

Municipality of Lakeshore

Regular Council Meeting Agenda



Tuesday, June 24, 2025, 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)(c) of the *Municipal Act, 2001* to discuss a proposed or pending acquisition or disposition of land by the municipality relating to municipal land inventory.

3. Singing of O Canada

4. Land Acknowledgement

5. Moment of Reflection

6. Disclosures of Pecuniary Interest

7. Recognitions

8. Announcements by Mayor

9. Public Meetings under the Planning Act

10. Public Presentations

11. Delegations

12. Completion of Unfinished Business

13. Approval of Minutes

Recommendation:

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

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| 1. June 3, 2025 Regular Council Meeting Minutes | 7 |
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14. Consent Agenda

Recommendation:

Receive the items as listed on the Consent Agenda.

- | | |
|---|----|
| 1. Results – Belle River Marina Request for Proposals | 15 |
| 2. Motion to Update Parking By-law – restricting parking times | 19 |
| 3. Municipality Issued Donation Receipts and Reserve Requirements | 22 |
| 4. Petition - Comber Alley | 30 |

15. Reports for Direction

- | | |
|--|----|
| 1. Tender Award – 2025 Sidewalk Construction Program | 31 |
|--|----|

Recommendation:

Award the tender for the 2025 Sidewalk Construction Program to Giorgi Bros (1994) Inc in the amount of \$190,016.45 including applicable HST, as presented at the June 24, 2025 Council meeting.

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| 2. Tender Award – Firehall 1 and Firehall 2 Generators | 38 |
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Recommendation:

Award the tender for Firehall 1 and 2 Generators to Elric Contractors of Wallaceburg in the amount of \$129,557.77 including tax; and

Approve an over budget amount of \$29,557.77, to be funded by the facilities reserves, all as presented at the June 24, 2025 Council meeting.

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| 3. Optimist Skate Park | 40 |
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Recommendation:

Authorize the Division Leader – Facilities and Parks to execute a design/build contract with Canada Ramp Company, in the amount of \$200,000.00 including applicable HST, as presented at the June 24, 2025 Council meeting.

4. 2025 Medical Tiered Response Agreement

45

Recommendation:

Approve the revised Medical Tiered Response Agreement between the Municipality of Lakeshore and The Corporation of the County of Essex and direct the Clerk to read By-law 45-2025 during the Consideration of By-laws, as presented at the June 24, 2025 Council meeting.

5. Disposition of Municipal Lands for Housing

47

Recommendation:

1. Direct Administration to explore a partnership with the Windsor-Essex Community Housing Corporation ("WECHC") to develop the property located at 7340 Tecumseh Road for the primary purposes of developing housing units, with public space for a public library as a community hub, and with public access to the municipal park located north of the site; and
2. Delegate to the Chief Administrative Officer the authority to enter into a partnership agreement with WECHC to determine project viability with expansion of the project site into the Stoney Point Community Park with detailed costing; and
3. Direct Administration to issue an Expression of Interest for development of the property located at 369 River Ridge Drive for the primary purpose of developing housing units to determine project interest, potential partners and overall viability including detailed project costs, all as presented at the June 24, 2025 Regular Council meeting.

6. Budget Allocation for the Detailed Design of the Maidstone Pump Station #1 Replacement

75

Recommendation:

Authorize \$100,000 (inclusive of a 15% contingency and applicable HST) to be funded from the Wastewater Reserve for the purpose of retaining a qualified consultant to undertake the detailed design for the replacement of a sanitary pumping station for Maidstone Pump Station #1, located at 1580 County Road 22, as presented at the June 24, 2025 Council meeting.

7. HONI Community Support Agreement – Project Updates

80

Recommendation:

Direct Administration to use the remaining funds from Phase 1 in the amount of \$287,515.58 towards Option 1 being various recommended improvements to the Comber fairgrounds and the contribution for annual fireworks for an additional 3 years, up to and including 2027, as presented at the June 24, 2025 Council meeting.

8. Stoney Point and Comber Lagoon Interim Measures

88

Recommendation:

Direct Administration to proceed with a comprehensive and financially responsible approach to managing the excess wastewater flows from the Stoney Point and Comber lagoon systems by supporting and funding the following interim measures:

- Interim Measure #1 – Hauling to Denis St. Pierre Water Pollution Control Plant (WPCP) in the amount of \$865,000.00 for the remainder of 2025 (will be included in the annual budget moving forward);
- Interim Measure #2 – Temporary On-Site Treatment in the amount of \$1,822,000.00 for 2025 (will be included in the annual budget moving forward);
- Interim Measure #3 – Inflow and Infiltration (I&I) Reduction in the amount of \$1,500,000.00 (one time cost); and
- Interim Measure #4 – Acti-Zyme Biosolids Reduction and has already been approved in the 2025 budget. Annual maintenance costs will be included in future operating budgets.

for a total budget of \$4,187,000.00 for 2025, as presented at the June 24, 2025 Council meeting.

16. Notices of Motion

Recommendation:

Whereas, it has been the practice of the Municipality of Lakeshore to name various municipality owned properties and structures after former members of council who have significantly contributed to making Lakeshore the best and most envied municipality in the Province of Ontario;

And whereas, Tom Bain served some 44 years as a valued Elected member of council for the former Rochester Township and more recently the Municipality of Lakeshore's longest serving representative. This career in public service started in the Township of Rochester in November of 1978 some 21 years before the Ontario ordered amalgamation. With 23 years under the Lakeshore umbrella Former Mayor Bain also has the record as the as longest tenured Warden of the County of Essex Council a position that is elected by all the Mayors and Deputy Mayors of Essex County and it has been mentioned the longest serving Warden in all of Ontario.

And whereas, in Lakeshore alone, one cannot win 7 elections that span 23 years without the trust of its residents. With his 44 years as an elected public service representative, Tom Bain has provided exemplary leadership to residents by his participation on a multitude of boards and committees;

And whereas, during his tenure in Lakeshore, Tom Bain was a community leader, a champion in bringing Federal, Provincial, County, and our Local government leaders to the table for the benefit of our area. This feat added a jewel to Lakeshore, now known as the Atlas Tube Recreational Centre.

Therefore, be it resolved that the Council take the steps necessary to add Tom Bain's name to Lakeshore's Lakeview Park and Marina. To have it renamed as Tom Bain Lakeview Park and Marina.

17. Reports from County Council Representatives

18. Report from Closed Session

19. Consideration of By-laws

Recommendation:

By-laws 45-2025 and 50-2025 be read and passed in open session on June 24, 2025.

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| 1. | By-law 45-2025, Being a By-law to Authorize a Medical Tiered Response Agreement with The Corporation of the County of Essex | 100 |
| 2. | By-law 50-2025, Being a By-law to Confirm the Proceedings of the June 3, 2025 Council Meeting | 101 |

20. Non-Agenda Business

21. Addendum

22. Adjournment

Recommendation:

Adjourn the meeting at ____ PM.

Municipality of Lakeshore

Minutes of the Regular Council Meeting

Tuesday, June 3, 2025, 6:00 PM

Council Chambers, 419 Notre Dame Street, Belle River



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

Members Absent: Councillor Michael Hoffman

Staff Present: Chief Administrative Officer Tyson Cragg, Deputy Chief Administrative Officer - Chief Financial Officer Justin Rousseau, Corporate Leader - Community Health and Safety Frank Jeney, Corporate Leader - Growth and Sustainability Tammie Ryall, Corporate Leader - Operations Krystal Kalbol, Chief Workforce Development Officer Lisa Granger, Division Leader - Capital Projects Wayne Ormshaw, Division Leader - Communication and Engagement Alex Denonville, Division Leader - Legal Services Zachary Knox, Division Leader - Legislative Services Brianna Coughlin, Division Leader - Public Works Jeff Wilson, 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. Singing of O Canada

3. Land Acknowledgement

4. Moment of Reflection

5. Disclosures of Pecuniary Interest

6. Recognitions

7. Announcements by Mayor

8. Committee of the Whole

140-06-2025

Moved By Councillor Ruston

Seconded By Councillor McNamara

Move into Committee of the Whole at 6:08 PM.

Carried Unanimously

1. Lakeshore Community Benefits Charge Study – Council Workshop

Daryl Abbs from Watson & Associates provided a PowerPoint presentation to lead the education session.

141-06-2025

Moved By Deputy Mayor Walstedt

Seconded By Councillor Vogler

Move out of the Committee of the Whole at 6:41 PM.

Carried Unanimously

142-06-2025

Moved By Councillor Santarossa

Seconded By Councillor McNamara

Receive the Lakeshore Community Benefits Charge Study – Council Workshop report for information only.

Carried Unanimously

143-06-2025

Moved By Councillor Kerr

Seconded By Councillor Santarossa

Move forward item 16.3.

Carried Unanimously

16. Notices of Motion

3. Councillor Kerr - Commercial Docking/Mooring of Barges

Delegates Connie Atkinson and Brian Ritchie were present and spoke in favour of the notice of motion.

144-06-2025

Moved By Councillor Kerr

Seconded By Councillor Santarossa

Direct Administration to bring a report on the commercial docking/mooring of barges in tributaries of Lake St. Clair with options to regulate and/or engage the Province and Federal Governments in discussion to regulate.

Carried Unanimously

9. Public Meetings under the Planning Act

10. Public Presentations

12. Completion of Unfinished Business

11. Delegations

13. Approval of Minutes

145-06-2025

Moved By Councillor Ruston

Seconded By Deputy Mayor Walstedt

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

1. May 20, 2025 Regular Council Meeting Minutes

Carried Unanimously

14. Consent Agenda

15. Reports for Direction

1. Tender Award – Bridge Repairs to PW-BC-00017 & PW-BC-00020

146-06-2025

Moved By Councillor McNamara

Seconded By Councillor Ruston

Award the Tender for Bridge Repairs to PW-BC-00017 & PW-BC-00020 to Intrepid General Limited for a total project cost of \$1,155,081.00, including applicable HST, as presented at the June 3, 2025 Council Meeting.

Carried Unanimously

2. Tender Award – 2025 Asphalt Road Resurfacing Program

147-06-2025

Moved By Councillor Kerr

Seconded By Deputy Mayor Walstedt

Award the tender for the 2025 Asphalt Road Resurfacing Program to Steve Smith Construction Corporation in the of amount of \$1,943,881.59 including applicable HST;

Authorize the Corporate Leader – Operations to prepare and issue a tender for the extension of the 2025 Asphalt Road Resurfacing Program in the remaining underbudget amount of \$956,118.41; and

Delegate authority to the Mayor and Clerk to award a subsequent tender for an additional separate asphalt contract using the under-budget amount as a maximum contract value of \$956,118.41, with a recommendation from the Corporate Leader – Operations, as presented at the June 3, 2025 Council meeting.

Carried Unanimously

3. Lakeshore Community Benefit Fund Policy Revision

148-06-2025

Moved By Councillor Ruston

Seconded By Councillor Santarossa

Endorse the revised policy to restrict Community Benefit Fund grants to one-time capital projects only; and

Direct the Clerk to read By-law 42-2025 during the Consideration of By-laws, all as presented at the June 3, 2025 Council meeting.

Carried Unanimously

4. Proposed County of Essex Modifications to Council-Adopted Official Plan Amendment, Commercial Greenhouse amendment (OPA No. 18)

149-06-2025

Moved By Councillor McNamara

Seconded By Mayor Bailey

Endorse the proposed Modifications to the Lakeshore Official Plan Amendment 18, attached as Attachment 1; and

Direct Administration to advise the County of Essex of this endorsement, all as presented at the June 3, 2025 Council meeting.

In Favour (6): Mayor Bailey, Deputy Mayor Walstedt, Councillor McNamara, Councillor Santarossa, Councillor Ruston, and Councillor Vogler

Opposed (1): Councillor Kerr

Carried

16. Notices of Motion

1. Councillor Ruston - By-law Services Support

150-06-2025

Moved By Councillor Ruston

Seconded By Deputy Mayor Walstedt

Direct Administration to prepare a report regarding the possibility of contracting out by-law enforcement support, to be an addition to, and complimentary to, the existing positions in the By-law Services Division.

Carried Unanimously

2. Councillor Vogler - Native Plant Species

151-06-2025

Moved By Councillor Vogler

Seconded By Councillor Santarossa

Whereas the planting of native species provides significant environmental benefits to our community;

And whereas native species can support a wider range of pollinators, which are crucial for the ecosystem;

And whereas native species are better adapted to local climates, and require less maintenance;

And whereas non-native plants can sometimes be invasive, disrupting ecosystems and potentially harming native species.

And whereas the Municipality has a responsibility to protect and enhance our natural environment.

Therefore direct Administration to update the Lakeshore Development Manual and the Preservation of Tree Canopy and Vegetation Policy to mandate that all new plantings (including trees, shrubs, grasses, flowers etc.) on Municipal property (including parks, natural areas, roadsides/boulevards, and other green spaces), be native species, meaning indigenous to Ontario. Consideration of species that specifically benefit pollinators should also be encouraged.

And further, direct Administration to work with ERCA and the LTVCA to develop a Lakeshore “planting guide” that identifies species native to Southwestern Ontario.

Carried Unanimously

17. Reports from County Council Representatives

18. Report from Closed Session

19. Consideration of By-laws

152-06-2025

Moved By Councillor Vogler

Seconded By Councillor McNamara

By-laws 29-2025, 31-2025 and 32-2025 be read a third time and adopted; and

By-laws 41-2025, 42-2025, 43-2025 and 44-2025 be read and passed in open session on June 3, 2025.

Carried Unanimously

- 1. By-law 29-2025, Being a By-law for the Bridge over the McCann Drain**
- 2. By-law 31-2025, Being a By-law for the Bridge over the Hostine Drain**
- 3. By-law 32-2025, Being a By-law for the Webbwood Drain Analysis for Town and Country Communities**

4. **By-law 41-2025, Being a By-law to amend By-law 2-2012, the Zoning By-law for the Municipality of Lakeshore (ZBA-01-2025)**
5. **By-law 42-2025, Being a By-law to Amend the Community Benefit Fund Grants Policy**
6. **By-law 43-2025, Being a By-law to Authorize Grants by the Municipality of Lakeshore for 2025**
7. **By-law 44-2025, Being a By-law Confirming the Proceedings of the May 20, 2025 Council Meeting**

20. Non-Agenda Business

153-06-2025

Moved By Deputy Mayor Walstedt

Seconded By Councillor McNamara

Direct Administration to prepare a report regarding potential updates to the naming policy including a list of asset categories, not including any regional or capital spaces (municipal buildings), eligible for naming rights agreement including an application process for public or Council-driven requests.

Carried Unanimously

21. Addendum

22. Closed Session

154-06-2025

Moved By Councillor Ruston

Seconded By Councillor McNamara

Move into closed session in Council Chambers at 7:45 PM in accordance with:

- a. Paragraph 239(2)(c) of the *Municipal Act, 2001* to discuss a proposed or pending acquisition or disposition of land by the municipality relating to the St. Clair Road area.

Carried Unanimously

23. Adjournment

The meeting was adjourned in closed session at 7:54 PM.

Tracey Bailey
Mayor

Brianna Coughlin
Clerk

Municipality of Lakeshore – Report to Council

Community Health and Safety

Recreation



To: Mayor and Members of Council
From: Terry Symons, Division Leader - Recreation
Date: April 28, 2025
Subject: Results – Belle River Marina Request for Proposals

Recommendation

This report is presented for information only at the June 24, 2025 Council meeting.

Strategic Objectives

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

Background

At the regular Council meeting of March 25, 2025, a report was brought to Council outlining the results of the Spark Lakeview Pier Development Project Request for Expression of Interest. The following motion passed:

Resolution #82-03-2025

Direct Administration to prepare and post a Request for Proposal for the restaurant operations at the Belle River Marina for the 2025 season; and

Direct Administration to prepare a report regarding the required facilities to operate the marina, i.e. building size and amenities contained within; bring forth proposals to either reconstruct the marina building to facilitate operations, demolish and rebuild at the current site, or relocate to another location on the property, and to confirm we would be able to build at the current site from the necessary ministries; and lastly, if relocation is recommended, bring forth recommendations for a future usage for the current building site.

Comments

On April 8, 2025, the Request for Proposal (RFP) for Service Operations of Belle River Marina Restaurant building RFP was publicly advertised on Bids & Tenders.

There were zero (0) vendors that provided a proposal prior to the closing date of Friday April 25, 2025.

Next Steps

Administration is currently preparing a report to outline the required facilities to operate the Marina. As it currently stands, the Marina building main floor is operating well, and does not require any additional items to maintain proper operations of the Marina boat slips or gas docks.

