
24	12/02/2036	1,699,150.07	1,183,530.44	515,619.63	22,798,778.01
25	06/02/2037	1,699,150.07	1,208,976.34	490,173.73	21,589,801.67
26	12/02/2037	1,699,150.07	1,234,969.33	464,180.74	20,354,832.34
27	06/02/2038	1,699,150.07	1,261,521.17	437,628.90	19,093,311.17
28	12/02/2038	1,699,150.07	1,288,643.88	410,506.19	17,804,667.29
29	06/02/2039	1,699,150.07	1,316,349.72	382,800.35	16,488,317.57
30	12/02/2039	1,699,150.07	1,344,651.24	354,498.83	15,143,666.33
31	06/02/2040	1,699,150.07	1,373,561.24	325,588.83	13,770,105.09
32	12/02/2040	1,699,150.07	1,403,092.81	296,057.26	12,367,012.28
33	06/02/2041	1,699,150.07	1,433,259.31	265,890.76	10,933,752.97
34	12/02/2041	1,699,150.07	1,464,074.38	235,075.69	9,469,678.59

CERTIFICATE OF TREASURER REQUESTING DEBENTURE FINANCING

IN THE MATTER OF an issue of debentures (the "**Debentures**") of the Municipality of Lakeshore (the "**Municipality**") in the maximum aggregate principal amount of \$45,281,427.72 (Forty Five Million Two Hundred Eighty One Thousand Four Hundred Twenty Seven Dollars and Seventy Two Cents) as authorized by by-law # 71-2022 of the Municipality (the "**Authorizing By-law**"), which Debentures are to be issued to the Ontario Infrastructure and Lands Corporation ("**OILC**") to finance the works described in column (2) of Schedule "A" and Schedule "B" to the Authorizing By-Law (individually a "**Project**" and collectively the "**Projects**")

TO: OILC

This Certificate is issued pursuant to the financing agreement between OILC and the Municipality effective the 15th day of June, 2023 (the "**Financing Agreement**").

1. In accordance with section 10(b) of the Financing Agreement, I, Justin Rousseau, the Treasurer of the Municipality, hereby notifies OILC of the Municipality's intention to issue and offer Debentures for purchase by OILC on the 2nd day December, 2024 (the "**Closing Date**") the sum of \$45,281,427.72 (the "**Debenture Advance**").
2. The principal amount of the Debenture Advance has been calculated using Schedule "A" to this Treasurer's Certificate and all amounts used in that calculation are true and correct.
3. The principal amount of the Debenture Advance in respect of the Project(s) does not exceed the expenditures for that Project(s) as approved by the Authorizing By-law. The proceeds of the Debenture Advance will be applied to the Project(s) and will not be applied for any other purposes.
4. The Principal Amount of the Debenture Advance, when added to the aggregate principal amount of all outstanding Debentures and the aggregate amount of all outstanding Advances issued under the Financing Agreement will not exceed the Committed Amount.
5. The terms of the Debenture Advance to be issued by the Municipality are detailed in Schedule "B". In accordance with the terms of the Financing Agreement, the Municipality hereby confirms that charges may be incurred by the Municipality if it provides notice to OILC of any change to the final terms of the Debenture Advance less than five (5) Business Days prior to the rate set date as specified in Schedule "B" hereto.
6. The representations and warranties of the Municipality set out in paragraph 2 of the Financing Agreement are true and correct as at the date hereof.

7. The Municipality is not in material default of any of its obligations under the Financing Agreement as at the date hereof and none of the events described in paragraph 12(c) of the Financing Agreement has occurred and is continuing.
8. The Municipality has not reached or exceeded its updated debt and financial obligation limit as at the date hereof.
9. No litigation or proceedings of any nature are now pending or threatened, attacking or in any way attempting to restrain or enjoin the long term borrowing as authorized under the Authorizing By-law, or in any manner questioning the proceedings and authority under which such borrowing will be made, or the capacity of the officers of the Municipality authorized there under to make such borrowing, and no authority or proceedings for such borrowing or any part of it have been repealed, revoked or rescinded in whole or in part.
10. The Municipality is not now subject to any restructuring order under Part V of the Act or other statutory authority; accordingly, no approval of the Authorizing By-law, the Financing Agreement, or the transactions contemplated thereby, or of the Note or the Debenture Advance is required to be given by any transition board or commission appointed in respect of the restructuring of the Municipality.
11. All capitalized terms not defined herein have the meanings ascribed to them in the Financing Agreement.

DATED November 1, 2024



Justin Rousseau, Treasurer/CFO
Municipality of Lakeshore

Schedule A

<i>Organization Name:</i>	The Municipality of Lakeshore	<i>Program Year:</i>	2021/2022
<i>Date:</i>	November 1, 2024	<i>FA Number:</i>	1693

Debenture Funding Details:

<u>Project Name</u>	<u>Total Cost</u>	<u>Loan Amount</u>	<u>Expenses To Date</u>	<u>Advances to Date</u>	<u>Allowable Advance</u>	<u>New Funds</u>	<u>Conversion</u>	<u>Debenture Amount</u>
Denis St Pierre Waste Water Plant Expansion	\$55,181,427.72	\$45,281,427.72	\$45,281,427.72	\$0.00	\$45,281,427.72	\$0.00	\$45,281,427.72	\$45,281,427.72
Total	\$55,181,427.72	\$45,281,427.72	\$45,281,427.72	\$0.00	\$45,281,427.72	\$0.00	\$45,281,427.72	\$45,281,427.72

Total maximum loan advance request	\$45,281,427.72
Amount per Treasurer's Certificate *amount cannot exceed maximum above	\$45,281,427.72

SCHEDULE "B" - DEBENTURE WORKSHEET

Terms for the Debenture:

Principal amount of the debenture	\$45,281,427.72	Interest Rate	To Be Determined
Term	20 years	Rate Set Date	November 8, 2024
Type	Amortizing	Closing Date	December 2, 2024
Frequency	Semi-Annually	Council/Board Meeting Date	November 19, 2024

Municipality of Lakeshore – Report to Council

Growth and Sustainability

Planning Services



To: Mayor and Members of Council
From: Tammie Ryall, Corporate Leader – Growth and Sustainability
Date: October 25, 2024
Subject: Site Plan Control By-law Update

Recommendation

Direct the Clerk to read By-law 106-2024, being a by-law to establish a site plan control area within the Municipality and to adopt rules for the processing of site plan development applications, during the Consideration of By-laws, as presented at the November 19, 2024 Council meeting.

