

# Municipality of Lakeshore

## Regular Council Meeting Agenda



Tuesday, July 8, 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)(e), (f) and (k) of the *Municipal Act, 2001* to discuss potential litigation affecting the municipality, advice that is subject to solicitor-client privilege, including communications necessary for that purpose, and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, relating to the Atlas Tube Recreation Centre.

3. Singing of O Canada

4. Land Acknowledgement

5. Moment of Reflection

6. Disclosures of Pecuniary Interest

7. Recognitions

8. Announcements by Mayor

9. Public Meetings under the Planning Act

**1. Zoning By-law Amendment (ZBA-02-2025) – 1370 Lakeshore Road 203**

**7**

**Recommendation:**

Approve Zoning By-law Amendment Application ZBA-02-2025 (Zoning By-law 2-2012, as amended), to rezone the lands known legally as, Part of Lot 7, Concession North of Middle Road, Maidstone, designated as Part 1 on Plan 12R24098, save and except Part 1 on Plan 12R30038, being part of the PIN 75013-0137(LT), and known municipally as 1370 Lakeshore Road 203, from “Agriculture (A)” to “Agriculture Zone Exception 1 (A-1)” zone (indicated as “1370 Lakeshore Rd 203 Retained Land” on the Key Map, Appendix B), in the Municipality of Lakeshore; and

Direct the Clerk to read By-law 46-2025 during the Consideration of By-laws, all as presented at the July 8, 2025 Council meeting

**2. Zoning By-law Amendment (ZBA-03-2025) – 15709 Lakeshore Road 309**

**17**

**Recommendation:**

Approve Zoning By-law Amendment Application ZBA-03-2025 (Zoning By-law 2-2012, as amended), to rezone the lands known legally as, Part of Lot 15, Concession 9, Tilbury, save and except Part 1 on Plan 12R30124, being part of the Property Identifier Number 75080-0080(LT), and known municipally as 15709 Lakeshore Road 309, from “Agriculture (A)” to “Agriculture Zone Exception 1 (A-1)” zone (indicated as “15709 Lakeshore Rd 309 Retained Land” on the Key Map, Appendix B), in the Municipality of Lakeshore; and

Direct the Clerk to read By-law 47-2025 during the Consideration of By-laws, all as presented at the July 8, 2025 Council meeting.

**3. Zoning By-law Amendment (ZBA-23-2024) – 923 County Rd 2**

**26**

**Recommendation:**

Approve Zoning By-law Amendment Application (ZBA-23-2024), to amend Zoning By-law 2-2012 as it relates to the subject lands identified in “Attachment A” which corresponds to the 12 severed lots that were approved with conditions under Consent Applications (File Number B/16/2023 to B/27/2023), and to rezone the lands from “Hamlet Commercial Zone Exception 1 (HC-1)” to “Hamlet Residential (HR)”.

Direct the Clerk to read By-law 48-2025 during the Consideration of By-laws, all as presented at the July 8, 2025 Council meeting.

**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 agenda.
  1. **June 24, 2025 Regular Council Meeting Minutes** 72
14. **Consent Agenda**  
  
**Recommendation:**  
Receive the items as listed on the Consent Agenda.
  1. **Council Resolution 134-05-2025 re Short Term Rental enforcement** 82
  2. **Essex County OPP Detachment Board - North Meeting Minutes - April 14, 2025** 87
  3. **Committee of Adjustment Meeting Minutes - April 16, 2025** 96
  4. **Committee of Adjustment Meeting Minutes - May 21, 2025** 104
15. **Reports for Direction**
  1. **Tender Award – Monitoring System for Storm and Sanitary Pump Stations** 118  
  
**Recommendation:**  
Award the Tender for Monitoring System for Storm and Sanitary Pump Stations to Ontario Clean Water Agency (OCWA) for a total cost of \$295,555.81, including applicable HST, as presented at the July 8, 2025 Council Meeting.
  2. **SA-03-2024 Draft Plan of Subdivision Application for Cooper Mills Phase 2 by Cooper Estates Limited** 122  
  
**Recommendation:**  
Direct Administration to advise the County of Essex that the Municipality of Lakeshore supports the draft plan of subdivision approval for Cooper Mills Phase 2 by Cooper Estates Ltd. as described in the report presented at the July 8, 2025 Council Meeting.

3. **Shipping Containers – Potential Zoning By-law Amendment** 143
- Recommendation:**  
Direct Administration to prepare a draft Zoning By-law amendment on Shipping Containers, and give public notice as required under the *Planning Act*, as presented at the July 8, 2025 Council meeting.
4. **Municipal Election 2026 – Alternate Methods of Voting** 163
- Recommendation:**  
Approve Internet Voting as the voting method for the 2026 municipal election, as presented at the July 8, 2025 Council meeting; and  
  
Direct the Clerk to prepare a by-law authorizing the alternative voting method as required by Section 42(1)(b) of the *Municipal Elections Act, 1996*.
5. **Delegation of Authority during Restricted Period** 172
- Recommendation:**  
Direct the Clerk to read By-law 51-2025, Being a By-law to Delegate Authority during a Restricted Council Period, during the Consideration of By-laws, as presented at the July 8, 2025 Council meeting.



**Recommendation:**

1. Receive the report regarding the 2024 Year End Variances for the general (taxation funded), water and wastewater (sanitary sewer) funds;
2. Approve the taxation-supported surplus of \$2,284,879 for the year ended December 31, 2024;
3. Approve a transfer of \$1,144,627 to the Contingency Reserve;
4. Approve a transfer of \$487,943 to the Legal Reserve;
5. Approve a transfer of \$268,638 to the Winter Control Reserve;
6. Approve a transfer of \$117,165 to the Police - Operating Reserve;
7. Approve a transfer of \$50,000 to the Encumbrance – Taxation Reserve for the Workforce Development Health and Safety Audit (a one-time funded 2024 consulting expense that was not completed)
8. Approve a transfer of \$58,213 to the Vehicles and Equipment Reserve;
9. Approve a transfer of \$3,462 to the Fire Vehicles and Equipment Reserve;
10. Approve a transfer of \$154,831 to the Building Services – Operating Fund Reserve which will then fund the 2024 net deficit as outlined in the draft 2024 Building Services Statement
11. Approve a transfer of \$(616,450) representing a deficit from Water operations for the year ended December 31, 2024 from the Water Reserve Fund;
12. Approve a transfer of \$807,463 representing a surplus from Wastewater (sanitary sewer) operations for the year ended December 31, 2024 to the Wastewater (Sanitary Sewer) Reserve Fund; all as presented at the July 8, 2025 Council meeting.

**16. Notices of Motion****1. Councillor Kerr - Amendment to Procedure By-law**

201

**Recommendation:**

That Administration bring forward the action steps needed for Council to take to modernize the Procedural Bylaw to allow residents/concerned citizens etc. to speak on Consent Agenda Items in the Regular Council Agenda at that particular Regular Council Meeting.

- 17. Reports from County Council Representatives
- 18. Report from Closed Session
- 19. Consideration of By-laws

Recommendation:  
By-laws 46-2025, 47-2025, 48-2025, 51-2025 and 52-2025 be read and passed in open session on July 8, 2025.

- 1. By-law 46-2025, Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-02-2025) 202
- 2. By-law 47-2025, Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-03-2025) 204
- 3. By-law 48-2025, Being a By-law to amend By-law 2-2012, the Zoning By-law for the Municipality of Lakeshore (ZBA-23-2024) 206
- 4. By-law 51-2025, Being a By-law to Delegate Certain Authorities During a Restricted Period During the 2026 Municipal Election 208
- 5. By-law 52-2025, Being a By-law to Confirm the Proceedings of the June 24, 2025 Council Meeting 211

- 20. Non-Agenda Business
- 21. Addendum
- 22. Adjournment

Recommendation:  
Adjourn the meeting at \_\_\_\_ PM.

# Municipality of Lakeshore – Report to Council

## Growth and Sustainability

### Planning Services



**To:** Mayor and Members of Council

**From:** Ian Search, BES, Planner I

**Date:** June 9, 2025

**Subject:** Zoning By-law Amendment (ZBA-02-2025) – 1370 Lakeshore Road 203

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### Recommendation

Approve Zoning By-law Amendment Application ZBA-02-2025 (Zoning By-law 2-2012, as amended), to rezone the lands known legally as, Part of Lot 7, Concession North of Middle Road, Maidstone, designated as Part 1 on Plan 12R24098, save and except Part 1 on Plan 12R30038, being part of the PIN 75013-0137(LT), and known municipally as 1370 Lakeshore Road 203, from “Agriculture (A)” to “Agriculture Zone Exception 1 (A-1)” zone (indicated as “1370 Lakeshore Rd 203 Retained Land” on the Key Map, Appendix B), in the Municipality of Lakeshore; and

Direct the Clerk to read By-law 46-2025 during the Consideration of By-laws, all as presented at the July 8, 2025 Council meeting

### Strategic Objectives

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

### Background

The Municipality of Lakeshore has received a Zoning By-law Amendment application for the farm property known municipally as 1370 Lakeshore Road 203 (“subject property”). The property is zoned “Agriculture” in the Lakeshore Zoning By-law 2-2012. It is currently a 50.42 acres (20.4 hectares) farm located north of County Road 46, south of Highway 401, at the southeast corner of Lakeshore Road 203 and North Rear Road (Appendix A).

A provisional consent (file: B-09-2024) was granted by the Committee of Adjustment on November 13, 2024, to sever a dwelling surplus to the farming operation of a farmer that will be purchasing the subject property. The rural residential lot to be severed will have frontage on Lakeshore Road 203 and is indicated as Part 1 on the plan of survey (Appendix C). The lot to be severed will have an area of 1.71 acres (6,920.12 m<sup>2</sup>) and a lot frontage of 70.1 metres (230 feet), which will incorporate a dwelling and accessory uses/structures. The retained farmland parcel will have a lot area of 48.71 acres (19.71 hectares) following the severance.

As a condition of the provisional consent, the applicants are applying to rezone the retained farmland parcel to prohibit residential dwellings and additional residential units on the retained farmland parcel (Appendix B), as required in the Lakeshore Official Plan and Provincial Planning Statement.

Subject Land: 50.42 acres (20.4 hectares)  
Existing Use – Agriculture with dwelling  
Proposed Use – Agriculture and one rural residential lot  
Access — Lakeshore Road 203 (severed and retained lot)  
Services — Municipal water, private sanitary

Surrounding Uses: North: Agriculture, woodlands  
South: Agriculture, woodlands  
East: Agriculture  
West: Agriculture

Official Plan: Agricultural

Existing Zoning: Agriculture (A)

## Comments

The application was circulated to internal departments and no objections to the rezoning were received as of the date of this report. The Team Leader of Development Engineering and Approvals commented that a drainage tile map should be submitted for the retained farmland parcel, as requested for the provisional consent approval.

Comment: The applicant submitted a drainage drawing to the attention of Community Planning which was sent to the Assistant Drainage Superintendent. The drawing was deemed satisfactory. The Team Leader of Development Engineering and Approvals has been informed and has no further concerns.

## Provincial Planning Statement (PPS) (2024)

The proposed rezoning application is consistent with the PPS. Subsection 4.3.3 c) 2. requires the planning authority to ensure that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the surplus farm dwelling severance. A provisional consent (B-09-2024) was granted to sever a dwelling

surplus to a farming operation as a separate lot. As a condition of consent, and as required by the PPS, the applicants are rezoning the retained farmland parcel to prohibit dwelling(s). In doing so, additional residential units will also be prohibited from developing on the retained farmland parcel, in accordance with the PPS.

### **County of Essex Official Plan**

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

#### **3.3.3.4 Lot Creation**

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

### **Lakeshore Official Plan**

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

#### **6.2.3 Agricultural Lot Creation & Lot Adjustment**

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

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

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

## **Lakeshore Zoning By-law**

The subject property is currently zoned Agriculture (A), in the Lakeshore Zoning By-law 2-2012, as amended. The retained farmland parcel will be rezoned into an Agriculture Zone Exception (A-1) to prohibit a single detached dwelling. The rezoning will automatically prohibit additional residential unit(s) as well given that they are, by definition, accessory to a primary dwelling on a property.

The surplus dwelling lot will meet the minimum frontage and area requirements for a rural residential lot zoned Agriculture (A) – no rezoning of this parcel is necessary. The retained farmland parcel will have a lot area of 48.71 acres (19.71 hectares) following the severance, which meets the minimum lot area requirement of 46.95 acres (19 hectares) in the Zoning By-law.

## **Conclusion**

Based on the foregoing, it is recommended that Council approve ZBA-02-2025 (By-law 46-2025) as per the Recommendation section of this report.

## **Others Consulted**

Notice was given to agencies and the general public as required under the provisions of the *Planning Act* and regulations. As of the writing of this report, comments were received from Essex Region Conservation Authority (ERCA). A standard comment was received from VIA Rail Canada Inc. It is noted that the railroad of this agency is located several kilometres north of the subject property.

ERCA stated that they have no objection to the Zoning By-law Amendment (Appendix D). If any new construction is proposed, the property owner will be required to obtain an approval from ERCA prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

## **Financial Impacts**

There are no budget impacts resulting from the recommendation.

## **Attachments**

Appendix A – Aerial Map  
Appendix B – Key Map  
Appendix C – Survey  
Appendix D – ERCA

## Report Approval Details

Document Title:	ZBA-02-2025 - 1370 Lakeshore Road 203.docx
Attachments:	<ul style="list-style-type: none"><li>- Appendix A - Aerial Map.pdf</li><li>- Appendix B - Key Map.pdf</li><li>- Appendix C - Survey.pdf</li><li>- Appendix D - ERCA comment.pdf</li></ul>
Final Approval Date:	Jun 23, 2025

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

Prepared by Ian Search

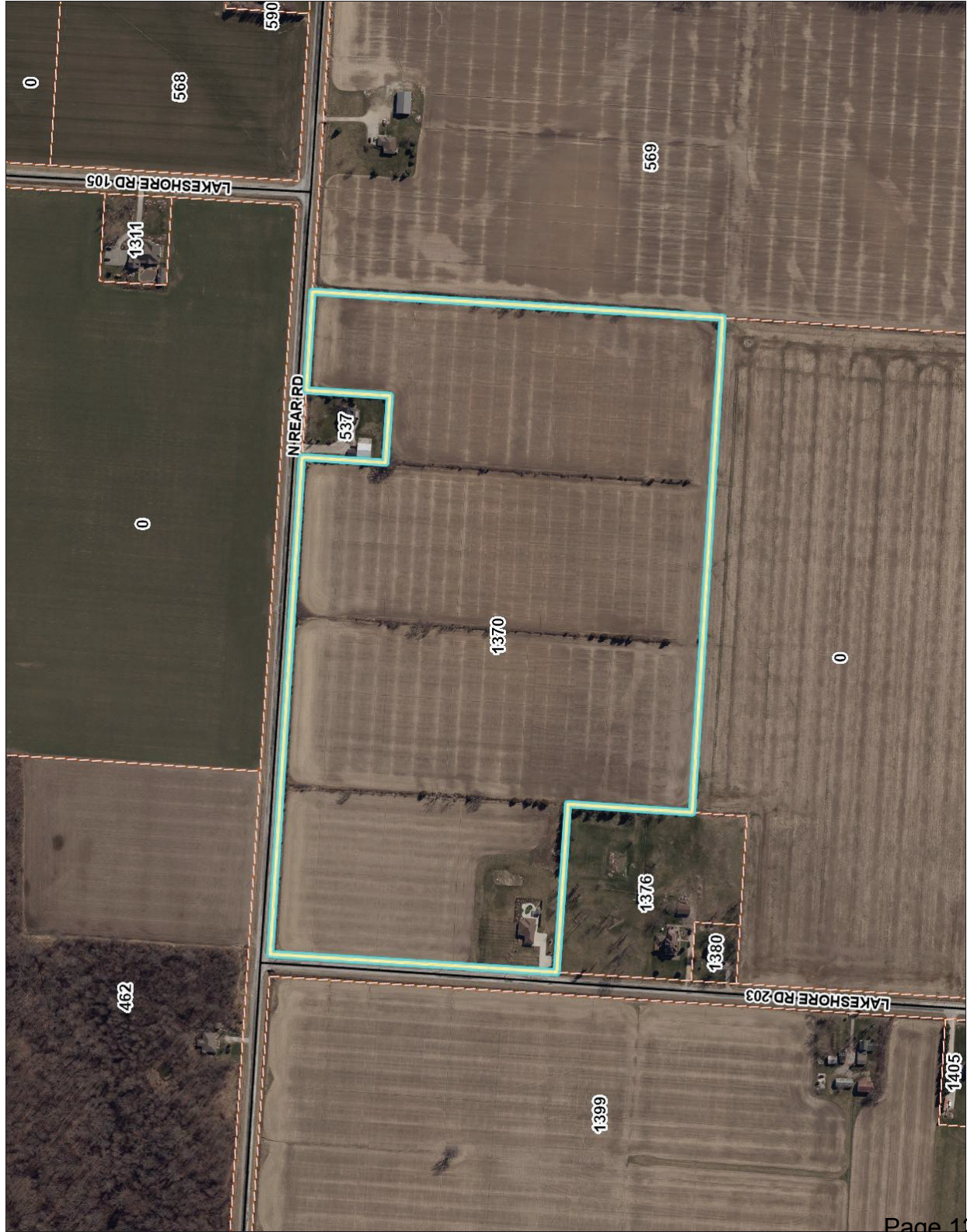
Submitted by Urvi Prajapati, Daniel Mercer and Tammie Ryall

Approved by the Corporate Leadership Team





# Subject Property Map - 1370 Lakeshore Road 203



## Legend

- Tax Parcel
- WorkingParcel
- Street Centreline
  - CNTY
  - LAK
  - PRIV
  - PROV
  - <all other values>

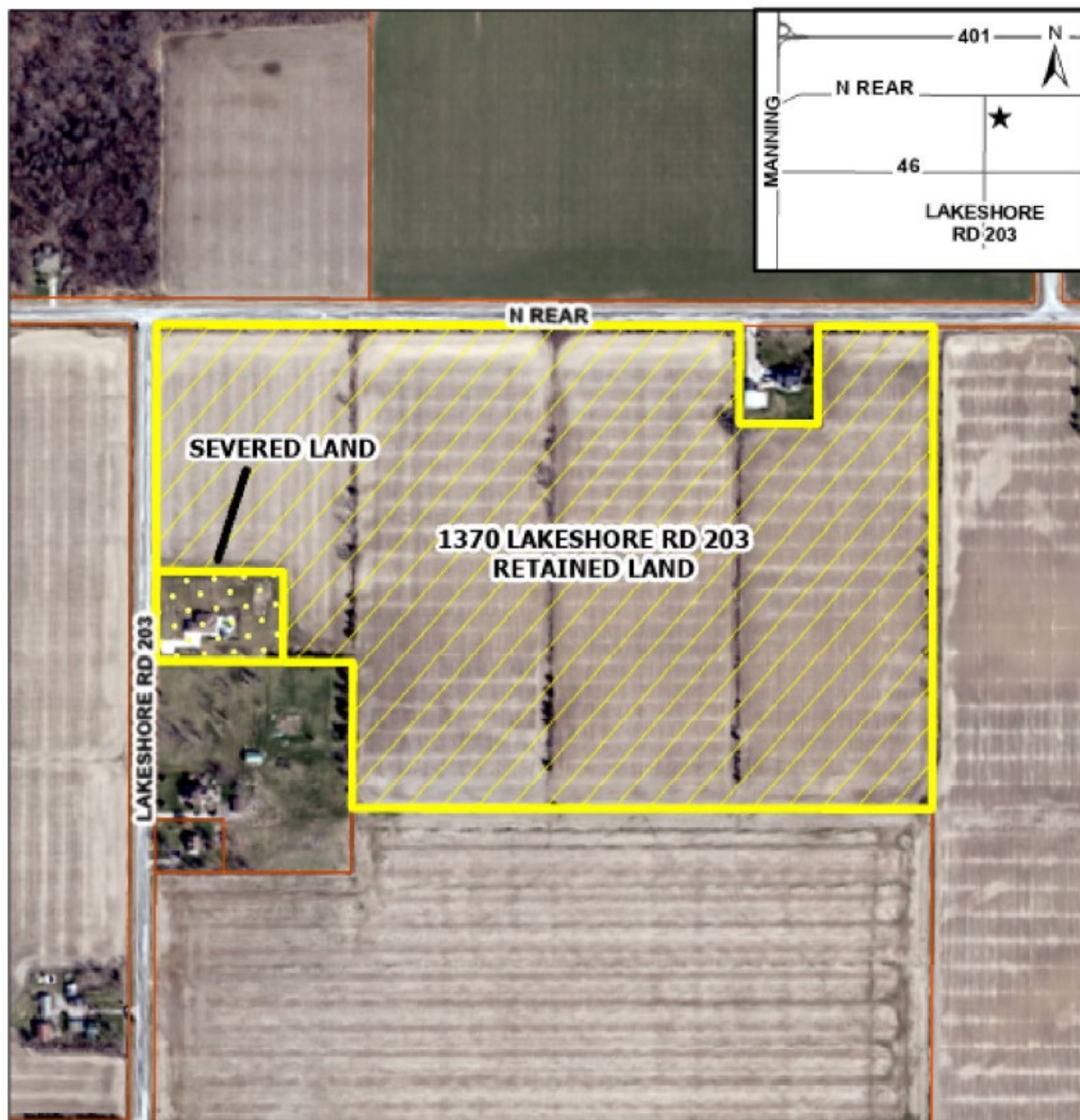
1: 5,336



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

Notes:







# NOTES

BEARINGS ARE UTM GRID DERIVED FROM OBSERVED REFERENCE POINTS 'X' AND 'Y' BY REAL-TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) BY REAL-TIME NETWORK OBSERVATIONS AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) WEST (CSRS) (2010.0).

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999856.

ALL SET SSB AND FB MONUMENTS WERE USED DUE TO LACK OF OVERBURDEN AND/OR PROXIMITY OF UNDERGROUND UTILITIES IN ACCORDANCE WITH SECTION 11 (4) OF OREG. 525/91.

# INTEGRATION DATA

COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE CAN-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0).

COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) OREG 216/10

POINT ID	NORTHING	EASTING
ORP-A	N15544296.76	E1144981.55
ORP-B	N15542922.71	E1144892.88

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

FOR BEARING COMPARISON, A ROTATION OF 01°15'30" CLOCKWISE WAS APPLIED TO (P) TO CONVERT TO GRID BEARINGS.

# PARTS SCHEDULE

PART	LOT	CON/PLAN	P.L.N.	AREA
1	PART OF LOT 7	CONCESSION NORTH OF MIDDLE ROAD	PART OF 75013-0137	1.71 Acres

LOT 7

PLN 75013 - 0137

Part 1

CONCESSION NORTH OF MIDDLE ROAD

RETAINED LANDS  
48.71 ACRES

SEVERED LANDS  
1.71 ACRES

PART 1

Plan 12R - 24098

PLN 75013 - 0137

Part 1

Plan 12R - 25195

PLN 75013 - 0142

Part 1

Plan 12R-15186

NORTH REAR ROAD  
(ROAD ALLOWANCE BETWEEN CONCESSIONS  
NORTH OF MIDDLE ROAD AND WEST BELLE RIVER)

NW CORNER OF LOT 7  
CONCESSION NORTH MIDDLE ROAD

N03°41'30"E  
17.00' (P.P1&S)

626.81'  
609.81'

ORP-A

N03°41'30"E (P.P1&M)

34.7'

IB

639.81' (P.P1&M)

SSB

PLN 75013 - 0002

Known as LAKESHORE ROAD 203  
(ROAD ALLOWANCE BETWEEN LOTS 6 AND 7)

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

PLAN OF SURVEY  
OF  
PART OF LOT 7  
CONCESSION NORTH OF MIDDLE ROAD  
GEOGRAPHIC TOWNSHIP OF MAIDSTONE  
NOW IN THE  
MUNICIPALITY OF LAKESHORE  
COUNTY OF ESSEX, ONTARIO  
VERHAEGEN LAND SURVEYORS, A DIVISION OF J.D. BARNES LTD.

SCALE : 1"=40'

0 20.0 40.0 80.0 120.0 200.0

THE INTENDED PLOT SIZE OF THIS PLAN IS 36" IN WIDTH BY 18" IN HEIGHT WHEN PLOTTED AT A SCALE OF 1"=40'

# LEGEND

SB DENOTES SURVEY MONUMENT FOUND  
SBB DENOTES SURVEY MONUMENT SET  
SSB DENOTES STANDARD IRON BAR  
IB DENOTES SHORT STANDARD IRON BAR  
IBB DENOTES ROUND IRON BAR  
PB DENOTES PLASTIC BAR  
CC DENOTES CUT-CROSS  
OP DENOTES STEEL PIN  
WT DENOTES WITNESS  
(M) DENOTES PERPENDICULAR  
(M) DENOTES MEASURED  
(S) DENOTES SET  
(D) DENOTES DEED  
(N) DENOTES NOT IDENTIFIABLE  
(OU) DENOTES ORIGIN UNKNOWN  
ORP DENOTES OBSERVED REFERENCE POINT  
(P) DENOTES PLAN 12R-24098  
(P1) DENOTES PLAN 12R-245195  
(JDB) DENOTES J.D. BARNES LIMITED, O.L.S.  
(1744) DENOTES VERHAEGEN LAND SURVEYORS, O.L.S.  
(1341) DENOTES RICHARD W. MURRAY, O.L.S.  
N=NORTH / E=EAST / S=South / W=West

# SURVEYOR'S CERTIFICATE

I CERTIFY THAT:  
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT,  
THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.  
2. THIS SURVEY WAS COMPLETED ON THE 19th DAY OF DECEMBER, 2025

DATE JANUARY 3, 2025

*Roy Simone*  
ROY A. SIMONE  
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER 2220899.