Due to the marina building lacking accessible access to the second floor, administration will plan to remove restaurant related items from the space until the time of the report coming back to Council. The Marina restaurant stoves, fridges and other cooking related chattels are owned by the past tenant and will be removed.

Administration is also currently investigating further options for Council to review in future years that could reimagine the Marina, Lakeview Park, and West beach utilizing partnerships or third party vendors.

Financial Impacts

The 2024 rental income for the Marina restaurant contract was \$13,274.10.

Attachments

2025 - 03 - 25 - Results - Lakeview Pier Development Project – Expression of Interest

Report Approval Details

Document Title:	Results - Belle River Marina Request for Proposals.docx
Attachments:	- 2025 - 03 - 25 - Results - Lakeview Pier Development Project – Expression of Interest.pdf
Final Approval Date:	Jun 13, 2025

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

Prepared by Terry Symons

Submitted by Frank Jeney

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Community Health and Safety

Corporate Leader - Community Health and Safety Services



To: Mayor and Members of Council

From: Frank Jeney – Corporate Leader Community Health and Safety Services

Date: February 14, 2025

Subject: Results - Lakeview Pier Development Project – Expression of Interest

Recommendation

Direct Administration to prepare and post a Request for Proposal for the restaurant operations at the Belle River Marina as presented at the March 25, 2025 Council meeting.

Strategic Objectives

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

Background

On July 9, 2024, Council unanimously approved a motion to direct Administration to circulate the Expression of Interest (RFEOI) for the Lakeview Pier Development Project.

The following motion was passed:

Direct Administration to circulate the Expression of Interest for the Lakeview Pier Development Project, as presented at the July 9, 2024 Council meeting, with the following amendments:

- removal of language relating to any potential for sale of the property; and
- inclusions to allow for proposed hotel space, four-season uses and non-exclusive submissions.

On September 27, 2024, the RFEOI closed at 12:00 PM.

There were zero compliant submissions.

Comments

As there were no compliant submissions for proposals to redevelop the Lakeview Park Pier, there are no immediate plans to redevelop the marina building, the restaurant space or Lakeview Park. Administration recommends posting an RFP for the restaurant operations immediately to be able to have restaurant operations ready to begin in the summer of 2025.

The marina building currently lacks accessible access to the second floor, posing challenges for accessibility and compliance with the Accessibility for Ontarians with Disabilities Act (AODA). While the building meets existing regulations and has no pending building permit applications, making it available for rental, any renovations to enhance accessibility and ensure full AODA compliance would require significant investment from the municipality. Therefore it is recommended that this be made clear in the RFP.

Financial Impacts

There are no financial impacts to this report. However, there will be rent collected for use of the restaurant space after the RFP is awarded.

Any rental agreement would need to include that no renovations can be made to the building which may limit the responses to the RFP, and reduce potential rental income.

Attachments

2024 - 07 - 10 - Pier Public Private Partnership Exploration - Expression of Interest

Report Approval Details

Document Title:	Results - Lakeview Pier Development Project – Expression of Interest.docx
Attachments:	- 2024 - 07 - 10 - Pier Public Private Partnership Exploration - Expression of Interest.pdf
Final Approval Date:	Mar 18, 2025

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

Prepared by Frank Jeney

Approved by Tammie Ryall, Justin Rousseau and Tyson Cragg

Municipality of Lakeshore – Report to Council

Legal and Legislative Services

Corporate Leader - General Counsel



To: Mayor and Members of Council
From: Susan Hirota, Corporate Leader – General Counsel
Date: May 13, 2025
Subject: Motion to Update Parking By-law – restricting parking times

Recommendation

This report is presented for information only at the June 24, 2025 Council meeting.

Strategic Objectives

This report does not relate to a Strategic Objective but is presented at the request of Council.

Background

At the March 4, 2025 Council meeting, the following resolution was passed:

#69-03-2025

Whereas the Municipality of Lakeshore has received a petition from 10 residents regarding parking on municipal streets;

And whereas Council wishes to balance the needs of local residents with the regulation of parking for safety and efficient operations of the municipal road network;

Direct Administration to bring a report regarding an update to the Parking By-law, including restricting parking times.

Comments

Subsection 11(3) of the *Municipal Act, 2001*, S.O. 2021, c. 25 authorizes municipalities to pass by-laws respecting highways, including parking and traffic on highways.

In 2006, the Municipality of Lakeshore passed Parking By-law 4-2006 which provides:

- s. 11(1) No person shall park at any time –
- (a) on any street for a longer period than twenty-four (24) hours;

Administration has conducted a review of the parking and/or traffic by-laws of other municipalities in the region. Some municipalities impose a maximum parking time limit on all streets in the municipality. Others prohibit or limit parking only on specific streets in accordance with posted signs. One municipality imposes a maximum parking time limit on all streets in one ward only.

Municipality	Maximum Parking Time	General Application
Tecumseh	3 days	Yes
Windsor	3 days	Yes
Pelee Island	3 days	Yes
LaSalle	7 days	Yes
Essex	6 hours	No – ward 4 only or posted signage only
Leamington	N/A	No – posted signage only
Amherstburg	N/A	No – posted signage only
Essex	N/A	No – posted signage only
County of Essex	N/A	No – posted signage only

* Lakeshore's municipality-wide ban on street parking for longer than twenty-four hours is the most restrictive of the local municipalities.

Should Council wish to increase the maximum parking time, it is recommended that the Parking By-law be amended to increase the time period from a maximum of twenty-four hours to a maximum of three consecutive days.

The Operations Division is responsible for the Parking By-law. The following comments were received from Operations:

- no significant conflicts with extending on-street parking to three days;
- the primary operational concern identified is the need for vacant streets during construction projects, though this typically lasts only a few days;

- additionally, winter control operations are impacted by on-street parking during storm events, necessitating resident cooperation for effective clean-up;
- fewer people driving to physical workplaces means more vehicles are likely to be parked in residential areas during the day putting pressure on the existing 24-hour limits;
- extending the on-street parking limit from 24 hours to 3 consecutive days appears to be a sensible and practical adjustment to the realities of a work-from-home world and would improve convenience for residents, reduce unnecessary vehicle movements and align parking regulations with contemporary lifestyles, without significantly impacting municipal operations.

It is noted that the Municipality has the inherent jurisdiction to prohibit on-street parking on municipal streets during construction projects and the Parking By-law authorizes the “Director of Public Works” to place, erect or maintain signs as may be necessary to give effect to the provisions of the by-law.

It is also noted that the Operations Division intends to bring forward a by-law that will address on-street parking during a declared a “significant weather event” under the Minimum Maintenance Standards for Municipal Highways (O. Reg. 239/02 to the *Municipal Act, 2001*).

Financial Impacts

There are no anticipated financial impacts associated with increasing the maximum permissible parking times in the municipality from twenty-four hours to three consecutive days.

Report Approval Details

Document Title:	Response to Motion to Update Parking Bylaw - restricting parking times.docx
Attachments:	
Final Approval Date:	Jun 16, 2025

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

Prepared by Susan Hirota

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Chief Administrative Officer

Deputy Chief Administrative Officer- Chief Financial Officer



To: Mayor and Members of Council

From: Justin Rousseau, Deputy Chief Administrative Officer-Chief Financial Officer

Date: May 26, 2025

Subject: Municipality Issued Donation Receipts and Reserve Requirements

Recommendation

This report is presented for information only at the June 24, 2025 Council meeting.

Strategic Objectives

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

Background

At the Council Meeting on April 29th 2025, in response to a presentation of 927 St. Joachim Association Council approved the following motion:

Resolution #111-04-2025

Direct Administration to bring forward a request regarding the issuance of charity donation receipts for not-for-profit organizations and the steps required to do so.

This report will deal with the steps to set this up and also the advantages and disadvantages of this process.

Comments

The key question is whether the Municipality of Lakeshore can issue charity receipts without being classified as a registered charity. To answer this, the Canada Revenue Agency (CRA) listing of municipalities was referenced to confirm that the Municipality is listed as a qualified recipient, and Lakeshore is listed with approved registration status.

CRA states as follows:

“Registered municipalities are qualified donees and can issue official donation receipts for income tax purposes. Before issuing an official donation receipt, the qualified donee must determine whether it has received a gift for the purposes of the Income Tax Act and the eligible amount of the gift

The information on an official donation receipt must be legible and shown in a way that cannot be easily altered.

Receipts for cash gifts must have the following:

- a statement that it is an official receipt for income tax purposes
- the name and address of the qualified donee
- a unique serial number
- the location where the receipt was issued (city, town, municipality)
- the date the gift was received
- the date the receipt was issued
- the full name, including middle initial, and address of the donor
- the amount of the gift
- the amount and description of any advantage received by the donor
- the eligible amount of the gift
- the signature of an individual authorized by the qualified donee to acknowledge gifts
- the name and website address of the CRA

Receipts for non-cash gifts must also include:

- a brief description of the gift received by the qualified donee
- the name and address of the appraiser (if the gift was appraised)

The amount of a non-cash gift must be its fair market value at the time the gift was made.

Books and records

To maintain their qualified donee status, municipalities **must** keep adequate books and records containing:

- information to allow the CRA to verify revenues for which donors can claim tax credits or deductions
- information to allow the CRA to confirm that they meet the requirements for qualified donee status under the Income Tax Act
- a duplicate of each receipt containing prescribed information for each donation received

Books and records include, but are not limited to:

- financial statements
- source documents such as cancelled cheques and bank deposit slips”

Lakeshore can issue receipts, but the question about record keeping and being set up properly to do this would require as a key first step, a new reserve to be set up for proper tracking.

Under the Reserve and Reserve Fund Policy FN-398 it states as follows:

“5.2 Establishment of Reserves and Reserve Funds

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

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

a resolution of Council.

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

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

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

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

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

In this scenario, the reserve's purpose would be to hold donation funds given to the Municipality to support a local community known as "927 St. Joachim L'Association" and their restoration efforts until such time as the organization attains charitable status.

It is recommended that this reserve be named the "Donations Reserve", which would track incoming funds and potentially be used for other purposes as deemed necessary by the council, should other worthy causes arise.

Donations, Receipts and Donations reserve can be set up by the Municipality based on a review of CRA guidelines and policy. There are a few advantages and disadvantages for Council to consider should this be a process they want to establish.

When a municipality issues donation receipts on behalf of charity groups, it essentially acts as an intermediary to facilitate tax-deductible donations. This approach has some advantages and disadvantages (and risk):

Advantages

1. Tax Deductibility for Donors

- Donors may be more willing to contribute since they receive official donation receipts that allow them to claim tax deductions or credits.

2. Increased Donations for Charity Groups

- Charities that lack registered status (and thus cannot issue their own receipts) can receive more funds through the municipality's ability to issue receipts.

3. Support for Local Non-Profits

- Helps grassroots and community-based organizations benefit from funding opportunities they might otherwise miss out on.

4. Enhanced Municipal-Charity Relationships

- Builds stronger ties between the municipality and local organizations, fostering a cooperative community atmosphere.

5. Administrative Oversight

- The municipality can ensure that donations are used for publicly beneficial purposes, aligning with municipal goals.

Disadvantages

1. Legal and Tax Complexity

- Municipalities must comply with strict tax laws (e.g., Canada Revenue Agency rules), which can be complex and burdensome.

2. Risk of Misuse or Abuse

- If funds are mismanaged or not used as intended, the municipality may be held liable or face reputational damage. Also, questions may be raised about the fact that funds are raised for a non-municipal asset.

3. Increased Administrative Burden

- Managing and tracking donations, issuing receipts, and ensuring proper use of funds require time, staff, and resources.

4. Eligibility and Fairness Issues

- The municipality may face pressure or criticism regarding which groups it chooses to support or exclude.

5. Potential Conflict with Registered Charities

- Could create friction with existing charities that follow more stringent rules to issue their own receipts.

6. Audit Risk

- Improper issuance of donation receipts can trigger audits or penalties for the municipality.

Summary

Aspect	Pros	Cons
Donor Appeal	Encourages giving through tax incentives	Requires strict compliance with tax laws
Charity Support	Helps unregistered groups raise funds	Can create favoritism or fairness concerns
Municipal Role	Strengthens civic involvement and oversight	Adds administrative and legal burden
Reputation	Promotes goodwill and community development	Risks municipal credibility if funds are mishandled

If Council decides to proceed, it is recommended to establish a policy for charitable donations and implement internal controls within the finance department to manage this request. Additional costs and resources may be required to meet CRA record-keeping requirements, depending on the project's volume and duration.

Financial Impacts

Currently, there are no financial implications. The finance department can accommodate small-scale donations and administration within its existing resources. However, more significant programs may require additional resources and software to issue donation receipts.

With regards to the policy for charitable donations in a municipal setting, this can be drafted internally based on best practices.

Report Approval Details

Document Title:	Municipality Issued Donations Receipts and Reserve Requirements .docx
Attachments:	
Final Approval Date:	Jun 17, 2025

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

Prepared by Justin Rousseau

Approved by the Corporate Leadership Team

Petition

The Municipality of Lakeshore received the following petition on June 16, 2025:

“The purpose of this petition is to request that the Municipality of Lakeshore paves the alleyway behind the homes west of Main Street and east of Taylor Avenue. Over the years this issue has been brought up many times and we are asking to use the Community Fund from the Hydro One’s 2025 surplus allotment.

This alley is in constant need of repair from the overuse of the Municipality’s garbage and recycle trucks as well as all the residents who access their garages and backyards off this alley.

In the winter, snow removal is almost impossible. In the spring and fall, so much of the alley is below grade and rain causes stagnate water and mud. In the summer, the residents are unable to open their windows because of the excessive dust.

Once again, we are asking that this project is not financed by the taxpayers but by the excessive surplus in the 2025 Hydro One Community Fund. We see this as a positive community benefit.”

The petition included approximately 97 signatures.

Municipality of Lakeshore – Report to Council

Operations

Public Works



To: Mayor and Members of Council
From: Jeff Wilson, Division Leader – Public Works
Date: May 12, 2025
Subject: Tender Award – 2025 Sidewalk Construction Program

Recommendation

Award the tender for the 2025 Sidewalk Construction Program to Giorgi Bros (1994) Inc in the amount of \$190,016.45 including applicable HST, as presented at the June 24, 2025 Council meeting.

Strategic Objectives

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

Background

In the 2024 budget, Administration introduced a Sidewalk Missing Link Program that identified urban areas that require pedestrian facility connections from older developments without existing sidewalks to newer developments that have sidewalks as part of the current development standards.

This program was designed to complete links to new sidewalks, providing safe pedestrian facilities in these locations. This was proposed as a 5-year plan.

Administration included \$50,000 in the 2024 budget to support the 2024 Sidewalk Missing Link program.

Council approved the above and further, Council passed the following resolution:

Resolution #76-02-2024

Add an additional \$100,000 for missing link sidewalks (item 61 RDS-24-6734 Sidewalk Missing Links, p.216).

The program was further approved in the 2025 budget for a total of \$150,000.00.

Based on the above, the following locations were identified as part of the 2025 Sidewalk Missing Links program:

- Blake Avenue from Helena Crescent to St. Simon Street;
- Laurendale Drive from 220 Laurendale Drive to Tecumseh Road (County Road 2); and
- Commercial Boulevard (east side) from Amy Croft Drive to 164 Commercial Boulevard (south driveway entrance).

Also included in this tender is the lifecycle sidewalk replacements to support the Municipality's 5-year sidewalk Lifecycle Program for the replacement of larger sidewalk sections.

The replacement program upgrades sidewalk elevations and widths to comply with applicable standards under the *Accessibility for Ontarians with Disabilities Act (AODA)* and targets larger sections of sidewalk, usually full blocks, restoring the pedestrian facility to current Municipal standards.

The scope of the work in the tender also includes sidewalk repairs as part of the Public Works sidewalk maintenance program from the operating budget in the amount of \$30,000. These areas are identified through the sidewalk inspection process and are generally narrow, depressed areas that have visible cracking or deflections and require improvements to comply with the Minimum Maintenance Standards prescribed by the *Municipal Act, 2001*.

Comments

Based on the approved budgets in 2024 and 2025 and favorable contract pricing, the 5-year missing link program will be completed when this contract is fulfilled.

The 2025 Sidewalk Construction Program was posted and bids and tenders on April 17, 2025.

Prior to tender closing, the following nine (9) tenders were received on May 5, 2025:

Tenderer	Price (excluding HST)	Price (including non- refundable HST)
Giorgi Bros (1994) Inc.	\$186,730.00	\$190,016.45
Piera Con Enterprises Inc.	\$198,591.24	\$202,086.45
Amazing Construction Ltd.	\$204,927.65	\$208,534.38
DPA Contracting Ltd	\$240,030.45	\$265,857.72
Shayk Construction Inc	\$259,110.00	\$263,670.34
Nasci Construction Services Ltd.	\$259,870.00	\$264,443.71
Amico Infrastructures Inc.	\$278,413.50	\$283,313.57
Powerserve Inc.	\$286,360.00	\$291,399.94
Chad Hartman Construction	\$367,250.00	\$373,713.60

Administration is confident that Giorgi Bros (1994) Inc. has the equipment, experience, and expertise to complete this project.