Strategic Objectives

5b) Modernize Citizen-Centered Services - Bylaw Modernization (including a calendar of bylaw review and effective enforcement strategies/capabilities)

Background

The last amendment to the Site Plan Control By-law (By-law 62-2022) took place in June 2022 to reflect the Planning Act changes through Bill 109, *More Homes for Everyone Act*.

The *More Homes for Everyone Act, 2022* (Bill 109), which received Royal Assent on April 14, 2022, requires site plan approval to be delegated to staff for applications made on or after July 1, 2022. This is reflected in the *Planning Act* with the addition of section 41(4.0.1). Along with these other amendments were made to provide significant changes intended to significantly improve approval timelines and reduce staff time required to support.

The previous amendment to the Site Plan Control By-law also included enforcement and penalty provisions.

Comments

The update to the Site Plan Control By-law is largely a consolidation with some minor additions that will provide clarity of interpretation for both staff and the applicant,

resulting in increases in efficiency, understanding, and enforceability.

The proposed amendments include the following changes:

Major and Minor Site Plan Definitions

The addition of the definition of Major and Minor Site Plans helps to clearly identify how each development application is categorized and processed. This provides a framework for residents and staff to refer to while processing applications. The definitions were previously included only in the User Fee By-law; however, this proposed amendment enables the definitions to be contained in both By-laws for easier access.

Approval Authorities

Administration is recommending adding both the Chief Administrative Officer and Corporate Leader, Growth and Sustainability as approval authorities to both Site Plan Control and Site Plan Amendment applications. Currently, the delegated authority for Site Plan Control approvals is limited to the Division Leader. This narrow approval authority requires update to ensure redundancy and for higher-level staff to be able to sign off on applications.

Financial Fees and Security Deposit

The Financial Fees and Security Deposit section more clearly states that the Municipality will collect fees for review of Site Plans and will collect a security deposit from the Owner as set out in the User Fee By-law.

Execution of Agreements

This section has updated verbiage that states that the Site Plan Agreements or other planning instruments will be registered on title.

Lapsing of Approval – “use or lose it”

The changes to the Planning Act which came into effect on June 6, 2024 through Bill 185, state that the Municipality may impose a lapsing provision to approved applications for site plan approval. The approval shall lapse at the end of the expiration period, unless a building permit is issued prior to the expiration. Administration is including a section into the Site Plan By-law to reflect this change to allow for expiration.

Developments which are Excluded from Site Plan

Schedule A to the By-law sets out the types of development which are excluded from site plan control. The following revisions are noted:

Generally, farm buildings and operations are exempt from site plan control. The types of farm operations and buildings which do require site plan (e.g. and agriculture-related use) are updated in this By-law to match the wording in the Official Plan.

A new provision in the By-law states that site plan control does not apply to municipal facilities and operations.

Site plan control does not apply to any accessory building that is a maximum of 43.1 m² (465.0 ft²) in size.

The By-law states that site plan approval does not apply to the development of 10 or fewer residential units on a parcel of land, as set out in the provincial changes through Bills 23 and 97. The exemptions where site plan does apply are included. These were introduced through Ontario Regulation 254/23, August 9, 2023 (site plan does apply if the development is close to a wetland, lake or river and close to a rail line).

The final exemption permits rebuilding of buildings that are damaged or destroyed by fire or by natural causes.

Financial Impacts

There are no additional fees that will be collected as a direct result of this by-law; however, the updated Site Plan Control By-law does clarify the list of fees applicable through the associated User Fee By-law.

The process improvements identified in the body of this report do not amount to a significant time-saving that has financial considerations.

Attachments

Attachment 1 – track changes version of the Site Plan Control By-law

Report Approval Details

Document Title:	Site Plan Control By-law Update.docx
Attachments:	- Attachment 1 - track changes version of the Site Plan Control By-law.docx
Final Approval Date:	Nov 12, 2024

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

Prepared by Tammie Ryall

Approved by the Corporate Leadership Team

Municipality of Lakeshore

By-law 62-2024

Being a by-law to establish a site plan control area for the Municipality of Lakeshore and to adopt rules for the processing of site plan development applications

Whereas subsection 41(2) of the *Planning Act*, R.S.O. 1990, c.P.13 (the "Planning Act") authorizes municipalities to designate an area as an area of site plan control subject to an enabling provision being contained in an approved official plan;

And whereas the Municipality of Lakeshore (the "Municipality") has an enabling provision contained in section 8.3.54 of its Official Plan;

And whereas on July 1, 2022, subsection 41(4.01) of the *Planning Act* ~~shall come~~ into force which requires that a municipal council that passes a by-law under subsection 41(2) of that Act appoint an officer, employee or agent of the municipality as an authorized person for the purposes of approval of drawings and plans under section 41(4) of the *Planning Act*;

And whereas ~~by By-law 31-2011, being a By-Law to Establish a Site Plan Control Area for the Town of Lakeshore and to Repeal all Other By-Laws Dealing with the Same Subject Matter, Council has designated a Site Plan Control Area under subsection 41(13) of the Planning Act, By-law 62-2022, being a by-law to establish a site plan control area for the Municipality of Lakeshore and to adopt rules for the processing of site plan development applications, came into effect on July 1, 2022;~~