**VERHAEGEN**  
LAND SURVEYORS  
A DIVISION OF J.D. BARNES LTD.

944 OTTAWA STREET, WINDSOR, ON, N9X 2E1  
T: (519) 258-1772 F: (519) 258-1791 www.jdbarnes.com

DRAWN BY: NMG	CHECKED BY: KH/RAS	REFERENCE NO: 24-47-618-00
FILE: 24-47-618-00.dwg	E-MAD-NMR-7	CAD Date: January 7, 2025 2:38 PM CAD File: 24-47-618-00.dwg



2025-06-09

File Number: 1323-25

Ian Search, Municipality of Lakeshore  
419 Notre Dame Street  
Municipality of Lakeshore, ON  
N8L 0P8

RE: Rezone Due to Surplus Farm Dwelling Severance  
1370 LAKESHORE RD 203  
Municipal File Number: ZBA-02-2025

The Municipality of Lakeshore has received Application for Zoning By-Law Amendment ZBA-02-2025 for the above noted subject property. A provisional consent (file: B-09-2024) was granted from the Lakeshore Committee of Adjustment to sever an existing dwelling and its accessory uses from the Subject Property as a separate residential lot. The dwelling is considered surplus to a farming operation. As a condition of their consent (severance) approval from the Committee of Adjustment, the applicant is applying to rezone the Subject Property to prohibit any new dwelling(s) and additional residential units on the retained farmland parcel.

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

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

The above noted lands are subject to our Regulation under the Conservation Authorities Act (Ontario Regulation No. 41/24). The parcel falls within the regulated area of the North Rear Road Drain. If any new construction is proposed, the property owner will be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the Conservation Authorities Act.

**FINAL RECOMMENDATION**

Our office has no objection to ZBA-02-2025.

Sincerely,

*Alicia Good*

Alicia Good  
Watershed Planner



# Municipality of Lakeshore – Report to Council

## Growth and Sustainability

### Planning Services



**To:** Mayor and Members of Council

**From:** Ian Search, BES, Planner I

**Date:** June 12, 2025

**Subject:** Zoning By-law Amendment (ZBA-03-2025) – 15709 Lakeshore Road 309

---

### Recommendation

Approve Zoning By-law Amendment Application ZBA-03-2025 (Zoning By-law 2-2012, as amended), to rezone the lands known legally as, Part of Lot 15, Concession 9, Tilbury, save and except Part 1 on Plan 12R30124, being part of the Property Identifier Number 75080-0080(LT), and known municipally as 15709 Lakeshore Road 309, from “Agriculture (A)” to “Agriculture Zone Exception 1 (A-1)” zone (indicated as “15709 Lakeshore Rd 309 Retained Land” on the Key Map, Appendix B), in the Municipality of Lakeshore; and

Direct the Clerk to read By-law 47-2025 during the Consideration of By-laws, all as presented at the July 8, 2025 Council meeting.

### Strategic Objectives

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

### Background

The Municipality of Lakeshore has received a Zoning By-law Amendment application for the farm property known municipally as 15709 Lakeshore Road 309 (“subject property”). The property is zoned “Agriculture” in the Lakeshore Zoning By-law 2-2012. It is currently a 100 acre (40.47 hectare) farm located south of County Road 46, east of Gracey Sideroad (County Road 37), on the south side of Lakeshore Road 309 (Appendix A).

A provisional consent (file: B-10-2024) was granted from the Lakeshore Committee of Adjustment on October 16<sup>th</sup> 2024, to sever a dwelling surplus to the farming operation of a farmer that will be purchasing the subject property. The rural residential lot to be severed will have frontage on Lakeshore Road 309 and is indicated as Part 1 on the plan of survey (Appendix C). The lot to be severed will have an area of 2.77 acres (1.12

hectares) and a lot frontage of 92.9 metres (305 feet), which will incorporate a dwelling and accessory uses/structures. The retained farmland parcel will have a lot area of approximately 97.23 acres (39.35 hectares) following the severance.

As a condition of the provisional consent, the applicants are applying to rezone the retained farmland parcel to prohibit residential dwellings and additional residential units on the retained farmland parcel (Appendix B), as required in the Lakeshore Official Plan and Provincial Planning Statement.

Subject Land:	100 acres (40.47 hectares) Existing Use – Agriculture with dwelling Proposed Use – Agriculture and one rural residential lot Access — Lakeshore Road 203 (severed and retained lot) Services — Municipal water, private sanitary
Surrounding Uses:	Agriculture (all directions)
Official Plan:	Agricultural
Existing Zoning:	Agriculture (A)

## Comments

The application was circulated to internal departments and no objections to the rezoning were received as of the date of this report. The Team Leader of Development Engineering and Approvals commented that the retained farmland access must be formalized by obtaining a driveway permit from Operations Department. The driveway permits are subject to fees and inspections through the Operations Department.

Comment: The Operations Department did not raise this requirement during the consent application process under the Planning Act. It is not a current condition of the provisional consent approval. The applicant has now been informed of the requirement. The Committee of Adjustment can change the conditions of a provisional consent at any time before a consent is given under Subsection 53(23) of the Planning Act. This subsection can be utilized, if need be, to ensure this requirement will be met prior to registration of the lot creation.

## Provincial Planning Statement (PPS) (2024)

The proposed rezoning application is consistent with the PPS. Subsection 4.3.3 c) 2. requires the planning authority to ensure that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the surplus farm dwelling severance. A provisional consent (B-10-2024) was granted to sever a dwelling surplus to a farming operation as a separate lot. As a condition of consent, and as required by the PPS, the applicants are rezoning the retained farmland parcel to prohibit dwelling(s). In doing so, additional residential units will also be prohibited from developing on the retained farmland parcel, in accordance with the PPS.

## **County of Essex Official Plan**

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

### **3.3.3.4 Lot Creation**

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

## **Lakeshore Official Plan**

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

### **6.2.3 Agricultural Lot Creation & Lot Adjustment**

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

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

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

## **Lakeshore Zoning By-law**

The subject property is currently zoned Agriculture (A), in the Lakeshore Zoning By-law

2-2012, as amended. The retained farmland parcel will be rezoned into an Agriculture Zone Exception (A-1) to prohibit a single detached dwelling. The rezoning will automatically prohibit additional residential unit(s) as well given that they are, by definition, accessory to a primary dwelling on a property.

The surplus dwelling lot will meet the minimum frontage and area requirements for a rural residential lot zoned Agriculture (A) – no rezoning of this parcel is necessary. The retained farmland parcel will have a lot area of approximately 97.23 acres (39.35 hectares) following the severance, which meets the minimum lot area requirement of 46.95 acres (19 hectares) in the Zoning By-law.

## **Conclusion**

Based on the foregoing, it is recommended that Council approve ZBA-03-2025 (By-law 47-2025) as per the Recommendation section of this report.

## **Others Consulted**

Notice was given to agencies and the general public as required under the provisions of the *Planning Act* and regulations. A standard comment was received from VIA Rail Canada Inc. It is noted that the railroad of this agency is located several kilometres north of the subject property. Lower Thames Valley Conservation Authority (LTVCA) commented that they have no objection to the application.

## **Financial Impacts**

There are no budget impacts resulting from the recommendation.

## **Attachments**

Appendix A – Aerial Map  
Appendix B – Key Map  
Appendix C – Survey  
Appendix D – LTVCA comment



## Report Approval Details

Document Title:	ZBA-03-2025 Report - Zoning By-law Amendment.docx
Attachments:	<ul style="list-style-type: none"><li>- Appendix A - Aerial Map.pdf</li><li>- Appendix B - Key Map.pdf</li><li>- Appendix C - Survey.pdf</li><li>- Appendix D - LTVCA comment.pdf</li></ul>
Final Approval Date:	Jun 23, 2025

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

Prepared by Ian Search

Submitted by Urvi Prajapati, Daniel Mercer and Tammie Ryall

Approved by the Corporate Leadership Team



# 15709 Lakeshore Road 309 - Property Location Map



## Legend

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

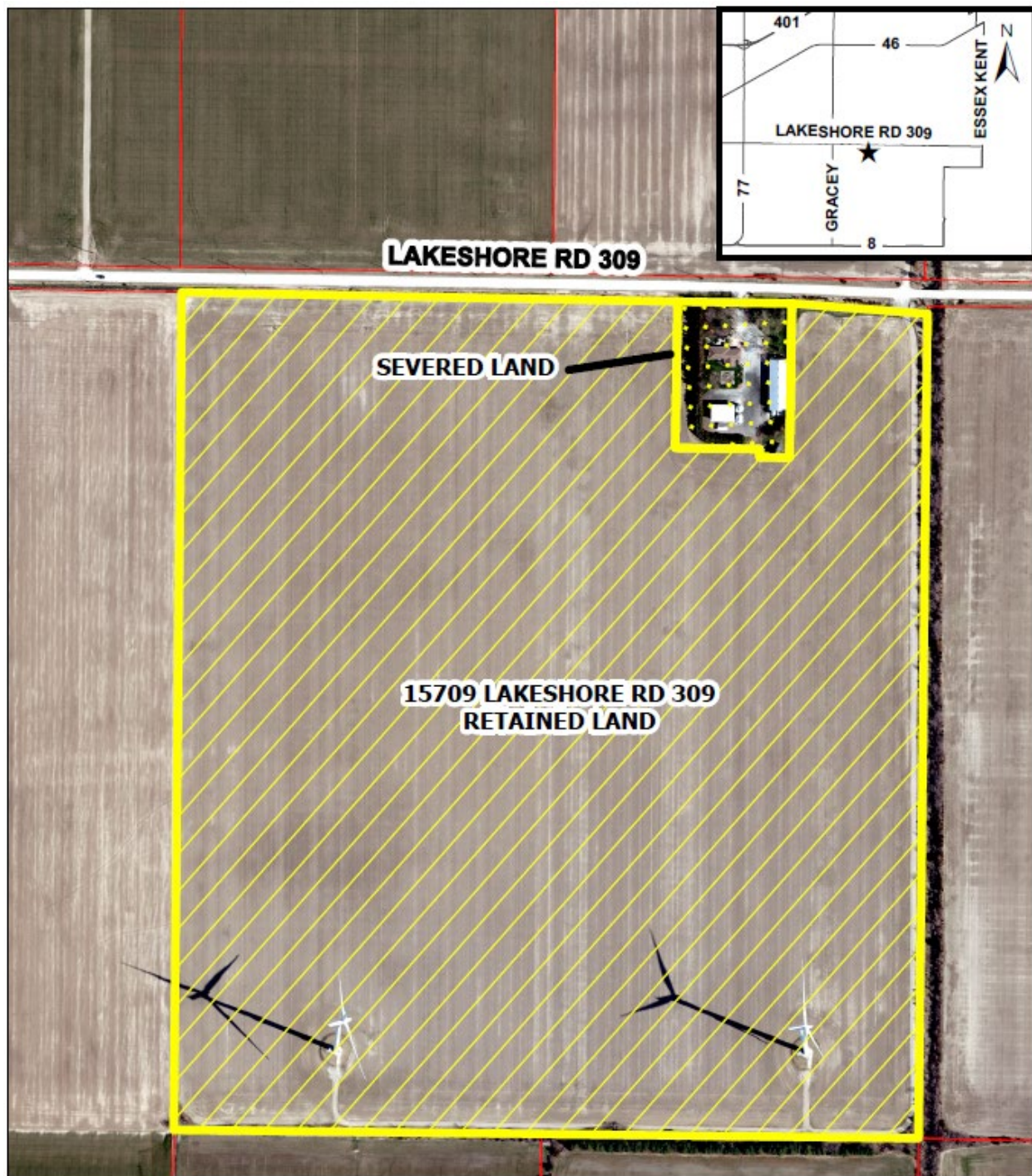
1:9,774



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

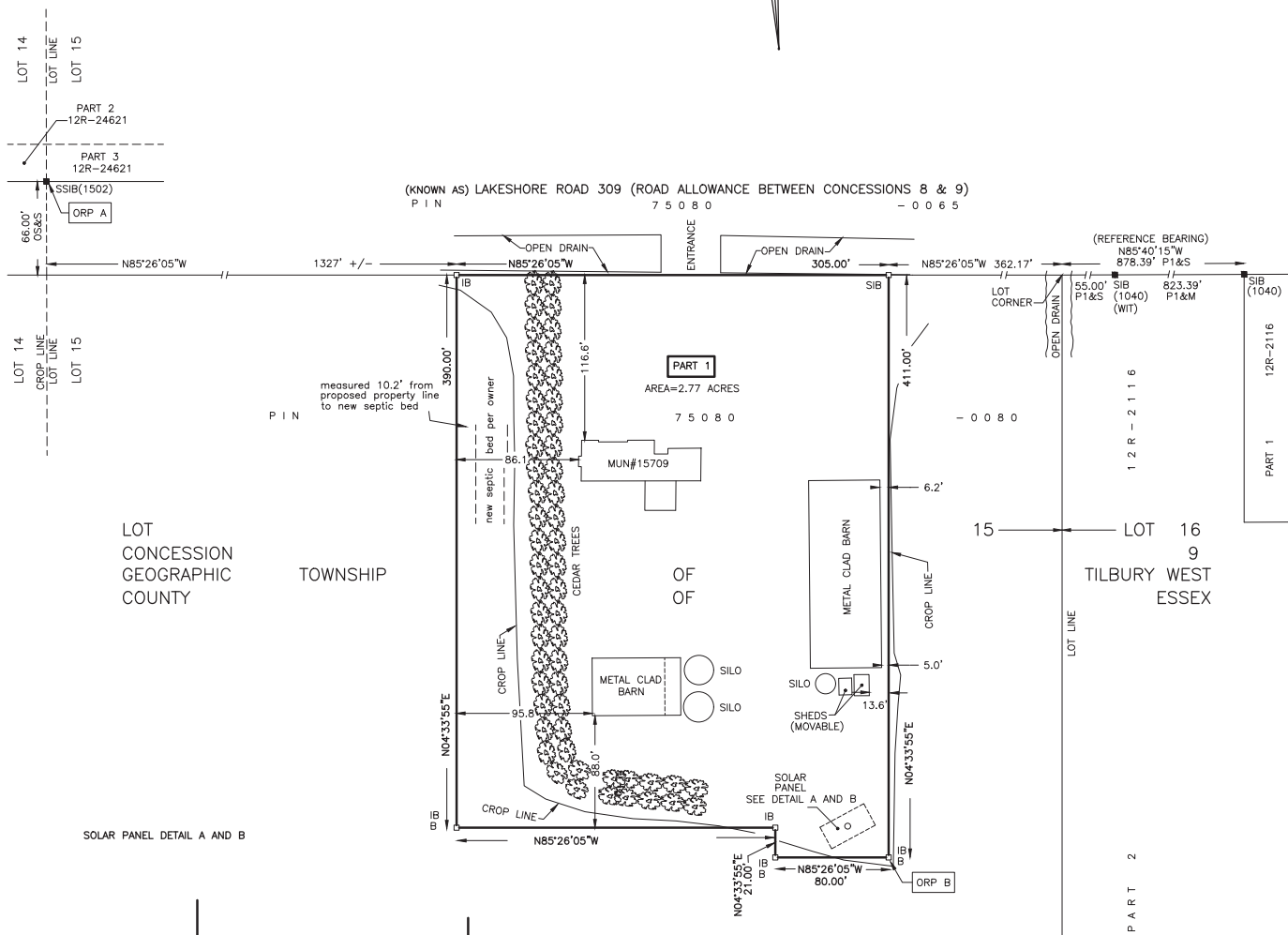
Notes:







PLAN SCHEDULE			
PART	LOT	CONCESSION	PIN
1	PART OF 15	9	PART OF 75080-0080
PART 1 COMPRISES PART OF PIN 75080-0080			



**PLAN OF SURVEY  
OF PART OF LOT 15  
CONCESSION 9  
GEOGRAPHIC TOWNSHIP OF TILBURY WEST  
NOW IN THE  
TOWN OF LAKESHORE  
COUNTY OF ESSEX**

SCALE: 1"=60'

THE INTENDED PLOT SIZE OF THIS PLAN IS 22" IN WIDTH BY 17" IN HEIGHT WHEN PLOTTED AT A SCALE OF 1"=60'

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 31st DAY OF MARCH, 2025.

APRIL 1, 2025  
( DATE )

S.D. HOOK  
ONTARIO LAND SURVEYOR

**NOTES**

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010) CAN-NET.

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999767176.

OBSERVED REFERENCE POINTS (ORP) A & B: UTM, ZONE 17, NAD83 (CSRS) (2010). COORDINATES TO RURAL ACCURACY PER SEC. 14 (2) OF O. REG. 216/10.

POINT ID	NORTHING	EASTING
ORP A	15333101.80	1235354.99
ORP B	15332486.35	1236958.33

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

FOR BEARING COMPARISONS, A ROTATION OF 0°57'55" CLOCKWISE WAS APPLIED TO PLAN 12R-2116.

■	DENOTES	FOUND
□	DENOTES	SET
IB	DENOTES	IRON BAR
SIB	DENOTES	STANDARD IRON BAR
SSIB	DENOTES	SHORT STANDARD IRON BAR
PB	DENOTES	PLASTIC BAR
M	DENOTES	MEASURED
Inst	DENOTES	INSTRUMENT
S	DENOTES	SET
FIN	DENOTES	PROPERTY IDENTIFIER NUMBER
B	DENOTES	BURIED
OS	DENOTES	ORIGINAL SURVEY
P1	DENOTES	PLAN 12R-2116
1502	DENOTES	B. SEZARIE, O.L.S.
1040	DENOTES	W.J. SETTERINGTON, O.L.S.
WIT	DENOTES	WITNESS
ORP	DENOTES	OBSERVED REFERENCE POINT

DRAWN BY: C.A.	<b>HOOK &amp; TODGHAM SURVEYING INCORPORATED</b> CHATHAM PHONE: 1-519-354-6122 EMAIL: HOOKTOD@TEKSAVY.COM
CHECKED BY: S.D.H. / C.A.	
PLAN NUMBER: 23156	

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

June 12th, 2025

Municipality of Lakeshore  
419 Notre Dame St  
Bell River, ON N8L 0P8

Attn: Ian Search

Re: Zoning Bylaw Amendment Application (file Number: ZBA-03-2025)  
15709 Lakeshore Road 309  
Municipality of Lakeshore

Please be advised that staff have undertaken a file search with respects to the above noted property and its relation to the Conservation Authority's "Prohibited Activities, Exemptions and Permits" regulations, O.Reg. 41/24 under the Conservation Authorities Act. The Conservation Authority is responsible for addressing the Natural Hazard Section of the Provincial Planning Policy Statement as well as administering the Conservation Authorities Act and its associated Prohibited Activities, Exemptions and Permits regulation (O. Reg. 41/24).

After reviewing our files and mapping, the staff have no objections to the proposed application. However, portions of the subject properties are subject to the Authority's regulations. The issue of concern in this area is the Robb-Dales Drain, the East 9th Concession Drain and a municipal drain to the south of the property.

An application from this office is required prior to any works/construction/site alteration taking place within the regulated area, this includes all structures, including dwellings, accessory structures, pools, enclosed/covered decks, site alteration, fill placement / excavation, etc. The lands are not subject to flooding of a general nature and therefore the flood proofing of structures on the property is not required. However, the flood proofing of structures for the purposes of prevention of flood damage from local drainage waters is always recommended. Setbacks will be required from the drains to any proposed structures.

Please be advised that the subject property is located in an Event Based Area [EBA] and an Intake Protection Zone [IPZ] as identified through the Lower Thames Valley Assessment Report in the Thames, Sydenham and Region Source Protection Region. For further information regarding this matter and how it may affect any proposed development please refer to the Thames, Sydenham and Region Source Protection website at [www.sourcewaterprotection.on.ca](http://www.sourcewaterprotection.on.ca).

I trust that this is satisfactory, but if you should have any questions or require more information, please call the office.

Yours truly,



Robert Guo  
Planning Technician

# Municipality of Lakeshore – Report to Council

## Growth and Sustainability

### Planning Services



**To:** Mayor and Members of Council

**From:** Jacob Dickie, Planner II

**Date:** June 9, 2025

**Subject:** Zoning By-law Amendment (ZBA-23-2024) – 923 County Rd 2

---

### Recommendation

Approve Zoning By-law Amendment Application (ZBA-23-2024), to amend Zoning By-law 2-2012 as it relates to the subject lands identified in “Attachment A” which corresponds to the 12 severed lots that were approved with conditions under Consent Applications (File Number B/16/2023 to B/27/2023), and to rezone the lands from “Hamlet Commercial Zone Exception 1 (HC-1)” to “Hamlet Residential (HR)”.

Direct the Clerk to read By-law 48-2025 during the Consideration of By-laws, all as presented at the July 8, 2025 Council meeting.

### Strategic Objectives

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

### Background

On December 6, 2024, the Committee of Adjustment approved Consent Applications B/16/2023 to B/27/2023 with conditions to sever 12 lots from the Rochester Golf Course with municipal addresses 923 County Rd 2 and 981 County Rd 2 in the area identified in Appendix A. The legal description for the lands is as follows: Part of Lot 1 Concession West of Ruscom River, Rochester, designated as Parts 1 to 19 and Part 28 on Plan 12R29655, being Part of the Property Identifier Numbers 75050-0054(LT), 75050-0057(LT), 75050-0058(LT), 75050-0059(LT), 75050-0060(LT), 75050-0061(LT), 75050-0063(LT), 75050-0125(LT), 75050-0126(LT) and 75050-0127(LT); Lakeshore

At the same time, Consent Cancellations were granted for 8 lots that were previously severed from the Rochester Golf Course. Part of the lands that formed part of the 8 cancelled severed lots now form part of the newly created 12 lot configurations that are subject to the proposed rezoning (Appendix B).



Lot #	Draft Survey	Area (m <sup>2</sup> )	File Number
1	Part 1	2123	B-16-2023
2	Part 2	2123	B-17-2023
3	Part 3	2124	B-18-2023
4	Part 4	2004	B-19-2023
5	Part 5	2040	B-20-2023
6	Part 6 and Part 28	2370	B-21-2023
7	Part 7 and Part 8	2247	B-22-2023
8	Part 9 and Part 10	2241	B-23-2023
9	Part 11 and Part 12	2249	B-24-2023
10	Part 13 and Part 14	2369	B-25-2023
11	Part 15 , Part 16 and Part 17	2370	B-26-2023
12	Part 18 and Part 19	2369	B-27-2023

The applicant has until December 7, 2025 to fulfill all conditions associated with the 12 Consent Approvals B/16/2023 to B/27/2023 (Appendix C). Condition 7 requires the applicant to rezone the subject lands to permit a single-detached dwelling on each lot. Failure to fulfil the conditions by this date shall deem the consents to be refused, as per the *Planning Act*.

## Proposal

The subject lands are currently zoned as “Hamlet Commercial Zone Exception 1 (HC-1)”, which is a site-specific zone that is intended for uses associated with the Rochester Golf Club. The “HC-1” Zone does not permit for any residential development other than one “Accessory Dwelling Unit” that is accessory to a non-residential use. The proposed Zoning By-law Amendment seeks to rezone the lands to “Hamlet Residential (HR)” to allow for single-detached dwellings on the newly severed lots without the requirement of being accessory to a non-residential use.

To support the proposed rezoning, the applicant has provided “Individual Lot Plans”, a “Site Servicing and Grading Plan” showing County of Essex approved driveway access approaches, and a “Planning Justification Report” which are attached to this report for reference (Appendices D, E and F). An “Archaeological Assessment”, “Noise and Vibration Study”, “Drainage Report” and a “Registered Survey” were also provided with the application and can be made available upon request.

<b>Subject Lands:</b>	<b>Existing Use:</b> Vacant land <b>Proposed Use:</b> Single-detached lots <b>Access:</b> County Rd 2 <b>Services:</b> municipal water, private sanitary and municipal drain on the opposing side of County Rd 2
<b>Surrounding Land Uses:</b>	The immediate area surrounding the subject lands consists of the Rochester Golf Course, farm land and single-detached lots. Via Rail and Lake St Clair are located further to the north.

<b>County of Essex Official Plan:</b>	"Secondary Settlement Area" "Intake Protection Zone 3" "Flood Prone Hazard Lands"
<b>Lakeshore Official Plan:</b>	"Hamlet" "Flood Prone Hazard Lands"
<b>Existing Zoning:</b>	"Hamlet Commercial Exception One (HC-1)"
<b>Proposed Zoning:</b>	"Hamlet Residential (HR)"
<b>Conservation Authority:</b>	The subject lands are regulated by the Essex Region Conservation Authority

## Planning Comments

### Provincial Planning Statement, 2024

The Provincial Planning Statement, 2024 (PPS) sets the policy foundation for regulating development and land use planning in Ontario. All planning decisions are required to be consistent with the PPS.

The proposed rezoning is consistent with the policies of the current and in-effect version of the PPS such as the following:

#### "2.2 Housing

1. Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:
  - c) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation; and"

#### "3.6 Sewage, Water and Stormwater

5. Partial services shall only be permitted in the following circumstances:
  - b) within settlement areas, to allow for infilling and minor rounding out of existing development on partial services provided that site conditions are suitable for the long-term provision of such services with no negative impacts; or"

#### "4.6 Cultural Heritage and Archaeology

2. Planning authorities shall not permit development and site alteration on lands containing archaeological resources or areas of archaeological potential unless the significant archaeological resources have been conserved."

The proposed rezoning seeks to direct new housing opportunities on vacant lands within an existing settlement area which represents an efficient use of land, resources, infrastructure and public service facilities. The applicant has been working closely with Administration to satisfy the conditions associated with Consent approvals B/16/2023 to



B/27/2023 which includes the rigorous review of the required drawings and studies such as the Drainage Report, Site Servicing and Grading Plan, Noise and Vibration Study and Archaeological assessment. As such, no negative impacts are anticipated as result of the proposed zoning which will create new housing opportunities on partial services.

Overall, the proposed Zoning By-law Amendment is consistent with the Provincial Planning Statement (2024).

### **County of Essex Official Plan**

The proposed rezoning is consistent with the policies of the current and in-effect version of the County of Essex Official Plan such as the following:

#### **“3.2.5 Secondary Settlement Areas**

- e) All types of land uses are permitted within the Secondary Settlement Areas designation subject to the specific land use policies of the local Official Plans.”
- g) Secondary Settlement Areas, or portions thereof, that generally contain or are planned for non-employment uses, are subject to the following additional policies:
  - ii) New development will generally be limited to infilling, redevelopment on existing lots of records, and limited residential intensification.