The expected completion date of the program is October 2025.

Financial Impacts

The table below outlines the project costs and associated approved budgets:

2024 Sidewalk Construction Program Tender Costs	Total Cost (including applicable HST)	Budget/ Funding
Sidewalk Missing Links Program	\$105,605.51	\$150,000.00
Sidewalk Replacements	\$65,442.87	\$100,000.00
Sidewalk Repairs	\$18,316.80	\$30,000.00
Tactile Plates	\$651.27	
Total Tendered Program Cost	\$190,016.45	
2024 Total Approved Budget		\$280,000.00
Total Surplus/(Deficit)		\$89,983.55

The 2025 Sidewalk Construction for Missing Links Program, Lifecycle Replacements and Sidewalk Repairs are within the Council approved budgeted amounts.

Administration recommends the contract be awarded to Giorgi Bros (1994) Inc. in the amount of \$190,016.45, including applicable HST, as presented and the remaining capital funds be returned to the appropriate reserves.

It should be noted that although the award is within budgeted amounts, unforeseen issues or field-related obstacles may affect the final tender costs. The expectation is to be below or within funding limits.

Attachments

2025 Sidewalk Tender Map - Layout #1
2025 Sidewalk Tender Map - Layout #2
2025 Sidewalk Tender Map - Layout #3

Report Approval Details

Document Title:	Tender Award - 2025 Sidewalk Construction Program.docx
Attachments:	- Layout1.pdf - Layout2.pdf - Layout3.pdf
Final Approval Date:	Jun 13, 2025

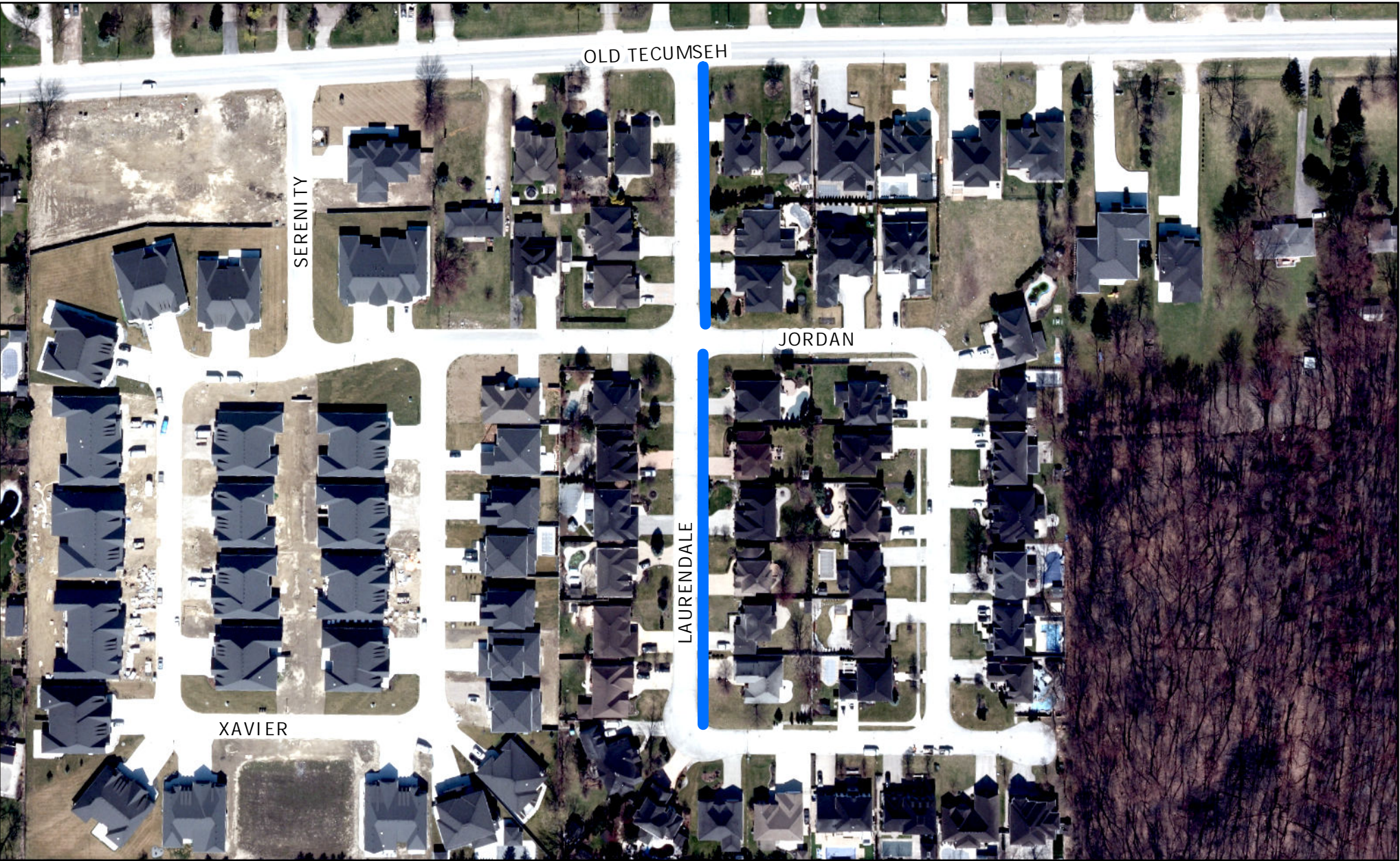
This report and all of its attachments were approved and signed as outlined below:

Prepared by Jeff Wilson

Submitted by Krystal Kalbol

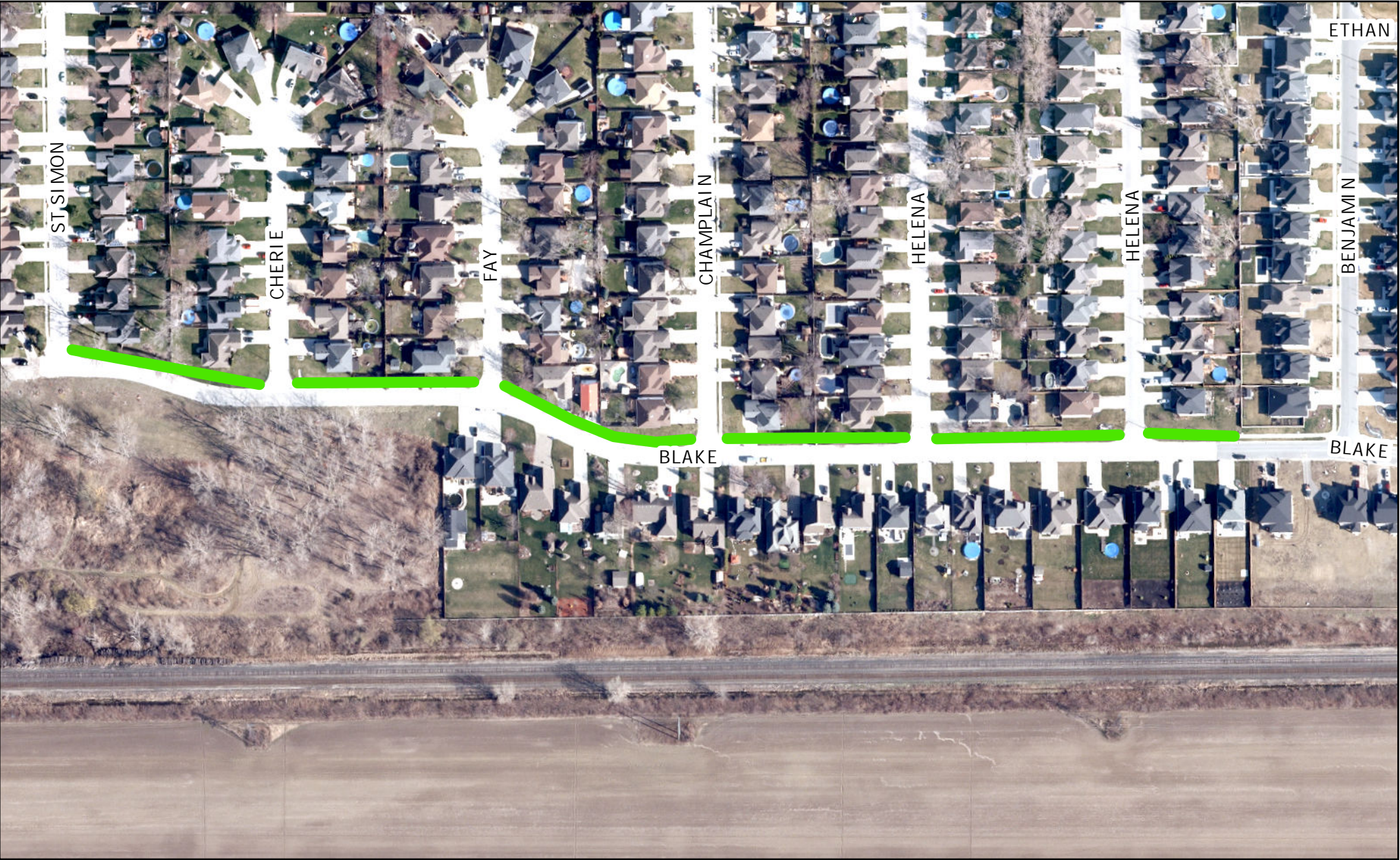
Approved by the Corporate Leadership Team

2025 Sidewalk Construction Map



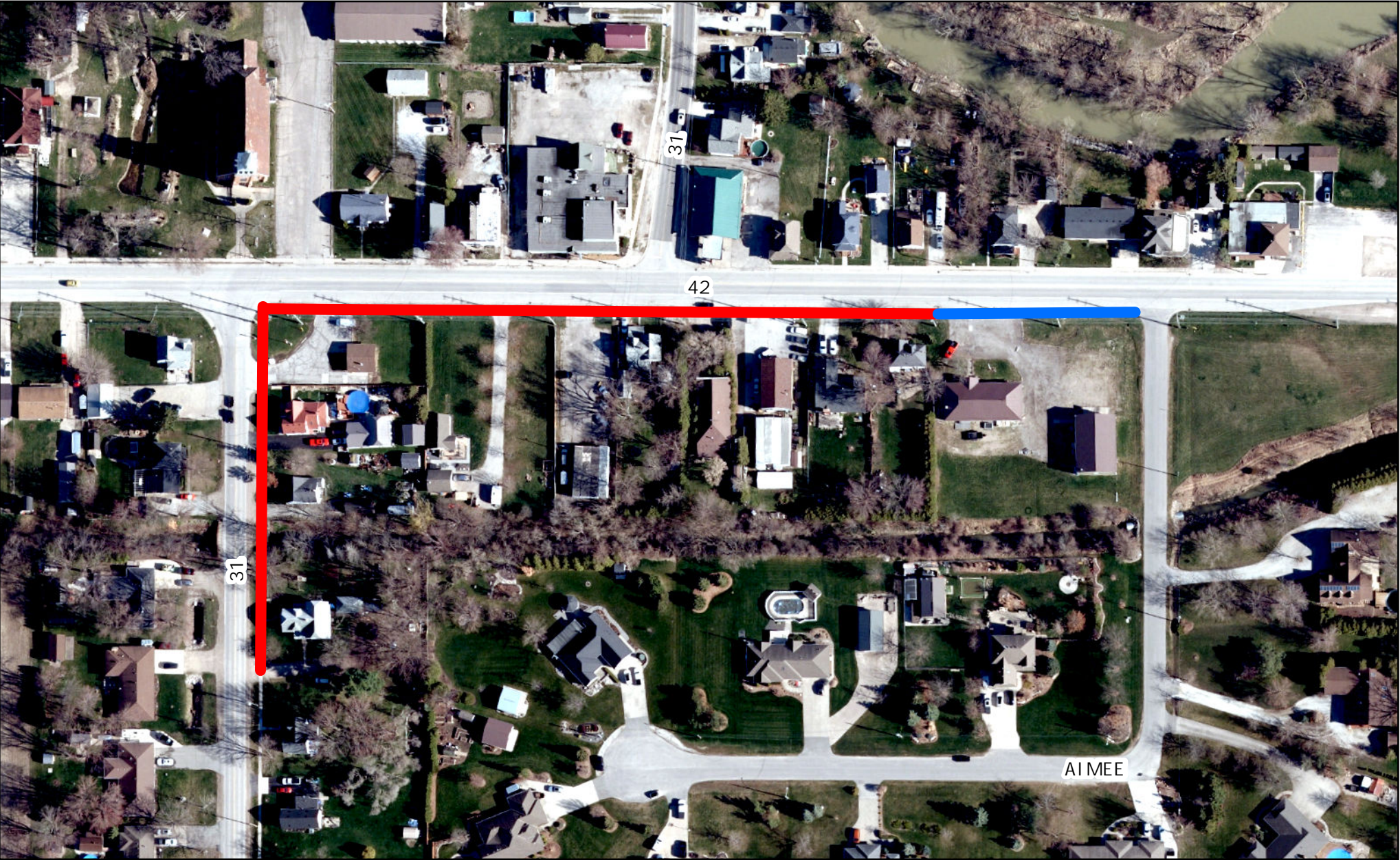
Construction Provisional Replacement

2025 Sidewalk Construction Map



Construction Provisional Replacement

2025 Sidewalk Construction Map



Construction Provisional Replacement

Municipality of Lakeshore – Report to Council

Community Health and Safety

Facilities and Parks



To: Mayor and Members of Council
From: Bill Quinlan, Division Leader - Facilities and Parks
Date: May 15, 2025
Subject: Tender Award – Firehall 1 and Firehall 2 Generators

Recommendation

Award the tender for Firehall 1 and 2 Generators to Elric Contractors of Wallaceburg in the amount of \$129,557.77 including tax; and

Approve an over budget amount of \$29,557.77, to be funded by the facilities reserves, all as presented at the June 24, 2025 Council meeting.

Strategic Objectives

This report does not relate to one of Council's Strategic Objectives but is a citizen centered municipal function.

Background

The 2024 capital budget has a provision for \$100,000 for a larger generator at Firehall 1 for adequate operations, as well as relocation of the existing generator to Firehall 2.

Comments

The request for tender (RFT) for the firehall 1 and 2 generator tender was posted on Bids & Tenders on April 4, 2025. The closing date and time for the RFT was April 18, 2025, May at 12:00 PM.

Firehall 1 currently has a 20kW generator that will be relocated and installed at Firehall 2. Subsequently, a new 40kW generator will be installed at Firehall 1.

The following table outlines the tenders for the RFT for Firehall 1 and 2 generator relocation, supply and installation.

Vendor	Contract Value (full 13% HST)
Elric Contractors of Wallaceburg Limited	\$129,557.77
Powerserve Inc	\$146,419.75
Orak Stucco LTD	\$154,810.00
BXF Infrastructures Inc.	\$160,869.44
Rorison Electric Limited	\$168,878.50
12256894 Canada Inc.	\$171,115.90
Anet Fiber Tech Inc.	\$174,855.84

Financial Impacts

The following is the summary of the financial impacts based on the tender amount and the 2024 approved budget amount.

	Contract Amount (net HST)
Tender Cost	\$129,557.77
2024 Budget	\$100,000.00
Variance	(\$29,557.77)

Report Approval Details

Document Title:	Tender Award - Firehall 1 and Firehall 2 Generators.docx
Attachments:	
Final Approval Date:	Jun 13, 2025

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

Prepared by Bill Quinlan

Submitted by Frank Jeney

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Community Health and Safety

Facilities and Parks



To: Mayor and Members of Council

From: Bill Quinlan, Division Leader - Facilities and Parks

Date: April 22, 2025

Subject: Optimist Skate Park

Recommendation

Authorize the Division Leader – Facilities and Parks to execute a design/build contract with Canada Ramp Company, in the amount of \$200,000.00 including applicable HST, as presented at the June 24, 2025 Council meeting.

Strategic Objectives

This report does not relate to one of Council's Strategic Objectives but is a citizen centered municipal function.