And whereas the *Planning Act* states that Council may, by by-law, define any class or classes of development that may be undertaken without the approval of plans and drawings otherwise required under subsection 41(4) or 41(5) of that Act;

And whereas the Municipality requires the approval of certain plans and drawings as a condition of development, save and except for certain class or classes of development; and

And whereas Council continues to deem it necessary for an owner of land to enter into a Site Plan Control Agreement with the Municipality with respect to any or all of the items contained in section 41 of the *Planning Act*;

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

Interpretation

1. In this By-law, including the recitals, the following capitalized words will have the following meanings unless the context otherwise requires:

“Council” means the Council of the Municipality of Lakeshore;

“Person” includes an individual, a corporation, a partnership, and an unincorporated association, as the context requires;

“Development” means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in subsection 164(4) of the *Municipal Act, 2001*, as the case may be or of sites for the location of three or more mobile homes as defined in subsection 46(1) of the ~~Planning Act~~, or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46(1) of that Act;

Commented [TR1]: The reference to mobile homes and land lease homes is in Section 46 of the Planning Act.

“Division Leader” means the person holding the employment title of Division Leader - Community Planning for the Municipality;

“Owner” means the Person that is the registered owner of the land pursuant to the laws of the Province of Ontario;

“Site Plan” means plans, drawings or both as described in subsection 41(4) of the *Planning Act*; and

“Site Plan Control Area” means the lands designated in section 7.

~~2. Headings are intended for convenience only and do not form part of this by-law.~~

Commented [TR2]: I deleted this as it seems to be repeated in section 3, below.

~~4.3.~~ The headings contained in this by-law are for ease of reference only and do not form part of this by-law.

~~5.4.~~ References in this by-law to words in the singular shall be deemed to include the plural.

~~6.5.~~ Reference to any statute, ~~or~~ by-law ~~or~~ **Official Plan** includes any amendment to that statute ~~or~~ bylaw ~~or~~ **Official Plan** and any successor thereto.

Commented [TR3]: Added in “Official Plan” as a Section of the Official Plan is reference above.

~~7.6.~~ Any schedules to this by-law shall be binding and in force as though the schedule formed part of the by-law.

Site Plan Control Area

~~8.7.~~ All of the lands within the geographic boundaries of the Municipality of Lakeshore are designated as a Site Plan Control Area pursuant to section 41 of the *Planning Act*.

Drawings

~~9.8.~~ In addition to the mandatory requirements contained in subsection 41(4) of

the *Planning Act*, drawings submitted for approval shall, to be considered sufficient, must display:

- (i) matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design; and
- (ii) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedge plantings or ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.

Class or Classes of Land Excluded

9. Development in the class or classes of Development described in Schedule "A" may be undertaken without approval pursuant to this by-law.

Major and Minor Site Plans

10. Development is deemed to be a Major Site Plan where:

- (i) New buildings or additions to existing buildings greater than of 929 square metres (10,000 sq. ft) or additions greater than 929 square metres (10,000 sq. ft) or greater than 3 storeys in building height or;
- (ii) Comprehensive changes to on-site grading, servicing, drainage or parking affecting lands greater than .6 hectare (1.5 acres) in land area.

11. Development is deemed to be a Minor Site Plan where:

- (i) New buildings or additions to existing buildings not exceeding 929 square metres (10,000 sq. ft) or up to 3 storeys in building height or;
- ~~(i)~~ (ii) New development or changes to landscaping, parking, on-site grading or drainage areas up to .6 hectare (1.5 acres) in land area, including revisions to building elevations, patios or additions thereto.

12. The Major and Minor categories, as listed in sections 10 and 11, apply to development where a previous Site Plan has been approved and/or a Site Plan Agreement has been entered into with the Municipality.

Delegation of Site Plan Approval

13. The Division Leader is appointed to approve Site Plans or amendments to Site Plans and approve any conditions to a Site Plan if such conditions are permitted under the *Planning Act*.

14. Where there is ambiguity about whether a development qualifies as excluded (under Schedule A), the requirement for site plan approval is determined by the

Commented [TR4]: I am including the wording from the User Fee By-law into this By-law with some revisions. I believe the definition of Major and Minor belongs in this By-law instead of the User Fee By-law.

Commented [TR5]: Clarity that amendments can be made to existing site plans through the authority of the Division leader.

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Division Leader.

15. In the absence of the Division Leader, the persons holding the employment title of Corporate Leader Growth and Sustainability, or the Chief Administrative Officer may carry out the authority to approve Site Plans under Sections 13 and 14.

Lapsing of Approval

16. A lapsing provision may be imposed to approved site plan approvals unless a building permit is issued prior to expiration, as per the provisions of subsections 41 (7.1), (7.2), or (7.3) of the Planning Act.

Financial Fees and Security Deposit

~~10-17.~~ The Municipality will collect fees for review of Site Plans and will collect a financial security deposit from the Owner as set out in the User-Fee By-law.

Execution of Agreements

~~44.—~~ 15. After approval of a Site Plan application or any amendment to a site plan or amendments to conditions by the Division Leader, the Mayor and Clerk are authorized to sign any agreements or instruments required to implement the conditions of an approval. Such agreements or instruments will be registered on title.—

Reporting

16. The Division Leader shall inform Council of the exercise of authority delegated under this by-law by way of an information report presented at a regular meeting of Council on a quarterly basis.

Remedial Action

- a) If a By-law Compliance Officer is satisfied that a contravention of this by-law has occurred, the By-law Compliance Officer may make a remedial work order requiring an Owner to do work to correct the contravention and the remedial work order shall set out:
 - (i) the municipal address or the legal description of the land requiring the remedial work;
 - (ii) reasonable particulars of the contravention and of the work to be done and the period within which there must be compliance with the order; and
 - (iii) a notice stating that if the work is not done in compliance with the order within the period it specifies, the Municipality may have the work done at the Owner's expense.
- b) A remedial work order shall be served personally or by prepaid registered mail sent to the last known address of the Owner of the land or both.
- c) If a By-law Compliance Officer is unable to effect service on the Owner, the By-law Compliance Officer may place a placard containing the terms of the

order in a conspicuous place on the land.