Single-detached dwellings are permitted within “Secondary Settlement Areas”. The proposed rezoning will result in a limited level of residential intensification along a section of County Rd 2 where there are already single-detached lots abutting the golf course.

Overall, the proposed Zoning By-law Amendment is consistent with the policies of the County of Essex Official Plan.

### **Lakeshore Official Plan**

The proposed rezoning is consistent with the policies of the current and in-effect version of the Lakeshore Official Plan such as the *following*:

#### **“6.3 Hamlet Designation**

##### **6.3.1 Permitted Uses**

- a) Low density residential dwellings will be permitted.”

#### **“4.2 Built Environment**

##### **4.2.1 Community Design**

- c) Measures will be taken to ensure that the permitted uses address compatibility with adjacent land uses. Adequate separation buffering or screening will be provided between any uses where land use conflicts might be expected, such as the provision of grass strips and appropriate planting of trees and shrubs, berms or fence screening, and other means as appropriate. Modifications to building orientation may also represent appropriate buffering measures.”

The proposed rezoning will facilitate a form of residential development that is permitted within the “Hamlet” Land Use Designation. The proposed single-detached dwellings will be compatible with the surrounding area as there is already a predominant lotting pattern of single-detached lots situated along the County Rd 2 frontage. The County of Essex has approved the proposed driveway access to each single-detached lot. As such, there are no anticipated traffic conflicts. Furthermore, the 7.5 m required rear yard setback provides for an adequate separation distance between the future homes and the golf course with ample space for fencing and landscaping.

Overall, the proposed Zoning By-law Amendment is consistent with the policies of the Municipality of Lakeshore Official Plan.

## **Lakeshore Zoning By-law 2-2012**

The subject property is currently zoned as Hamlet Commercial Exception 1 (HC-1) which does not permit any residential development other than one “Accessory Dwelling Unit” that is accessory to a non-residential use. The proposed Zoning By-law Amendment seeks to rezone the lands to “Hamlet Residential (HR)” which permits both single-detached dwellings and semi-detached dwellings. However, the applicant is seeking to develop the lands with single-detached dwellings in accordance with the approved drawings and studies that were submitted as apart of the conditional consent approval. The “Hamlet Residential (HR)” zone is appropriate for the lands because it will result in a level of intensification that is appropriate for the “Secondary Settlement Area” and “Hamlet” land use designations. The future dwellings will comply with the ‘HR’ Zone’s 35% maximum lot coverage requirement and 35% minimum landscaped open space requirement. Due to the large size of each lot which ranges from 2,040 m<sup>2</sup> to 2,370 m<sup>2</sup>, there will remain a significant amount of open space between each dwelling which will be compatible with the existing streetscape character.

## **Comments**

### **Building Services**

- The grade at the houses may have to be adjusted on site to accommodate the septic system elevation.

As a condition of the Consent approval, the applicant is required to submit a Site Servicing and Grading Plan that is satisfactory to Administration in accordance with municipal standards. The Site Servicing and Grading Plan provided by the Applicant is still under review by Administration.

### **Fire Services**

- No comments.

## **Development Engineering and Approvals**

- See Appendix H

## **Others Consulted**

Notice was given to the required external agencies and the general public as required under the provisions of the Planning Act and Regulations. No concerns were raised from any of the external agencies including the County of Essex or the Essex Region Conservation Authority (Appendix I). One correspondence was received from the public in response to the mailed circulation (Appendix J).

## **Financial Impacts**

Development charges and building permit fees will be collected at the time of the development of 12 housing units, as well as additional taxation, water, and wastewater revenue.

## **Conclusion**

Based on the foregoing, Administration recommends that Council approve ZBA-23-2024 (By-law 48-2025), as it relates to the subject lands identified in “Appendix A” which corresponds to the 12 severed lots that were approved with conditions under Consent Application File Number (B/16/2013 to B/27/2023), and to rezone the lands from “Hamlet Commercial Exception 1 (HC-1)” to “Hamlet Residential (HR)”.

## **Attachments**

Appendix A – Aerial View of Subject Lands to be Rezoned  
Appendix B – Draft Reference Plan Showing Lot Configurations  
Appendix C – Conditions of Consent Approval  
Appendix D – Individual Lot Plans  
Appendix E – Site Servicing and Grading Plan with Driveways  
Appendix F – Planning Justification Report  
Appendix G – Planning Letter to Council  
Appendix H – Development Engineering Comments  
Appendix I – External Agency Comments  
Appendix J – Public Circulation Comments

## Report Approval Details

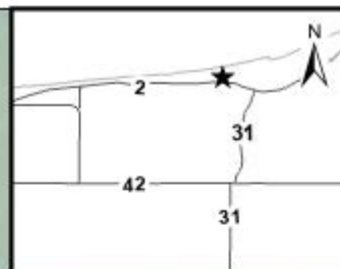
Document Title:	ZBA-23-2024 - 923 County Rd 2.docx
Attachments:	<ul style="list-style-type: none"><li>- Appendix A - Aerial View of Lands to be Rezoned.pdf</li><li>- Appendix B - Draft Reference Plan Showing Lot Configurations.pdf</li><li>- Appendix C - Conditions of Consent Approval.pdf</li><li>- Appendix D - Individual Lot Plans.pdf</li><li>- Appendix E - Site Servicing and Grading Plan with Driveways.pdf</li><li>- Appendix F - Planning Justification Report.pdf</li><li>- Appendix G - Planning Letter to Council.pdf</li><li>- Appendix H - Development Engineering Comments.pdf</li><li>- Appendix I - External Agency Comments.pdf</li><li>- Appendix J - Public Circulation Comments.pdf</li></ul>
Final Approval Date:	Jun 27, 2025

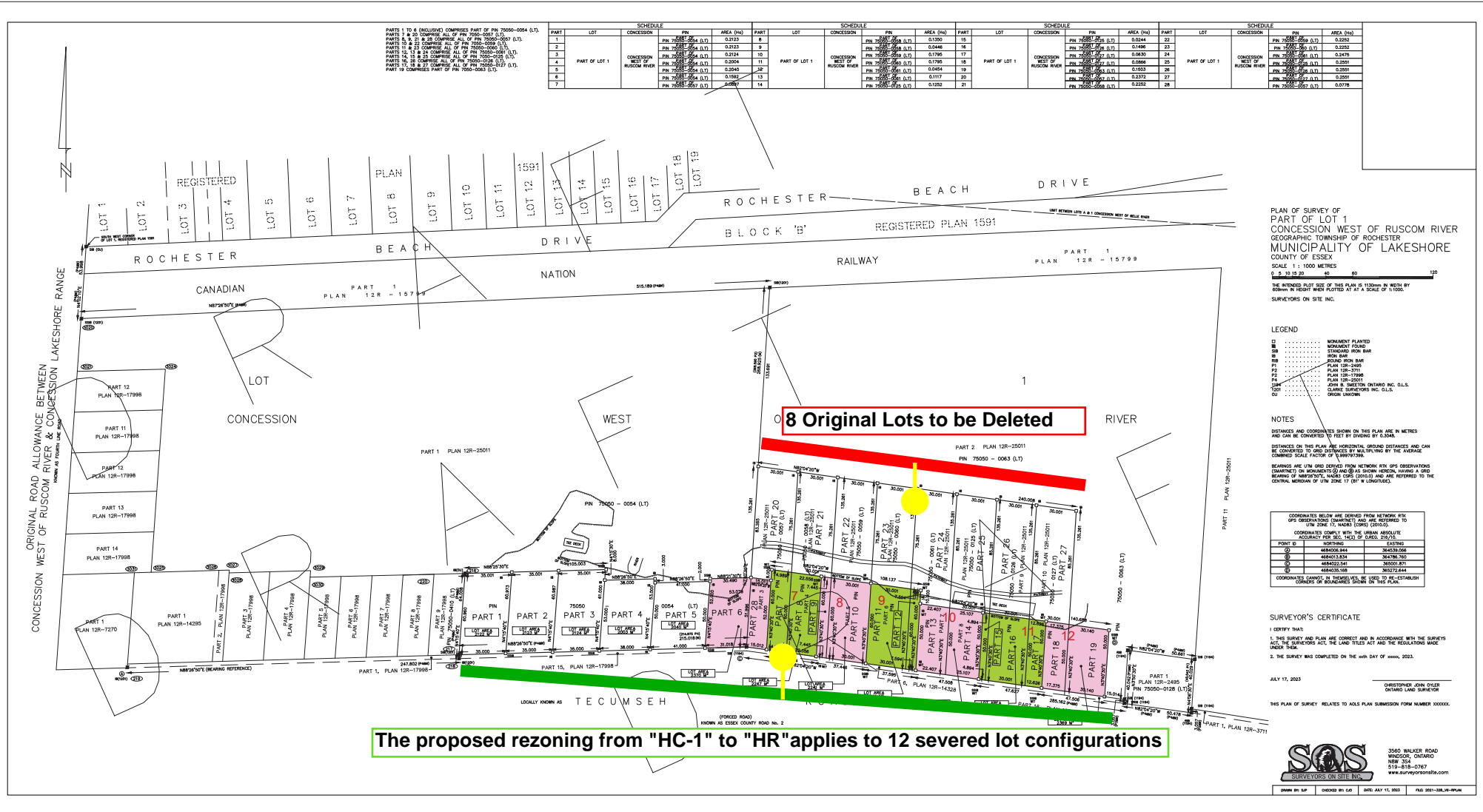
This report and all of its attachments were approved and signed as outlined below:

Prepared by Jacob Dickie

Submitted by Urvi Prajapati, Daniel Mercer and Tammie Ryall

Approved by the Corporate Leadership Team





**NOTICE** - The last day for appealing this decision is **January 8<sup>th</sup>, 2024**.

**PROVISIONAL DECISION OF APPROVAL AUTHORITY WITH REASONS**  
**RE: APPLICATIONS FOR CONSENTS**  
 Planning Act, R.S.O. 1990, ss. 53(17)

**MUNICIPALITY OF LAKESHORE COMMITTEE OF ADJUSTMENT**

**RE: APPLICATIONS BY:** Rochester Place Resorts Inc.  
c/o Jackie Lassaline

**LOCATION OF PROPERTY:** 923 County Road 2 and 981 County Road 2 (one property)  
(see attached aerial map, Schedule B)

**PURPOSE OF APPLICATIONS:** Twelve (12) residential lot creations with lot frontage that range from approximately 35 metres to 47.6 metres, and lot area that ranges from approximately 2,003 m<sup>2</sup> to 2,370 m<sup>2</sup>. Below is a table summarizing each lot to be created, its parts on the draft survey (Schedule C), and its consent application file number:

Lot #	File Number	Draft Survey	Approx. Area
1	B-16-2023	Part 1	0.2123 ha
2	B-17-2023	Part 2	0.2123 ha
3	B-18-2023	Part 3	0.2124 ha
4	B-19-2023	Part 4	0.2004 ha
5	B-20-2023	Part 5	0.2040 ha
6	B-21-2023	Part 6 & 28	0.237 ha
7	B-22-2023	Part 7 & 8	0.2247 ha
8	B-23-2023	Part 9 & 10	0.2241 ha
9	B-24-2023	Part 11 & 12	0.2249 ha
10	B-25-2023	Part 13 & 14	0.2369 ha
11	B-26-2023	Part 15, 16 & 17	0.237 ha
12	B-27-2023	Part 18 & 19	0.2369 ha

I/WE, the undersigned, in making the decisions upon the applications for consents, in addition to other matters, have had regard to the matters that are to be had regard to under subsection 51(24) of the Planning Act, R.S.O. 1990 and having considered whether a plan of subdivision of the land in accordance with section 50 of said Act is necessary for the proper and orderly development of the municipality.

CONCUR in the following decision and reasons for decision made on the 6<sup>th</sup> day of December 2023.


**DECISION:** **GRANTED**


**CONDITIONS:** Each consent has been granted subject to the following conditions:  
SEE ATTACHED SCHEDULE A


**YOU WILL BE ENTITLED TO RECEIVE NOTICE** of any changes to the conditions of provisional consent if you have made written request to be notified of such changes.

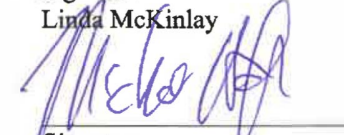
**REASONS FOR DECISION:**

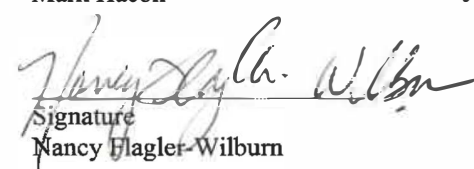
The Application is in keeping with the Official Plan policies and Zoning By-law 2-2012 for the Municipality of Lakeshore.

  
 Signature  
Linda McKinlay

  
 Signature  
Mark Hacon

  
 Signature  
Jeremy Prince

  
 Signature  
Michael Hoffman

  
 Signature  
Nancy Flagler-Wilburn

**CERTIFICATION**  
**Planning Act, R.S.O. 1990**

I, Ian William Search, Secretary-Treasurer of the Municipality of Lakeshore Committee of Adjustment, certify that the above is a true copy of the Decision of the Committee with respect to the application recorded therein.

Dated this 6<sup>th</sup> day of December 2023.



---

*Ian William Search-Treasurer*  
Committee of Adjustment, Municipality of Lakeshore  
419 Notre Dame Street, Belle River Ontario N0R 1A0  
Telephone (519) 728-1975 ext. 246, isearch@lakeshore.ca





**SCHEDULE "A" TO  
CONSENT APPLICATIONS B/16 to 27/2023**

**MUNICIPALITY OF LAKESHORE**

**CONDITIONS – Each consent approval has been made subject to the following conditions:**

- 1) That the applicant obtain a Reference Plan from an Ontario Land Surveyor for the severed lots to the satisfaction of the Municipality, and a proper survey that details the location of the existing access to the retained land east of the severed lots;
- 2) That a per lot Park Fee be imposed in the amount subject to the Parkland By-law at the time of payment, and that such fee shall be paid prior to the stamping of the Deed. As per the Parkland By-law, where there is a claim for previous conveyance or parkland payment, suitable evidence will need to be provided of such previous conveyance or CIL payment, to Lakeshore's satisfaction.
- 3) An archaeological assessment be completed by a licensed consultant archaeologist, to identify, evaluate, and protect archaeological resources on the project area where the severed lots are proposed. The consultant is required to hold a valid professional archaeological license issued by the Ministry of Tourism, Culture and Sport, and the report is to be entered into the register. The assessment will identify any additional recommendations that need to be implemented by the applicant to the satisfaction of Community Planning Division prior to the stamping of the Deed;
- 4) That the applicant complete a Drainage Report to the satisfaction of the Drainage Superintendent to establish a legal drainage outlet, that the plan for managing stormwater be submitted to the County of Essex, and that the applicant complete all drainage works for the outlet as required by the Drainage Superintendent and to the satisfaction of the Operations Division prior to the stamping of the Deed;
- 5) A detailed servicing and grading plan in accordance with Lakeshore's Development Manual is required to be submitted to the Municipality of Lakeshore for review and approval prior to the stamping of the Deed. The drawings must include:
  - The lot dimensions and resulting building envelope on each lot with all setbacks (including the required setbacks by the County of Essex from County Road 2);
  - All required services including storm drainage connection and water service connection. The storm drainage connections to the drainage enclosure are to include the installation of a clean out located at the lot line;
  - An overall grading plan for the severed lots including a detailed topographic survey of the subject and surrounding lands. The grades are to match the existing surrounding lands and/or the grading plan is to include any required retaining wall or other grading works, as required; and
  - Final driveway locations (as approved by the County of Essex)
- 6) Once the overall grading plan is reviewed and approved by the Municipality of Lakeshore, Private Drain Connection (PDC) sheets are required to be submitted for each severed lot and are to include all the above noted information (condition 5) to the satisfaction of the Municipality of Lakeshore.
- 7) That the applicant apply for and obtain a Zoning By-law Amendment to permit single detached dwellings on the severed lots to the satisfaction of Community Planning Division; and
  - a. To make sure the developer meets their legal obligations under the Ontario Heritage Act, the archaeological assessment must be completed, to the

satisfaction of Community Planning Division, prior to submission of the Zoning By-law Amendment application; and

- b. That the applicant complete all drainage works required by the Operations Division, and to the satisfaction of the Operations Division, prior to submission of the Zoning By-law Amendment application. Alternatively, the applicant may apply to rezone the severed lots into a holding symbol to the satisfaction of Community Planning, and will be required to obtain holding symbol removal prior to the stamping of the deed and following the completion of all drainage works required by the Operations Division and to the satisfaction of the Operations Division. To be clear, condition 7 a. must be completed prior to a rezoning to place a holding symbol on the severed lots.
- 8) That the applicant enter into an agreement to the satisfaction of the Municipality of Lakeshore, to be registered on title at the expense of the applicant, requiring: any necessary easements and/or agreements required by Enbridge for the provision of gas services, implementation of noise control measures and specified warning clauses from a noise and vibration assessment completed to the satisfaction of the Municipality of Lakeshore, adjoining accesses for the severed lots, development to be in accordance with the PDC sheets from condition 6 to the satisfaction of the Building Division at the Municipality of Lakeshore;
- 9) That all municipal taxes be paid in full prior to the stamping of the Deed;
- 10) That the Deed and a copy for our records be forwarded to the Secretary for stamping;
- 11) That certificate of consent cancellations be granted by the Committee of Adjustment and registered with respect to the eight vacant lots to the satisfaction of Community Planning Division;
- 12) That all conditions be met in accordance with Section 53(41) of the Planning Act, R.S.O. 1990 by December 7, 2025. Failure to fulfil the conditions by this date, shall deem the consent refused, as per the Planning Act.







SKETCH OF  
SITE PLAN  
PARCEL # 1  
TECUMSEH ROAD  
MUNICIPALITY OF LAKESHORE  
COUNTY OF ESSEX

SCALE 1 : 400 METRES



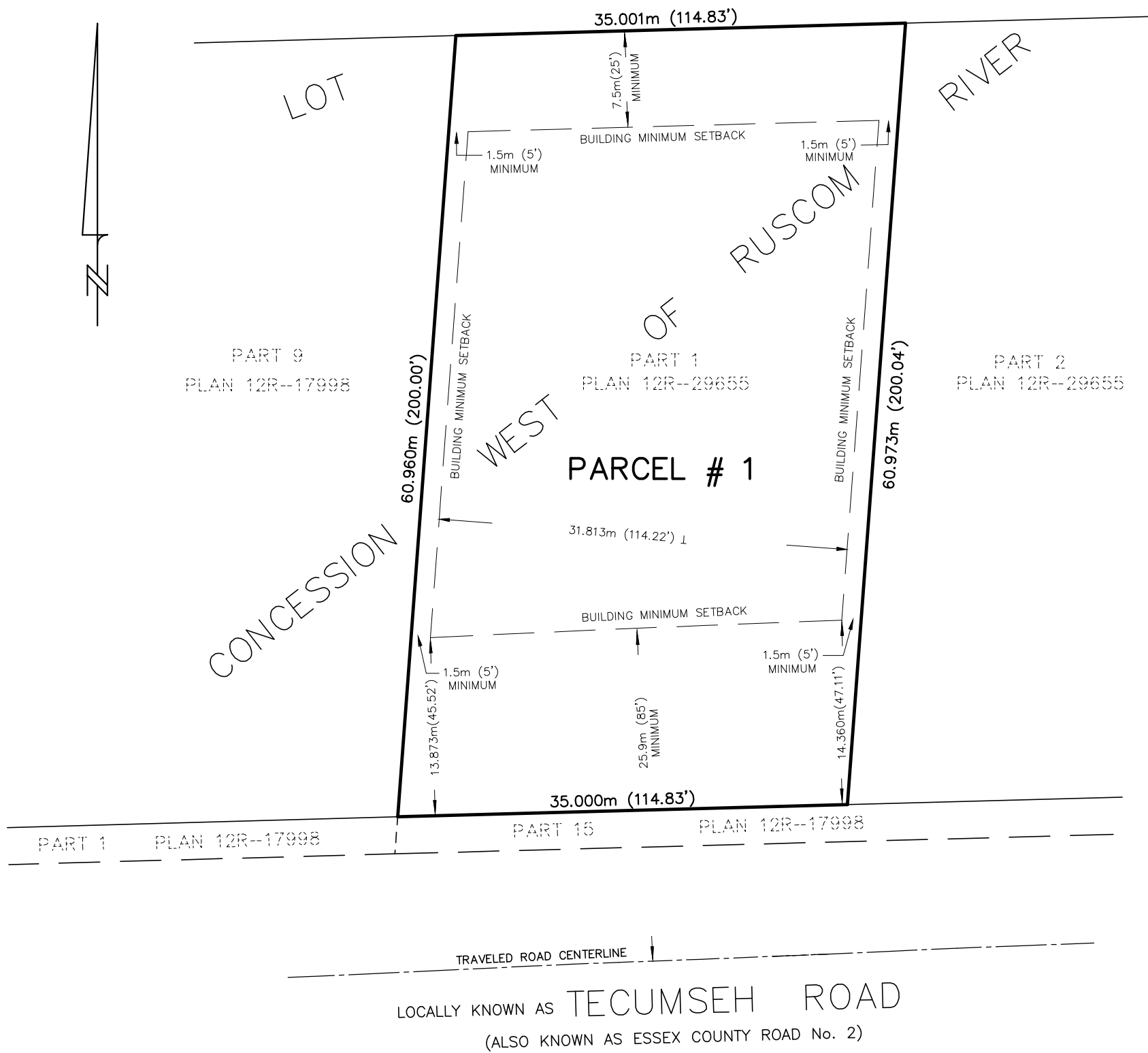
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## CAUTION

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SCHEDULE	
ZONING	R1
LOT AREA	2123 SQ METRES
MAXIMUM LOT COVERAGE	35% OR 743 SQ METRES
MINIMUM FRONT YARD	25.9m(85') FROM CENTRE LINE OF ROAD
MINIMUM REAR YARD	7.5m(25')
MINIMUM INTERIOR SIDE YARD	1.5m(5')

PART 1 PLAN 12R-25011



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DRAWN BY: SJP

CHECKED BY: CJO

DATE: SEPTEMBER 20, 2024

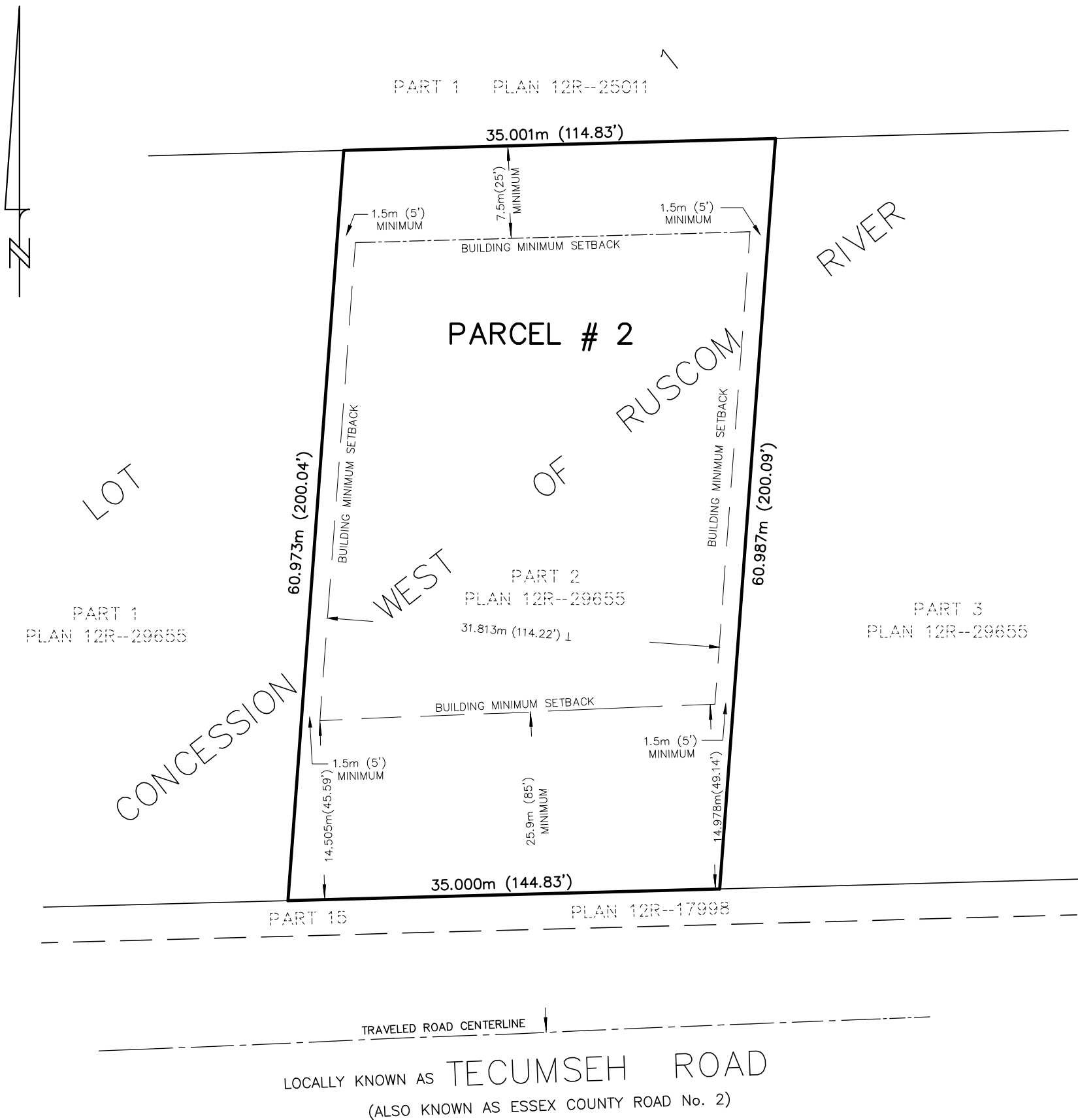
Page 41 of 211

SKETCH OF  
SITE PLAN  
PARCEL # 2  
TECUMSEH ROAD  
MUNICIPALITY OF LAKESHORE  
COUNTY OF ESSEX

SCALE 1 : 400 METRES  
0 2 4 6 8 10 20 30 40  
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SCHEDULE	
ZONING	R1
LOT AREA	2123 SQ METRES
MAXIMUM LOT COVERAGE	35% OR 743 SQ METRES
MINIMUM FRONT YARD	25.9m(85') FROM CENTRE LINE OF ROAD
MINIMUM REAR YARD	7.5m(25')
MINIMUM INTERIOR SIDE YARD	1.5m(5')