Background

Local Authority Services (LAS) was created in 1992 by the Association of Municipalities of Ontario (AMO). LAS is incorporated as a not-for-profit organization under the laws of Canada and is mandated to work with Ontario municipalities, as well as organizations from the broader public sector, to help realize lower costs, higher revenues, and enhanced staff capacity, through co-operative procurement efforts and innovative training, programs, and services. In partnership with the Canoe Procurement Group, which is a preferred provider of competitively priced business services for Ontario municipalities. That list of preferred providers includes skatepark manufacturers. Article 7.1 of the Procurement Policy permits the use of cooperative procurement and buying groups where there are economic advantages to doing so, provided the methods used are competitive and all approvals are received before committing to the joint procurement process.

Comments

As part of the approved 2025 Budget, Council budgeted \$300,000 for the Optimist Skate Park project. Administration reached out to Canada Ramp Company for concepts on replacement infrastructure at Optimist Park. Canada Ramp Company, previously vetted through AMO/LAS Canoe, was able to provide Administration with a few comprehensive concepts that work within budget. From here, Administration worked

with Canada Ramp Company to put together a public outreach campaign spearheaded by Communications and Engagement and Facilities and Parks. A Survey was posted April 24 until May 16. As of May 14, approximately 217 responses were received.

Next steps will include work with Canada Ramp Company to sort through the data and come up with a couple of custom designs based on the information provided to best meet the needs of the Municipality's users. These designs could then be presented as options to the community for public input. Refinements could be made, and production/scheduling would then begin upon the final sign-off.

With the future expansion of County Road 22 scheduled in the coming years, the location of the skate park is planned to be moved into the center of Optimist Park to ensure less impact from potential widening of the roadway and the upgrade of active transportation infrastructure. This location will also provide better protection of the assets and those who use it. Signs detailing hours and closures will be placed at this location to ensure proper use.

The current location has a memorial monument for Blake Levenick, installed in 2005, that will be relocated to the new location. Per the Council report of May 24, 2005 (Appendix A), Blake Levenick, a resident of Belle River and pupil of St. John the Baptist School was one of the moving forces behind the skate park. Donations totaling over \$5,000.00 were given in memory of Blake for equipment in the skate park.



Financial Impacts

With an allocated budget of \$300,000 for this project, costs would be allocated as follows:

- Canada Ramp Company – Canoe RFP #112420 Design/Build - \$200,000.00
- Concrete Work - \$65,000.00
- Site Amenities - \$35,000.00

Attachments

Appendix A – Council report/minutes 2005 - 05 - 24 - By-law to rename Cynthia Avenue to Blake Avenue in the Forest Hill Subdivision

Report Approval Details

Document Title:	Optimist Skate Park.docx
Attachments:	- 2005 - 05 - 24 - By-law to rename Cynthia Avenue to Blake Avenue in the Forest Hill Subdivision.pdf
Final Approval Date:	Jun 17, 2025

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

Prepared by Bill Quinlan

Submitted by Frank Jeney

Approved by the Corporate Leadership Team

- (f) By-law to rename Cynthia Avenue to Blake Avenue in the Forest Hill Subdivision

TOWN OF LAKESHORE

CORPORATE SERVICES

TO: Mayor and Members of Council
FROM: Kirk Foran, Director of Corporate Services
DATE: May 13, 2005
SUBJECT: By-law to rename Cynthia Avenue to Blake Avenue in the Forest Hill Subdivision

RECOMMENDATION

It is recommended that:

1. Council authorize administration to advertise notice of the street name change on June 1, 2005 and that By-law 55-2005, being a By-law to rename Cynthia Avenue to Blake Avenue be considered for adoption at the next meeting of Council on June 13, 2005.

BACKGROUND:

In 2004, Council requested that administration look into renaming a street in Belle River in memory of Blake Levenick who passed away in a tragic accident. Blake Levenick, a resident of Belle River and pupil of St. John the Baptist School was one of the moving forces behind the skate park. Donations totaling over \$5,000.00 were given in memory of Blake for equipment in the skate park.

Administration contacted a local developer, Scott Rettie of the Forest Hill Subdivision, in regards to Council's request. The developer was very agreeable to renaming Cynthia Avenue to Blake Avenue in the young man's memory.

COMMENTS:

There are currently no homes erected on Cynthia Avenue. This area will be open to development in the near future.

OTHERS CONSULTED:

Mr. Scott Rettie, Forest Hill Subdivision and Mr. and Mrs. Mike Levenick who have each consented to this proposal.

BUDGET IMPACTS:

There are no budget impacts resulting from this recommendation.

Prepared by:

Kirk Foran
Director of Corporate Services

Reviewed by:

Mike Phipps
Chief Administrative Officer

Councillor Fallon moved and Deputy Mayor Bain seconded:

That:

- 1. Council authorize administration to advertise notice of the street name change on June 1, 2005 and that By-law 55-2005, being a By-law to rename Cynthia Avenue to Blake Avenue be considered for adoption at the next meeting of Council on June 13, 2005.***

Motion Carried

Municipality of Lakeshore – Report to Council

Community Health and Safety

Fire Services



To: Mayor and Members of Council
From: Jason Suchiu, Fire Chief
Date: May 21, 2025
Subject: 2025 Medical Tiered Response Agreement

Recommendation

Approve the revised Medical Tiered Response Agreement between the Municipality of Lakeshore and The Corporation of the County of Essex and direct the Clerk to read By-law 45-2025 during the Consideration of By-laws, as presented at the June 24, 2025 Council meeting.

Strategic Objectives

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

Background

Lakeshore Fire Service has formally been assisting Essex Windsor Emergency Medical Services (EWEMS) since the late 1990s when the original Medical Tiered Response Agreement (MTRA) began. The MTRA has undergone various revisions over time with Council approvals in 2002, 2004, 2007, 2016, 2018 and 2023.

The MTRA identifies when the Lakeshore Fire Department will be called to assist Essex-Windsor EMS. For consistency and ease of understanding at the ambulance dispatch center, most regional fire services work under the same triggering criteria except for the Municipality of Leamington and the City of Windsor. It is noted that the agreement is signed with the County of Essex, representing Essex-Windsor EMS.

Comments

Since the original MTRA document, changes in paramedicine equipment and protocols require occasional review and updates. Essex-Windsor EMS typically takes the lead for this by bringing the document forward to the County Fire Chiefs for review and discussion on potential changes. The 2025 version does not propose any change in the level of services provided but rather provides clarity in areas where it was lacking.

The following is a high-level summary of the changes in the 2025 MTRA:

- Inclusion of a specific section outlining the definitions that set out essential terms with respect to the MTRA
- Inclusion of a Fire Service Liaison officer as the key contact for each fire service and the requirement for established timelines for submitting Medical Assist Reports (MAR's) and biometric data
- Increase in defibrillator grant provided each year by Essex-Windsor EMS from \$1,000 to \$1,500 per defibrillator for maintenance and future life cycling
- General simplification of language throughout the document

Others Consulted

Ryan Lemay – Deputy Chief, Operations – Essex Windsor EMS
Essex County Fire Chiefs

Financial Impacts

There are no costs associated to this report however with this agreement we will see a total increase in grant provided from Essex Windsor EMS annually from \$5000 to \$6500 to be used for Tiered Medical Response services.

Report Approval Details

Document Title:	2025 Medical Tiered Response Agreement.docx
Attachments:	
Final Approval Date:	Jun 17, 2025

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

Prepared by Jason Suchiu

Submitted by Frank Jeney

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Growth and Sustainability

Planning Services



To: Mayor and Members of Council

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

Date: May 21, 2025

Subject: Disposition of Municipal Lands for Housing

Recommendation

1. Direct Administration to explore a partnership with the Windsor-Essex Community Housing Corporation ("WECHC") to develop the property located at 7340 Tecumseh Road for the primary purposes of developing housing units, with public space for a public library as a community hub, and with public access to the municipal park located north of the site; and
2. Delegate to the Chief Administrative Officer the authority to enter into a partnership agreement with WECHC to determine project viability with expansion of the project site into the Stoney Point Community Park with detailed costing; and
3. Direct Administration to issue an Expression of Interest for development of the property located at 369 River Ridge Drive for the primary purpose of developing housing units to determine project interest, potential partners and overall viability including detailed project costs, all as presented at the June 24, 2025 Regular Council meeting.

Strategic Objectives

This report does not relate to a strategic objective. However, the Municipality of Lakeshore is committed to enabling housing development through improving planning approval times, leveraging federal and provincial funding, and ensuring efficient implementation of Initiatives under the Housing Accelerator Fund, Round 2 (HAF2).

Background

This report evaluates the feasibility of developing housing at two municipally owned properties in Lakeshore, namely:

1. 7340 Tecumseh Road, former Stoney Point Tavern site (see Appendix A);
2. 396 River Ridge Drive, currently Oakwood Parkette (see Appendix B)
(collectively, the "Subject Properties")

The objective of reviewing the two chosen sites for feasibility is to ultimately provide new housing including options targeted to low and moderate income households within Lakeshore neighbourhoods and communities. The project will enhance community development by integrating housing options into already established neighbourhoods. The project directly supports municipal housing goals including those outlined in the Municipality of Lakeshore's HAF2 Approved Action Plan.

While the HAF2 contribution agreement provides the broad intent of unlocking municipal land for any type of housing, alignment with key Municipal strategies makes a good case that these two developments should target a significant proportion of the units for affordable, attainable, or below-market housing. Further analysis throughout the EOI and project agreement process, including possible funding sources from other levels of government, will be able to determine the percentage of housing units that need to be provided at below-market rates in order to make the development on both sites financially viable.

An Administrative review of available public lands in Lakeshore began in early 2024 as a means to provide innovative options to help meet housing needs in our community while ensuring that Municipal assets continue to meet the highest and best use for service delivery to residents and visitors. A total of 179 Municipally owned sites were identified which were reviewed against selection criteria below to determine suitable candidate sites for further exploration:

1. If the site is municipally serviced or could be readily serviced and have available sanitary sewer capacity.
2. If the site is vacant and/or without significant development constraints (e.g.: contains existing municipal infrastructure) or other land use incompatibilities.
3. If the site is suitable in physical size/orientation and area to accommodate a housing development.
4. If the site is accessible by way of an existing municipal right of way or fronting a street.
5. If the site could be expanded in future or made part of a larger development combined with other private lands or public lands (e.g.: surplus park lands or portions of park lands)
6. Whether the site was considered by an Administration Review Committee in the last five years and deemed unsuitable for disposal.

Administration proceeded to determine the feasibility of housing developments for the Subject Properties. In addition to evaluating feasibility, Administration must also need to comply with the applicable Council processes and municipal policies in order to enable private development on these properties. This includes Policy AD284 (Closing, Sale, and Disposition of Streets and Alleys) and Policy AD227(Sale and Disposition of Land), attached as Appendices C and D, respectively.

Since May 20, active internal consultation and engagement with respective Municipal departments including Community Health and Safety Services, Operations Services, and Legal Services. External consultation was also undertaken with Windsor-Essex Community Housing Corporation ("WECHC").

It should be noted that information related to project parameters and scope will need to be provided to City of Windsor Council for the purpose of seeking a WECHC project partnership approval as the City of Windsor is the service manager for the WECHC. The earliest opportunity for being in position for consideration at a future City Council Agenda would be in the fall of 2025.

With regard to Site # 1, 7340 Tecumseh Road in Stoney Point, the following motion was passed at the December 12, 2023 Council meeting:

Resolution # 363-12-2023

Direct the Chief Financial Officer to allocate \$10,000 from the Economic Development Reserve to begin early feasibility studies for the redevelopment of 7340 Tecumseh Road in partnership with the Windsor Essex Community Housing Corporation, as presented at the December 12, 2023 Council meeting.

Result: Carried

Early feasibility work was completed by WECHC in 2024, including developing a preliminary design for consideration. The work was paused in mid-2024 due to sanitary constraints with no identified solution. Since that time, the Water Wastewater Master Plan update has been completed which sets out recommendations to rectify the servicing constraints in Stoney Point. As well, Lakeshore has been awarded a four-year HAF2 grant from the Canada Mortgage and Housing Corporation (CMHC) and the Canadian Housing Infrastructure Fund (CHIF). Both HAF2 and CHIF unlock important funding opportunities to pursue this development as a broader initiative to increase housing supply in Lakeshore. Ongoing consultations are underway in terms of the governance model and ownership structure potential.

Engagement with internal departments has now been completed and Administration is bringing this report to recommend next steps and a timeline for moving forward on the Subject Properties. The following analysis considers zoning regulations, market demand, financial viability and community impact. Preliminary findings indicate both sites are feasible. Certain regulatory, administrative, and infrastructural requirements must be addressed to proceed with development.

Comments

Housing Accelerator Fund Intake 2 (HAF2)

A contribution agreement was signed on January 24, 2025, with nine Initiatives as a part of the Approved Action Plan. Initiative 5 is to develop a Municipal Land Inventory (MLI) for potential disposition of land for private sector development of housing. The HAF2 Approved Action Plan identifies that this Initiative is targeted to incent an estimated 40 housing units that would contribute to the Municipality's overall housing supply growth target of 898 net new housing units by Q1 2028. Under this Initiative 5 – MLI, the Approved Action Plan identified the following milestones as the component project steps:

Milestones	Start Date	Completion Date
1) Completion of the MLI	2025-01-27	2025-04-14
2) Council Consideration of the MLI	2025-04-14	2025-05-12
3) Retain Representation	2025-05-12	2025-06-09
4) Begin Property Development negotiations/ partnerships	2025-06-09	2025-12-29
5) Finalize Project Plan	2026-01-05	2026-04-07

It should be noted that continued funding under HAF2 is contingent on meeting the milestones in each Initiative, successful completion of each Initiative, meeting annual housing growth targets, and implementing identified capital funding projects. Each February, following the anniversary of the signing of the contribution agreement, the Project Leader is responsible for submitting annual reports in order for CHMC to assess whether Lakeshore will receive the subsequent annual financial draw of funding. Administration has been informed each on-time Initiative strengthens the Municipality's case for continued funding. Therefore, it is critical to proceed with these two projects to meet HAF2 milestones to support future HAF2 funding. The financial risks are further outlined at the bottom of this report.

Furthermore, Lakeshore has committed to achieving 5.1% of the total net new housing units as being affordable housing units as part of the contribution agreement. This equates to 46 units of the total 898 units. On March 25, 2025, Council adopted the Housing Needs Assessment and is currently updating the Affordably Housing Strategy as well as developing options for Community Improvement Plans for Housing. All are proceeding with the support of the HAF2 grant. As the timeline proceeds to develop both properties with the partnership agreement for site 1 and the Expression of Interest (EOI) for site 2, a portion of the units should be developed as affordable to successfully achieve the 5.1% affordability target.

Municipality of Lakeshore Official Plan

Section 4.3.1.3 of the Official Plan relates directly to Affordable Housing. In particular, the following section provides support for providing surplus Municipal land at little or no cost for use for affordable housing:

- h) The Municipality will first consider surplus municipal land for affordable housing and may evaluate the feasibility of providing municipally owned land at a reduced cost for the construction of affordable housing. Furthermore, the Municipality will work with other levels of government to make surplus land available to providers of affordable housing at little or no cost.

County of Essex Affordable Housing Strategy

The County of Essex, in partnership with the City of Windsor, is currently undertaking a joint process to develop a regional affordable housing strategy. It is expected that there will be some site analysis completed on municipal lands that could be declared surplus for housing purposes. The complete strategy will be brought for consideration to the City of Windsor Council and the County Council in June, with further consideration by each municipality in August. This timing aligns with Lakeshore's consideration of future disposition of sites under the HAF2 Initiative.

Relationship with Centre for Cities work

The results of the feasibility studies of the selected sites will conclude the internal work that began in early 2024 and act as background and foundational work to other HAF2 Initiatives. When Council decides on whether to dispose of the sites through a future report to Council, it will allow further consideration and analysis to be completed by the Lakeshore HAF team in partnership with the University of Windsor's Centre for Cities HAF team.

Site # 1 - 7340 Tecumseh Road

Project Description:

This site is currently vacant and was once the location of the Stoney Point Tavern. The business ceased operating and the building was vacant for a number of years. The Municipality purchased the property in 2023 and demolished the building in the same year. The site immediately abuts the Municipal Stoney Point Community Park to the north. During the community visioning and approved design concept for the Stoney Point Community Park, the former Tavern site was identified as potential future 'community hub' location and a gateway into the Community Park with some capacity for parking.

WECHC has indicated a desire to partner with the Municipality for the development of this site. WECHC has preliminarily proposed a mixed-use apartment development which could contain approximately 40-60 dwelling units with a mix of bachelor and one-bedroom units. The proposal also includes a new relocated Stoney Point branch of the County of Essex Public Library system within the proposed building. The project, as preliminarily proposed, would require an extension of the development site to the north (into a portion of the existing Park) in order to accommodate parking for the building and an area for storm water management.