- d) If the work or things required by a Remedial Work Order are not done within the period specified therein, the Municipality, in addition to all other remedies it may have, may, by its employees or agents, do the work required by the Remedial Work Order and the employees or agents of the Municipality may enter on the land that are the subject of the order for this purpose.
- e) Any Person that contravenes a Remedial Work Order is guilty of an offence.

Recovery of Expenses and Fines

18.

- a) Costs incurred by the Municipality pursuant to a Remedial Work Order, in addition to an administration Fee, shall be recovered from the Owner from the security provided where applicable. All of the costs or the balance of the costs not recovered through the security, where applicable, shall be added by the Treasurer to the tax roll for any property in the Municipality for which the Owner is responsible for paying the costs and the costs may be collected in the same manner as municipal taxes. The costs include interest calculated at a rate of 15% calculated for the period commencing on the day that the Municipality incurs the costs and ending on the day that the costs, including the interest, are paid in full.
- b) Fines owing to the Municipality that are in default pursuant to section 69 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, shall be added by the Treasurer to the tax roll for any property in the Municipality for which the Owner is responsible for paying the fine and the fine may be collected in the same manner as municipal taxes.

Offences and Enforcement

Development without Approved Plans

19. A Person who, without having plans or drawings approved in accordance with any of this by-law or section 41 of the *Planning Act*, undertakes any development in the Site Plan Control Area is, pursuant to section 67 of the *Planning Act*, guilty of the offence of contravening section 41 of the *Planning Act*.

Failure to provide or maintain facilities, etc.

~~42-18.~~ **20.** A Person who undertakes any development in the Site Plan Control Area without providing or maintaining any of the facilities, works or matters described in paragraph 41(7)(a) of the *Planning Act* and that are required by the Municipality under that clause as a condition of approval of a Site Plan is, pursuant to section 67 of the *Planning Act*, guilty of the offence of contravening section 41 of the *Planning Act*.

Failure to Enter into Agreement

~~43-19.~~ 21. A Person who undertakes any development in the Site Plan Control Area without an agreement with the Municipality where an agreement is a condition of an approval of a Site Plan is, pursuant to section 67 of the *Planning Act*, guilty of the offence of contravening section 41 of the *Planning Act*.

Penalty Upon Conviction

~~44-20.~~ 22. A Person who is convicted of an offence under this by-law or section 41 of the *Planning Act* is liable to any remedy or penalty prescribed by section 67 of the *Planning Act*.

Repeal

~~45-21.~~ 23.

- a) By-law 62-2022 and any amendments to that by-law are repealed. The site plan control area designated under By-law 62-2022 is continued under this by-law and any approvals granted pursuant to that by-law and any amendment thereto are continued as though they were not repealed.
- b) Where a by-law is repealed by this by-law, the repeal does not:
 - i. revive any by-law not in force or existing at the time of which the repeal takes effect;
 - ii. affect the previous operation of any by-law repealed;
 - iii. affect the operation or the validity of any approvals or agreements approved pursuant to the by-law repealed;
 - iv. affect any right, privilege, obligation or liability acquired, accrued, accruing, or incurred under the by-law so repealed; or
 - v. affect any offence committed against any by-law so repealed or any penalty or forfeiture or punishment incurred in respect thereof; or
 - vi. affect any investigation, legal proceeding or remedy in respect of such privilege, obligation, liability, penalty, forfeiture or punishment.

Short Title

~~46-22.~~ 24. This by-law may be referred to as the "-Site Plan Control By-law".

Enactment

~~47-23.~~ 25. This by-law shall come into force on November 19, 2024.

Read and passed in open session on November 19, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Schedule "A" to By-law 62-2024

Description of Class or Classes of Development Which Are Excluded

1. Where a development consists of single detached dwellings, duplexes or semi-detached dwellings, site plan control will not apply, except in cases where specifically required by the Municipality's Official Plan, such as in cases where development is proposed on identified Hazard Land areas (as defined in section 5.4.1. of the Official Plan); ~~and;~~
2. Where a development consists of farm operations, farm buildings and the primary residence of the farm operator, site plan control will not apply, except in cases where specifically required by the Municipality's Official Plan or Municipal Zoning By-law, such as where a large scale commercial greenhouse, an agriculture-related use, an on-farm diversified use, or a home industry secondary business is proposed;
3. Where a development consists of Lakeshore municipal works or construction or extension to a municipal building or structure, site plan control will not apply;
4. Where a development consists of the addition of an accessory building up to 43.1 m² (465 ft²) in size, site plan control will not apply;
5. Where a development consists of ten (10) or fewer residential units on a single parcel of land, site plan control will not apply, as per subsection 42 of the Planning Act; except in the prescribed areas where a municipality requires site plan control through provincial regulation:
 - (i) Any part of the parcel of land which is located within 120 metres of a wetland, lake, or river (including creeks and streams); and
 - (ii) Any part of the parcel of land which is located within 300 metres of a railway line including active, heavy rail, but does not include light rail or decommissioned or abandoned railway lines.
6. Where a development is damaged or destroyed by fire or natural hazard or causes, it may be replaced or rebuilt without the need for site plan approval provided it is within the same building envelope that existed before damages occurred, and the use remains the same.

Commented [TR6]: Replacing wording to reflect the wording in the Official Plan.

Commented [TR7]: This is to permit work at the Puce Public works yard, and other municipal facilities as needed.

Commented [TR8]: This section is intended to implement the changes to the Planning Act that were made through Bill 23 and Bill 97.

Commented [TR9]: This section is intended to permit rebuilding after a fire or natural occurrence.