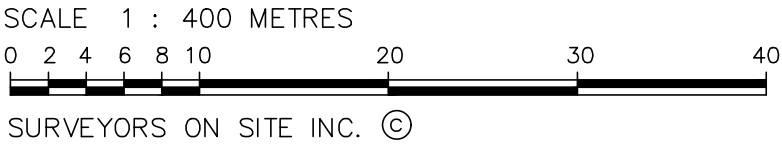
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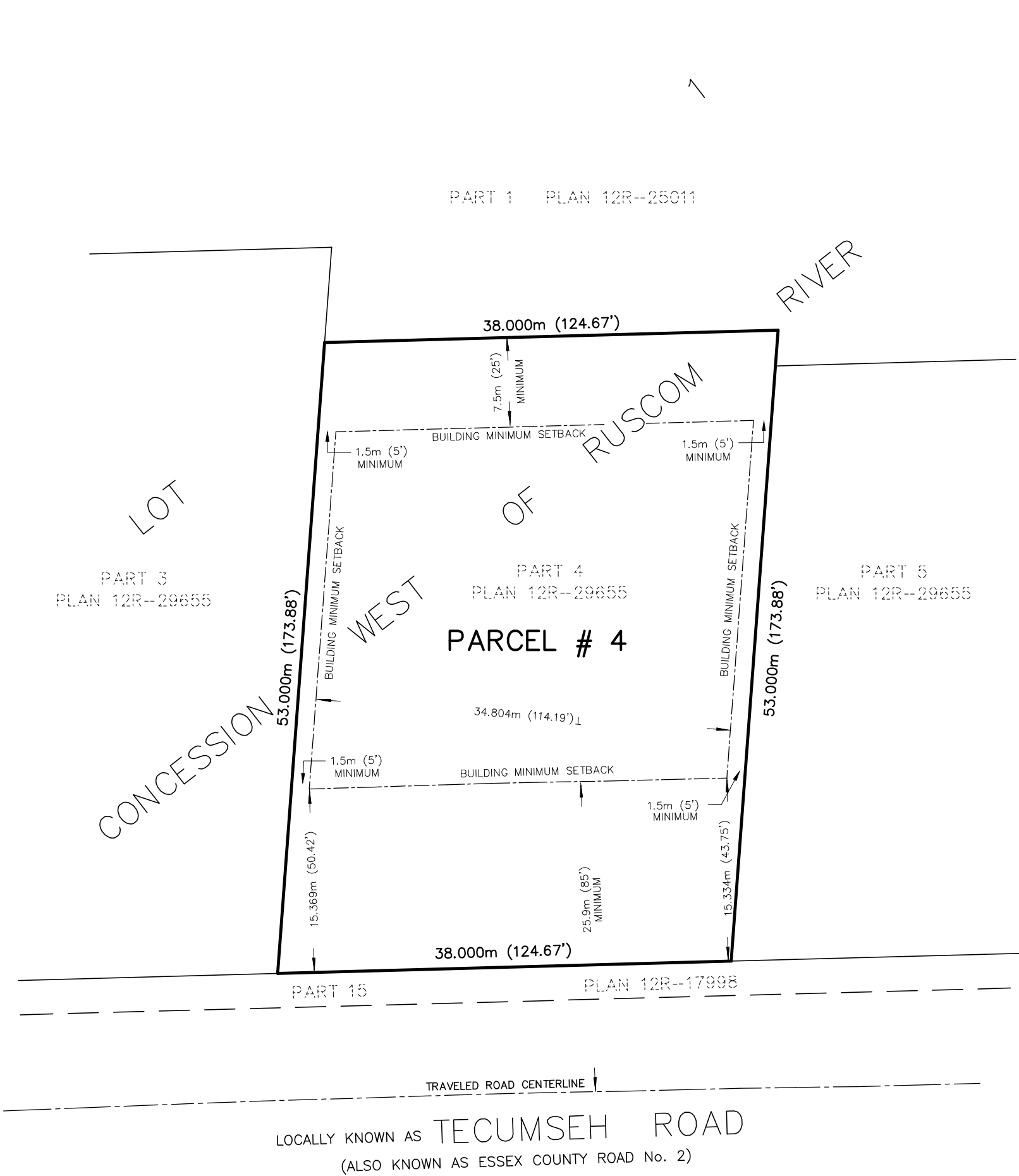


SKETCH OF  
SITE PLAN  
PARCEL # 4  
TECUMSEH ROAD  
MUNICIPALITY OF LAKESHORE  
COUNTY OF ESSEX



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SCHEDULE	
ZONING	R1
LOT AREA	2004 SQ METRES
MAXIMUM LOT COVERAGE	35% OR 701 SQ METRES
MINIMUM FRONT YARD	25.9m(85') FROM CENTRE LINE OF ROAD
MINIMUM REAR YARD	7.5m(25')
MINIMUM INTERIOR SIDE YARD	1.5m(5')



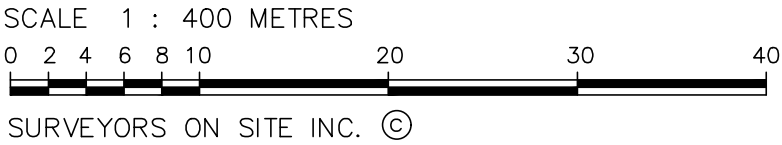
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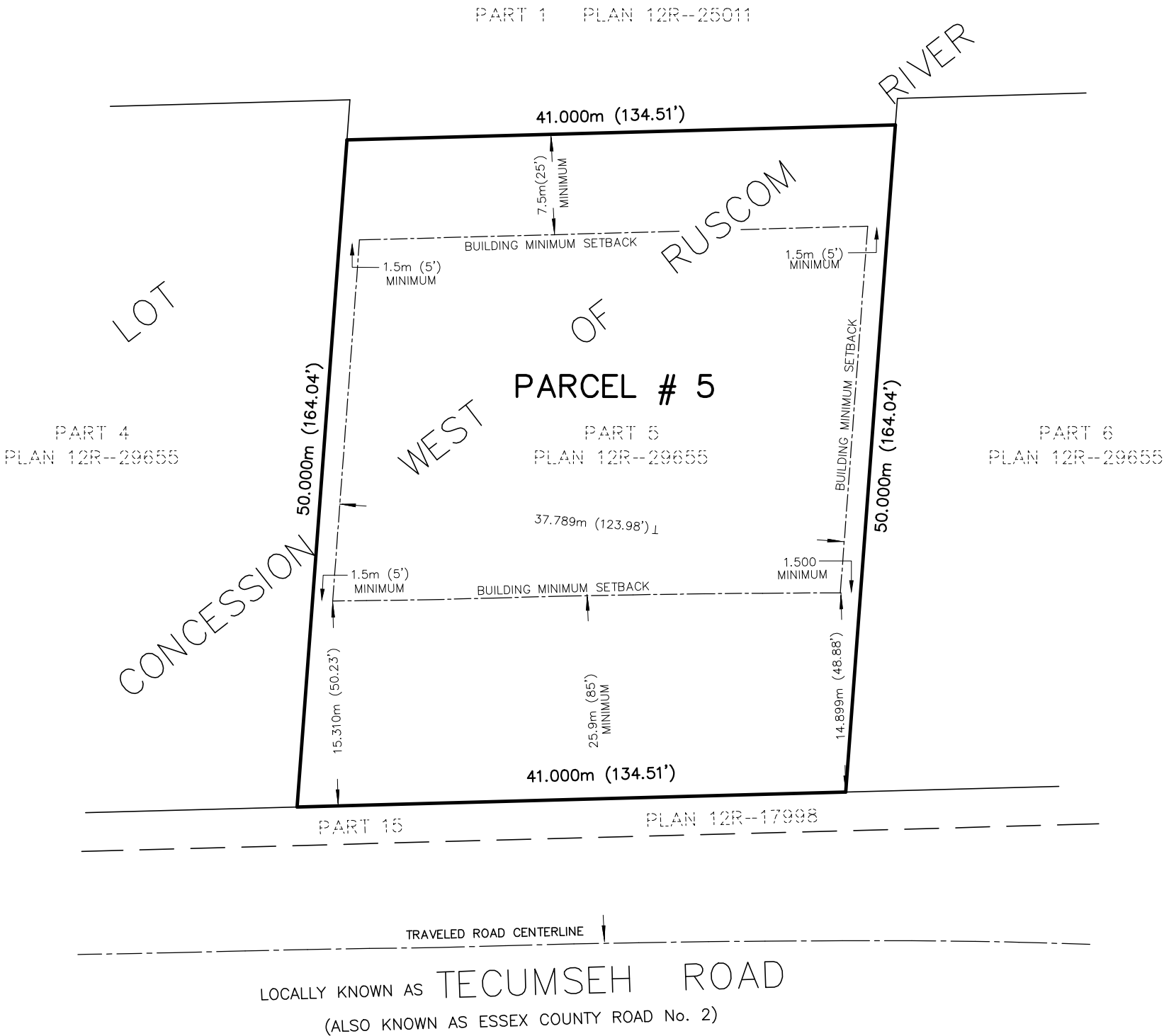
SKETCH OF  
SITE PLAN  
PARCEL # 5  
TECUMSEH ROAD  
MUNICIPALITY OF LAKESHORE  
COUNTY OF ESSEX



CAUTION

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SCHEDULE	
ZONING	R1
LOT AREA	2040 SQ METRES
MAXIMUM LOT COVERAGE	35% OR 714 SQ METRES
MINIMUM FRONT YARD	25.9m(85') FROM CENTRE LINE OF ROAD
MINIMUM REAR YARD	7.5m(25')
MINIMUM INTERIOR SIDE YARD	1.5m(5')

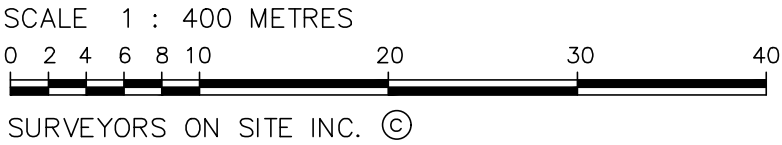


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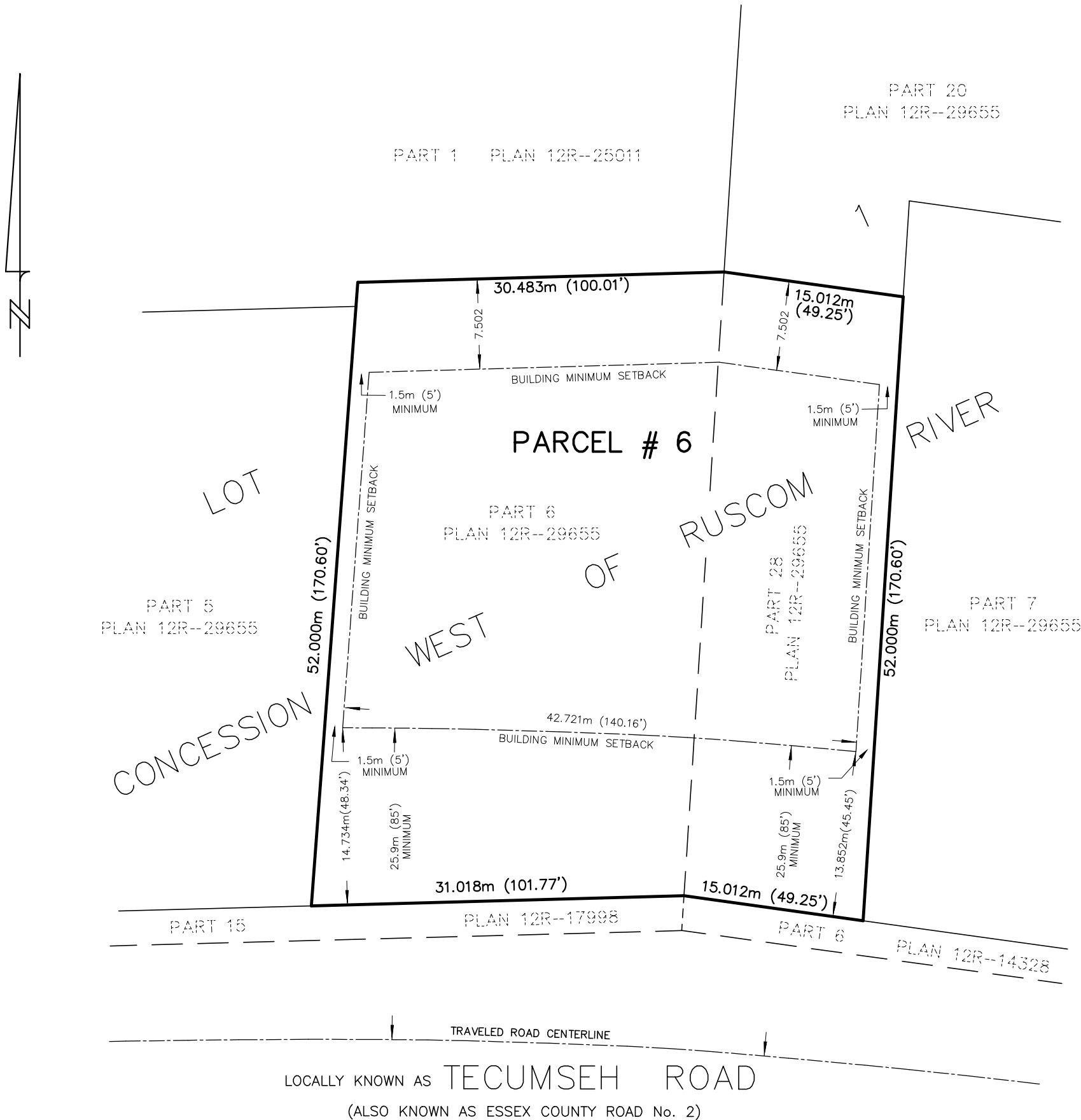
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SKETCH OF  
SITE PLAN  
PARCEL # 6  
TECUMSEH ROAD  
MUNICIPALITY OF LAKESHORE  
COUNTY OF ESSEX



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SCHEDULE	
ZONING	R1
LOT AREA	2370 SQ METRES
MAXIMUM LOT COVERAGE	35% OR 829 SQ METRES
MINIMUM FRONT YARD	25.9m(85') FROM CENTRE LINE OF ROAD
MINIMUM REAR YARD	7.5m(25')
MINIMUM INTERIOR SIDE YARD	1.5m(5')



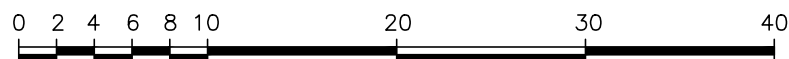
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SKETCH OF  
SITE PLAN  
PARCEL # 7  
TECUMSEH ROAD  
MUNICIPALITY OF LAKESHORE  
COUNTY OF ESSEX

SCALE 1 : 400 METRES

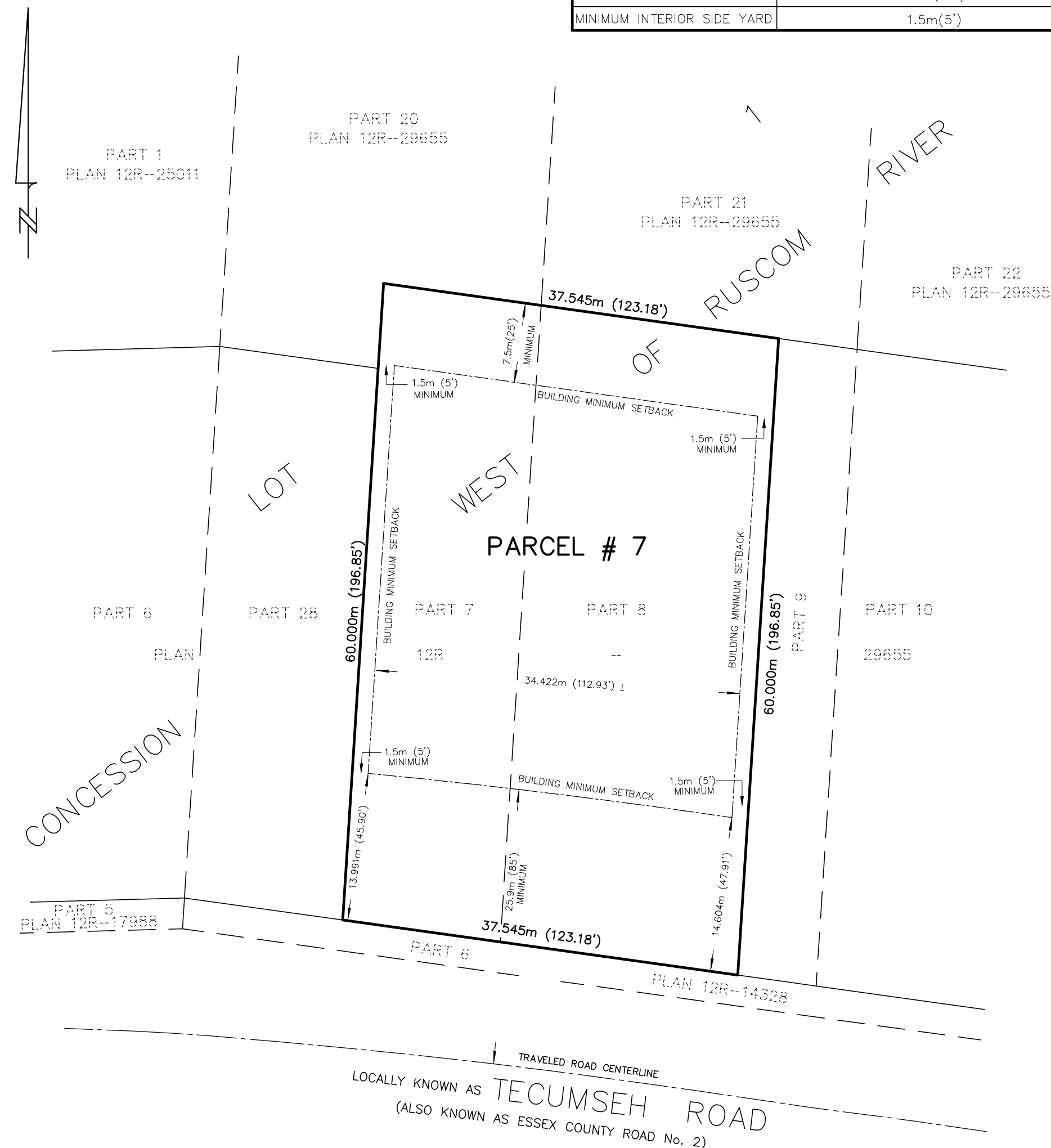


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SCHEDULE	
ZONING	R1
LOT AREA	2247 SQ METRES
MAXIMUM LOT COVERAGE	35% OR 685 SQ METRES
MINIMUM FRONT YARD	25.9m(85') FROM CENTRE LINE OF ROAD
MINIMUM REAR YARD	7.5m(25')
MINIMUM INTERIOR SIDE YARD	1.5m(5')



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DRAWN BY: SJP

CHECKED BY: CJO

DATE: SEPTEMBER 20, 2024

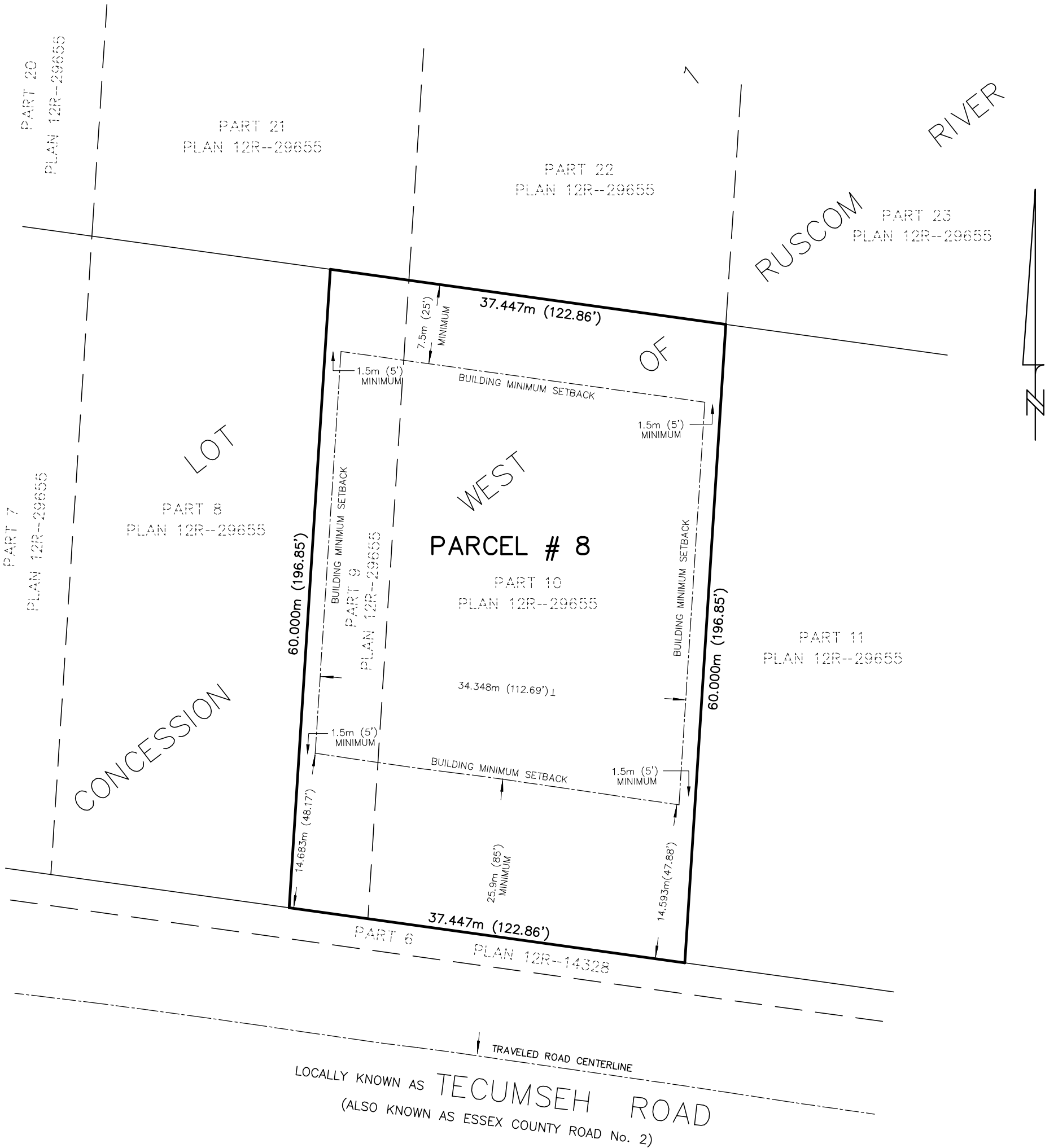
FILED 2024-392 P7

SKETCH OF  
SITE PLAN  
PARCEL # 8  
TECUMSEH ROAD  
MUNICIPALITY OF LAKESHORE  
COUNTY OF ESSEX

SCALE 1 : 400 METRES  
0 2 4 6 8 10 20 30 40  
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SCHEDULE	
ZONING	R1
LOT AREA	2241 SQ METRES
MAXIMUM LOT COVERAGE	35% OR 784 SQ METRES
MINIMUM FRONT YARD	25.9m(85') FROM CENTRE LINE OF ROAD
MINIMUM REAR YARD	7.5m(25')
MINIMUM INTERIOR SIDE YARD	1.5m(5')



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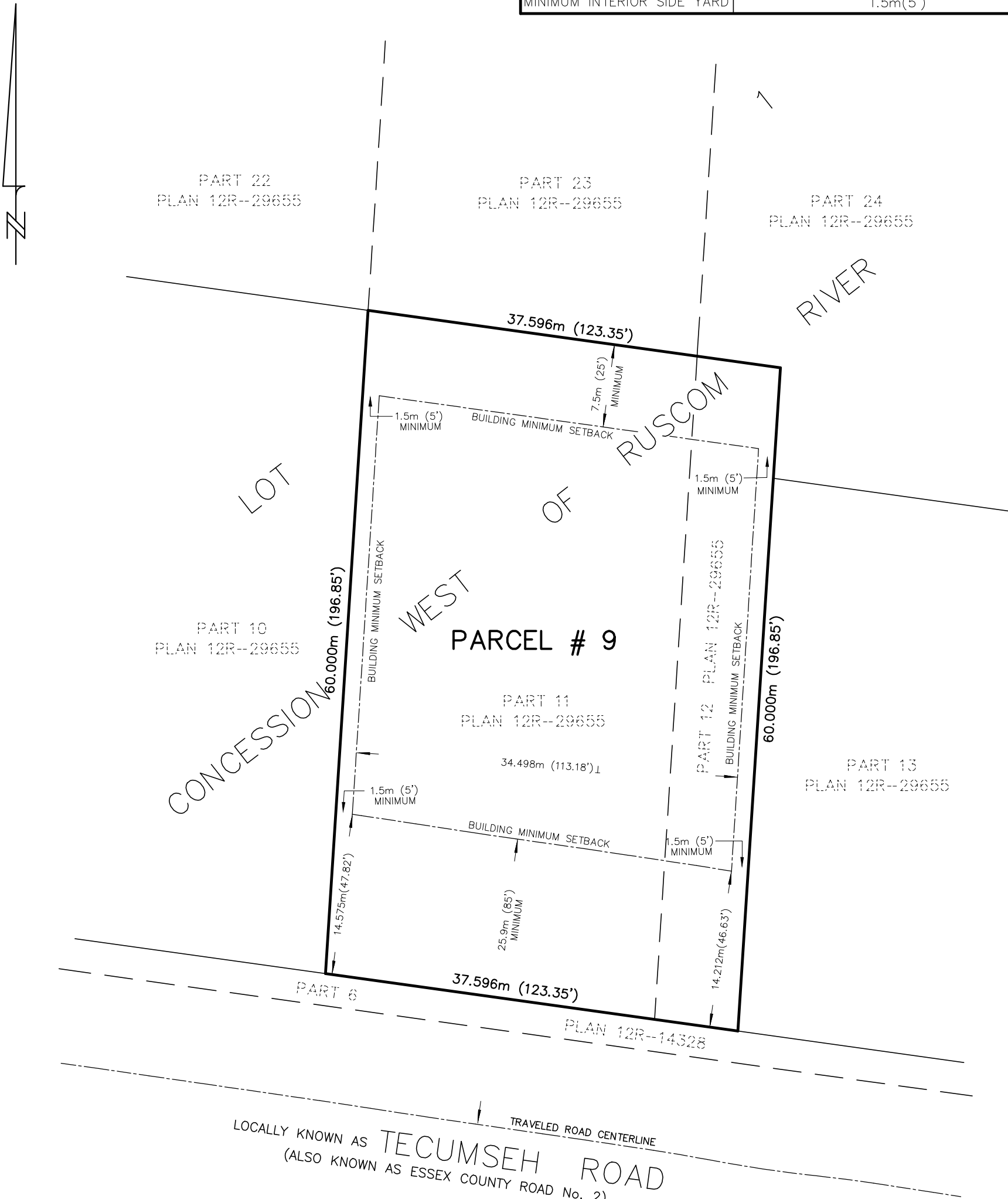
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SKETCH OF  
SITE PLAN  
PARCEL # 9  
TECUMSEH ROAD  
MUNICIPALITY OF LAKESHORE  
COUNTY OF ESSEX