Coordination with Community Park Redevelopment

Preliminary discussions held with WECHC indicate flexibility for determining the exact location and size of the additional needed lands (see Appendix A diagrams). Generally, the additional lands needed for parking and circulation by WECHC are desired to the north/northwest of the former tavern site. The Municipality's best interest is to minimize the extent of additional land needed to accommodate parking and circulation and to

identify its best location so that there will be minimal impact to the overall park design and proposed park functions.

The design for Stoney Point Park is nearing completion. If this site is chosen for disposal, the design tender could be amended to include possible options to incorporate portions of the park for disposal to be used as housing. The extent of encroachment would be considered in the feasibility study to be presented for Council consideration.

Project Timeline and Consultation

Summer 2025 – Public Open House

- An interim step during the site design process will include a community open house to seek public comments on the preliminary community hub design and to get feedback on any expected changes to the Stoney Point Community Park.

By the end of 2025 – Negotiations Complete

- Discuss project parameters and scope with the City of Windsor as the WEHC service provider before (Note: the earliest opportunity for future City Council Agenda would be in the fall of 2025).
- Following the site design resolution, property and development negotiations with WEHC are expected to be completed.

Late 2025/Early 2026 – Planning Permissions

- In addition to the open house mentioned above, the development approval will be subject to the formal *Planning Act* requirements for public notice, consultation and Council consideration/approval including any Official Plan and/or Zoning By-law Amendments and needed minor variances.

Spring 2026 – Project Plan

- A Final Project Plan will then be presented to Council.

If negotiations are satisfactory to Council, Administration will also be required to comply with applicable Council policies and procedures to develop the site, including Policy AD284 and Policy AD227, attached as Appendices C and D, respectively.

Site #2 – 396 River Ridge Drive

Project Description

This site is currently largely unused with a small portion used as a parkette named Oakwood Park. In the recent past, the development of the larger River Ridge Park – located to the east approximately 600 metres away on Oakwood Avenue – therefore it is likely a factor in this parkette not being frequented as much. The amenities of the parkette include a play structure and seating. The site is adjacent to low density residential development.

As the parkette is currently underused due to its location on Oakwood Drive and proximity to the larger River Ridge Park with newer amenities including a splash-pad. It can be considered unnecessary for the neighbourhood's parkland needs providing the opportunity for land disposal. The possibility of relocating the existing park amenities, such as the playground equipment, to a location south on Aspen Ridge Crescent will also be determined as part of any resulting housing development plan.

The project plan includes first soliciting interest in disposition of the vacant parcel to a private and/or public entity for the purpose of realizing a residential development in the form of multifamily or row house type development.

Request for Expressions of Interest (EOI) Process

Through an EOI process, the Municipality will seek to identify partners with the interest and capacity to invest in and manage a housing project at this site. The intent of the EOI Request is to solicit input from housing investors and explore innovative, inclusive and feasible housing solutions that address the growing need for housing options within the River Ridge/Emeryville community with a specific focus on exploring inclusion of below-market unit rates. Consideration might also be made to integrate upcoming 'pattern book' style development designs – another separate HAF2 Initiative – into the project.

The timeline for the EOI process will include in-house preparation of the EOI request document, releasing the EOI document to solicit proposals, review of the EOI proposals submitted, and selection of the preferred partner(s).

Project Timeline and Consultation

Summer 2025 - EOI

- The EOI document will be prepared in June, released in July and submissions reviewed in August.

September 2025 – Selection of Partner

- Selection of the preferred partner is anticipated for September.

Late 2025/Early 2026 – Planning Permissions

- In addition to the open house mentioned above, the development approval will be subject to the formal *Planning Act* requirements for public notice, consultation and Council consideration/approval including any Official Plan and/or Zoning By-law Amendments and needed minor variances.

By the end of 2025 – Negotiations Complete

- Development negotiations complete.

Spring 2026 – Project Plan

- A Final Project Plan will then be presented to Council.

Coordination with Affordable Housing and Rural Economic Development CIP Process

As part of the preparation of the EOI document, Administration will consult with Dillon Consulting who are preparing proposals for Community Improvement Plans (CIPs) for Housing and Rural Economic Development under federal and provincial grants. It is anticipated that a general overview of the range and types of financial incentives being considered for the upcoming CIP will be included in the EOI document to illustrate the potential programs and opportunities available to investors for development of this site.

Conclusion

The WECHC partnership will allow for efficient development of the 7340 Tecumseh Road site and meet the objectives of ongoing feasibility work. The EOI process will determine if there is an interest in development of the 369 River Ridge Drive site. Advancing both proposals on the recommended path will successfully meet the requirements of HAF2 Initiative #5.

Both site developments will be subject to the formal *Planning Act* requirements for public notice, consultation, and Council consideration/approval including any Official Plan and/or Zoning By-law amendments and needed minor variances. Other Council processes and/or municipal policies such as disposition of municipal lands in order to sell and dispose of public land to enable private development will also need to be satisfied.

Others Consulted

University of Windsor's Centre for Cities

Financial Impacts

As this MLI is an Initiative of HAF2, the financial impact relates both to the disposition of public lands (i.e.: land sale and/or relocation of existing park assets) and continued funding under the HAF2 intergovernmental agreement.

In terms of the HAF2 contribution agreement, the first advance was distributed on February 12, 2025. From an incoming funds perspective, as long as Lakeshore meets the various milestones and targets as assessed through the annual reporting schedule, the contribution draw schedule is as follows:

- February 12, 2025: \$1,859,040.50 (Received)
- March 25, 2026: \$1,859,040.50
- March 25, 2027: \$1,859,040.50
- March 25, 2028: \$1,859,040.50

TOTAL: \$7,436,162.00

However, it should be noted that there is a significant risk if the overall housing supply growth target of 898 net new housing units, the annual housing supply growth targets, or the nine Approved Action Plan initiatives are not achieved. All payments are considered an 'advance' towards meeting the terms of the contribution agreement. As conditions, CMHC can reduce or withhold annual payments if Lakeshore is not making progress on implementation. The financial risk of the entire HAF2 project falls on the Municipality of Lakeshore if these items are not delivered. Failure to meet milestones, housing supply growth targets, or additional targets could result in the need for funding from other sources of revenue, if the project goals do not meet CMHC requirements.

Attachments

Appendix A – Feasibility Report: 7340 Tecumseh Road
Appendix B – Feasibility Report: 396 River Ridge Drive
Appendix C - Policy AD284 - Closing Sale and Disposition of Streets and Alleys
Appendix D – Policy AD227- Sale and Disposition of Land

Report Approval Details

Document Title:	Report for Direction - Disposition of Municipal Lands - 7340 Tecumseh Road and 396 River Ridge Drive.docx
Attachments:	<ul style="list-style-type: none">- Appendix A - 7340 Tecumseh Road - Affordable Housing Site Feasibility Report.docx- Appendix B - 396 River Ridge Drive - Affordable Housing Site Feasibility Report.docx- Appendix C - Closing Sale and Disposition of Streets and Alleys Policy AD284.doc- Appendix D - Sale and Disposition of Land Policy AD227.doc
Final Approval Date:	Jun 17, 2025

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

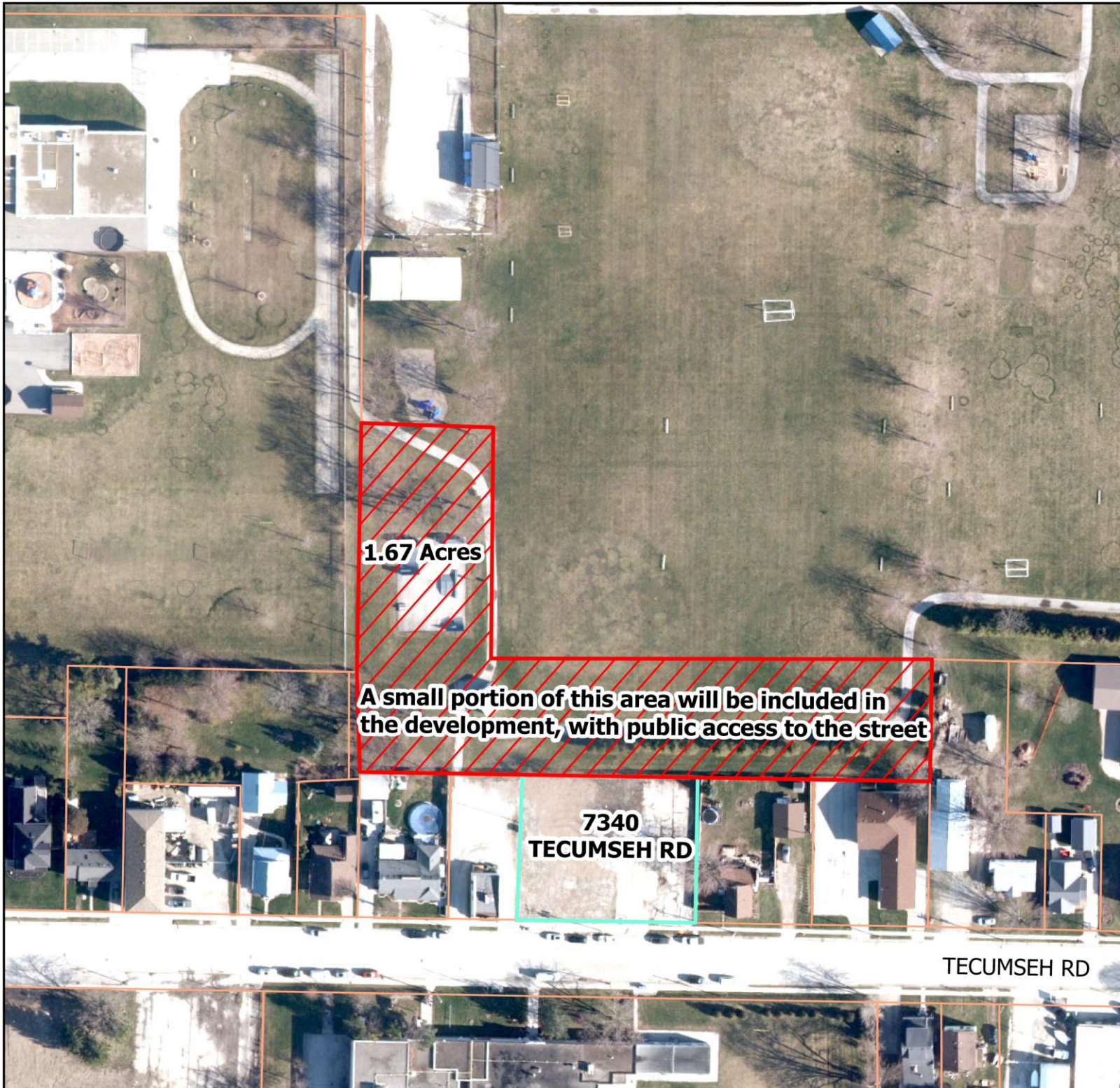
Prepared by Daniel Mercer

Submitted by Tammie Ryall

Approved by the Corporate Leadership Team

Appendix A - Feasibility Report

Site # 1 – 7340 Tecumseh Road (former Stoney Point Tavern)



Project Description

This site – identified in green in the arial photo above – is currently vacant and was once the location of the Stoney Point Tavern (See site photos at the end of this Appendix). The Municipality of Lakeshore purchased the property in 2023 and demolished the building in the same year. The lot is approx. 0.2 hectares with rectangular lot dimension of 47m frontage and 38m depth. The site abuts the Municipal Stoney Point Community Park immediately north. Given the small size of the site, consideration is being given to extending proposed development to the rear of the property into the Stoney Point Park – a portion of the land identified in the red hatched area in the diagram above.

Windsor Essex Community Housing Corporation Partnership

The Windsor Essex Community Housing Corporation (WECHC) has indicated a desire to partner with the Municipality for development of the site as per the previous Council decision on December 12, 2023. As per the motion, a preliminary design and early feasibility study was completed by WECHC in mid-2024 – currently at no cost to the Municipality. The WECHC's preliminary proposal is a mixed-use apartment development which could contain approximately 40-60 dwelling units with a mix of bachelor and one-bedroom units. In alignment with the previous consultations on the Park Design, the main floor of the development has been identified as a future location of a new relocated Stoney Point branch of the County of Essex Public Library system. The preliminary development proposal extends into the Stoney Point Park in a L-shape but may be adapted as the design process advances. While ideal from a site development perspective, and required for financial feasibility, any such extension would impact the ongoing Park Design and tender process.

Site Analysis

The site is designated commercial and zoned for mixed use (Central Area Commercial - CA). Permitted uses include a full suite of residential uses/types from lower density single dwellings to higher density apartment dwellings. Zoning regulations for the CA category will be reviewed at the time of a specific development proposal and reviewed to determine all permissible uses and any required variances.

The site is associated with the long running use as the Stoney Point Tavern and now demolished. It is not anticipated that any environmental constraints exist on the property. However, the Municipality may request a Phase I environmental site assessment (ESA) report documenting all past land uses to confirm the site is free of soil contamination and/or any other constraints to permit residential development.

The site is accessible via Tecumseh Road a primary east-west route in Essex County (County Road 2). Proximity to essential services nearby include two elementary

schools, both within walking distance of the site. Proximity to other nearby commercial services include a hardware store, pharmacy, bank, and convenience store.

The site is within the catchment of Stoney Point Pollution Control Plant. While there is no current sanitary capacity in Stoney Point treatment area solutions have been identified in the 2024 WWMP for future servicing. Capacity is not expected to become available until 2027/2028, pending funding approval from Council. All other major utilities are available on site.

Market Analysis

The Windsor-Essex region has experienced significant population growth leading to increased demand for affordable housing options and services. An Affordable Housing Strategy is currently being developed by the Municipality as an update to the 2016 version and is expected to be presented to Council in August. It is expected that a partnership with WECHC will complement the findings in that report. A Housing Needs Assessment was adopted by Council in March 2025. Analysis from this research indicate that affordable housing is a recurring concern, not only in Stoney Point, but across the Municipality. In Lakeshore there are two properties that are listed under a Central Housing Registry for rent-geared-to-income housing. Neither are located in Stoney Point and both have significant wait lists of over 700 people each. Various stakeholders who participated in the engagement from the Housing Needs Assessment noted that these waitlists have been steadily increasing over the last number of years. A partnership with the WECHC on the proposed development can provide additional options to address this growing waitlist in an underserved area of the Municipality.

Financial Feasibility

Development costs will include site preparation, future construction, and infrastructure upgrades.

Through the HAF program, funding exists to offset the financial costs associated with this property. This includes, but is not limited to, new Community Improvement Plans (CIPs) that are being prepared by Dillon Consulting as a HAF Initiative to provide financial incentives that may be able to be applied to this housing project. WECHC involvement would enable the ability of the nonprofit to access various provincial or federal housing grant programs to offset construction and operating costs over the project duration. The Municipality would be able to provide support to the WECHC through this application process.

A future detailed project Pro Forma including costs for labour and construction and any offsetting provincial and federal funding streams will be prepared by WECHC and would determine the ultimate financial viability of the housing project.

Regulatory and Policy Review

The project aligns with the Municipality of Lakeshore's Approved Housing Action Plan, the intent of the upcoming 2025 Affordable Housing Strategy, and meets several findings of the Housing Needs Assessment. The project aims to increase the supply of new housing options and increase the stock of affordable housing opportunities. Provincial and federal support will be pursued through the grant programs.

Risk Assessment

Fluctuations in current housing market conditions may increase construction cost and/or delay project completion. These variables include construction supply cost increases due to recent U.S. tariff initiatives proposed at the federal trade level and on-going housing construction labour supply (shortage) issues being experienced in Ontario. Engagement with residents to address any concerns and ensure community input and project buy-in is desirable.

Conclusion

While this report is based on preliminary information, developing a housing project at 7340 Tecumseh Road in Stoney Point presents a viable opportunity to address housing needs in the Municipality. By aligning with Council's housing strategies and leveraging available funding, the project can contribute to the Stoney Point community's overall growth and sustainability. However, further detailed assessments and consultations are recommended to refine the feasibility analysis.

Site Photos





Appendix B - Feasibility Report

Site # 2 – 396 River Ridge Drive (Parkette – NE Corner of Oakwood and Puce Rd)



Project Description

This site – identified in green in the arial photo above – is currently largely unused with a small portion used as a parkette named Oakwood Park (See site photos at the end of this Appendix). The development of the larger River Ridge Park – located to the east approximately 600 metres away on Oakwood Avenue – has been a factor in this parkette not being frequented as much. The amenities of the parkette include a play structure and seating. The parkette itself is approximately 0.05 hectares and generally has dimensions of 35 m frontage and 17 m depth deep. The entire lot is approximately 4.6 hectares. The site is adjacent to low density residential development.