Municipality of Lakeshore – Report to Council

Operations

Capital Projects



To: Mayor and Members of Council
From: Wayne Ormshaw, Division Leader – Capital Projects
Date: November 8, 2024
Subject: Tender Award – Bridge over Renaud Line Drain

Recommendation

Award the tender for the Bridge over Renaud Line Drain to Front Construction Industries Inc. in the amount of \$275,260.80 (including applicable HST), as presented at the November 19, 2024 Council meeting.

Strategic Objectives

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

Background

The Renaud Line Drain extends from the upper end (south of Highway 401 on Lakeshore Road 113) and continues in a northerly direction along the west side of Lakeshore Road 113 crossing County Road 42, County Road 22 to its outlet into Lake St. Clair by way of the Renaud Line Pumping Station and Outlet Works.

A request for a new access bridge was submitted through Section 78 of the *Drainage Act* by the owner/developer (Toad Five Real Estate Inc.) triggering the need to prepare an Engineer's Report for the construction of a new bridge to accommodate new development on the property.

Comments

A drainage report was completed by N.J. Peralta Engineering Limited, dated October 2, 2024 and the above project (construction of the access bridge across the Renaud Line Drain) was publicly advertised on Bids and Tenders on October 25, 2024.

Tenders closed on Friday November 8, 2024, at 12:00 PM. A total of three (3) tender submissions were received for the project. These have been

Tenderer	Tender Amount (excluding HST)	Tender Amount (including applicable HST)
Front Construction Industries Inc.	\$270,500.00	\$275,260.80
Sterling Ridge Infrastructure Inc.	\$298,480.00	\$303,733.25
Facca Incorporated	\$399,000.00	\$406,022.40

Administration is satisfied that the low tenderer has the required equipment and labour expertise to undertake this project and recommends that Council award the above noted tender to Front Construction Industries Inc.

The lowest tender received was submitted by Front Construction Industries Inc. in the amount of \$270,500.00 (excluding applicable HST). The Engineer's Estimate was \$320,000.00 (excluding applicable HST).

The lowest submitted tender is approximately \$49,500.00 (15%) lower than the Engineer's Estimate. With the tender price within the 133% threshold of the Engineer's Estimate, this project would not be subject to the provisions of Section 59(1) of the Drainage Act and can proceed.

Others Consulted

N.J. Peralta Engineering Limited and Essex Region Conservation Authority (ERCA) were consulted through this tender process.

Financial Impacts

The financial summary and funding source is as follows:

Bridge over Renaud Line Drain	Total Cost (excluding HST)	Total Cost (including applicable HST)
Construction Tendered Cost	\$270,500.00	\$275,260.80
Engineering and Incidentals	\$76,200.00	\$77,541.12
Total Cost of Construction	\$346,700.00	\$352,801.92

Funding Source	Total (excluding HST)	Total (including applicable HST)
Estimated Landowner Assessment (as per Drainage Report – Construction Schedule)	\$346,700.00	\$352,801.92
Total Funding	\$346,700.00	\$352,801.92

All costs associated with this project will be 100% borne by the Developer and will have no financial impact to Lakeshore.

Report Approval Details

Document Title:	Tender Award – Bridge over Renaud Line Drain.docx
Attachments:	
Final Approval Date:	Nov 12, 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 the Kate Rowe and Justin Rousseau

Notice of Motion submitted by Mayor Bailey regarding the Travel Health Grant Program

Whereas the Province of Ontario offers a Northern Travel Health Grant for residents who must travel a minimum of 100 kilometers one way to access the nearest medical specialist or provincially-funded healthcare facility services that are not available locally;

And whereas there are residents in the Windsor-Essex County area that are required to travel 100 kilometres or more to access specialized medical services that are not available locally, such as pediatric patients accessing specialized medical care in London or Toronto children's hospitals;

Now therefore the Council of the Municipality of Lakeshore requests that the Province of Ontario expand the Travel Health Grant Program to all Ontarians who are required to travel a minimum of 100 kilometres one-way to access medical specialist or provincially-funded healthcare services that are not available locally.

Notice of Motion submitted by Deputy Mayor Walstedt regarding the Delegation of Authority to Committee of Adjustment

Motion #1 – Notice of Reconsideration

Reconsider Resolution #161-05-2024 regarding the Delegation of Authority for Minor Zoning By-law Amendments, presented at the May 7, 2024 Council meeting:

Resolution #161-05-2024

Receive the report for information.

Result: Carried Unanimously

(Note: if a report is received for information only, a reconsideration must take place in accordance with the Procedure By-law before any further action can be taken.)

Motion #2 – Notice of Motion

Direct Administration to provide public notice of a draft Official Plan Amendment, collect comments and schedule a public meeting, as required under the *Planning Act*, for the delegation of authority to the Committee of Adjustment for minor Zoning By-law amendments that are required to fulfill a condition of approval related to a surplus farm dwelling consent application.

Notice of Motion submitted by Councillor Kerr regarding Commemorative Crosswalk for Veterans

Whereas in early November Amherstburg voted unanimously to install a commemorative crosswalk for Veterans;

And whereas also in November, Chatham Kent unveiled their commemorative crosswalk for Veterans at the downtown Chatham cenotaph;

Direct Administration bring back a report as to how Lakeshore can provide our cenotaphs with a commemorative crosswalk for Veterans.