SCALE 1 : 400 METRES  
0 2 4 6 8 10 20 30 40  
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SCHEDULE	
ZONING	R1
LOT AREA	2249 SQ METRES
MAXIMUM LOT COVERAGE	35% OR 787 SQ METRES
MINIMUM FRONT YARD	25.9m(85') FROM CENTRE LINE OF ROAD
MINIMUM REAR YARD	7.5m(25')
MINIMUM INTERIOR SIDE YARD	1.5m(5')



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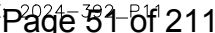


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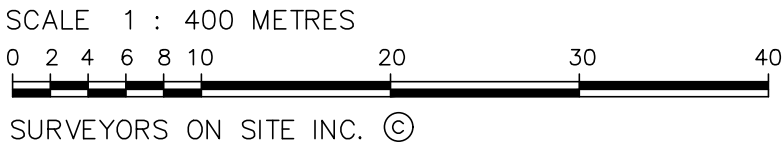
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SCHEDULE	
ZONING	R1
LOT AREA	2370 SQ METRES
MAXIMUM LOT COVERAGE	35% OR 829 SQ METRES
MINIMUM FRONT YARD	25.9m(85') FROM CENTRE LINE OF ROAD
MINIMUM REAR YARD	7.5m(25')
MINIMUM INTERIOR SIDE YARD	1.5m(5')





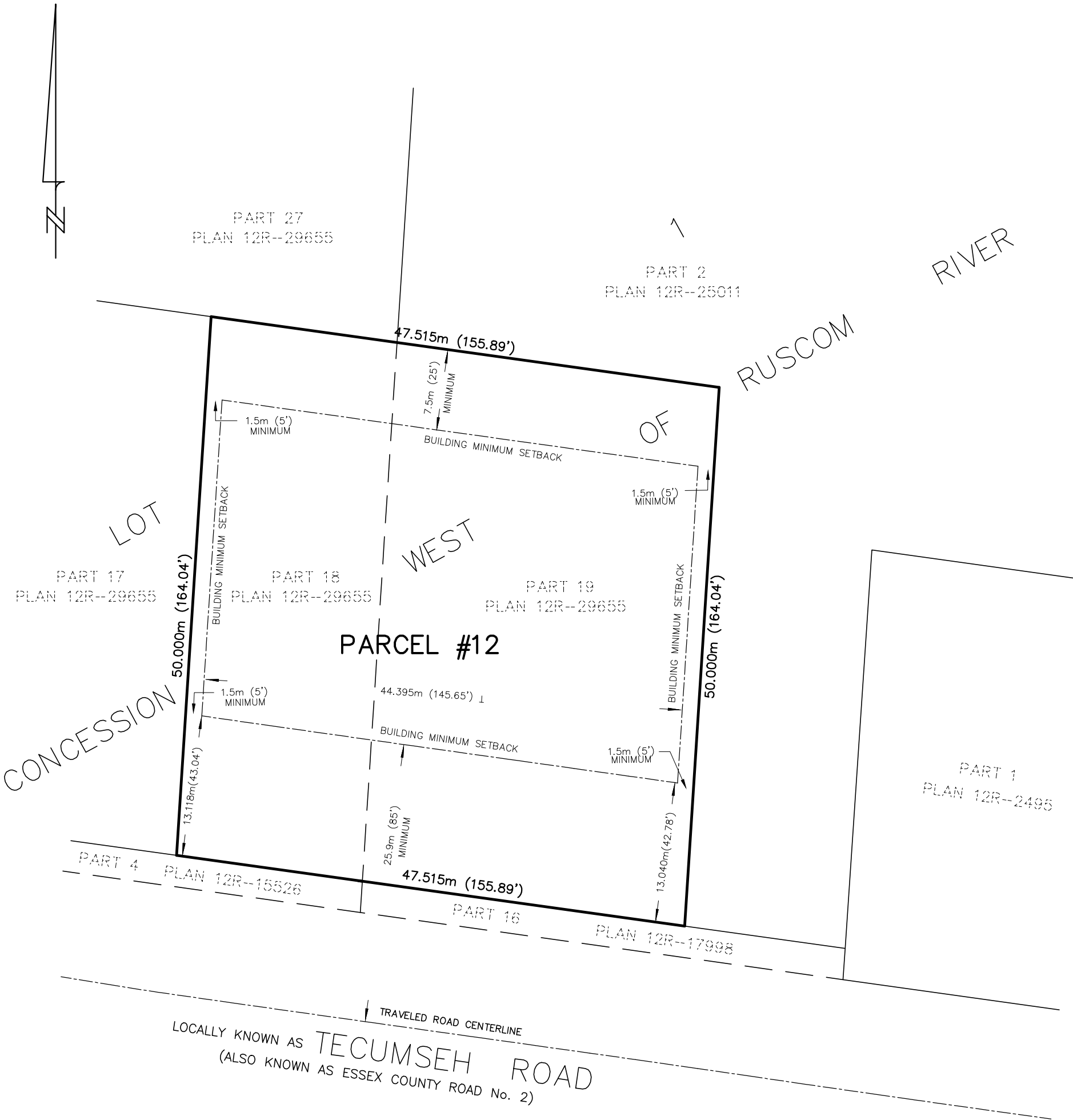
SKETCH OF  
SITE PLAN  
PARCEL #12  
TECUMSEH ROAD  
MUNICIPALITY OF LAKESHORE  
COUNTY OF ESSEX



CAUTION

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SCHEDULE	
ZONING	R1
LOT AREA	2369 SQ METRES
MAXIMUM LOT COVERAGE	35% OR 829 SQ METRES
MINIMUM FRONT YARD	25.9m(85') FROM CENTRE LINE OF ROAD
MINIMUM REAR YARD	7.5m(25')
MINIMUM INTERIOR SIDE YARD	1.5m(5')



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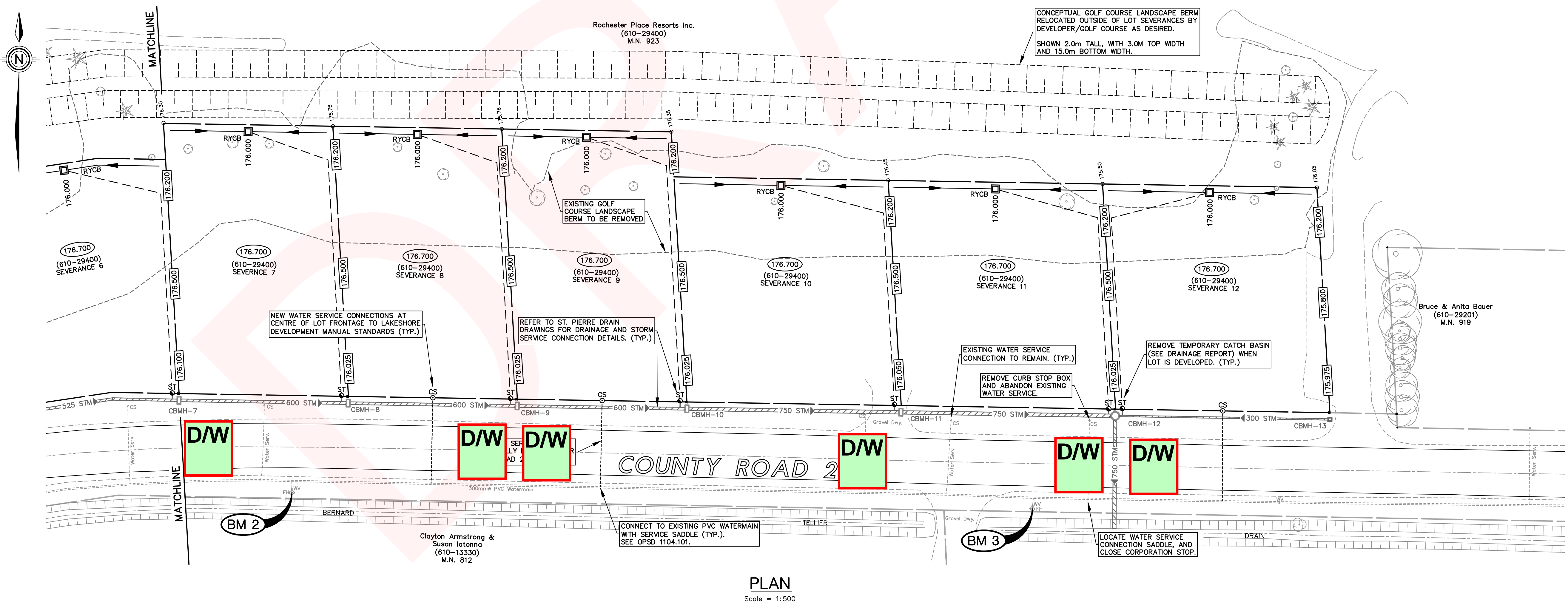
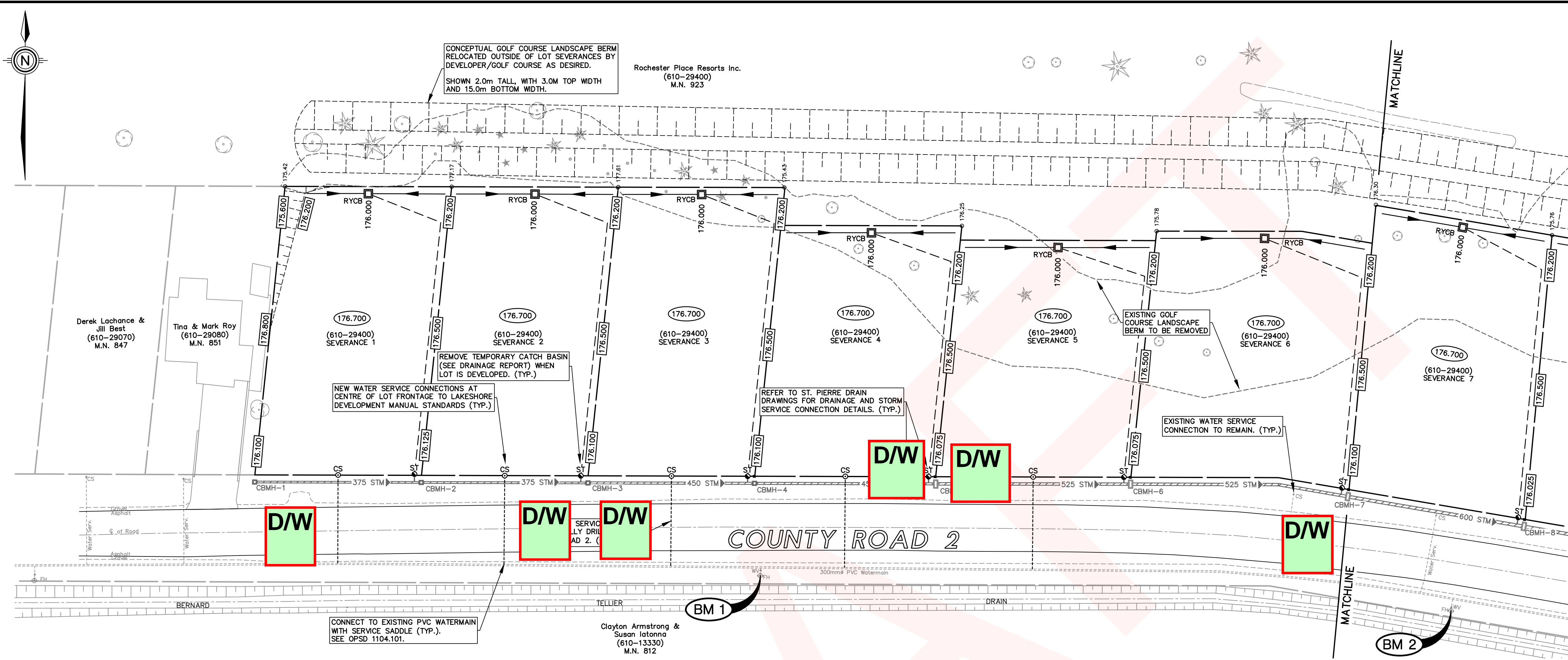


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Z:\PROJECTS\DRAINAGE\2023\2023-05\7-CADD\DWG\023057.DWG (23057.DWG) - Lot Servicing and Grading - Last Saved: 2024/09/24



- GENERAL NOTES:
- THE ACCURACY OF EXISTING UTILITIES SHOWN ON THESE DRAWINGS ARE NOT GUARANTEED BY THE OWNER OR N.J. PERALTA ENGINEERING LTD. OTHER UTILITIES MAY BE PRESENT OR THE UTILITIES SHOWN MAY DIFFER IN SIZE OR LOCATION SHOWN. CONTRACTOR SHALL LOCATE AND VERIFY DEPTHS OF ALL UTILITIES PRIOR TO CONSTRUCTION AND ADVISE THE ENGINEER OF ANY CONFLICTS. SUPPORT UTILITIES WHEN ENCOUNTERED, OTHERWISE NOTED.
  - ALL PLAN DIMENSIONS AND ELEVATIONS SHOWN IN METRES UNLESS OTHERWISE NOTED. DIMENSIONS DENOTE HORIZONTAL DISTANCE ALONG GROUND UNLESS OTHERWISE NOTED.
  - PROVIDE TEMPORARY SEDIMENT CONTROL MEASURES IN ACCORDANCE WITH OPSD 805 AS REQUIRED.
  - ALL NEW WATER SERVICES TO BE 25mm (1") DIAMETER PE, OR APPROVED EQUAL. MINIMUM 1.65m COVER.
  - SERVICE CONNECTION LOCATIONS AS SHOWN, OR AS OTHERWISE APPROVED BY THE TOWN.
  - REAR YARD BASINS TO BE FITTED WITH SEDIMENT FILTERS DURING CONSTRUCTION AND REMOVED ONCE SITE IS STABILIZED AND/OR A GOOD GRASS CATCH HAS BEEN ACHIEVED.
  - GRADING TRANSITION FROM PROPOSED LOT GRADE TO EXISTING LANDS SHALL BE DONE AT MIN. 4:1 SLOPE.
  - EXISTING GROUND SPOT ELEVATION.
  - PROPOSED ELEVATION AROUND PERIMETER OF HOUSE.
  - PROPOSED FINISHED GRADE.
  - PROPOSED REAR YARD CATCH BASIN AND TOP ELEVATION.
  - REAR YARD SWALE.
  - REAR YARD DRAIN PIPE.

- BENCHMARK:
- TOP OPERATING NUT OF FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF COUNTY ROAD 2, APPROXIMATELY 420m EAST OF THE CENTRELINE OF GOLFVIEW DRIVE AND COUNTY ROAD 2 INTERSECTION  
ELEV. 176.981m
  - TOP OPERATING NUT OF FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF COUNTY ROAD 2, APPROXIMATELY 570m EAST OF THE CENTRELINE OF GOLFVIEW DRIVE AND COUNTY ROAD 2 INTERSECTION  
ELEV. 176.971m
  - TOP OPERATING NUT OF FIRE HYDRANT LOCATED ON THE SOUTH SIDE OF COUNTY ROAD 2, APPROXIMATELY 730m EAST OF THE CENTRELINE OF GOLFVIEW DRIVE AND COUNTY ROAD 2 INTERSECTION  
ELEV. 177.130m

APPROVAL	A.B.P.	2024/09/23
ISSUED FOR:	BY:	YYYY/MM/DD

ISSUES/REVISIONS:

Peralta Engineering	
Consulting Engineers	
N.J. Peralta Engineering Ltd.	
45 Division Street North Kingsville, ON N9Y 1E1 Canada	
P: 519-733-6587	F: 519-733-6588
peraltaengineering.com	

ENGINEER'S SEAL:

**PRELIMINARY  
NOT FOR  
CONSTRUCTION**

This document has not been checked and is for general information or comment only.

CLIENT/PROJECT/LOCATION:

ROCHESTER PLACE RESORTS INC.

**COUNTY ROAD 2 LOT SEVERANCES**

923 COUNTY ROAD 2, LAKESHORE COUNTY OF ESSEX

SHEET TITLE:

**LOT SERVICING AND GRADING PLAN**

DESIGNED BY:	DATE:
B.N.D.	SEPT. 23, 2024
DRAWN BY:	SCALE:
N.D.H.	1:500
SHEET:	OF:
1	2
PROJECT No.:	D23-057







September 20, 2024



Ian Search, Planning  
Municipality of Lakeshore

(Delivered via email)

REGARDING: Zoning Bylaw Amendment Appln (ZBA)  
12 Residential Lots  
Rochester Place Golf Course

---

Rochester Place Golf Club and Resort is known municipally as 923 County Rd 2 in the Municipality of Lakeshore. The subject property has a lot area of 57.5 ha.

These lands are designated 'Settlement Area' on Schedule 'A1' of the Official Plan for the County of Essex Official Plan. The subject lands are designated 'Special Policy Area – Rochester Place' on Schedule A of the Official Plan and zoned 'Hamlet Commercial Exception One (HC-1)' in the Comprehensive Zoning By-law for the Municipality of Lakeshore.

Recently the Committee of Adjustment for the Municipality of Lakeshore approved consent applications B-16-2023 through to and including B-27-2023 for the purposes of creating new residential lots from the golf course fronting on County Road 2.

In the 1990's, there were originally 8 long residential lots created that encroached into what developed into the golf course. These eight residential lots have been reconfigured from the original long, narrow lots to wide shallow lots. In addition, the lot frontage has been completed with 4 additional residential lots.

As a condition of consent, a Zoning Bylaw Amendment Application (ZBA) is required for the 4 new residential lots and the 8 reconfigured residential lots. The ZBA application purports to rezone the 12 residential lots from the existing site specific 'Hamlet Commercial Exception One (HC-1)' zone to 'Hamlet Residential (HR)' zone. The retained lands (golf course) zoning will not be amended and will remain as '(HC-1)' to continue to reflect the recreation/commercial use of the subject lands.

The ZBA will effectively apply a homogenous (HR) regulatory framework for the residential lots while maintaining the site specific 'Hamlet Commercial (HC-1)' zone for the golf course.

PROVISION	'HAMLET COMMERCIAL EXCEPTION ONE (HC-1)'	'HAMLET RESIDENTIAL ZONE (HR)'	PROPOSED
PERMITTED USES	A commercial outdoor recreational facility, recreational golf course, a marina, a trailer park, and accessory uses	Single detached dwelling, semi-detached dwelling, group home, home occupation	Single detached residence
MINIMUM LOT AREA	2,000 m <sup>2</sup>	2,000 m <sup>2</sup>	Lot 1 (Part 1) = 2,123 m <sup>2</sup> Lot 2 (Part 2) = 2,123 m <sup>2</sup> Lot 3 (Part 3) = 2,124 m <sup>2</sup> Lot 4 (Part 4) = 2,004 m <sup>2</sup> Lot 5 (Part 5) = 2,040 m <sup>2</sup> Lot 6 (Part 6+28) = 2,370 m <sup>2</sup> Lot 7 (Parts 7+8) = 2,247 m <sup>2</sup> Lot 8 (Parts 9+10) = 2,241 m <sup>2</sup> Lot 9 (Parts 11+12) = 2,249 m <sup>2</sup> Lot 10 (Parts 13+14) = 2,369 m <sup>2</sup> Lot 11 (Parts 15+16+17) = 2,370 m <sup>2</sup> Lot 12 (Parts 18+19) = 2,369 m <sup>2</sup>
LOT FRONTAGE	23.0 m	23.0 m	Lot 1 – 35 m Lot 2 – 35 m Lot 3 – 35 m Lot 4 – 38 m Lot 5 – 41 m Lot 6 – 46 m Lot 7 – 37.5 m Lot 8 – 37.5 m Lot 9 – 37.5 m Lot 10 – 47.5 m Lot 11 – 47.6 m Lot 12 - 47.5 m
REAR YARD	15.2 m	7.5 m	Lot 1 – 7.5 m Lot 2 – 7.5 m Lot 3 – 7.5 m Lot 4 – 7.5 m Lot 5 – 7.5 m Lot 6 – 7.5 m Lot 7 – 7.5 m Lot 8 – 7.5 m Lot 9 – 7.5 m Lot 10 – 7.5 m Lot 11 – 7.6 m Lot 12 - 7.5 m

	'HAMLET COMMERICAL EXCEPTION ONE (HC-1)'	'HAMLET RESIDENTIAL ZONE (HR)'	PROPOSED
COUNTY RD SETBACK (centre line of road)		25.9 m (85 ft)	<b>25.9 m</b>
FRONT YARD DEPTH	15.2 m	7.5 m	<b>Lot 1 – 13.8 m</b> <b>Lot 2 – 14.5 m</b> <b>Lot 3 – 15.0 m</b> <b>Lot 4 – 15.3 m</b> <b>Lot 5 – 14.8 m</b> <b>Lot 6 – 13.8 m</b> <b>Lot 7 – 13.9 m</b> <b>Lot 8 – 14.5 m</b> <b>Lot 9 – 14.2 m</b> <b>Lot 10 – 13.6 m</b> <b>Lot 11 – 13.2 m</b> <b>Lot 12 – 13.0 m</b>
INTERIOR SIDE YARD	9.1 m	1.5 m	<b>1.5 m</b>
LOT COVERAGE	30 %	35 %	<b>Lot 1 – 743 m<sup>2</sup></b> <b>Lot 2 – 743 m<sup>2</sup></b> <b>Lot 3 – 743 m<sup>2</sup></b> <b>Lot 4 – 701 m<sup>2</sup></b> <b>Lot 5 – 714 m<sup>2</sup></b> <b>Lot 6 – 829 m<sup>2</sup></b> <b>Lot 7 – 685 m<sup>2</sup></b> <b>Lot 8 – 784 m<sup>2</sup></b> <b>Lot 9 – 787 m<sup>2</sup></b> <b>Lot 10 – 829 m<sup>2</sup></b> <b>Lot 11 – 829 m<sup>2</sup></b> <b>Lot 12 – 829 m<sup>2</sup></b>
LANDSCAPED OPEN SPACE	25 %	30 %	<b>30 %</b>
BUILDING HEIGHT	10 m	10 m	<b>10 m</b>

Each proposed lot complies with the 'Hamlet Residential (HR)' zone and therefore no zone exceptions or site-specific provisions are required or requested with the ZBA.

Consideration of the ZBA is appropriate at this stage as the Drainage Report has been approved by the Drain Committee of the Municipality, proving there is capacity for drainage in the system for the 12 residential lots. An individual lot Drainage Plan and Site Servicing Plan for each residential lot is under development and will be available for review by the Municipality shortly.

As a condition of consent, the ZBA does not authorize development of the lots at this juncture as the ZBA will only move the lots from a commercial zone into a residential zone. **Page 57 of 211**  
 additional requirements and conditions such as servicing the lots that must be met before the

consents are finalized and registered and a building permit can be issued for the new residences. It is my professional opinion that a holding (h) provision is not required as the process controls the acquisition and issuance of a building permit until after the completion of all conditions, registration of the consents and then review of the permit plans are completed.

-4-

in my professional opinion the requested By-law Amendment (ZBA) is consistent with the policies of the PPS, conforms with the policies of the OP, and complies with the regulations found in the Zoning By-law. In addition, it is my professional opinion that the proposed Zoning By-law Amendment (ZBA) is appropriate and desirable within the OP policy framework as it will facilitate development of the residential lots

In my professional opinion the requested ZBA:

- 1) is consistent with the policies of the 2020 Provincial Policy Statements;
- 2) maintains the intent of the relevant policies of the Municipality of Lakeshore Official Plan;
- 3) maintains the intent of Comprehensive Zoning Bylaw 2-2012 and when the ZBA is passed, it will establish the regulatory framework required for the residential lots;
- 4) makes sound planning.

I hereby certify that this report was prepared by Jackie Lassaline RPP MCIP, a Registered Professional Planner within the meaning of the Ontario Professional Planners Institute Act, 1994.

Regards,

Lassaline Planning Consultants

*Jacqueline Lassaline*

Jackie Lassaline BA MCIP RPP

**To:** Mayor and Members of Lakeshore Council  
**From:** Jackie Lassaline, Lassaline Planning Consultants  
**Date:** June 2, 2025  
**Subject:** **Zoning Bylaw Amendment (ZBA-22-2024)**  
Rochester Place Golf Club and Resort

---

A Zoning Bylaw Amendment (ZBA) has been requested to rezone the subject residential lots that are under conditional approval that are presently zoned 'Hamlet Commercial Exception 1 (HC-1)'. The (HC-1) zone regulatory framework presently applies to the entirety of the golf course and the trailer park.