As the parkette is currently underused due to its location on Oakwood Drive and proximity to the larger newly developed River Ridge Park with a range of amenities including a splash-pad. It can be considered unnecessary for the neighbourhood's parkland needs providing the opportunity for land disposal. As such, the project would solicit interest in selling the parcel to a private or public entity for the purpose of realizing

a residential development in the form of small single detached, semi-detached, townhouse or mixed-use development.

An opportunity exists to explore establishing a new parkette on Aspen Ridge Crescent identified in the red hatched area in the diagram above. There is a possibility that the existing equipment may be able to be reused for that site – this would need to be further assessed as the process continues.

Site Analysis

The site is designated residential in the Official Plan and zoned Park (P). Park zoning does not allow for any residential uses such as dwelling units and therefore a rezoning to low density residential type use would be required. It is not expected that the park has any environmental constraints given it was acquired through the parkland dedication process under the *Planning Act* previously when the River Ridge Subdivision was developed.

The site is accessible from Oakwood Avenue, a major east west arterial route in Lakeshore. Proximity to essential services nearby include several schools within walking distance of the site. The subdivision is largely residential, but with other nearby commercial and institutional services existing along County Road 22 to the north approximately 1.5 kilometers away.

The site is within the catchment of the Denis St. Pierre Pollution Control Plant. While current capacity exists at the plant, an assessment of conveyance capacity needs to be completed. While the Oakwood trunk sanitary sewer line does have conveyance capacity, Puce Road sewer capacity is limited. Connection to the Oakwood trunk may not be possible depending on construction. All other major utilities are available on site.

Market Analysis

The Windsor-Essex region has experienced significant population growth leading to increased demand for affordable housing options and services. An Affordable Housing Strategy is currently being developed by the Municipality as an update to the 2016 version and is expected to be presented to Council in August. A Housing Needs Assessment was adopted by Council in March 2025. Analysis from this research indicates that affordable housing is a recurring concern, not only in the River Ridge area, but across the Municipality. In Lakeshore there are two properties that are listed under a Central Housing Registry for rent-geared-to-income housing. Neither are located in this part of Lakeshore, and both have significant wait lists of over 700 people each. Various stakeholders who participated in the engagement from the Housing Needs Assessment noted that these waitlists have been steadily increasing over the last number of years.

Notably, the River Ridge area consists mainly of single detached homes, semi-detached and single storey townhomes. A finding from the Housing Needs Assessment is that single detached homes continue to be the most dominant dwelling type requested in Lakeshore. Stakeholders who responded to consultations during the Housing Needs

Assessment, commonly outlined a strong demand for smaller, affordable single detached homes, particularly in the 1,000-1,200 sq ft range. This River Ridge site could be an opportunity to create a partnership to invest in smaller unit types. To gauge market interest, the Municipality would seek out proposals from public and/or private entities involved in investing and building affordable residential developments.

Financial Feasibility

The current market value for the vacant land could be obtained through an updated property appraisal if desired. Development costs will include site preparation, future construction, and infrastructure upgrades. In addition, the site currently includes a parkette with a play structure. The costs associated with potential relocation of this equipment to a nearby site south of the property would be assessed through the project planning process.

Through the HAF program, funding exists to offset the financial costs associated with this property. This includes, but is not limited to, new Community Improvement Plans (CIPs) that are being prepared by Dillon Consulting as a HAF Initiative to provide financial incentives that may be able to be applied to this housing project.

Through a Request for an Expression of Interest (EOI) The Municipality would look to identify partners with the interest and capacity to invest in and manage an affordable housing project at this site. The intent of the EOI Request is to solicit input from housing investors and explore innovative, inclusive and feasible housing solutions that address the growing need for affordable housing options within the community.

Regulatory and Policy Review

The project aligns with the Municipality of Lakeshore's Approved Housing Action Plan, the intent of the upcoming 2025 Affordable Housing Strategy, and meets several findings of the Housing Needs Assessment. The project aims to increase the supply of new housing options and increase the stock of affordable housing opportunities. Provincial and federal support will be pursued through the grant programs.

Risk Assessment

Fluctuations in current housing market conditions may increase construction cost and/or delay project completion. These variables include construction supply cost increases due to recent U.S. tariff initiatives proposed at the federal trade level and on-going housing construction labour supply (shortage) issues being experienced in Ontario. Engagement with residents to address any concerns and ensure community input and project buy-in is desirable.

Conclusion

While this report is based on preliminary information, developing a housing project at 396 River Ridge Drive presents a viable opportunity to address housing needs in the Municipality. By aligning with Council's housing strategies and leveraging available funding, the project can contribute to the community's overall growth and sustainability. However, further detailed assessments and consultations are recommended to refine the feasibility analysis. These assessments and consultations would be initiated through the request for Expressions of Interest (EOI) process.

Site Photos





Policy: Closing Sale and Disposition of Streets and Alleys	Policy #: AD-284
Department: Administration	Effective Date: October 20, 2008
	Revision Date: May 16, 2012 June 24, 2015

1.0 Purpose

- 1.1** This policy covers the closing and potential sale of streets, alleys and municipal road allowances within the Town of Lakeshore.
- 1.2** This policy is formulated to comply with the Municipal Act.
- 1.3** Unless the best interests of the municipality dictates otherwise, as so deemed by resolution of Council, the closing sale and disposition of streets and alleys shall be in accordance with this policy.

2.0 Scope

- 2.1** The scope includes all municipally owned streets, alleys and road allowances within the Town of Lakeshore.

3.0 Policy

- 3.1** From time to time the municipality is approached by landowners requesting to purchase alleys or unopened road allowances adjacent to their properties. If the request is favourably considered this would necessitate the legal closure of the alleys and/or road.
- 3.2** In the event a resident comes forward requesting an alley be closed, there must be 100% support from the residents abutting the alley for the closure to proceed.
- 3.3** The municipality can also initiate the process by declaring the street or alley as surplus. In this instance resident agreement is not necessary. In this case where the municipality initiates a street or alley closure a public meeting will be held.
- 3.4** Once a request is received for a street or alley closing, the Technical Advisory Review Committee (TAR) will review the application.
- 3.5** Engineering and Infrastructure Services department will contact the applicable utilities and agencies (i.e. ELK Energy, Hydro One, Union Gas, Bell Canada, Lakeshore Water, Cogeco Cable) and provide an Alley/Street Closing Proposal Utility Questionnaire (Form 2) for completion including a map of the subject parcel.

- 3.6** TAR shall determine whether to continue the process if they feel it is in the best interest of the municipality to close the street or alley.
- 3.7** If TAR deems that the street or alley should not be closed, the applicant will be notified of the committee's decision. The decision of the TAR committee will be final.
- 3.8** If it is determined that the street or alley closure will proceed all properties affected by the proposed closure will be notified. A copy of the land acquisition form will be provided with the notice.
- 3.9** In the case of alleys, the property will first be offered to the property owner whose property is immediately adjacent to the alley. If the landowner is not interested, the property will be offered to the landowner immediately behind.
- 3.10** If the proposed property lines cannot be directly aligned or meet the planning policy, the process may then be halted.
- 3.11** In the case of road allowances, TAR will first determine if a road allowance can become or be converted to a viable and buildable lot. If the lot is deemed buildable, the sale will proceed under the sale and disposition of land Policy AD-227.
- 3.12** If the road allowance can not become or be converted to a viable buildable lot, the land shall be offered to the adjacent landowners. Under no circumstances will property that is not deemed a viable building lot be offered to third parties.
- 3.13** The municipality will require a deposit from each interested property owner, before proceeding further. The deposit will cover the costs incurred: administration fee, advertising, and title search, if applicable. Refer to the Fees Bylaw to see fee values. Where the municipality initiates a street or alley closure the above noted fees will not be charged.
- 3.14** At this time the interested property owners will be provided with an estimate of the total cost of the process including the cost of the land.
- 3.15** Should all the applicant(s) find the cost prohibitive, they can provide a formal request to stop the process. At this point, all money will be refunded except the administration fee along with any fees spent and the closing process will be halted.
- 3.16** Once the By-law has been adopted, residents will be invoiced for the balance of costs (i.e. survey costs, reparation/registration of deed, land costs) or refunded as applicable.
- 3.17** When all fees have been collected administration will, order a survey of the area, register the Alley/Street Closing By-law, and arrange to have deeds prepared.

- 3.18** A copy of the survey will be provided to the interested land owner along with the applicable registered deed.
- 3.19** The following costing will apply, notwithstanding clause 3.14.
- 3.19.1** Should the addition to a property be an alley that increases the depth of the property, no value is deemed to be added and the cost of the land will be \$1.00.
- 3.19.2** Should the additions to a property be an alley that increases the frontage of a property, value will be deemed to be added and will be based upon the average value of land in the area, as determined by TAR.
- 3.19.3** Should the addition to a property be an open road allowance, value will be deemed to be added and will be based upon the average value of land in the area, as determined by TAR.
- 3.19.4** If for any reason TAR is of the opinion that the above approach is inappropriate for establishing the value of a particular property, it reserves the right to require an appraisal and establish a value accordingly. All costs associated with an appraisal will be assessed to the closure process and paid by the applicant(s).
- 3.19.5** Once all deposits are received, the Clerk will prepare a notice for publication in the local newspaper providing the date on which the by-law will be considered to close the road or alley
- 3.19.6** All net revenue generated from the applicable land costs will be allocated to the property reserve account of the Town and not to the specific street or alley closing.
- 3.20** A by-law permanently closing a highway does not take effect until a certified copy of the by-law is registered in the proper land registry office.
- 3.21** A by-law permanently closing a highway shall not be passed without the consent of the Government of Canada if the highway,
- 3.21.1** Abuts on land, including land covered by water, owned by the Crown in right of Canada; or
- 3.21.2** Leads to or abuts on a bridge, wharf, dock, quay or other work owned by the Crown in right of Canada.
- 3.22** The power to close a highway can only be exercised by by-law.
- 3.23** A road or alley closure is prohibited where the effect of the by-law will deprive a landowner of his or her only means of access to the road.

4.0 Responsibilities

- 4.1** It is the responsibility of the Chief Administrative Officer to ensure staff are aware of and follow this policy.
- 4.2** It is the responsibility of staff to be aware of and follow this policy.

5.0 Consequences

- 5.1** Failure to follow this policy may result in improper closure of streets or alleys in the municipality.
- 5.2** Failure to follow this policy may result in discipline.

6.0 References

- 6.1** Municipal Act
- 6.2** Open Alleyways Policy #AD-230
- 6.3** Sale and Disposition of Land Policy #AD-227
- 6.4** Notice By-law
- 6.5** Land Acquisition Form (Form 1)
- 6.6** Alley and Street Closing Proposal Utility Questionnaire (Form 2)



Town of Lakeshore Land Acquisition Form

Conformation to Acquire Land or Waiver of Rights to Acquire Land

I / We _____ , _____
Name (s) Name (s)
do solemnly swear to be the legal owner (s) of _____
Municipal Address
_____ Roll Number

And, do hereby confirm that I / We wish to:

- ☐ Acquire land, or
☐ Waive our rights to acquire land known as:

(Description of Street/alley to be closed)

Dated this _____ Day of _____ , _____
Day Month Year

I / We agree to submission of our proportionate share for advertising, survey costs, preparation /registration of deeds, cost of land, appraisal (if applicable), etc.,

Witness (Print)

Witness (Sign)

Land Owner (Print)

*should there be more than one owner, all signatures are required

Land Owner (Sign)

Estimated costs to be assessed for alley closing:

BREAKDOWN OF ESTIMATED COSTS	Estimated Cost	Your estimated share (parts)
Administration Fee	\$1,013.00	
Surveying Costs		
Preparation/ Registration of Deed	Individual cost	
Easement (if applicable)		
Cost of Land (If applicable)	Individual cost	
Appraisal Costs (If applicable)		

Attached to this form is a map depicting the portion of land you are entitled to.

Disclaimer : These costs reflect all properties participating in alley/road closing and may vary depending on participating properties. See Fees Bylaw for fee amounts.

This form must be returned to the Town of Lakeshore by the ____ of _____, _____ with a deposit of \$ _____ (advertising, admin fee & title search) with the balance of the monies required after the alley closing by-law adoption.
If any questions please contact the Clerk at (519) 728-1975 ext. 231

June 26, 2015

Form 1



Town of Lakeshore

Alley / Street Closing Proposal Utility Questionnaire

Re: _____

Utility/ Agency: _____

Contact _____

Address _____

Phone# _____

Fax# _____

The municipality has received a request for closure of the alley/street road allowance indicated on the attached map. In order for the municipality to properly deal with this request, please provide the following information:

1. Does your utility have services located on the subject lands?
☐ Yes ☐ No ☐ Overhead ☐ Underground
2. Does this proposal affect your service?
☐ Yes ☐ No
3. Would subsequent conveyance of this property concern you?
☐ Yes ☐ No

If yes, is an easement required, please specify:

(Name Print)

(Signature)

(DATE DD-MM-YYYY)

(Title)

This form must be returned to the Town of Lakeshore by the ____ of _____, _____

If any questions please contact the Clerk at (519) 728-1975 ext. 231

June 26, 2015

Form 2

Town of Lakeshore

Page 6 of 6

Policy: Sale and Disposition of Land	Policy #: AD - 227
Department: Administration	Effective Date: October 19, 2007
Council	Revision Date: May 18, 2012 June 25, 2015

1.0 Purpose

- 1.1** The purpose of this policy is to establish guidelines with respect to the sale of real property owned by the municipality.

2.0 Scope

- 2.1** This policy applies to all municipal properties owned in the Town of Lakeshore.
- 2.2** This policy does not apply to leased land which would require disposal of interest in the land or property as the lease allows within the contract.

3.0 Policy

- 3.1** The Municipality shall establish and maintain a public register listing and describing the land owned by the Municipality.
- 3.2** It will be the Clerk's responsibility to retain and maintain the Lakeshore Owned Property listing.
- 3.3** Unless the best interests of the municipality dictates otherwise, as so deemed by resolution of Council, before selling any property the municipality shall:
 - 3.3.1** Declare the property to be surplus by resolution at a meeting open to the public;
 - 3.3.2** Obtain at least one appraisal of the fair market value of the surplus property from a certified appraiser;
 - 3.3.3** Sell the property by sealed bids unless otherwise directed by Council resolution;
 - 3.3.4** Establish a reserve bid amount based on the appraised value if deemed necessary;

3.3.5 Give public notice of the proposed property sale in accordance with the Municipalities notice by-law.

4.0 Responsibility

4.1 It is the responsibility of the Council to act in the best interest of the municipality.

4.2 It is the responsibility of the Chief Administrative Officer to ensure staff is aware of and follow this policy.

5.0 Consequences

5.1 Failure to follow this policy may result in unfair disposition of land.

6.0 References

6.1 The Municipal Act of Ontario

6.2 Sale of Real Property By-Law

6.3 Lakeshore Owned Properties Listing

Municipality of Lakeshore – Report to Council

Operations

Engineering



To: Mayor and Members of Council

From: Tracy Beadow, Division Leader – Engineering and Infrastructure

Date: May 30, 2025

Subject: Budget Allocation for the Detailed Design of the Maidstone Pump Station #1 Replacement

Recommendation

Authorize \$100,000 (inclusive of a 15% contingency and applicable HST) to be funded from the Wastewater Reserve for the purpose of retaining a qualified consultant to undertake the detailed design for the replacement of a sanitary pumping station for Maidstone Pump Station #1, located at 1580 County Road 22, as presented at the June 24, 2025 Council meeting.

Strategic Objectives

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

Background

The 2024 Water and Wastewater Master Plan (WWMP) identifies areas suitable for development as well as those limited by infrastructure capacity. Some regions face constraints in conveyance due to limitations in existing conveyance systems and pumping stations.

Using the Master Plan as a foundation, Administration has been able to guide development by conducting Sanitary Allocation Assessments, which evaluates whether the system can convey sanitary flows from proposed developments through the conveyance network and pump stations, ultimately to the Denis St. Pierre Wastewater Treatment Plant.

Capacity Constraints at Maidstone Pump Station #1

The WWMP did not identify Maidstone Pump Station #1 as a constrained area as most of this area was developed. However, since the completion of the WWMP, the boundary area outlined in Attachment 1 has experienced numerous requests for intensification or

redevelopment of existing properties. Additionally, a request was received to modify the sanitary boundary to lands that lie outside the existing service boundary of the pump station.

Recent Sanitary Allocation Assessments for lands within the Maidstone Pump Station #1 service area, provided confirmation that the pump station is currently operating at full capacity and cannot accommodate additional flows.

Development Pressure and Service Limitations

As shown in Attachment 1, with the expanded sanitary servicing area, Maidstone Pump Station #1 now includes vacant parcels with high development potential.