Municipality of Lakeshore

By-law 106-2024

Being a by-law to establish a site plan control area for the Municipality of Lakeshore and to adopt rules for the processing of site plan development applications

Whereas subsection 41(2) of the *Planning Act*, R.S.O. 1990, c.P.13 (the “Planning Act”) authorizes municipalities to designate an area as an area of site plan control subject to an enabling provision being contained in an approved official plan;

And whereas the Municipality of Lakeshore (the “Municipality”) has an enabling provision contained in section 8.3.5 of its Official Plan;

And whereas on July 1, 2022, subsection 41(4.01) of the *Planning Act* came into force which requires that a municipal council that passes a by-law under subsection 41(2) of that Act appoint an officer, employee or agent of the municipality as an authorized person for the purposes of approval of drawings and plans under section 41(4) of the *Planning Act*;

And whereas By-law 62-2022, being a by-law to establish a site plan control area for the Municipality of Lakeshore and to adopt rules for the processing of site plan development applications, came into effect on July 1, 2022;

And whereas the *Planning Act* states that Council may, by by-law, define any class or classes of development that may be undertaken without the approval of plans and drawings otherwise required under subsection 41(4) or 41(5) of that Act;

And whereas the Municipality requires the approval of certain plans and drawings as a condition of development, save and except for certain class or classes of development; and

And whereas Council continues to deem it necessary for an owner of land to enter into a Site Plan Control Agreement with the Municipality with respect to any or all of the items contained in section 41 of the *Planning Act*;

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

Interpretation

1. In this By-law, including the recitals, the following capitalized words will have the following meanings unless the context otherwise requires:

“Council” means the Council of the Municipality of Lakeshore;

“Person” includes an individual, a corporation, a partnership, and an unincorporated association, as the context requires;

"Development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof, or the laying out and establishment of a commercial parking lot or of sites for the location of three or more trailers as defined in subsection 164(4) of the *Municipal Act, 2001*, as the case may be or of sites for the location of three or more mobile homes as defined in subsection 46(1) of the *Planning Act*, or of sites for the construction, erection or location of three or more land lease community homes as defined in subsection 46(1) of that Act;

“Division Leader” means the person holding the employment title of Division Leader - Community Planning for the Municipality;

“Owner” means the Person that is the registered owner of the land pursuant to the laws of the Province of Ontario;

“Site Plan” means plans, drawings or both as described in subsection 41(4) of the *Planning Act*, and

“Site Plan Control Area” means the lands designated in section 7.

2. If any court of competent jurisdiction finds any provision of this by-law is invalid or is ultra vires of the jurisdiction of the Municipality, such provision shall be deemed to be severable and shall not invalidate any of the other provisions of this by-law.
3. The headings contained in this by-law are for ease of reference only and do not form part of this by-law.
4. References in this by-law to words in the singular shall be deemed to include the plural.
5. Reference to any statute, by-law or Official Plan includes any amendment to that statute, bylaw or Official Plan and any successor thereto.
6. Any schedules to this by-law shall be binding and in force as though the schedule formed part of the by-law.

Site Plan Control Area

7. All of the lands within the geographic boundaries of the Municipality of Lakeshore are designated as a Site Plan Control Area pursuant to section 41 of the *Planning Act*.

Drawings

8. In addition to the mandatory requirements contained in subsection 41(4) of the *Planning Act*, drawings submitted for approval shall, to be considered sufficient,

must display:

- (i) matters relating to exterior design, including without limitation the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design; and
- (ii) the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation trees, shrubs, hedge plantings or ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities.

Class or Classes of Land Excluded

9. Development in the class or classes of Development described in Schedule "A" may be undertaken without approval pursuant to this by-law.

Major and Minor Site Plans

10. Development is deemed to be a Major Site Plan where:

- (i) New buildings or additions to existing buildings greater than of 929 square metres (10,000 sq. ft) or additions greater than 929 square metres (10,000 sq. ft) or greater than 3 storeys in building height or;
- (ii) Comprehensive changes to on-site grading, servicing, drainage or parking affecting lands greater than .6 hectare (1.5 acres) in land area.

11. Development is deemed to be a Minor Site Plan where:

- (i) New buildings or additions to existing buildings not exceeding 929 square metres (10,000 sq. ft) or up to 3 storeys in building height or;
- (ii) New development or changes to landscaping, parking, on-site grading or drainage areas up to .6 hectare (1.5 acres) in land area, including revisions to building elevations, patios or additions thereto.

12. The Major and Minor categories, as listed in sections 10 and 11, apply to development where a previous Site Plan has been approved and/or a Site Plan Agreement has been entered into with the Municipality.

Delegation of Site Plan Approval

- 13. The Division Leader is appointed to approve Site Plans or amendments to Site Plans and approve any conditions to a Site Plan if such conditions are permitted under the *Planning Act*.
- 14. Where there is ambiguity about whether a development qualifies as excluded (under Schedule A), the requirement for site plan approval is determined by the Division Leader.

15. In the absence of the Division Leader, the persons holding the employment title of Corporate Leader – Growth and Sustainability, or the Chief Administrative Officer may carry out the authority to approve Site Plans under Sections 13 and 14.

Lapsing of Approval

16. A lapsing provision may be imposed to approved site plan approvals unless a building permit is issued prior to expiration, as per the provisions of subsections 41 (7.1), (7.2), or (7.3) of the Planning Act.

Financial Fees and Security Deposit

17. The Municipality will collect fees for review of Site Plans and will collect a financial security deposit from the Owner as set out in the User-Fee By-law.

Execution of Agreements

18. After approval of a Site Plan application or any amendment to a site plan or amendments to conditions by the Division Leader, the Mayor and Clerk are authorized to sign any agreements or instruments required to implement the conditions of an approval. Such agreements or instruments will be registered on title.

Reporting

19. The Division Leader shall inform Council of the exercise of authority delegated under this by-law by way of an information report presented at a regular meeting of Council on a quarterly basis.

Remedial Action

20.
 - a) If a By-law Compliance Officer is satisfied that a contravention of this by-law has occurred, the By-law Compliance Officer may make a remedial work order requiring an Owner to do work to correct the contravention and the remedial work order shall set out:
 - (i) the municipal address or the legal description of the land requiring the remedial work;
 - (ii) reasonable particulars of the contravention and of the work to be done and the period within which there must be compliance with the order; and
 - (iii) a notice stating that if the work is not done in compliance with the order within the period it specifies, the Municipality may have the work done at the Owner's expense.
 - b) A remedial work order shall be served personally or by prepaid registered mail sent to the last known address of the Owner of the land or both.
 - c) If a By-law Compliance Officer is unable to effect service on the Owner, the

By-law Compliance Officer may place a placard containing the terms of the order in a conspicuous place on the land.