The ZBA purports to change the zoning regulations applied to the 12 residential lots from the 'Hamlet Commercial Exception 1 (HC-1)' to 'Hamlet Residential (HR)' zone. This will satisfy the conditions of the consent and will allow for residential use of these lands.

#### **BACKGROUND:**

These lands are designated 'Settlement Area' on Schedule 'A1' of the Official Plan for the County of Essex Official Plan. The subject lands are zoned 'Hamlet Commercial Exception One (HC-1)' in the Comprehensive Zoning By-law for the Municipality of Lakeshore.

In the 1990's, there were originally 8 long residential lots that encroached into what has developed as the golf course. These eight residential lots have been reconfigured from the original long, narrow lots to wide shallow lots by the approval of the new consents and the cancellation of the old consents that encroached onto the golf course. In addition, the lot frontage has been completed with 4 additional residential lots.



A pre-consultation was held between Lassaline Planning Consultants and RP representatives with the Municipality in February 2021. There were extensive studies completed and provided with the final consent applications submitted in January 2023. The Committee of Adjustment held a public meeting and approved the consent to create the 12 Residential lots with conditions on December 6, 2023.

Please refer to attached **Appendix A: Decision of Committee of Adjustment** respecting the Consents B-16-23 through to B-27-23. The Committee of Adjustment for the Municipality of Lakeshore approved in December 2023 consent applications B-16-2023 through to and including B-27-2023 for the purposes of creating new residential lots from the golf course fronting on County Road 2.

The following reports have subsequently been submitted and approved by municipal staff in support of the proposed consents and to satisfy the conditions of consent:

- 1) Archaeological Report, Stage 1 and 2;
- 2) Drainage Report for the 12 residential lots – approved by Drainage Board;
- 3) Noise and Vibration Study respecting the train impact;
- 4) Planning Justification Report;
- 5) Draft Reference Plan;
- 6) Site Plans and Site Servicing Plans;
- 7) Grading and elevations plans;
- 8) ERCA Permit;
- 9) Driveway entrances approved by County Roads Dept.

The drainage associated with these residential lots and St. Pierre Drain was approved by the Municipal Drainage Board and will be completed shortly by Rudak and likely before Council Public Meeting of June 4, 2025. The general details of the site servicing and grading of the lots prior to finalization of the consents have been submitted and approved by municipal staff. More detailed site plans will be provided on an individual lot basis at the time of building permit and will include items such as: location and size of water line, detailed grading plans, foundation of residences, location and size of septic system etc. They will be reviewed for compliance with the (HR) zone and the site servicing plans provided for consent approval.

The last of the conditions to meet is the requirement of changing the applicable zoning for the lots from commercial to residential. With this zoning condition satisfied, the only issue to be addressed is the development agreement between the Municipality and the property owner. This will be written by Municipal staff and will include such items as clauses from the noise report, entrance locations, grading details, etc.

## REQUESTED ZBA-22-2024

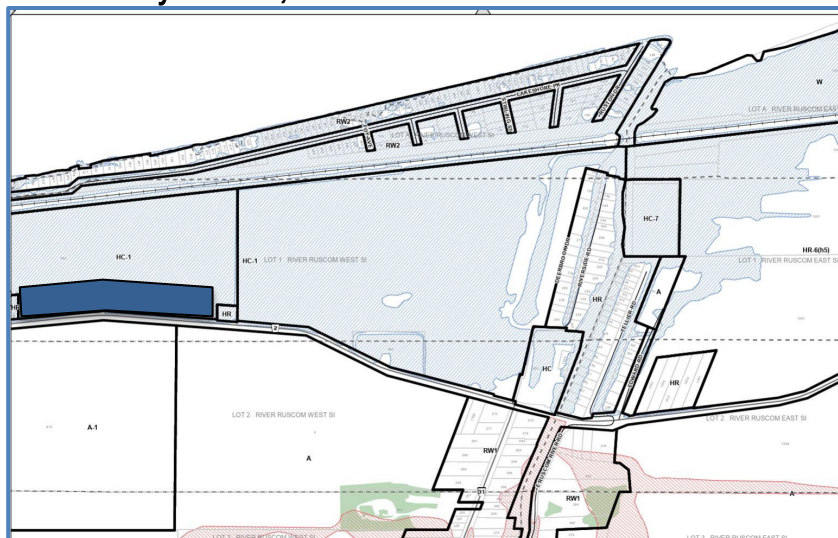
A Zoning Bylaw Amendment (ZBA) has been requested to rezone the subject residential lots that are under conditional approval that are presently zoned 'Hamlet Commercial Exception 1 (HC-1)'. The (HC-1) zone regulatory framework presently applies to the entirety of the golf course and the trailer park. Please refer to attached Appendix B Bylaw No.

The ZBA purports to change the zoning regulations applied to the 12 residential lots from the 'Hamlet Commercial Exception 1 (HC-1)' to 'Hamlet Residential (HR)' zone. This will satisfy the conditions of the consent and will allow for residential use of these lands.

Draft Bylaw:

*"That Schedule "A", Map 48 of By-law No. 2-2012, as amended, is hereby further amended by changing the zone classification on the lands depicted on **Schedule "A-1"** attached hereto forming part of this amendment for lands known municipally as **923 County Road 2, Rochester Place Golf Course** from 'Hamlet Commercial Exception 1 (HC-1)' zone to 'Hamlet Residential (HR)' zone;"*

### 923 County Road 2, Rochester Resort Residential Lots



Change from 'Hamlet Commercial Exception 1 (HC-1)' zone to 'Hamlet Residential (HR)' zone

As a condition of consent, a Zoning Bylaw Amendment Application (ZBA) is required for the 4 new residential lots and the 8 reconfigured residential lots. The ZBA application purports to rezone the 12 residential lots from the existing site specific 'Hamlet Commercial Exception One (HC-1)' zone to 'Hamlet Residential (HR)' zone. The retained lands (golf course) zoning will not be amended and will remain as (HC-1) to continue to reflect the recreation/commercial use of the subject lands.

**PUBLIC NOTICE AND ENGAGEMENT:**

As required by the Planning Act, a notice of the complete application and details about the public meeting were distributed on Tuesday June 18<sup>th</sup>, 2025. Notices were sent to property owners within 120 metres of the subject lands and to relevant agencies and municipal departments. Additionally, a sign with information about the application and the public meeting was posted on the property and posted on the Municipal website.

**PLANNING ANALYSIS:**

A Planning Rationale Report was prepared by Lassaline Planning Consultants Inc (c/o Jackie Lassaline) and was submitted in support of the consents and zoning bylaw amendment application. The PRR addresses the policy regulatory framework supporting the proposed residential land use through consent and rezoning.

**PROVINCIAL PLANNING STATEMENT 2024:**

The proposed Zoning By-law Amendment is consistent with the Provincial Planning Statement 2024 (PPS) which promotes and encourages the establishment of new residential housing. It is my professional opinion that the requested ZBA is consistent with the PPS in the changing of the regulatory framework from Hamlet Commercial (HC) to Hamlet Residential (HR) and supporting the development of 12 new residential lots.

**COUNTY OF ESSEX AND MUNICIPALITY OF LAKESHORE:**

The proposed ZBA has been reviewed within context of the policies of both the County of Essex and the Municipality of Lakeshore Official Plan (OP).

The ZBA has been specifically reviewed under Section 6.3 of the municipal OP for lands designated “Hamlet” and meets these policies. The ZBA application conforms with the relevant policies of both OP’s in the provision of sound residential lots..

### ZONING BYLAW 2-2012:

The ZBA will effectively apply a homogenous ‘Hamlet Residential (HR)’ regulatory framework for the residential lots while maintaining the site specific ‘Hamlet Commercial (HC-1)’ zone for the golf course.

PROVISION	‘HAMLET COMMERCIAL EXCEPTION ONE (HC-1)’	‘HAMLET RESIDENTIAL ZONE (HR)’	PROPOSED
PERMITTED USES	A commercial outdoor recreational facility, recreational golf course, a marina, a trailer park, and accessory uses	Single detached dwelling, semi-detached dwelling, group home, home occupation	Single detached residence
MINIMUM LOT AREA	2,000 m <sup>2</sup>	2,000 m <sup>2</sup>	Lot 1 (Part 1) = 2,123 m <sup>2</sup> Lot 2 (Part 2) = 2,123 m <sup>2</sup> Lot 3 (Part 3) = 2,124 m <sup>2</sup> Lot 4 (Part 4) = 2,004 m <sup>2</sup> Lot 5 (Part 5) = 2,040 m <sup>2</sup> Lot 6 (Part 6+28) = 2,370 m <sup>2</sup> Lot 7 (Parts 7+8) = 2,247 m <sup>2</sup> Lot 8 (Parts 9+10) = 2,241 m <sup>2</sup> Lot 9 (Parts 11+12) = 2,249 m <sup>2</sup> Lot 10 (Parts 13+14) = 2,369 m <sup>2</sup> Lot 11 (Parts 15+16+17) = 2,370 m <sup>2</sup> Lot 12 (Parts 18+19) = 2,369 m <sup>2</sup>
LOT FRONTAGE	23.0 m	23.0 m	Lot 1 – 35 m Lot 2 – 35 m Lot 3 – 35 m Lot 4 – 38 m Lot 5 – 41 m Lot 6 – 46 m Lot 7 – 37.5 m Lot 8 – 37.5 m Lot 9 – 37.5 m Lot 10 – 47.5 m Lot 11 – 47.6 m Lot 12 – 47.5 m
REAR YARD	15.2 m	7.5 m	Lot 1 – 7.5 m Lot 2 – 7.5 m Lot 3 – 7.5 m Lot 4 – 7.5 m Lot 5 – 7.5 m Lot 6 – 7.5 m Lot 7 – 7.5 m Lot 8 – 7.5 m Lot 9 – 7.5 m Lot 10 – 7.5 m Lot 11 – 7.6 m Lot 12 – 7.5 m

	'HAMLET COMMERCIAL EXCEPTION ONE (HC-1)'	'HAMLET RESIDENTIAL ZONE (HR)'	PROPOSED
<b>COUNTY RD SETBACK</b> (centre line of road)		25.9 m (85 ft)	<b>25.9 m</b>
<b>FRONT YARD DEPTH</b>	15.2 m	7.5 m	Lot 1 – 13.8 m Lot 2 – 14.5 m Lot 3 – 15.0 m Lot 4 – 15.3 m Lot 5 – 14.8 m Lot 6 – 13.8 m Lot 7 – 13.9 m Lot 8 – 14.5 m Lot 9 – 14.2 m Lot 10 – 13.6 m Lot 11 – 13.2 m Lot 12 – 13.0 m
<b>INTERIOR SIDE YARD</b>	9.1 m	1.5 m	<b>1.5 m</b>
<b>LOT COVERAGE</b>	30 %	35 %	Lot 1 – 743 m <sup>2</sup> Lot 2 – 743 m <sup>2</sup> Lot 3 – 743 m <sup>2</sup> Lot 4 – 701 m <sup>2</sup> Lot 5 – 714 m <sup>2</sup> Lot 6 – 829 m <sup>2</sup> Lot 7 – 685 m <sup>2</sup> Lot 8 – 784 m <sup>2</sup> Lot 9 – 787 m <sup>2</sup> Lot 10 – 829 m <sup>2</sup> Lot 11 – 829 m <sup>2</sup> Lot 12 – 829 m <sup>2</sup>
<b>LANDSCAPED OPEN SPACE</b>	25 %	30 %	<b>30 %</b>
<b>BUILDING HEIGHT</b>	10 m	10 m	<b>10 m</b>

Each proposed lot complies with the 'Hamlet Residential (HR)' zone and therefore no zone exceptions or site-specific provisions are required or requested with the ZBA.

Consideration of the ZBA is appropriate at this stage as the Drainage Report has been approved by the Drain Committee of the Municipality, proving there is capacity for drainage in the system for the 12 residential lots. An individual lot Drainage Plan and Site Servicing Plan for each residential lot is under development and will be available for review by the Municipality shortly.

As a condition of consent, the ZBA does not authorize development of the lots at this juncture as the ZBA will only move the lots from a commercial zone into a residential zone. There are additional requirements and conditions such as servicing the lots that must be met before the consents are finalized and registered and a building permit can be issued for the new residences. It is my professional opinion that a holding (h) provision is not required as the process controls the acquisition and issuance of a building permit until after the completion of all conditions, registration of the consents and then review of the permit plans are completed.

in my professional opinion the requested By-law Amendment (ZBA) is consistent with the policies of the PPS, conforms with the policies of the OP, and complies with the regulations found in the Zoning By-law. In addition, it is my professional opinion that the proposed Zoning By-law Amendment (ZBA) is appropriate and desirable within the OP policy framework as it will facilitate development of the residential lots

In my professional opinion the requested ZBA:

- 1) is consistent with the policies of the 2020 Provincial Policy Statements;
- 2) maintains the intent of the relevant policies of the Municipality of Lakeshore Official Plan;
- 3) maintains the intent of Comprehensive Zoning Bylaw 2-2012 and when the ZBA is passed, it will establish the regulatory framework required for the residential lots;
- 4) makes sound planning.

I hereby certify that this report was prepared by Jackie Lassaline RPP MCIP, a Registered Professional Planner within the meaning of the Ontario Professional Planners Institute Act, 1994.

Regards,

Lassaline Planning Consultants

*Jacqueline Lassaline*  
Jackie Lassaline BA MCIP RPP

**Date:** June 16, 2025  
**From:** Vaibhav Desai – Team Leader – Development Engineering & Approvals  
**To:** Community Planning Division  
**Re:** ZBA-23-2024 – 923 County Road 2  
Municipality of Lakeshore

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We received the documents for the above noted file and have outlined our comments below.

**Comments:**

- For the proposed ZBA amendment we do not have any comments, however, under severance process we are reviewing the submitted drawings and will be providing the comments accordingly on the drawings.

*Vaibhav Desai*

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Team Leader – Development Engineering & Approvals

Approved by: Tracy Beadow, P.Eng.





February 4, 2025

Mr. Jacob Dickie  
Municipality of Lakeshore  
419 Notre Dame Street  
Belle River, Ontario  
N0R 1A0

**Re: Zoning By-law Amendment, ZBA-22-2024, Rochester Place Resorts Inc.**

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Please be advised that the County has reviewed the aforementioned application. Comments are engineering-related only, and the application has not been reviewed from a planning perspective. No objections to this amendment. The subject lands have frontage on County Road 2. The Applicant will be required to comply with the following County Road regulation:

***County By-Law Number 2481 – A By-Law to Provide for the Protection of Highways and to Provide for the Installation of Entrance Ways.***

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

The minimum setback for any proposed structures on this property must be 85 feet from the centre of the original ROW of County Road 2. Permits are necessary for any changes to existing entrances and structures, or the construction of new entrances or structures.

We are requesting a copy of the Decision of the aforementioned application. Thank you for your assistance and cooperation in this matter.

Should you require further information, please contact the undersigned by email at [kbalallo@countyofessex.ca](mailto:kbalallo@countyofessex.ca) or by phone at extension 1564.

Regards,

Kristoffer Balallo  
Engineering Technologist

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

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

countyofessex.ca



planning@erca.org

P.519.776.5209

F.519.776.8688

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

January 30, 2025

**Mr. Jacob Dickie**

Planner II

Municipality of Lakeshore, Community Planning

419 Notre Dame Street

Belle River, ON, N8L 0P8

Dear Mr. Jacob Dickie:

RE: ZBA-22-2024 923 COUNTY RD 2 981 COUNTY RD 2

ARN 375161000029400 & 375161000029300; PIN: 750500054 & 750500434

Applicant: ROCHESTER PLACE RESORTS INC

The Municipality of Leamington has received Application for Zoning By-Law Amendment ZBA-22-2024 for the above noted subject property, known as the Rochester Place Golf Course.

The following is provided as a result of our review of Zoning By-Law Amendment ZBA-22-2024.

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

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

The above noted lands are subject to our Regulation under the *Conservation Authorities Act* (Ontario Regulation No. 41/24). The parcel falls within the regulated area of the Ruscom River and Lake St. Clair. The property owner will be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

Mr. Jacob Dickie  
January 30, 2025

**FINAL RECOMMENDATION**

Our office has no objection to ZBA-22-2024. As noted above, The property owner will be required to obtain an approval from the Essex Region Conservation Authority prior to any construction or site alteration or other activities affected by Section 28 of the *Conservation Authorities Act*.

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

Sincerely,



Alicia Good  
*Watershed Planner*

**From:** [REDACTED]  
**To:** [Jacob Dickie](#)  
**Subject:** Re: ZBA-23-2024 Lasaline Planning Consultants 923 County rd 2  
**Date:** Wednesday, June 25, 2025 8:47:05 PM

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[REDACTED]

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

Hello Jacob,

The traffic, the noise pollution, light pollution, etc.,  
With the allowance of more and more land to be built on, the county living will start to feel like city living. People purchased and selected their homes in the county, some to get away from city living and all of the negative aspects of it. Next, all the farmland will be non-existing and will be filled with homes on top of homes. If you allow this, where will it stop?

On Wed, Jun 25, 2025 at 1:44 PM Jacob Dickie <[jdickie@lakeshore.ca](mailto:jdickie@lakeshore.ca)> wrote:

[REDACTED]

Can you please explain your reasons for opposing the proposed amendment.

Regards,

**Jacob Dickie**

**Planner II**

Municipality of Lakeshore | Community Planning

[419 Notre Dame Street, Belle River, ON, N8L 0P8](#)

T: 519-728-1975 x259

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

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**From:** [REDACTED]  
**Sent:** Monday, June 23, 2025 5:56 AM  
**To:** Jacob Dickie <[jdickie@lakeshore.ca](mailto:jdickie@lakeshore.ca)>  
**Subject:** ZBA-23-2024 Lasaline Planning Consultants 923 County rd 2

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

Hello,

We are in opposition to the proposed amendment.

Please notify us the decision made.

Thank you,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

The Municipality of Lakeshore places the highest priority on the security and privacy of our residents and stakeholders. Therefore, we have put our efforts into ensuring that this message is free of viruses or other malicious content. Despite our efforts, you should always scan all emails for any threats with proper software, as the sender does not accept liability for any damage inflicted by viewing the content of this email. This record may contain privileged, confidential or personal information which should not be disclosed to others. If you have received this message in error, please delete and advise the sender.

# Municipality of Lakeshore

## Minutes of the Regular Council Meeting

Tuesday, June 24, 2025, 5:00 PM

Council Chambers, 419 Notre Dame Street, Belle River



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

Staff Present: 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, Division Leader - Communication and Engagement Alex Denonville, Division Leader - Energy Management and Utilities Marco Villella, Division Leader - Engineering and Infrastructure Tracy Beadow, Division Leader - Facilities and Parks William Quinlan, Division Leader - Legal Services Zachary Knox, Division Leader - Legislative Services Brianna Coughlin, Division Leader - Public Works Jeff Wilson, Division Leader - Recreation Services Terry Symons, Division Leader - Water Management Jason Barlow, Fire Chief Jason Suchiu, Team Leader - Legislative Services Cindy Lanoue, IT Technical Analyst Erik Pelland

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### 1. Call to Order

Mayor Bailey called the meeting to order at 5:04 PM in Council Chambers.

### 2. Closed Session

**155-06-2025**

**Moved By** Councillor Ruston

**Seconded By** Councillor McNamara

Move into closed session in Council Chambers at 5:04 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.

**Carried Unanimously**

Council returned to open session at 5:48 PM. Mayor Bailey called a recess at this time and reconvened the meeting at 6:08 PM.

3. **Singing of O Canada**
4. **Land Acknowledgement**
5. **Moment of Reflection**
6. **Disclosures of Pecuniary Interest**
7. **Recognitions**
8. **Announcements by Mayor**

Council recognized the heroic efforts of Lakeshore firefighters involved with a lifesaving effort on August 9, 2024. These firefighters were acknowledged during the 2025 Survivor Day event hosted by the County of Essex and Essex-Windsor EMS earlier this year.

9. **Public Meetings under the Planning Act**
10. **Public Presentations**
11. **Delegations**

**156-06-2025**

**Moved By** Councillor Kerr

**Seconded By** Deputy Mayor Walstedt

Move forward item 16.1.

**Carried Unanimously**

16. **Notices of Motion**

1. **Councillor Kerr - Adding Tom Bain's Name to Lakeview Park and Marina**

Residents Lynnette Bain, Maurice Janisse and Ron McDermott were registered delegates and all spoke in favour of recognizing Tom Bain with the proposed notice of motion or other municipal asset in the future.



**157-06-2025**

**Moved By** Councillor Kerr

**Seconded By** Mayor Bailey

Direct that Tom Bain be considered as the first member recognized when a new Naming Rights/Recognition Policy is brought back by Administration.

**Carried Unanimously**

**12. Completion of Unfinished Business**

**13. Approval of Minutes**

**158-06-2025**

**Moved By** Councillor Ruston

**Seconded By** Deputy Mayor Walstedt

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

1. June 3, 2025 Regular Council Meeting Minutes

**Carried Unanimously**

**14. Consent Agenda**

**1. Results – Belle River Marina Request for Proposals**

**159-06-2025**

**Moved By** Councillor Kerr

**Seconded By** Councillor Hoffman

Waive the requirements of section 64 of the Procedure By-law to allow a delegation by Lorraine McCann.

**Carried Unanimously**

Lorraine McCann requested that Council allow her to rent the Marina restaurant for the 2025 season.

**160-06-2025**

**Moved By** Councillor Santarossa

**Seconded By** Councillor McNamara

Receive the report for information only.

In Favour (5): Mayor Bailey, Deputy Mayor Walstedt, Councillor McNamara, Councillor Santarossa, and Councillor Hoffman

Opposed (3): Councillor Kerr, Councillor Ruston, and Councillor Vogler

**Carried**

**161-06-2025**

**Moved By** Councillor Kerr

**Seconded By** Councillor Vogler

Direct Administration to conduct a safety assessment of the marina restaurant as soon as possible and should it be found to be safe, to allow for the rental of the space for the remainder of the 2025 season and delegate authority to the Chief Administrative Officer to enter into the agreement.

In Favour (5): Mayor Bailey, Councillor Kerr, Councillor Ruston, Councillor Vogler, and Councillor Hoffman

Opposed (3): Deputy Mayor Walstedt, Councillor McNamara, and Councillor Santarossa

**Carried**

## **2. Motion to Update Parking By-law – restricting parking times**

**162-06-2025**

**Moved By** Councillor Hoffman

**Seconded By** Councillor Kerr

Direct Administration to bring forward an amendment to the Parking By-law to increase the maximum on-street parking time to 3 consecutive days.

**Carried Unanimously**

**3. Municipality Issued Donation Receipts and Reserve Requirements**

**163-06-2025**

**Moved By** Councillor McNamara

**Seconded By** Deputy Mayor Walstedt

Receive the report for information only.

**Carried Unanimously**

**4. Petition - Comber Alley**

**164-06-2025**

**Moved By** Deputy Mayor Walstedt

**Seconded By** Councillor Ruston

Direct Administration to bring back a report regarding the paving of alleyways for consideration and direct that Hydro One funds not be used for this purpose.

**Carried Unanimously**

**15. Reports for Direction**

**1. Tender Award – 2025 Sidewalk Construction Program**

**165-06-2025**

**Moved By** Councillor Ruston

**Seconded By** Councillor Kerr

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.

**Carried Unanimously**

**166-06-2025**

**Moved By** Councillor Ruston

**Seconded By** Councillor Santarossa

Authorize the Corporate Leader – Operations to prepare and issue a tender for the extension of the 2025 Sidewalk Construction Program in the remaining underbudget amount, less the 20% addition to Giorgi Bros (1994) Inc as allowed in the tender; and

Delegate authority to the Mayor and Clerk to award a subsequent tender for the additional separate sidewalk contract.

**Carried Unanimously**

**2. Tender Award – Firehall 1 and Firehall 2 Generators**

**167-06-2025**

**Moved By** Councillor Kerr

**Seconded By** Councillor Hoffman

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.

**Carried Unanimously**

**3. Optimist Skate Park**

**168-06-2025**

**Moved By** Councillor Ruston

**Seconded By** Councillor Santarossa

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.

**Carried Unanimously**

**4. 2025 Medical Tiered Response Agreement**

**169-06-2025**

**Moved By** Deputy Mayor Walstedt

**Seconded By** Councillor McNamara

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.

**Carried Unanimously**

## 5. Disposition of Municipal Lands for Housing

**170-06-2025**

**Moved By** Councillor Vogler

**Seconded By** Deputy Mayor Walstedt

Direct Administration to explore the feasibility to develop the property located at 7340 Tecumseh Road for the primary purposes of developing no more than 21 senior-friendly (65+) housing units, with public space for a public library and a community hub, and with public access to the municipal park located north of the site, with minor impact to the park for limited parking spaces and no delay to the construction of the park.

**Carried Unanimously**

**171-06-2025**

**Moved By** Councillor Santarossa

**Seconded By** Deputy Mayor Walstedt

Direct Administration to issue a Request for Expressions of Interest (ROI) for the development of 396 River Ridge Drive, with the primary objective of creating housing units;

And that the ROI should also explore opportunities for integrated neighbourhood commercial uses that support community needs and contribute to complete, walkable communities;

And further, direct Administration to engage Horizons in assessment of community alignment, identification of potential partners, and determination of overall project viability, including detailed development costs;

And further, direct Administration to bring back a report regarding the reuse of amenities at the park.

**Carried Unanimously**

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

**172-06-2025**

**Moved By** Councillor McNamara

**Seconded By** Councillor Hoffman

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.

**Carried Unanimously**

**7. HONI Community Support Agreement – Project Updates**

**173-06-2025**

**Moved By** Councillor Vogler

**Seconded By** Councillor Ruston

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.

**Carried Unanimously**

**8. Stoney Point and Comber Lagoon Interim Measures**

**174-06-2025**

**Moved By** Councillor Ruston

**Seconded By** Councillor McNamara

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.