Multiple landowners have submitted inquiries or applications for sanitary capacity assessments to proceed with residential and mixed-use projects. However, due to the station's capacity constraints, Administration has had to deny these requests.

Need for Design and Upgrade

Given the growing development pressure, an upgrade to Maidstone Pump Station #1 is now a priority for infrastructure improvements to accommodate growth. To determine the scope and cost of necessary upgrades, the first step is to proceed with the detailed design of the upgraded facility.

The pumping station was constructed in 1977; however, the two pumps servicing Maidstone Pumping Station #1 were replaced in 2004 with a life expectancy of up to 25 years. The station infrastructure may be at the end of its useful life so asset replacement of the existing pump station will be at the cost of the Municipality.

The new pump station design will consider the following:

- Existing sanitary flow data/usage;
- Existing life expectancy of the pump station and its components;
- Demands from current development proposals within the updated boundary limits; and
- Projected growth in the service area, including potential multi-residential development.

Considering the development proposals received to date, along with projected unit counts, it is anticipated that the pump station would need to be upgraded to approximately double the existing capacity (actual to be determined during detailed design).

Developer Engagement and Cost-Sharing Commitment

Administration has engaged in extensive and constructive discussions with area developers regarding the current capacity limitations of Maidstone Pump Station #1. Through these consultations, the development community has been fully appraised of the infrastructure constraints and the costs associated with the design and future construction of the necessary upgrades.

In response, developers have expressed an interest to collaborate with the Municipality through a cost-sharing arrangement, recognizing both the urgency of the upgrade and the mutual benefits it offers. Under this proposed framework, the unapproved development proposals received at the time the detailed design is complete will be used to determine each developer's financial contribution which will be proportionate to their project's sanitary flow requirements.

A formal cost-sharing agreement will be proposed to secure these commitments, ensuring that all developer contributions will be collected upon contract and/or commissioning of the station. Details will need to be provided once the infrastructure upgrades are designed, and costs can be verified.

This approach reflects a fiscally responsible strategy that supports infrastructure expansion while minimizing financial burden on the Municipality.

Financial Impacts

It is recommended that \$100,000 (including applicable HST and 15% contingency) be funded out of the Wastewater Reserve, resulting in the Wastewater Reserve with a balance of \$2,160,000.00.

This funding will represent the maximum upset limit and will include, but not limited to, the following scope:

- Comprehensive detailed design of the replacement pump station,
- Engineering recommendations on pump types and sizing based on current and projected flow demands,
- Technical support with the preparation of construction tender documents; and
- Allowance for internal coordination, including Municipal staff time for review and project oversight.

This investment marks a critical first step toward addressing infrastructure constraints in this area which is experiencing high growth demands and will enable future development.

It should be noted that a portion of the design will be reimbursed to the reserve once the cost sharing agreements are in place.

Attachments

Attachment 1 – Sanitary service Area Boundary of Maidstone Pump Station #1

Report Approval Details

Document Title:	Maidstone Pump Station 01 - Request for funds allocation for Detailed Design .docx
Attachments:	- Attachment 1 – Sanitary service area boundary of Maidstone Pump Station 01 (1).pdf
Final Approval Date:	Jun 16, 2025

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

Prepared by Tracy Beadow

Submitted by Krystal Kalbol

Approved by the Corporate Leadership Team



Attachment 1 - Sanitary Service Area Boundary of Maidstone Pump Station 01

Legends:

Maidstone Pump Station 1 - Service Area —

Proposed New Developments in the Area —

Requested Boundary Change to County Road 22 Sanitary System —

Municipality of Lakeshore – Report to Council

Operations

Energy Management and Utilities



To: Mayor and Members of Council

From: Marco Villella, P.Eng., Division Leader – Energy Management and Utilities

Date: February 27, 2025

Subject: HONI Community Support Agreement – Project Updates

Recommendation

Direct Administration to use the remaining funds from Phase 1 in the amount of \$287,515.58 towards Option 1 being various recommended improvements to the Comber fairgrounds and the contribution for annual fireworks for an additional 3 years, up to and including 2027, as presented at the June 24, 2025 Council meeting.

Strategic Objectives

This report does not relate to a Strategic Objective, however it relates to the existing Community Support Agreement (CSA) with Hydro One Networks Inc. (HONI).

Background

At the Regular Council Meeting held on March 19, 2024, Administration provided a report to Council identifying potential projects using Hydro One Networks Inc. (HONI) Community Support Agreement (CSA) benefit funds. The receipt of HONI funds is based on project timelines and formed part of the CSA.

The first phase of the milestone(s) included a funding amount of \$1,877,589.00. Council directed Administration to use \$1,672,00.00 of the \$1,877,589 to fund Phase 1 projects. The remaining \$205,589 was to be put back into the HONI Community Benefit Reserve for future project consideration.

The Phase 1 Projects were all proposed to be within the Comber Community.

Based on the CSA, the Community Benefit Contribution will focus on community projects related to recreation and culture. These may include the following:

- Community development projects like community centres and/or hubs;
- Park development and/or redevelopment;

- Community based projects including donation and collection programs, education programs, etc.; and
- Projects that will have the ability to showcase the partnership between Lakeshore and HONI.

The agreement outlines that the HONI payments for the Community Benefit Contribution will be made at project milestones such as public filing of the Environmental Assessment (EA), commencement of construction, and completion of construction.

Below is a summary of the milestone payments as outlined in the CSA:

Milestone	Chatham to Lakeshore Line	Longwood to Lakeshore Line (Phase 1)	Windsor to Lakeshore	Longwood to Lakeshore Line (Phase 2)
Public Filing of Notice of Commencement of Environmental Assessment (EA) Process	\$426,725.00	\$426,725.00	\$521,552.00	Included in Phase 1
Commencement Date of Construction of Project within the Municipality's boundaries	\$1,024,139.00	\$882,759.00	\$1,251,726.00	\$441,380.00
Completion Date of Construction of the Project	\$256,035.00	\$170,690.00	\$312,931.00	\$85,345.00
Total Project	\$1,706,899.00	\$1,480,174.00	\$2,086,209.00	\$526,725.00
Total CSA				\$5,800,007.00

Comments

The following provides an update and status on the Phase 1 projects:

Phase 1 Project Updates				
Project	Budget	Remaining Budget	Status	Update
Development of a Neighbourhood Park (located within the Tracey Subdivision)	\$475,000	\$475,000	Delayed	The project design and construction is on hold as this development phase is still under the ownership of the developer. This park will move forward with concept drawings and public outreach once the assumption of the development is completed.
Gathering Space – Linda McKinlay Square	\$502,000	\$321,640.12	Final Design	<p>The Comber Gathering Space, now known as Linda McKinlay Square, located at 6311 Main Street had some initial works completed in late 2024 for a holiday lighting ceremony held on December 12, 2024. The total costs for land acquisition, concept plans, and advanced tree planting was \$180,359.88 and thus a budget of \$321,640.12 remains for the design/ build of the permanent plan. The remaining amount is committed to the project until completion.</p> <p>The permanent plan for this space went out for procurement in spring this year under design/build. Construction is anticipated to be completed in Fall 2025.</p>

Streetscaping and Community Signage	\$105,000	\$5,090.64	Signage works remaining	<p>The Streetscaping project along Main Street included the completion of the War Memorial site enhancements that were completed in November 2024, just prior to the Remembrance Day ceremony.</p> <p>This project was joined with community signage and wayfinding since the initial report to Council last March.</p> <p>There remains a minimal amount in this budget that will be used towards signage improvements which will require MTO review and approval.</p>
Digital Signage	\$85,000	\$37,088*	Complete	<p>Digital community signage has been installed at the Comber Gathering Space.</p> <p>A two-sided digital sign was erected along Main Street.</p>
Comber Community Centre	\$250,000	\$237,000	Ongoing	<p>Comber Community Centre upgrades are in the initial consultation phase and the architectural drawings are complete.</p> <p>It is anticipated to go out for procurement in the summer 2025 with construction anticipated to commence in Fall 2025.</p>

				This project includes compliance with AODA standards.
Active Transportation and Connectivity	\$250,000	\$44,838.58*	Complete	Active transportation and connectivity projects were all completed in the Fall 2024. Sidewalks were constructed along County Road 46, Taylor Avenue, Tracey Drive, and Abbott Avenue. In total, approximately one (1) kilometre of sidewalks were added to the active transportation network in Comber to improve connectivity throughout the community. The remaining budget from the sidewalk construction is being considered for use as part of this report's direction.
Fireworks	\$5,000	\$0	Complete	This was completed in 2024. Further annual contribution under this agreement would require direction.

* Remaining budget for completed projects to be placed back in reserve to be used for further projects in Comber.

As noted in the above, some of the Phase 1 projects were completed under budget specifically the digital signage, and active transportation and connectivity projects. This amounts to \$81,926.58 that can be re-allocated to other projects in Comber.

In total, between the completed Phase 1 unused budget amount of \$81,926.58 and unused initial funding amount of \$205,589, there is \$292,606.22 to be used for other potential projects in Comber from the first round of received HONI funding. The table below provides a summary:

Item	Description	Amount
A	Community Benefits Received (To date for milestones met)	\$1,877,589
B	Phase 1 Projects Budget	\$1,672,000
C	Remaining Community Benefits: (A) – (B)	\$205,589
D	Phase 1 Projects (completed with remaining budget)	\$81,926.58
E	Total Remaining Community Benefits to Date: (C) + (D)	\$287,515.58

Related to the above Total Remaining Community Benefits to date, the following options are available for the next steps regarding allocation of remaining funds and further projects:

1. Option 1:

Use the total remaining community benefit funds towards further projects in Comber. Administration recommends that the remaining \$287,515.58 be used for Comber annual fireworks and further improvements to the Comber Community Centre diamonds and park trails.

The contribution to annual fireworks in the amount of \$5,000 annually up to and including 2027 in the total amount of \$15,000.

Administration has met with the user groups in Comber to gather the details of the required improvements to the diamonds and parks trails. The remaining funds of \$272,515.58 will be utilized to implement some or all the improvements below:

- Covered dugouts and seating for participants with better access to the field
- Updated seating for a better fan experience
- Trails added for connectivity throughout the park
- Deep well garbage containers
- Decorative stone and newly planted trees for delineation and enhanced safety of trails to driveways.

- Fence replacement along parts of the park
- Updates to the parking lot and wayfinding
- Improvements to field lighting
- Improvements to the sport surfaces and added warning tracks.
- Trails and walking space to and from the playground
- Updated signs throughout the park

It should be noted that any improvements to the Comber Fairgrounds will occur on property not owned by the Municipality and these lands are currently leased through the Comber Agricultural Society.

2. Option 2:

Hold the total remaining community benefit funds in the HONI community benefit reserve and wait for the next amount of Community Benefits to be received. The next milestone is anticipated to be completed by the end of 2025 with the completion of Chatham to Lakeshore Line which amounts to \$256,035.

This option would include public outreach for feedback on potential projects for Comber in 2027 as further significant milestones are met within the next two years as per the CSA. The upcoming two milestones related to projects in Comber are as follows:

- (i) Chatham to Lakeshore Line
 - Amount of \$256,035
 - Construction Completion, anticipated by end of 2025
- (ii) Longwood to Lakeshore Line
 - Amount of \$882,759
 - Construction Commencement, anticipated in 2027

The milestones above would provide a total amount of \$1,138,794 put into reserve by the end of 2027.

HONI recently announced the preferred route selection for the Longwoods to Lakeshore Transmission Line which is anticipated to commence construction in 2027. This milestone would trigger another payment to be received at some point in 2027 to support future projects in Comber with an additional \$882,759 added to the reserve.

Any received funding beyond 2027 would more than likely need to be shared with other communities in Lakeshore depending on final hydro transmission routes and impacted communities.

Others Consulted

Hydro One Networks Inc. (HONI) was consulted as part of this report.

Financial Impacts

In accordance with HONI project milestones and the agreed upon CSA funding, it should be noted that these timelines may be subject to change as project planning and development proceeds by HONI.

Administration will bring forward future reports to Council regarding funding updates and potential community projects for remaining phases as per the completion of milestones.

Report Approval Details

Document Title:	HONI Community Benefits Update.docx
Attachments:	
Final Approval Date:	Jun 17, 2025

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

Prepared by Marco Villella

Submitted by Krystal Kalbol

Approved by the Corporate Leadership Team

Municipality of Lakeshore – Report to Council

Operations

Water Management



To: Mayor and Members of Council

From: Krystal Kalbol, P. Eng., Corporate Leader – Operations
Jason Barlow, Division Leader – Water Management

Date: May 30, 2025

Subject: Stoney Point and Comber Lagoon Interim Measures

Recommendation

Direct Administration to proceed with a comprehensive and financially responsible approach to managing the excess wastewater flows from the Stoney Point and Comber lagoon systems by supporting and funding the following interim measures:

- Interim Measure #1 – Hauling to Denis St. Pierre Water Pollution Control Plant (WPCP) in the amount of \$865,000.00 for the remainder of 2025 (will be included in the annual budget moving forward);
- Interim Measure #2 – Temporary On-Site Treatment in the amount of \$1,822,000.00 for 2025 (will be included in the annual budget moving forward);
- Interim Measure #3 – Inflow and Infiltration (I&I) Reduction in the amount of \$1,500,000.00 (one time cost); and
- Interim Measure #4 – Acti-Zyme Biosolids Reduction and has already been approved in the 2025 budget. Annual maintenance costs will be included in future operating budgets.

for a total budget of \$4,187,000.00 for 2025, as presented at the June 24, 2025 Council meeting.

Strategic Objectives

This is not a strategic objective but is a core service of the Municipality.

Background

The wastewater lagoon systems in Lakeshore have operated beyond their Environmental Compliance Approval (ECA) limits since early 2000's, but effluent quality has consistently met provincial standards. These lagoon systems, originally constructed

in the 1970s for wastewater treatment, are now approaching and/or exceeding their capacity limits due to aging infrastructure and increased demand.

If a treatment facility reaches generally between 80 to 90% capacity, the Municipality of Lakeshore (Lakeshore) is required to undertake an Environmental Assessment (EA) confirming a plan is in place to be able to approve additional capacity beyond this level, essentially up to the rated capacity.

In 2009, Lakeshore undertook a Water Wastewater Master Plan (WWMP) and subsequently an EA (in 2012) specifically related to the Eastern Communities Treatment Facility as capacity was in exceedance and/or reaching 80% at that time.

These studies identified that a mechanical treatment facility (to service both Stoney Point and Comber servicing areas) was required to be implemented to not only address existing concerns but to support future growth within the communities. At that time, the treatment facility also included a servicing strategy to accommodate the Rochester and Lighthouse Cove areas, which are serviced by private septic systems.

An update to the WWMP was undertaken in 2018 and an addendum to the EA for the Eastern Communities was completed.

At that time, Lakeshore took steps towards the implementation of this solution including the completion of detailed design to support a grant application, in which Lakeshore was not successful in securing funding.

The Environmental Assessment has since expired.

More recently, Lakeshore has undertaken an update to the WWMP in 2024 which identifies a long-term solution, similar to that in 2009, being a mechanical treatment facility. However, the updated plan excludes smaller communities and proposed a phased approach to service these (Rochester and Lighthouse Cove).

Through the process of the Master Plan update in 2024, the Ministry of the Environment, Conservation and Parks (MECP) was consulted, as required.

During that process, Administration inquired whether the MECP would consider interim measures to allow for both reduction of impact and to allow growth. The MECP was not supportive of this approach, communicating that a permanent solution is required.

The MECP has been clear through this process that both lagoons are at/nearing capacity and implementation of the long-term solution as identified in the EA is required.

Comments

Based on recent consultation through the WWMP process and more recent concerns with the lagoon systems, a letter was received by the MECP dated April 17, 2025. This letter has been appended to the report.

Both lagoon systems continue to experience consistent exceedances of hydraulic capacity, which has triggered regulatory concerns from the MECP.

Two recent events, outlined in the MECP's correspondence (attached), have elevated these exceedances to compliance issues under the *Ontario Water Resources Act*, thus requiring interim measures to specifically comply with these issues.

Since previous exceedances were not flagged as environmental non-compliance, this delayed the requirement to implement interim solutions. However, the two recent events, as detailed in the MECP letter, have triggered the need for formal action to address environmental compliance.

As identified in the attached letter received on April 17, 2025 by the MECP, this report addresses pursuing interim measures. These measures are expected to require MECP approval and/or new temporary Environmental Compliance Approvals (ECA)s.

The MECP has advised that the current ECAs cannot be amended for capacity increases and that any proposed interim solutions must meet new ECA requirements, particularly regarding bypass and overflow provisions.