- d) If the work or things required by a Remedial Work Order are not done within the period specified therein, the Municipality, in addition to all other remedies it may have, may, by its employees or agents, do the work required by the Remedial Work Order and the employees or agents of the Municipality may enter on the land that are the subject of the order for this purpose.
- e) Any Person that contravenes a Remedial Work Order is guilty of an offence.

Recovery of Expenses and Fines

21.

- a) Costs incurred by the Municipality pursuant to a Remedial Work Order, in addition to an administration Fee, shall be recovered from the Owner from the security provided where applicable. All of the costs or the balance of the costs not recovered through the security, where applicable, shall be added by the Treasurer to the tax roll for any property in the Municipality for which the Owner is responsible for paying the costs and the costs may be collected in the same manner as municipal taxes. The costs include interest calculated at a rate of 15% calculated for the period commencing on the day that the Municipality incurs the costs and ending on the day that the costs, including the interest, are paid in full.
- b) Fines owing to the Municipality that are in default pursuant to section 69 of the *Provincial Offences Act*, R.S.O. 1990, c. P.33, shall be added by the Treasurer to the tax roll for any property in the Municipality for which the Owner is responsible for paying the fine and the fine may be collected in the same manner as municipal taxes.

Offences and Enforcement

Development without Approved Plans

22. A Person who, without having plans or drawings approved in accordance with any of this by-law or section 41 of the *Planning Act*, undertakes any development in the Site Plan Control Area is, pursuant to section 67 of the *Planning Act*, guilty of the offence of contravening section 41 of the *Planning Act*.

Failure to provide or maintain facilities, etc.

23. A Person who undertakes any development in the Site Plan Control Area without providing or maintaining any of the facilities, works or matters described in paragraph 41(7)(a) of the *Planning Act* and that are required by the Municipality under that clause as a condition of approval of a Site Plan is, pursuant to section 67 of the *Planning Act*, guilty of the offence of contravening section 41 of the *Planning Act*.

Failure to Enter into Agreement

24. A Person who undertakes any development in the Site Plan Control Area without an agreement with the Municipality where an agreement is a condition of an approval of a Site Plan is, pursuant to section 67 of the *Planning Act*, guilty of the offence of contravening section 41 of the *Planning Act*.

Penalty Upon Conviction

25. A Person who is convicted of an offence under this by-law or section 41 of the *Planning Act* is liable to any remedy or penalty prescribed by section 67 of the *Planning Act*.

Repeal

- 26.
- a) By-law 62-2022 and any amendments to that by-law are repealed. The site plan control area designated under By-law 62-2022 is continued under this by-law and any approvals granted pursuant to that by-law and any amendment thereto are continued as though they were not repealed.
 - b) Where a by-law is repealed by this by-law, the repeal does not:
 - i. revive any by-law not in force or existing at the time of which the repeal takes effect;
 - ii. affect the previous operation of any by-law repealed;
 - iii. affect the operation or the validity of any approvals or agreements approved pursuant to the by-law repealed;
 - iv. affect any right, privilege, obligation or liability acquired, accrued, accruing, or incurred under the by-law so repealed; or
 - v. affect any offence committed against any by-law so repealed or any penalty or forfeiture or punishment incurred in respect thereof; or
 - vi. affect any investigation, legal proceeding or remedy in respect of such privilege, obligation, liability, penalty, forfeiture or punishment.

Short Title

27. This by-law may be referred to as the "Site Plan Control By-law".

Enactment

28. This by-law shall come into force on November 19, 2024.

Read and passed in open session on November 19, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Schedule “A” to By-law 106-2024

Description of Class or Classes of Development Which Are Excluded

1. Where a development consists of single detached dwellings, duplexes or semi-detached dwellings, site plan control will not apply, except in cases where specifically required by the Municipality’s Official Plan, such as in cases where development is proposed on identified Hazard Land areas (as defined in section 5.4.1. of the Official Plan);
2. Where a development consists of farm operations, farm buildings and the primary residence of the farm operator, site plan control will not apply, except in cases where specifically required by the Municipality’s Official Plan or Municipal Zoning By-law, such as where a large scale commercial greenhouse, an agriculture-related use, an on-farm diversified use, or a home industry is proposed;
3. Where a development consists of Lakeshore municipal works or construction or extension to a municipal building or structure, site plan control will not apply;
4. Where a development consists of the addition of an accessory building up to 43.1 square metres (465.0 square feet) in size, site plan control will not apply.
5. Where a development consists of ten (10) or fewer residential units on a single parcel of land, site plan control will not apply, as per subsection 42 of the Planning Act; except in the prescribed areas where a municipality requires site plan control through provincial regulation:
 - (i) Any part of the parcel of land which is located within 120 metres of a wetland, lake, or river (including creeks and streams); and
 - (ii) Any part of the parcel of land which is located within 300 metres of a railway line including active, heavy rail, but does not include light rail or decommissioned or abandoned railway lines.
6. Where a development is damaged or destroyed by fire or natural hazard or natural causes, it may be replaced or rebuilt without the need for site plan approval provided it is within the same building envelope that existed before damages occurred, and the use remains the same.