**Carried Unanimously**

**17. Reports from County Council Representatives**

**18. Report from Closed Session**

**19. Consideration of By-laws**

**175-06-2025**

**Moved By** Councillor Santarossa

**Seconded By** Councillor McNamara

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

**Carried Unanimously**

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

**20. Non-Agenda Business**



## 21. Addendum

### 1. 2024 Asset Management Plan

**176-06-2025**

**Moved By** Councillor Vogler

**Seconded By** Deputy Mayor Walstedt

Approve the Municipality of Lakeshore Asset Management Plan 2024;

Direct the Deputy Chief Administrative Officer - Chief Financial Officer to submit the Municipality of Lakeshore Asset Management Plan 2024 to the Ontario Ministry of Infrastructure;

Direct that the Municipality of Lakeshore Asset Management Plan 2024 be made available on the Municipal website; and

Direct that the financial strategies outlined in Municipality of Lakeshore Asset Management Plan 2024 Report presented at the June 24, 2025 Council meeting be adopted and implemented in future budgets and fiscal planning and policy documents.

**Carried Unanimously**

## 22. Adjournment

**177-06-2025**

**Moved By** Deputy Mayor Walstedt

**Seconded By** Councillor McNamara

Adjourn the meeting at 9:09 PM.

**Carried Unanimously**

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Tracey Bailey  
Mayor

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Brianna Coughlin  
Clerk

# 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 29, 2025  
**Subject:** Council Resolution 134-05-2025 re Short Term Rental enforcement

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### Recommendation

This report is presented for information only at the July 8, 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 May 20, 2025 Council meeting a report from Administration entitled “Short-Term Rentals – update on Ontario Land Tribunal appeal and options for regulation and enforcement of STRs” was presented and the following Council resolution was passed:

Resolution #134-05-2025

Defer consideration of the report until the “steps to enforce” report is completed and presented to Council, on or before the July 8, 2025 Council meeting; and

That the report on the May 20, 2025 agenda not be presented back to Council until the August 2025 Council meeting or later.

### Comments

Effective October 10, 2023, Short-Term Rental (STR) accommodations are prohibited in every zone in the Municipality pursuant to an amendment to Zoning By-law 2-2012. The only exception is for STRs that are considered legal non-conforming or “grandfathered” under subsection 34(9) of the *Planning Act*.

Council requested additional information regarding the steps to enforce the prohibition on STRs in Lakeshore.

The prohibition of STRs will be enforced by the Municipality's By-law Division. The By-law Division operates on a complaint basis given the current staffing complement of two By-law Officers and the high volume of complaints (1,200 in 2024). As such, proactive investigations of illegal STRs will not be undertaken.

Complaints about illegal STRs can be registered with the By-law Division by phone call, email, regular mail or in-person. Complaints are entered into the Cloudpermit database and a case number is generated. Complaints are assigned to a By-law Officer for investigation.

Complaints are generally addressed in the order they are received, however, exceptions are made if the complaint alleges immediate health and safety concerns.

Depending upon the complaint volume, the first site visit may take place within a few days of the complaint being received or may not occur for several weeks.

By-law Officers must take great care to document their investigations in a manner that will be accepted as evidence in the Provincial Offences Court. Generally, By-law Officers take notebook notes, make detailed electronic notes in Cloudpermit, take photographs, obtain witness statements, and gather evidence from the individual who initiated the complaint (complainant).

Regarding STR enforcement specifically, the offence-related evidence will likely have to come from the complainant alone as it is unlikely that the assigned By-law Officer will have an opportunity to observe the offence in progress. The complainant will be asked to supply any documentation they have to substantiate the illegal operation of the STR. This may include photographs, videos, notes, advertisements or any other evidence of operation.

The By-law Officer will then attempt to speak to the owner of the property where the STR is operating from. Prior to receiving an admission from the property owner that they are operating a STR, the By-law Officer will have to caution the property owner that they do not have to give a statement and if they do give a statement, it may be used against them in court. This caution is necessary for the admission, made to a person in authority, to be admissible in court. The court must be satisfied that the admission was made voluntarily and with knowledge of the consequences.

If, under caution, the property owner admits that a STR is being operated, they will be asked to submit proof that the STR is legal non-conforming or grandfathered. Satisfactory proof may include such documentation as:

- a sworn/affirmed affidavit from the STR operator;
- proof of property ownership;
- booking confirmations;
- booking history from online platform(s);
- payment receipts;
- invoices; and
- tax returns.

The submitted documentation will be reviewed by Planning and Legal to confirm that the STR is entitled to legal non-conforming status. If confirmed, the by-law investigation will be closed and the complainant notified.

If the property owner denies that a STR is operating from the location or if the review by Planning and Legal fails to confirm entitlement to legal non-conforming status, the By-law Officer will have to assess whether sufficient evidence exists to proceed with a charge for a Zoning By-law violation.

To lay a charge, the By-law Officer must be satisfied that reasonable and probable grounds exist to believe that an offence has been committed. Whether reasonable and probable grounds exist will be assessed on both a subjective and objective basis. Subjectively, the By-law Officer must personally believe that an offence has been committed. That belief must also be justifiable from an objective point of view, meaning that a reasonable person in the position of the By-law Officer would conclude that there are reasonable and probable grounds based upon their knowledge, training and experience.

Gathering sufficient evidence of operation will be difficult, particularly the commercial aspect. The definition of “Short-Term Rental Accommodation” in the Zoning By-law references “commercial use” and “lease, license, rental agreement” and “commercial arrangement.” Proceeding with a charge in the absence of reasonable and probable grounds creates liability to the Municipality for a negligent investigation.

If the By-law Officer has reasonable and probable grounds to proceed with a charge, there are two possible options available under the *Provincial Offences Act*, R.S.O. 1990, c. P.33.

The first option is a Part 1 Certificate of Offence, more commonly known as a ticket. The Municipality must apply to the Ministry of the Attorney General (Crown Law Office – Criminal) to request approval of the proposed short form wording (charge wording on the ticket) and the proposed set fine (fine amount on the ticket) from the Regional Senior Justice of the Ontario Court of Justice. The maximum set fine amount for Part 1 offences under the *Provincial Offences Act* is \$1,000. Only after the short form wording and set fine are approved can the By-law Officer issue a ticket.

A person who has been issued a ticket has the option of paying the ticket, requesting an early resolution meeting with the prosecutor (Lakeshore's Legal Counsel) or requesting a trial. If an early resolution meeting is requested, the prosecutor will meet with the charged person and the terms of a guilty plea may be negotiated (i.e. a reduced fine). If unable to reach a resolution, the charged person will be responsible for requesting a trial date from the Provincial Offences Court.

The second option is a Part 3 Information which is sworn under oath before a Justice of the Peace in Windsor. The By-law Officer must swear under oath that they have reasonable and probable grounds to believe that an offence has been committed as described in the Information. The Justice of the Peace issues a summons and the By-law Officer serves the summons upon the charged person to compel their attendance in the Provincial Offences Court for a first appearance.

The next step is for the By-law Officer to prepare a prosecution brief for the prosecutor. A summary of the investigation is provided as well as all notes, reports and evidence gathered. The prosecutor reviews the evidence and assesses whether there is a reasonable prospect of conviction on the evidentiary standard of proof beyond a reasonable doubt. If a reasonable prospect of conviction does not exist, the prosecutor is required to withdraw the charge. Proceeding without a reasonable prospect of conviction, exposes the Municipality to liability for a malicious prosecution. If a reasonable prospect of conviction does exist, the matter proceeds through the normal court processes. If at any point during the court process it becomes evident that a reasonable prospect of conviction no longer exists, the prosecutor must withdraw the charge.

The prosecutor is required to attend every court date. The charged person is typically arraigned at the first appearance and a subsequent court date is scheduled. Multiple adjournments are the norm to allow the charged person to request disclosure, review disclosure, retain legal counsel, engage in resolution discussions with the prosecutor, etc. Eventually, a date will be scheduled for a guilty plea or trial.

Trials in the Provincial Offences Court proceed in a similar manner as criminal trials. The prosecutor is required to prove the charged person's guilt beyond a reasonable doubt by calling evidence to establish every element of the offence. The evidence is given under oath and is subject to cross-examination by the defence. The charged person, on the other hand, is not required to call any evidence. There is also no reverse disclosure obligation on the charged person meaning that while the prosecution must disclose all information collected relevant to guilt or innocence, the charged person has no obligation to provide any information to the prosecutor.

The prosecutor will call the By-law Officer, a Zoning expert and the complainant as witnesses and any other person who may have relevant evidence to establish the offence.

If the Justice of the Peace is satisfied that the offence has been proven by the prosecution beyond a reasonable doubt, a monetary penalty is typically imposed. The Justice of the Peace will ask the prosecutor and the charged person for submissions on penalty. Currently, the Zoning By-law references a maximum fine amount upon conviction as prescribed by the *Provincial Offences Act* which is \$5,000. The authority for the Zoning By-law is the *Planning Act*, R.S.O. 1990, c. P.13 which prescribes maximum fine amounts for Zoning By-law convictions of \$25,000 for a person on a first conviction and \$50,000 for a corporation on a first conviction. The Zoning By-law should be amended to reference the maximum fine amounts available under the *Planning Act* rather than the *Provincial Offences Act*.

Very rarely will a fine be imposed that even remotely approaches the maximum penalties available. The maximum fine amounts are reserved for the worst cases and the worst offenders. Upon conviction, the prosecutor may also request that the Justice of the Peace issue a prohibition order to prohibit the continuation or repetition of the offence.

Fines are paid to the Provincial Offences Court which is operated by the City of Windsor. The City of Windsor uses the fine revenue to pay for the operating expenses of the Provincial Offences Court. Any remaining revenue is distributed to the participating municipalities in accordance with their weighted assessment.

## Financial Impacts

There are no financial impacts associated with receiving this report for information.

## Report Approval Details

Document Title:	Council Resolution 134-05-2025 re Short Term Rental enforcement.docx
Attachments:	
Final Approval Date:	Jun 23, 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

**Essex County OPP Detachment Board – North**  
**Minutes**

Date: Monday, April 14, 2025  
Time: 10:00 am  
Location: Tecumseh Town Hall - Council Chambers  
917 Lesperance Road  
Tecumseh, Ontario N8N 1W9

**Present:**

Chair Paul Sweet  
Vice Chair Dave Kigar  
Member Sherry Bondy  
Member Tracey Bailey  
Member Ed Hooker  
Member John Quennell  
Member Karen M. Robertson  
Member Marc Gomes

**Also Present:**

Municipal Liaison Margaret Misek-Evans, Tecumseh C.A.O.  
Municipal Liaison Doug Sweet, Essex C.A.O.  
Municipal Liaison Susan Hirota, Lakeshore Corporate Leader - General Counsel  
OPP Superintendent Mark Loucas, Essex County  
OPP Inspector Jamie Smith, Essex County  
OPP Staff Sergeant Bryan Andrusyk, Essex  
OPP A/Staff Sergeant Pauline Brockman, Lakeshore  
OPP Staff Sergeant Christian Cortese, Tecumseh  
Ron LeClair, Police Services Advisor, Inspectorate of Policing  
MacKenzie Vandenberg, Tecumseh Communications Officer  
Karen Murteira, Administrative Support and Recording Secretary

**Absent:**

Member Gary McNamara

**A. Call to Order**

Chair Paul Sweet called the meeting to order at 10:00 am.



**B. Roll Call**

Superintendent Mark Loucas announced the promotion of Christian Cortese to the rank of Staff Sergeant for the Tecumseh detachment.

**C. Land Acknowledgement**

We acknowledge that this land is the traditional territory of the Three Fires Confederacy of First Nations (comprised of the Ojibway, the Odawa, and the Potawatomi Peoples), and of the Huron-Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all local and regional First Nations and all of the Original Peoples of Turtle Island who have been living and working on the land from time immemorial.

**D. Disclosure of Pecuniary Interest**

There was no pecuniary interest declared by a member of the Board.

**E. Approval of the Agenda****Motion: ECODB-N 13/25**

Moved by Member Marc Gomes

Seconded by Member John Quennell

**That** the Agenda for the Essex County OPP Detachment Board - North Meeting dated Monday, April 14, 2025, as duplicated and delivered to the members thereof, **be accepted**.

Carried

**F. Approval of the Previous Minutes****1. Essex County OPP Detachment Board - North Minutes from the regular meeting held on February 10, 2025****Motion: ECODB-N 14/25**

Moved by Vice Chair Dave Kigar

Seconded by Member Tracey Bailey

**That** the Regular Minutes of the February 10, 2025 Essex County OPP Detachment Board - North Meeting, as duplicated and delivered to the members thereof, **be adopted**.

Carried

**2. Essex County OPP Detachment Board - North Minutes from the in-camera meeting held on February 10, 2025**

The Essex County OPP Detachment Board – North (Lakeshore, Essex, Tecumseh) held an in-camera meeting on February 10, 2025 in accordance with Section 44(2)(g) of the *Community Safety and Policing Act, 2019*, which permits a meeting may be closed to the public as the following condition is satisfied:

(g) information explicitly supplied in confidence to the board by Canada, a province or territory or a Crown agency of any of them, a municipality or a First Nation.

Chair Sweet advised that the Minutes of the in-camera meeting were distributed to the Board Members via confidential email.

**Motion: ECODB-N 15/25**

Moved by Member Ed Hooker

Seconded by Member Karen M. Robertson

**That** the In-Camera Minutes of the February 10, 2025 Essex County OPP Detachment Board - North Meeting **be approved;**

**And that** the Chair and Vice Chair **be authorized** to circulate any subsequent Essex County OPP Detachment Board - North In-Camera Minutes to the ECODB-N and sign.

Carried

**G. Delegations**

There were no delegations presented to the Board.

**H. OPP Monthly Reports**

**1. Essex County Detachment Report for the month of February 2025**

Inspector Jamie Smith reported overall decreases in motor vehicle collisions, violent crime, property crime, unfounded occurrences, patrol hours, Criminal Code and provincial statutes charges, and e-ticketing (due to focus on RIDE programs, distracted driving, and traffic enforcement).

Increases were noted in liquor license and impaired charges, which involve time-consuming investigations. A slight increase was noted in mental health calls with a corresponding increase in the number of proactive teams responding to calls for services.

Also of note, the street crime unit is executing warrants for drugs and guns. There has been only one youth diversion so far this year, and one non-fatal overdose. Due to a warrant being executed in Leamington, a major supplier of opioids is now in jail, resulting in a decrease in overdose deaths.

In response to Member Quennell's question, Inspector Smith advised that there has been an increase in referrals to victim services with OPP utilizing a victim-centred approach and follow up by abuse coordinators and victim specialists.

Member Bailey expressed the need for county-wide data, public reporting, and discussion on what is happening regionally. Superintendent Loucas advised that he continues to work with the strategic management unit to

develop a streamlined report for each detachment, taking all feedback into consideration, which includes adding by-law enforcement information.

**Motion: ECODB-N 16/25**

Moved by Member Tracey Bailey  
Seconded by Vice Chair Dave Kigar

**That** the Essex County OPP **provide** detailed reports for each municipality as well as county-wide reports and data on a monthly basis to the Essex County OPP Detachment Board - North (Lakeshore, Essex, Tecumseh).

Carried

**2. Essex County Detachment Report for the month of January 2025**

**Motion: ECODB-N 17/25**

Moved by Member Marc Gomes  
Seconded by Member Sherry Bondy

**That** the OPP Reports for the months of January and February 2025 **be received**.

Carried

**I. Reports**

**1. ECODB-2025-01 Town of Tecumseh Citizen Satisfaction Survey (excerpt)**

Tecumseh CAO Margaret Misek-Evans provided a summary of the Town of Tecumseh's Citizen Satisfaction Survey as it pertains to policing services. This is a biennial survey and the information provided will assist as input to the Local Action Plan that the OPP will be renewing this coming year. The full report is available on the Town of Tecumseh website.

The highlights of the survey indicate that most Tecumseh residents are generally satisfied with policing services in the community and that the importance of policing services is very high, especially in the areas of traffic, parking, by-laws, community visibility, education, intimate partner abuse, and mental health and youth crisis response. Services needing improvement were noted as policing, traffic safety and enforcement, and by-law enforcement.

**Motion: ECODB-N 18/25**

Moved by Member Ed Hooker  
Seconded by Member Marc Gomes

**That** Report No. ECODB-2025-01 Essex County Detachment Board – North (Lakeshore, Essex, Tecumseh) Town of Tecumseh Citizen Satisfaction Survey, **be received;**

**And that,** the data presented in Report No. ECODB-2025-01 **be referred to** the OPP for input to the Local Action Plan.

Carried

At this time, Superintendent Loucas introduced, and the Board welcomed Acting Staff Sergeant Pauline Brockman, Detachment Manager for Lakeshore, who will be attending the detachment board meetings regularly.

**2. Ontario Association of Police Service Boards Zone 6 Meeting March 25, 2025**

Re: Agenda and Chair's verbal report

Chair Sweet provided a verbal report of the OAPSB Zone 6 meeting held March 25, 2025 in LaSalle, Ontario. The meeting was not well-attended overall, however, it was well-represented by this Board. Karen Murteira, ECODB-N Administrative Support, is the new Secretary-Treasurer for Zone 6.

The meeting included an interesting presentation by Street Smarts VR, a virtual reality training program. The Zone 6 annual membership dues have been set at \$200.00 as of this year.

**Motion: ECODB-N 19/25**

Moved by Member Tracey Bailey  
Seconded by Member John Quennell

**That** the OAPSB Zone 6 meeting verbal report as listed on the Monday, April 14, 2025 Essex County OPP Detachment Board-North Agenda, **be received.**

Carried

**J. Communications - Action Required**

There were no Communications requiring action presented to the Board.

**K. Communications - For Information Purposes****1. ECODB-N Correspondence to OPP Commissioner Carrique dated February 19, 2025**

Re: Criminal Record Checks Online Application Process

**2. Correspondence from OPP Chief Superintendent Dumond dated March 18, 2025**

Re: Criminal Record Check processing times

Member Bailey expressed her dissatisfaction with the response from Chief Superintendent Dumond, noting that organizations are failing to thrive, volunteer numbers are declining, and seniors cannot manage the digital technology of the application process for criminal record checks.

Superintendent Loucas committed to continuing discussions on this matter with Chief Superintendent Thib. Member Hooker noted the need to question whether this is a resource issue and what is being done to address it.

**Motion: ECODB-N 20/25**

Moved by Member Tracey Bailey

Seconded by Member John Quennell

That the Chair be directed to respond to the letter from Chief Superintendent Dumond indicating the Board's dissatisfaction with the response and request appropriate resourcing to expedite criminal record check processing.

Carried

**3. ECODB-N Correspondence to Ontario Association of Police Services Boards**

Re: Proposed Resolution: Amendment to S.258 (2.1) of the *Community Safety and Policing Act, 2019*

Chair Sweet advised that the proposed resolution was been forwarded to the OAPSB and will be presented at its Annual General Meeting on June 3, 2025.

**4. Windsor-Essex Community Safety & Well-Being Systems Leadership Table**

a. Systems Leadership Table Meeting Minutes June 12, 2024

b. County Council resolution to receive Minutes

**5. Inspector General Memorandum #3 re: Critical Points Policy**

a. Memorandum #3 dated March 20, 2025

b. Toronto Police Service Board Critical Points Policy

**6. Inspector General Memorandum #4 re: Release of Inspectorate of Policing's Strategic Plan**

- a. Memorandum #4 dated April 1, 2025
- b. Inspectorate of Policing 2024-2027 Strategic Plan

**Motion: ECODB-N 21/25**

Moved by Member Karen M. Robertson  
Seconded by Member Marc Gomes

**That** Communications - For Information items 1 through 6 as listed on the Monday, April 14, 2025 Essex County OPP Detachment Board-North Agenda, **be received**.

Carried

**L. Unfinished Business**

There was no Unfinished Business presented to the Board.

**M. New Business**

**1. ECODB-N New Webpage**

Follow this link to view:

<https://www.tecumseh.ca/town-government/committees-boards/essex-county-opp-detachment-board-north/>

Administrative Support Karen Murteira advised that the Board's webpage is complete, which complies with legislative requirements, can be found on the Town of Tecumseh's website. The three municipalities' logos are being displayed until the Board has a logo of its own. Lakeshore and Essex websites provide a link directly to this page for consistency.

In response to Member Bondy's recommendation, the OPP non-emergency phone number will be added to the page.

**2. ECODB-N Logo**

Chair Sweet advised that the OPP Strategic Management Unit is in the process of developing logos for all detachment boards for consistency purposes.

**Motion: ECODB-N 22/25**

Moved by Vice Chair Dave Kigar  
Seconded by Member John Quennell

**That** New Business items 1 and 2 as listed on the Monday, April 14, 2025 Essex County OPP Detachment Board-North Agenda, **be received**.

Carried

### 3. Community Safety and Policing Grant Opportunity

Superintendent Loucas advised that this provincial funding stream supports initiatives aligned with local and provincial priorities, including community safety, mental health, addictions, human trafficking, and guns and gang violence. As the application process has changed with new legislation, it falls under the detachment board to work with policing community partners to the lead municipality to submit. Superintendent Loucas recommended partnering with the Community Safety and Well-Being Plan team, who have insight into Essex County priorities and the expertise to co-author the application.

The process is competitive and has a tight timeline, but each Essex County detachment board would be eligible for up to \$500,000.00 each.

In response to Member Bailey's question, Margaret Misk-Evans advised that the county does not have jurisdiction for policing and therefore administration of the grant funds would be the responsibility of the managing municipality of each detachment board. Superintendent Loucas added that the lead municipality would allocate the funds and report back to Ministry. Any funds left over would go back to the municipality to decide how to disburse the leftover funds.

In response to Margaret Misk-Evans' question, Superintendent Loucas advised that the Community Safety and Well-Being Plan team has expertise in this area and would partner with OPP to co-author the application, and there would be no costs incurred by the municipalities.

#### **Motion: ECODB-N 23/25**

Moved by Member Tracey Bailey

Seconded by Member Marc Gomes

**That** the verbal report of Superintendent Mark Loucas regarding the Community Safety and Policing grant opportunity **be received**;

**And that** the Essex County OPP Detachment Board - North **endorse** proceeding with the grant proposal submissions under the local priorities and provincial priorities funding streams of the Community Safety & Policing Grant, 2025-26 cycle, in partnership with the Community Safety & Well-Being Team;

**And further that**, Superintendent Loucas **consult with** the Municipal Liaisons regarding any required municipal financial contribution requirement and on any components of the proposal affecting municipal assets prior to submission;

**And further that**, the Town of Tecumseh **be identified** as the lead municipality for the purpose of grant application submission and administration.

Carried



**N. Other New Business**

**O. Next Meeting**

Monday, June 9, 2025 at 10:00 am at Tecumseh Town Hall.

**P. Adjournment**

**Motion: ECODB-N 24/25**

Moved by Member John Quennell

Seconded by Member Karen M. Robertson

**That** there being no further business to discuss, the Monday, April 14, 2025 meeting of the Essex County OPP Detachment Board - North **adjourn** at 11:00 am.

Carried

**Paul Sweet**

Signed with ConsignO Cloud (2025/06/16)  
Verify with verifio.com or Adobe Reader.

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Paul Sweet, Chair

**Dave Kigar**

Signed with ConsignO Cloud (2025/06/16)  
Verify with verifio.com or Adobe Reader.

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Dave Kigar, Vice-Chair



## Municipality of Lakeshore

### Minutes of the Committee of Adjustment Meeting

**Wednesday, April 16, 2025, 6:00 PM**

**Council Chambers, 419 Notre Dame Street, Belle River**

Members Absent: Chair Mark Hacon, Member Ron Barrette, Member Nancy Flagler-Wilburn, Member Linda McKinlay, Member Jeremy Prince

#### **1. Call to Order**

Chair Hacon called the meeting to order at 6:01 PM.

#### **2. O Canada and Land Acknowledgement**

#### **3. Disclosures of Pecuniary Interest**

#### **4. Public Meetings under the Planning Act**

##### **a. B-02-2025 - 1078 Countryview Lane - Consent Application**

Ian Search presented background information about the application and the highlights from the recommendation report in the agenda.

Speaking to the application was Courtney Sinclair, acting as the agent for the applicant (the applicant is experiencing technical issues and was unable to comment directly.) She requested the removal of Condition 7, which pertains to parkland dedication. She stated that, given the current circumstances, this condition feels inappropriate and unreasonable. She believes the applicant should not be required to provide parkland or cash-in-lieu and requested that this condition be reconsidered. Member McKinlay stated that Condition 7, the requirement for parkland dedication applies to all lot creation applications. She expressed that she would not support an exception in this case, as she believes the condition is appropriate.

It was confirmed that all buildings would remain within the 1.5-lot area being created.

No questions or comments were received from the audience.

**21042025**

**Moved By** Member McKinlay

**Seconded By** Member Flagler-Wilburn

Approve consent application B/02/2025 for the creation one lot containing an existing dwelling (surplus farm dwelling) and accessory buildings/structures that will have a lot area of approximately 6,232 m<sup>2</sup> (approx. 1.54 acre) and a lot frontage of approximately 61.2 metres (approx. 200 feet) along Countryview Lane, subject to the following conditions:

- 1) That the applicant obtain a draft Plan of Survey to be reviewed by Community Planning at the Municipality of Lakeshore prior to registration that details setbacks of buildings/structures from lot lines and provides information regarding the frontage and area of the lot to be severed;
- 2) That the applicant submits a Reference Plan prepared by an Ontario Land Surveyor for the severed lot to the satisfaction of Community Planning at the Municipality of Lakeshore;
- 3) That the applicant provide confirmation to Community Planning at the Municipality of Lakeshore that the existing private sanitary system on the severed lot will be located on the severed lot and will meet required setbacks from lot lines, to the satisfaction of Community Planning at the Municipality of Lakeshore;
- 4) That the applicant remove all livestock from the severed lot to the satisfaction of Community Planning at the Municipality of Lakeshore;
- 5) That the applicant obtain the appropriate permit(s) deemed necessary by the Building Department and convert the existing livestock building(s) on the severed lot to accessory building(s) used for storage to the satisfaction of the Building Department
- 6) That all municipal taxes be paid in full prior to the stamping of the Deed;
- 7) That a Parkland Dedication fee be imposed on the granting of this

application in the amount specified by Lakeshore Parkland Dedication By-law 110-2024, and that such fee shall be paid prior to the stamping of the Deed;

8) That the applicant obtain a Zoning By-law amendment to rezone the retained farmland parcel to prohibit new dwelling(s) and additional residential unit(s) on the retained farmland parcel;

9) That the applicant complete the process under the Drainage Act for the severance required by the Operations Department to the satisfaction of the Operations Department;

10) That the Deed and a copy for our records be forwarded to the Secretary for stamping;

11) That all conditions be met in accordance with Subsection 53(41) of the Planning Act, R.S.O. 1990 by April 17, 2027. Failure to fulfil the conditions by this date shall deem the consent refused, as per the Planning Act.