In response, a dual-track approach is being pursued: implementing interim measures to manage the existing excess flows and finalizing the permanent mechanical wastewater treatment system.

The interim measures include a combination of an emergency management solution (hauling), temporary on-site treatment solution, inflow and infiltration (I&I) reduction, and volume reduction using biological treatment. These measures are specifically intended to attempt to bring the system(s) into regulatory compliance within the existing ECA's.

It should be noted that the interim measures are not designed or intended to accommodate additional growth; long-term capacity needs will only be addressed through the construction and commissioning of the proposed new mechanical wastewater treatment facility.

It should be also noted that other options have been discounted for compliance, technical and/or economic reasons as a long-term viable solution for sanitary treatment in the Eastern Communities. The list of alternatives considered for the Stoney Point and Comber Sanitary Treatment Facilities (STFs) from the 2024 WWMP Update (Section 10) include:

- Individual mechanical Sewage Treatment Plants (STPs) at Comber and Stoney Point STFs
- Common mechanical STP at Stoney Point STF
- Divert flows from Comber and Stoney Point STP to Denis. St Pierre WPCP
- Divert flows from Comber and Stoney Point STP to Tilbury Wastewater Treatment Plant (WWTP)

- Divert flows from Comber STP to Tilbury WWTP (with a new facility at Stoney Point)
- Divert flows from Stoney Point STP to Tilbury WWTP (with a new facility at Comber)
- Divert flows from Comber and Stoney Point STF to North and South Woodslee WWTPs.
- Retrofit of the Stoney Point and Comber STF Lagoons within existing footprint - Comber and Stoney Point STF are hydraulically constrained. Retrofitting the lagoons with a newer treatment technology (process intensification) cannot mitigate the hydraulic capacity issue without converting the lagoons to continuous discharge lagoons, which is unfeasible as there is insufficient capacity in the existing facilities to allow for the construction of lagoon retrofit solutions while providing service under existing conditions. **This solution does not meet municipal planning objectives for growth.**
- Expand lagoons at the Stoney Point and Comber STFs - Lagoon expansion to accommodate additional hydraulic capacity would not be approved under current Ontario Regulations or MECP Policy. This was confirmed through engagement with the MECP as part of this Master Plan update. Any changes to the existing STFs will result in changes to the effluent discharge targets and objectives that are unachievable through lagoon treatment.

To manage excess flows and maintain compliance with MECP requirements until a new mechanical treatment facility is operational, the following outlines the four interim measures that are being proposed:

Interim Measure	Description	Estimated Cost	Applicable Area/Lagoon
Interim Measure #1 Hauling Effluent to Denis St. Pierre Denis St. Pierre Wastewater Pollution Control Plant (WPCP)	This measure includes the transport of excess wastewater via tanker truck to Denis St. Pierre WPCP. It is estimated that this includes hauling up to 9 truckloads/day that includes both lagoons.	Estimated at approx. \$4,500/day or \$1,640,000/year and an increased treatment costs at Denis St Pierre in excess of \$130,000 based on estimated flows above Lagoon volumes.	Stoney Point and/or Comber Lagoon(s) - to be used when either lagoon exceeds quality standards. This measure is only recommended to be utilized on an emergency basis only if effluent quality is compromised and/or in advance of the other interim measures being in place.

Interim Measure #2 Temporary On-Site Treatment Measures	Installation of leased modular units (e.g., MBRs or filters) to treat excess flow beyond ECA limits. This option requires assessment of options and requires MECP approval.	Approximately \$1,367,000 for Stoney Point (annually for 3 years) and \$455,000 for Comber (annually for 5 years).	Units would be required to be installed at each lagoon site.
Interim Measure #3 Inflow & Infiltration (I&I) Reduction Measures	Sewer joint repairs (e.g. along St. Clair Rd), flow monitoring, and CCTV inspection to reduce storm/groundwater inflow.	\$1,500,000; long-term cost savings expected from this measure.	Stoney Point with a focus on St. Clair Road collection system.
Interim Measure #4 Acti-Zyme Biosolids Reduction	In-situ sludge treatment to free up lagoon capacity. Quick and cost-effective but not a permanent solution.	Comber: \$99,025 (2025); and Stoney Point: \$151,169 (2025)	Stoney Point and Comber Lagoons - treatment budgeted and underway at each lagoon. Maintenance costs will be included in the annual operations budget annually, until no longer required.

These interim measures are expected to be implemented before the end of 2025.

These interim measures support immediate environmental compliance and operational resilience while the Municipality advances the design and approval of a permanent mechanical wastewater treatment system.

Under the Program Charter, an application for the Health & Safety Stream Grant to support the transition to a permanent mechanical system is currently being prepared. To meet the requirements of the grant application, a formal request to the MECP for a letter of support, and confirmation that an updated Environmental Assessment (EA) will not be required in its' entirety is being sought as part of this process. It is understood that updates to natural heritage and species-at-risk (SAR) habitat assessments may still be necessary. The EA process will proceed based on the current 80% design, with proposed revisions to the impact and mitigation measures, given that the original natural environment data is over 10 years old.

Others Consulted

MECP, Ontario Clean Water Agency (OCWA), and Stantec Consulting were consulted as part of this report.

Financial Impacts

The following summarizes the financial impact for both short and long-term measures:

Short-Term			
Interim Measure	Budget Cost	Current Budget	Notes
Interim Measure #1 – Hauling Effluent to Denis St. Pierre Wastewater Pollution Control Plant (WPCP)	\$1,600,000.00	\$ -	Annual cost for 2025 will be requested and any additional annual costs required will be bought forward in the 2026 budget.
Interim Measure #2 – Temporary On-Site Treatment Measures	\$1,822,000.00	\$ -	Will be brought forward annually until the long-term solution is in place.
Interim Measure #3 – Inflow & Infiltration (I&I) Reduction Measures	\$1,500,000.00	\$400,000.00	Remaining dollars from the current annual I & I budget will be used. This is a one-time cost. Other I & I project(s) may become apparent through efforts of I & I reduction.
Interim Measure #4 – Acti-Zyme Biosolids Reduction	\$250,194.00	\$250,194.00	Already included in the 2025 budget.
Total Short-Term Costs	\$5,172,194.00	\$550,194.00	\$4,522,000.00
Long-Term			
Permanent Measure	Budget Cost (over 5 years)	Current Budget	
Treatment Facility	\$74,450,000.00	\$ -	Permanent solution as identified in the 2024 WWMP Update.

Total Long-Term Costs	\$74,450,000.00	\$ -	\$74,450,000.00
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Overall, the recommended approach balances short-term financial prudence with regulatory compliance by combining lower-cost immediate interventions (Interim Measures #3 and #4) that provide long term benefit with preparation for more capital-intensive solutions (Interim Measure #2), reserving high-cost emergency hauling (Interim Measure #1) as a last resort.

Administration will pursue these interim measures to the fullest extent possible, subject to all necessary regulatory approvals; and prioritize financially prudent solutions that maintain regulatory compliance and optimize the performance of the existing lagoons.

It is noted that variances of this nature will cause the Wastewater Reserve to go into a deficit position and have long-term implications on wastewater rates within the rate model. As previously mentioned, every effort should be made to mitigate these variances to prevent long-term impacts on capital funding.

Attachments

Letter from the Ministry of Environment, Conservation of Parks

Report Approval Details

Document Title:	Stoney Point and Comber Lagoon MECP Interim measures.docx
Attachments:	- Lakeshore Letter 04-17-25.pdf
Final Approval Date:	Jun 13, 2025

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

Prepared by Krystal Kalbol and Jason Barlow

Approved by the Corporate Leadership Team

**Ministry of the Environment,
Conservation and Parks**

Southwest Region
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Phone: 519-873-5000

**Ministère de l'Environnement, de la
Protection de la nature et des Parcs**

Région Sud-Ouest
733 rue Exeter
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April 17, 2025

Brianna Coughlin,
Division Leader – Legislation Services,
Municipality of Lakeshore,

I am the Water Compliance Supervisor with the London District Office of the Ministry of the Environment, Conservation and Parks (the “Ministry”).

The Municipality of Lakeshore (“the Municipality”) owns and operates two wastewater treatment facilities, one known as the Stoney Point Lagoon Wastewater Facility (the “Stoney Point Works”) approved under environmental compliance approval (“ECA”) No. 1-482-77-006 issued May 31, 1977 and ECA No. 3-0399-87-917 issued December 23, 1991 (the “Stoney Point ECAs”) and the other known as the Comber Lagoon Wastewater Treatment Facility (the “Comber Works”) approved under ECA No. 8682-7JAJ76 issued on September 11, 2008 (the “Comber ECA”).

I am writing to set out the Ministry’s concerns with the operations of the Stoney Point Works and the Comber Works, which may be resulting in the contravention of the *Ontario Water Resources Act* (“OWRA”). In particular, the works do not have the capacity to treat the volume of influent they receive, which has resulted in repeated discharges of untreated sewage to Little Creek, Big Creek, the mouth of the Thames River and ultimately to Lake St. Clair, that may result in the impairment of water.

Background

I understand that the Municipality has had concerns with the limited capacity of the Stoney Point Lagoon and Comber Lagoon for a number of years. These concerns have been summarized by the Municipality in its updated Water and Wastewater Master Plan, dated September 30, 2024, prepared by Jacobs Consultancy Canada Inc. (the “Master Plan”) that documented a number of historical performance issues with the works.

In fall 2023, the Stoney Point Works reached capacity earlier than anticipated, resulting in the discharge of untreated sewage with high concentrations of unionized ammonia to the waters of Little Creek, which ultimately discharges into Lake St. Clair. The Stoney Point ECAs require that the waste stabilization ponds retain sewage for 180 days prior to discharge, which was not met in this case. As noted in the Master Plan, “This release

from the lagoons is considered a spill of untreated wastewater to the environment and poses a real risk of contaminating the drinking water source in Stoney Point area.” The Master Plan further notes that “This type of event has a high likelihood of reoccurring again due to climate change and the current operating condition of Stoney Point [Sewage Works].”

Between February 25, 2025, and March 3, 2025, after the Master Plan was prepared, high volumes of influent to the Comber Works resulted in the discharge of 20,640 m³ of untreated sewage to Big Creek, which ultimately discharges in Lake St. Clair. Condition 4.1 of the Comber ECA requires that discharges from the Comber Works not exceed a flow rate of 430m³ per day. As such, the discharge during February and March of 2025 exceeded the approved rate in condition 4.1 by more than six hundred percent for each of the days of discharge.

I believe that the above discharges from the Stoney Point Works and the Comber Works are contraventions of subsection 53(1) of the OWRA. In addition, the discharge of untreated sewage may impair the quality of the water of Big Creek, Little Creek, and Lake St. Clair, contrary to subsection 30(1) of the OWRA.

Subsection 53(1) of the OWRA prohibits any person from using, operating, establishing, altering, extending or replacing a new or existing sewage works except under and in accordance with an environmental compliance approval.

Subsection 30(1) of the OWRA prohibits any person from discharging, causing, or permitting the discharge of any material of any kind into or in any water or any shore or bank thereof or into or in any place that may impair the quality of the water of any water.

Current Status

As detailed in the Master Plan, I understand that the current treatment capacity for the Stoney Point Works is 949 m³/day, however the annual average daily flow is 1211 m³/day, which means it is operating at 127% of the rated capacity. According to the Master Plan, “The existing capacity at the [Stoney Point Works] is not adequate to meet the present and future treatment requirements”.

I also understand that the current treatment capacity for the Comber Works is 430 m³/day, however the annual average daily flow is 402 m³/day, which means it is operating at 94% of the rated capacity. The Master Plan notes that the untreated discharge from this works “is indicative of the lagoons operating at or near their hydraulic capacity.” The Master Plan further notes that “The population in the Comber servicing area is expected to grow by 30 percent....and the plant capacity is not adequate to meet future treatment requirements”.

Based on the above, I believe that further discharges from the Stoney Point Works and Comber Works are likely to occur contrary to subsection 53(1) of the OWRA, if the Municipality does not take additional steps to address the limited capacity of the works.

As you may know, contravening s. 53(1) of the OWRA is an offence, and may result in my taking enforcement actions such as the issuance of an order and/or referral to the Ministry's Environmental Investigations and Enforcement Branch for an investigation.

Next Steps:

It is the ministry's expectation that the municipality will take all appropriate steps to ensure that there are no further contraventions of the OWRA and the ECAs, which includes steps to address the limited capacity of the Stoney Point Works and Comber Works. The Ministry recommends that the Municipality prepare interim measures to prevent any further discharge of untreated sewage contrary to the ECAs.

I understand that the Municipality is considering several options to address the limited capacity of the works that may include increasing the capacity of the existing systems and/or the construction of a new treatment facility.

Please note that any proposal to update the works will require an amendment to the ECAs for the works, and the Municipality will need to demonstrate that the works have the capacity to treat the volume of influent directed to these systems and are capable of meeting applicable Ministry standards.

Lastly, I note that the construction of a new treatment facility was identified as a preferred option in 2012 as part of an environmental assessment process undertaken by the Municipality.

Please provide me with a written response to this letter by May 19, 2025, to mark.smith@ontario.ca that describes (a) the Municipality's interim measures for preventing further discharges contrary to the ECAs and (b) the Municipality's preferred option for addressing the limited capacity of the Stoney Point Works and Comber Works. Please be advised that failing to provide me with the requested written response may result in my taking additional enforcement action, such as the issuance of orders.

If you have any questions regarding this issue, please contact the undersigned.

Regards,

A handwritten signature in black ink, appearing to read 'M. Smith', with a stylized flourish at the end.

Mark Smith

Water Compliance Supervisor

London District Office
Drinking Water and Environmental Compliance Division
Ministry of the Environment, Conservation and Parks
Mark.smith@ontario.ca
519-317-8116

Notice of Motion submitted by Councillor Kerr regarding adding Tom Bain's name Lakeshore's Lakeview Park and Marina

Whereas, it has been the practice of the Municipality of Lakeshore to name various municipality owned properties and structures after former members of council who have significantly contributed to making Lakeshore the best and most envied municipality in the Province of Ontario;

And whereas, Tom Bain served some 44 years as a valued Elected member of council for the former Rochester Township and more recently the Municipality of Lakeshore's longest serving representative. This career in public service started in the Township of Rochester in November of 1978 some 21 years before the Ontario ordered amalgamation. With 23 years under the Lakeshore umbrella Former Mayor Bain also has the record as the as longest tenured Warden of the County of Essex Council a position that is elected by all the Mayors and Deputy Mayors of Essex County and it has been mentioned the longest serving Warden in all of Ontario.

And whereas, in Lakeshore alone, one cannot win 7 elections that span 23 years without the trust of its residents. With his 44 years as an elected public service representative, Tom Bain has provided exemplary leadership to residents by his participation on a multitude of boards and committees;

And whereas, during his tenure in Lakeshore, Tom Bain was a community leader, a champion in bringing Federal, Provincial, County, and our Local government leaders to the table for the benefit of our area. This feat added a jewel to Lakeshore, now known as the Atlas Tube Recreational Centre.

Therefore, be it resolved that the Council take the steps necessary to add Tom Bain's name to Lakeshore's Lakeview Park and Marina. To have it renamed as Tom Bain Lakeview Park and Marina.

Municipality of Lakeshore

By-law 45-2025

Being a By-law to Authorize an Agreement with The Corporation of the County of Essex

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

And whereas it is deemed necessary to enter into a Medical Tiered Response Agreement with The Corporation of the County of Essex as recommended by the Fire Chief at the June 24, 2025 Council meeting;

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

1. The Mayor and the Clerk are authorized to execute an agreement with The Corporation of the County of Essex with the form approved by Legal Services and the content approved by the Corporate Leader – Community Health and Safety Services.
2. The authority granted in Section 1 includes the authority to execute any routine or housekeeping amendments that do not materially change the intent of the agreement.
3. In the event of a conflict between this by-law and another Lakeshore by-law, this by-law prevails.
4. This By-law comes into force and effect upon passage.

Read and passed in open session on June 24, 2025.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Written approval of this by-law was given by Mayoral Direction MDE-___-2025 dated _____, 2025.

Municipality of Lakeshore

By-law 50-2025

**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 June 3, 2025 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.
- 3. For the purposes of the exercise of the authority of the head of council to veto a by-law in accordance with section 284.11 of the *Municipal Act, 2001*, this Confirming By-law shall be deemed to be separate Confirming By-laws for each item listed on the meeting agenda.

Read and passed in an open session on June 24, 2025.

**Mayor
Tracey Bailey**

**Clerk
Brianna Coughlin**

Written approval of this by-law was given by Mayoral Direction MDE-__-2025 dated _____, 2025.