Municipality of Lakeshore

By-law 107-2024

Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-17-2024)

Whereas By-law 2-2012 is the Municipality's comprehensive zoning by-law regulating the use of lands and the character, location and use of buildings and structures within the Municipality of Lakeshore;

And whereas the Council of the Municipality of Lakeshore deems it expedient and in the best interest of proper planning to further amend By-law 2-2012;

And whereas this amendment is in conformity with the Lakeshore Official Plan;

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

1. Schedule "A", Map 89 to By-law 2-2012 is amended by changing the zoning classification of the retained farmland resulting from a severance of the property municipally known as 12100 Lakeshore Road 303, legally described as Part of Lot 12, Concession 2, Tilbury, designated as Parts 1 to 3 on Plan 12R-5779, save and except for Part 1 on Plan 12R29856; Lakeshore, being part of the Property Identifier Number 75066-0088(LT), shown hatched on Schedule "A" attached to and forming part of this by-law, to rezone the retained farmland to Agriculture Zone Exception 120 (A-120).
2. Section 9.20, Agriculture (A) Zone Exceptions is amended by adding Subsection 9.20.120 to immediately follow Subsection 9.20.119 and to read as follows:

"9.20.120 Agriculture Zone Exception 120 (A-120) as shown on Map 89, Schedule "A" of this By-law.

 - a) Permitted Uses: Notwithstanding Section 7, Table 7.1 or any other provision of this by-law to the contrary, a *dwelling* shall be prohibited. All other uses are permitted.
 - b) Permitted Buildings and Structures: Notwithstanding Section 7 or any other provisions of this by-law to the contrary, a *dwelling* shall be prohibited. Buildings and structures for the permitted uses are permitted.
 - c) Zone Regulations: Notwithstanding Section 8.9 of this By-law to the contrary, the Minimum Lot Area shall be 8.1 hectares."

3. This by-law shall come into force and take effect from the date of passing by Council and shall come into force in accordance with Section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13.

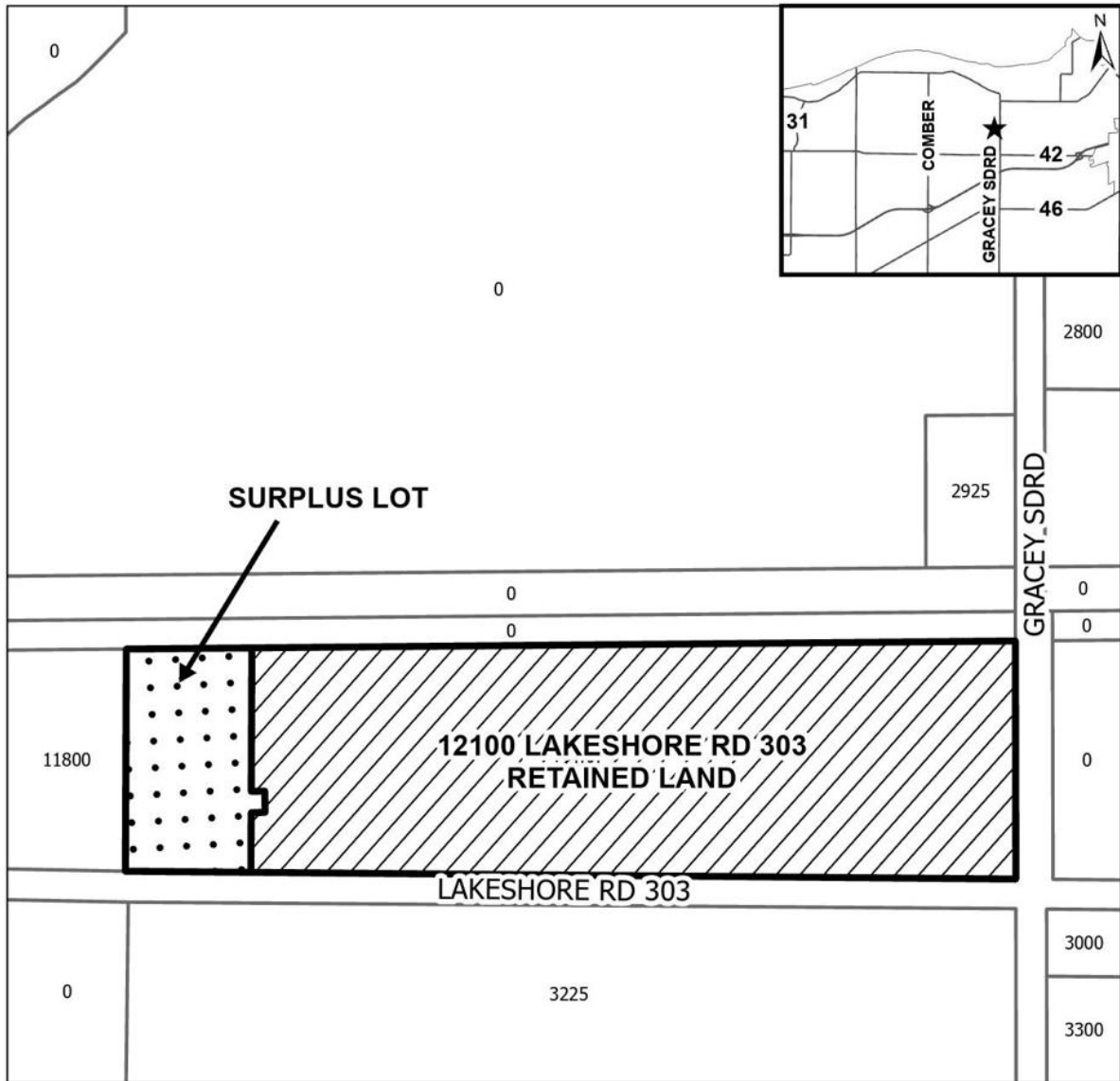
Read and passed in open session on November 19, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Schedule "A" to By-law 107-2024

Part of Lot 12, Concession 2, Tilbury, designated as Parts 1 to 3 on Plan 12R-5779, save and except for Part 1 on Plan 12R29856; Lakeshore, being part of the Property Identifier Number 75066-0088(LT)



Amend from "Agriculture (A)" to "Agriculture Zone Exception 120 (A-120)".

Municipality of Lakeshore

By-law 112-2024

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 November 5, 2024 session 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 November 19, 2024.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**