**Carried Unanimously**

**b. B-03-2025-A, B-03-2025-B, B-03-2025-C - 2462 County Road 27 - Consent Application**

Ian Search presented background information about the application and the highlights from the recommendation report in the agenda”.

Speaking to the application was applicant John “Tom” Fuerth. He stated that the property was obtained through a family estate and confirmed he is willing to accept the attached conditions.

**Audience Comments & Discussion:**

Ray Tracey (a property owner of land directly east of the subject lands) requested clarification regarding whether the approval of the lots is based on sewage capacity or if septic systems would be considered under the Hamlet zoning. He also mentioned about the property being at the end of the current sanitary line and what that might mean for future lot applications in the area. He asked whether access to the sanitary system is a requirement within the Hamlet area.

Ian Seach responded by displaying a map showing the settlement area boundary for North and South Woodslee, confirming that the subject property lies within this boundary making the application eligible for consideration. He explained there is an existing sanitary main where the proposed lots are located, and this will be fully utilized. North and South Woodslee is equipped with both a collection system and a sanitary treatment facility, and due to this infrastructure, full municipal servicing is required. It was clarified that if an applicant were to request further lots to the east, outside of the serviced area, they would be responsible for extending the sanitary system in order to proceed.

John “Tom” Fuerth reiterated that development on sanitary sewers is a requirement for the removal of the holding symbol. To his knowledge, there may be one additional lot that could meet the same servicing conditions as the current proposal. However, beyond that, he is at the end of the current sewer line. Any future lots to the east would likely require a Plan of Subdivision.

Shaun Fuerth (son of applicant) added that stormwater management was completed when the first three lots were created three years ago.

Ian Seach read an Enbridge Gas email that confirmed the availability of gas service for the proposed residential lots.

## **22042025**

**Moved By** Member Barrette

**Seconded By** Member McKinlay

Approve consent file B-03-2025-A, being the creation of one residential lot that will have a lot frontage of approximately 27.8 metres (91.21 feet) and a lot area of approximately 1,696 m<sup>2</sup> (0.419 acres), subject to the following conditions of approval:

- 1) That the applicant submits a Reference Plan prepared by an Ontario Land Surveyor of the development to the satisfaction of Community Planning at the Municipality of Lakeshore;
- 2) That the applicant obtain an archaeological assessment conducted by a licensed archaeologist in compliance with guidelines set out by the Ministry of Tourism, Culture and Gaming, as well as licensing requirements developed under the Ontario Heritage Act. The report is to be entered into the Ontario Public Register of Archaeological Reports and

will identify and recommend any conservation/mitigation strategies that need to be implemented by the applicant to the satisfaction of the Community Planning Division;

3) That the applicant satisfy all requirements of the Operations Department;

4) That the applicant enters into a severance agreement to the satisfaction of Community Planning that is to be registered on the title of the property and binding on future owners;

5) That all municipal taxes be paid in full prior to the stamping of the Deed;

6) That a Parkland Dedication fee be imposed on the granting of each file (per lot) in the amount specified by Lakeshore Parkland Dedication By-law 110-2024, and that such fee shall be paid prior to the stamping of the Deed;

7) That the applicant obtain a Zoning By-law amendment to remove the holding symbol from the zoning on each of the lots, to the satisfaction of the Community Planning division;

8) That the Deed and a copy for our records be forwarded to the Secretary for stamping;

9) That all conditions be met in accordance with Subsection 53(41) of the Planning Act, R.S.O. 1990 by April 17, 2027. Failure to fulfil the conditions by this date shall deem the consent refused, as per the Planning Act.

**Carried Unanimously**

**23042025**

**Moved By** Member Barrette

**Seconded By** Member McKinlay

Approve consent file B-03-2025-B, being the creation of one residential lot that will have a lot frontage of approximately 27.8 metres (91.21 feet) and a lot area of approximately 1,696 m<sup>2</sup> (0.419 acres), subject to the following conditions of approval:

1) That the applicant submits a Reference Plan prepared by an Ontario Land Surveyor of the development to the satisfaction of Community Planning at the Municipality of Lakeshore;

- 2) That the applicant obtain an archaeological assessment conducted by a licensed archaeologist in compliance with guidelines set out by the Ministry of Tourism, Culture and Gaming, as well as licensing requirements developed under the Ontario Heritage Act. The report is to be entered into the Ontario Public Register of Archaeological Reports and will identify and recommend any conservation/mitigation strategies that need to be implemented by the applicant to the satisfaction of the Community Planning Division;
- 3) That the applicant satisfy all requirements of the Operations Department;
- 4) That the applicant enters into a severance agreement to the satisfaction of Community Planning that is to be registered on the title of the property and binding on future owners;
- 5) That all municipal taxes be paid in full prior to the stamping of the Deed;
- 6) That a Parkland Dedication fee be imposed on the granting of each file (per lot) in the amount specified by Lakeshore Parkland Dedication By-law 110-2024, and that such fee shall be paid prior to the stamping of the Deed;
- 7) That the applicant obtain a Zoning By-law amendment to remove the holding symbol from the zoning on each of the lots, to the satisfaction of the Community Planning division;
- 8) That the Deed and a copy for our records be forwarded to the Secretary for stamping;
- 9) That all conditions be met in accordance with Subsection 53(41) of the Planning Act, R.S.O. 1990 by April 17, 2027. Failure to fulfil the conditions by this date shall deem the consent refused, as per the Planning Act.

**Carried Unanimously**

**24042025**

**Moved By** Member Barrette

**Seconded By** Member McKinlay

Approve consent file B-03-2025-C, being the creation of one residential lot that will have a lot frontage of approximately 27.8 metres (91.21 feet) and a lot area of approximately 1,696 m<sup>2</sup> (0.419 acres), subject to the following conditions of approval:

- 1) That the applicant submits a Reference Plan prepared by an Ontario Land Surveyor of the development to the satisfaction of Community Planning at the Municipality of Lakeshore;
- 2) That the applicant obtain an archaeological assessment conducted by a licensed archaeologist in compliance with guidelines set out by the Ministry of Tourism, Culture and Gaming, as well as licensing requirements developed under the Ontario Heritage Act. The report is to be entered into the Ontario Public Register of Archaeological Reports and will identify and recommend any conservation/mitigation strategies that need to be implemented by the applicant to the satisfaction of the Community Planning Division;
- 3) That the applicant satisfy all requirements of the Operations Department;
- 4) That the applicant enters into a severance agreement to the satisfaction of Community Planning that is to be registered on the title of the property and binding on future owners;
- 5) That all municipal taxes be paid in full prior to the stamping of the Deed;
- 6) That a Parkland Dedication fee be imposed on the granting of each file (per lot) in the amount specified by Lakeshore Parkland Dedication By-law 110-2024, and that such fee shall be paid prior to the stamping of the Deed;
- 7) That the applicant obtain a Zoning By-law amendment to remove the holding symbol from the zoning on each of the lots, to the satisfaction of the Community Planning division;
- 8) That the Deed and a copy for our records be forwarded to the Secretary for stamping;
- 9) That all conditions be met in accordance with Subsection 53(41) of the Planning Act, R.S.O. 1990 by April 17, 2027. Failure to fulfil the conditions by this date shall deem the consent refused, as per the Planning Act.

**Carried Unanimously**

- 5. Completion of Unfinished Business**
- 6. Approval of Previous Meeting Minutes**



**25042025**

**Moved By** Member Barrette

**Seconded By** Member Flagler-Wilburn

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

**Carried Unanimously**

**a. March 12 2025 Meeting Minutes**

**7. New Business**

None

**8. Adjournment**

**26042025**

**Moved By** Member Barrette

**Seconded By** Member McKinlay

The Committee of Adjustment adjourn its meeting at 6:47 PM.

**Carried Unanimously**

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Mark Hacon

Chair

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Ian Search

Secretary-Treasurer



## Municipality of Lakeshore

### Minutes of the Committee of Adjustment Meeting

**Wednesday, May 21, 2025, 6:00 PM**

**Council Chambers, 419 Notre Dame Street, Belle River**

Members Present: Chair Mark Hacon, Member Ron Barrette, Member Nancy Flagler-Wilburn, Member Jeremy Prince

Members Absent: Member Linda McKinlay

Staff Present: Planner I Ian Search, Division Leader - Community Planning Daniel Mercer, Planner II Jacob Dickie, Planner II Matt Alexander, Administrative Assistant Maggi Dewolf-Russ

#### 1. Call to Order

Chair Hacon called the meeting to order at 6:00 PM.

#### 2. O Canada and Land Acknowledgement

#### 3. Disclosures of Pecuniary Interest

#### 4. Public Meetings under the Planning Act

##### a. B-05-2025 - 2825 Lakeshore Road 303

The Chair opened the public meeting at 6:00 pm

Ian Search provided a PowerPoint presentation as overview of the application and recommendation of Administration.

Applicants Mike and Jocelyne Mailloux and Jay Johnson were present and spoke in favour of the application.

Mike Mailloux had no questions or concerns, however wanted to go through the eight conditions of the application.

Jay Johnson had no questions or concerns, but asked for clarity with respect to the condition related to retained land access.

Ian Search informed Jay Johnson that the retained land access must be formalized by obtaining a permit.

Chair Hacon asked the audience if they had any questions or concerns. There was no questions or concerns from the audience.

The Chair closed the public meeting at 6:13 pm

## **27-05-2025**

**Moved By** Member Barrette

**Seconded By** Member Flagler-Wilburn

Approve consent application B/05/2025 for the creation of one lot (residence surplus to an agricultural operation) containing two existing dwellings and accessory structures that will have a lot area of approximately 5,293 m<sup>2</sup> (approx. 1.3 acres) and a lot frontage of approximately 65.53 meters (approx. 215 feet), subject to the following conditions:

- 1) That the applicant obtain a draft Plan of Survey to be approved by Community Planning at the Municipality of Lakeshore prior to registration that details setbacks of buildings/structures from lot lines and provides information regarding the frontage and area of the lot to be severed;
- 2) That the applicant obtains a Reference Plan from an Ontario Land Surveyor for the severed lot to the satisfaction of Community Planning at the Municipality of Lakeshore;
- 3) That the applicant provide confirmation to Community Planning at the Municipality of Lakeshore that the existing private sanitary systems on the severed lot will be located on the severed lot and will meet required setbacks from lot lines, to the satisfaction of Community Planning at the Municipality of Lakeshore;
- 4) That all municipal taxes be paid in full prior to the stamping of the Deed;
- 5) That the applicant obtain a Zoning By-law amendment to rezone the retained farmland parcel to prohibit new dwelling(s) and additional residential unit(s) on the retained farmland parcel, and to rezone the severed lot to recognize the two existing single detached dwellings on the

severed lot;

6) That the applicant satisfy all the requirements of the Operations Department, including completing the required process under the Drainage Act as provided in the comment from the Operations Department, and formalize the retained land parcel access by obtaining a permit;

7) That the Deed and a copy for our records be forwarded to the Secretary for stamping;

8) That all conditions be met in accordance with Section 53(41) of the Planning Act, R.S.O. 1990 by May 22, 2027. Failure to fulfil the conditions by this date, shall deem the consent refused, as per the Planning Act.

**Carried Unanimously**

**b. A-10-2025 - 822 Southwood Drive**

Chair Hacon opened the public meeting at 6:15 PM.

Ian Search provided a PowerPoint presentation as overview of the application and recommendation of Administration.

Jordan Tellier (822 Southwood Dr) was present and spoke in favour of the application.

Chair Hacon asked the applicant if they had any questions or concerns. Applicant did not have any questions or concerns.

Jordan had no questions or concerns and says he's fine with all the conditions put in place on the application.

Chair Hacon asked the audience if they had any questions or concerns. There was no questions or concerns from the audience.

Chair Hacon asked the staff and committee members if they had any questions or concerns.

Committee member Ron Barrette had a question on the site plan about the location of the AC unit. On the drawing it shows the AC unit will be placed at the back of the building. He asked if the Zoning By-law permits the AC unit to be at the back of the building or does the AC unit have to be located on the side of the building.

Ian Search answered Barrette's question. The Zoning By-law permits the AC unit to be on the back of the building.

Chair Hacon asked the audience if they had any questions or concerns. There was no questions or concerns from the audience.

Chair Hacon asked the staff and committee members if they had any questions or concerns. There was no questions or concerns from the staff and committee members.

The public meeting concluded at 6:22PM.

## **28-05-2025**

**Moved By** Nancy Flagler-Wilburn

**Seconded By** Jeremy Prince

Approve minor variance application A/10/2025, 822 Southwood Drive, to permit the following relief from Lakeshore Zoning By-law (2-2012) for the development of a new accessory building on the Subject Property:

Relief from Subsection 6.5 a) ix) to permit the new accessory building to have a maximum gross floor area of 85 m<sup>2</sup> (915 ft<sup>2</sup>), whereas Subsection 6.5 a) ix) states that an accessory building shall not exceed a gross floor area of 55 m<sup>2</sup> (592 ft<sup>2</sup>), for each accessory building on a lot in an R1, R2, R3, RW1, RW2, RM or HR zone.

Impose the following condition on the minor variance approval:

The development of the new accessory building will proceed in conformance with the drawings submitted for the minor variance application, including the application of the Exterior Insulation and Finish System (EIFS) finishing or similar finishing, to the satisfaction of the Building Department.

Include the following Notice in the Notice of Decision:

The owner must contact the Municipality of Lakeshore to apply for the appropriate permissions under the Zoning By-law or the Building Code, as the case may be, if the intention is to permit a commercial or residential use of any kind in the accessory building now or in the future.

**Carried Unanimously**

**c. A-09-2025 - 2090 County Road 27**

Chair Hacon opened the public meeting at 6:23 PM.

Matt Alexander provided a PowerPoint presentation as overview of the application and recommendation of Administration.

Jack Ramieri, Ron Sharon, Stefan Sharon (2090 County Rd 27) were present and spoke in favour of the application.

Chair Hacon asked the applicant if they had any questions or concerns. No questions or concerns from the applicant.

Chair Hacon asked the audience if they had any questions or concerns.

The resident of 2130 County Rd 27 was present and spoke in opposition to the application. They state that they sent a letter regarding several significant concerns about the current activity on the property at 2090 County Rd 27. The concerns relate to current drainage patterns that affect their property. They also stated that diesel services are running out of the pole barn and debris drains onto their farmland. They raised concerns over current light pollution and privacy concerns related to cameras.

Chair Hacon asked the staff and committee members if they had any questions or concerns.

Matt Alexander noted that By-law related concerns about current activity should be directed by the resident to the By-law and Drainage department.

Chair Hacon said the concerns should be addressed to the By-law and Drainage department. The Committee of Adjustment is only considering the application in front of us. The resident of 2130 County Road 27 said they understood.

Member Flagler-Wilburn asked where the new dwelling would be built. Matt Alexander stated near the accessory building on the property.

The public meeting concluded at 6:41 PM.

**29-05-2025**

**Moved By** Member Barrette

**Seconded By** Member Flagler-Wilburn

Approve minor variance application A-09-2025, 2090 County Road 27 to permit the following relief from Lakeshore Zoning By-law (2-2012) for the development of an Additional Residential Unit (ARU).

- Relief from subsection 6.7 f) to permit additional residential unit in an accessory building located no more than 120 metres from the associated main dwelling, whereas the by-law requires a separation distance of no more than 50 metres from the associated main dwelling.

**Carried Unanimously**

**d. A-21-2024 - 593 Railway Avenue**

Chair Hacon opened the public meeting at 6:42 PM.

Matt Alexander provided a PowerPoint presentation as overview of the application and recommendation of Administration.

Shawn Sauve and Bryan Pearce (applicants) were present and spoke in favour of the application.

Chair Hacon asked the applicant if they had any questions or concerns. None were noted.

Chair Hacon asked the audience if they had any questions or concerns. There was no questions or concerns from the audience.

Chair Hacon asked the staff and committee members if they had any questions or concerns.

Committee member Ron Barrette had a question on the elevation of the parking lot compared to the sidewalk.

Shawn Sauve responded to Ron's question and stated that the parking lot will be a foot lower. Bryan Pearce added that the site plan will ensure the parking lot will be level with the sidewalk with a curbing system included.

The public meeting concluded at 6:55 PM.

**30-05-2025**

**Moved By** Member Prince

**Seconded By** Member Flagler-Wilburn

Approve minor variance application A-21-2024, 593 Railway Avenue, to permit the following reliefs from Lakeshore Zoning By-law (2-2012) for the proposed parking lot to the building supply outlet.

- Relief from subsection 6.41.2 h) to reduce the minimum distance from the parking area to the lot line from the required 1.5 metres to 0.4 metres,

- Relief from subsection 6.53 a) iii) to reduce the minimum sight triangle of the railway from the existing driveway to the parking area to be 22.8 metres from the required 50 metres,
- Relief from subsection 6.53 a) iii) to reduce the sight triangle of the railway from 50 metres to 19.3 metres to recognize the existing building,
- Relief from subsection 6.53 a) i) to reduce the sight triangle for the intersection of 1<sup>st</sup> Street and Railway Avenue from the required 6.0 metres to 2.7 metres;

Include the following Notice in the Notice of Decision:

The owner must complete a Site Plan Control Application under the *Planning Act*, to recognize the new parking lot area as built on the site and to further amend the existing Site Plan Agreement.

**Carried Unanimously**

**e. A-38-2024 - 0 Middle Road**

Chair Hacon opened the public meeting at 6:55 PM.

Jacob Dickie provided a PowerPoint presentation as overview of the application and recommendation of Administration.

Steven O'Neil (applicant) was present and spoke in favour of the application.

Jennifer Deschaine (applicant) was present virtually and spoke in favour of the application.

Chair Hacon asked the applicants if they had any questions or concerns. There were no questions or concerns from the applicants.

Chair Hacon asked if there were any questions or concerns from the audience. No questions or concerns from the audience.

Chair Hacon asked if there were any questions or concerns from staff and committee members.

Staff member Ian Search added that there is one notice recommended to be put on the decision that the applicants should be aware of.



The public meeting concluded at 7:04 PM.

**31-05-2025**

**Moved By** Member Barrette

**Seconded By** Member Flagler-Wilburn

Approve Minor Variance Application A-38-2024, 0 Middle Rd (subject property), to permit the following reliefs from Lakeshore Zoning By-law (2-2012) for the development of a new “Building Supply Outlet” on the subject property that will be used for a stone and brick veneer cutting business.

- Relief from subsection 6.41.1 to reduce the required number of parking spaces to 11, whereas subsection 6.41.1 requires 40 parking spaces for the proposed “Building Supply Outlet”.
- Relief from subsection 6.41.3 a) to eliminate the requirement of providing any loading spaces for the subject property, whereas subsection 6.41.3 a) requires one loading space to be provided for the proposed “Building Supply Outlet”.

Include the following Notice in the Notice of Decision:

The owner must complete the active Site Plan Control Application (SPC-11-2024) under the *Planning Act*.

**Carried Unanimously**

**f. A-08-2025 - 1272 County Road 22**

Chair Hacon opened the public meeting at 7:05 PM.

Ian Search provided a PowerPoint presentation as overview of the application and recommendation of Administration.

James Dorner (applicant) was present and spoke in favour of the application.

Chair Hacon asked the applicant if they had any questions or concerns. There was no questions or concerns from the applicant.

Chair Hacon asked if there were any questions or concerns from the audience. No questions or concerns from the audience.

Chair Hacon asked if there were any questions or concerns from staff and committee members.

Committee member Ron Barrette asked the applicant if they will be tearing down the house and rebuilding a new one on the property. James Dorner confirmed that was the case.

The public meeting concluded at 7:18 PM.

**32-05-2025**

**Moved By** Member Prince

**Seconded By** Member Flagler-Wilburn

Deny Minor Variance Application A/08/2025 as the requested reliefs for the development of a proposed accessory building on the subject property do not pass each of the four tests under the Planning Act.

**Carried Unanimously**

**g. A-07-2025 - 432 West Belle River Road**

Chair Hacon opened the public meeting at 7:18 PM.

Ian Search provided a PowerPoint presentation as overview of the application and recommendation of Administration.

Alicja Szewczyk was present and spoke in favour of the application.

Chair Hacon asked the applicant if they had any questions or concerns.

The applicant Alicja asked if there were any solutions for the issue related to parking on the property.

Chair Hacon asked if there were any questions or concerns from the audience.

The resident of 421 West Belle River Road raised concerns about safety. The resident mentioned that a car travelling south on West Belle River Road had to swerve onto his front yard. Concerns were raised regarding the number of dwelling units on the property.

The resident of 429 West Belle River Road raised concerns about safety. They raised concerns over the number of residents that reside at the property.

Committee member Ron Barrette asked administration what the current zoning of the property is. Ian Search stated that the current zoning of the property is "R1", which is a low designatory of residential zone.

Committee Member Ron Barrette asked if it allows an additional residential unit. Ian Search stated that the property has a building permit for one additional residential unit. There is no sanitary servicing capacity currently for multiple additional residential units.

Chair Hacon asked if the driveway was originally planned to be in the side yard of the property. Ian Search confirmed that to be the case.

The public meeting concluded at 7:38 PM.

**33-05-2025**

**Moved By** Member Flagler-Wilburn

**Seconded By** Member Barrette

Deny Minor Variance Application A/07/2025 as it does not meet the four tests set out under Subsection 45(1) of the Planning Act.

**Carried Unanimously**

**h. B-14-2024 - 1361 County Road 27**

Chair Hacon opened the public meeting at 7:39 PM.

Ian Search provided a PowerPoint presentation as overview of the application and recommendation of Administration.

Colleen and Daniel Barrette (applicants) were present and spoke in favour of the application.

Chair Hacon asked the applicant if they had any questions or concerns. There were no questions or concerns.

Chair Hacon asked if there were any questions or concerns from the audience. No questions or concerns from the audience.

Chair Hacon asked if there were any questions or concerns from staff and committee members. No questions or concerns.

The public meeting concluded at 7:55 PM.

**34-05-2025**

**Moved By** Member Barrette

**Seconded By** Member Flagler-Wilburn

Approve consent application B/14/2024 for the creation of one lot that will have a lot area of approximately 2,100 m<sup>2</sup> (approx. 0.52 acres) and a lot frontage of approximately 30 metres (approx. 98.43 feet). The lot to be created will have a lot area of approximately 2,008.5 m<sup>2</sup> (approx. 0.496 acres) following conveyance of land along the front of the subject property to the County of Essex. The approval is subject to the following conditions:

- 1) That the applicant obtain a draft Plan of Survey to be approved by Community Planning at the Municipality of Lakeshore prior to registration that details setbacks of buildings/structures from lot lines and provides information regarding the frontage and area of the lot to be severed and the lot to be retained;
- 2) That the applicant obtains a Reference Plan from an Ontario Land Surveyor for the severed and retained lot to the satisfaction of Community Planning at the Municipality of Lakeshore;
- 3) That the applicant provide confirmation to Community Planning at the Municipality of Lakeshore that the existing private sanitary system on the severed lot will be located on the severed lot and will meet required setbacks from lot lines, to the satisfaction of Community Planning at the Municipality of Lakeshore;
- 4) That all municipal taxes be paid in full prior to the stamping of the Deed;
- 5) That the applicant obtain a Zoning By-law amendment to temporarily permit the accessory building to exist on the retained lot without a dwelling, or demolish/remove the accessory building from the retained lot to the satisfaction of Community Planning at the Municipality of Lakeshore;
- 6) That the applicant obtain approval under the Planning Act to permit any lot deficiencies (frontage, setbacks, etc.) under the Zoning By-law with respect to the severed and/or retained lot;
- 7) That the applicant submit a memo to Community Planning from a qualified professional that confirms the following to the satisfaction of Community Planning: no negative impacts on the natural features or their ecological functions; the ecological function of the adjacent lands has been evaluated and it has been demonstrated that there will be no

negative impacts on the natural features or on their ecological functions; no harmful alteration, disruption, or destruction of fish habitat, and that proposed development/site alteration would be in accordance with provincial and federal requirements as it relates to fish habitat; no development and site alteration in habitat of endangered species and threatened species, except in accordance with provincial and federal requirements.

8) That the applicant obtain an archaeological assessment of the subject property conducted by a licensed archaeologist in compliance with guidelines set out by the Ministry of Tourism, Culture and Gaming, as well as licensing requirements developed under the Ontario Heritage Act. The report is to be entered into the Ontario Public Register of Archaeological Reports and will identify and recommend any conservation/mitigation strategies that need to be implemented by the applicant to the satisfaction of the Community Planning Division;

9) That the applicant establish a new access and driveway for the severed lot to the satisfaction of the Municipality of Lakeshore and obtain all necessary permits for its establishment;

10) That the applicant enter into an Agreement with the Municipality of Lakeshore to be registered on title prior to the stamping of the Deed, for the establishment of a water connection and to pay any applicable water rates or fees with respect to the subject lands;

11) That the applicant address all drainage concerns raised by the Operations Department to the satisfaction of this department, and ensure that a proper outlet for drainage has been established for the severance to the satisfaction of the Operations Department. Any agreement associated with establishing a proper outlet for drainage is to be binding by registering the agreement on title, if required by the Operations Department and to the satisfaction of the Municipality of Lakeshore;

12) Formal confirmation is required regarding the abandonment of existing water services to the accessory building on the retained lot. If the accessory building is currently serviced by a water line originating from the proposed south lot, the applicant must abandon the service by capping it off at the new lot line separating the two lots to the satisfaction of the Operations Department, or connect it to a new water service to the

satisfaction of the Operations Department.

13) That the applicant pay a \$3,800.00 parkland dedication fee in accordance with By-law 110-2024 (Dedication of Parkland By-law)

14) That the Deed and a copy for our records be forwarded to the Secretary for stamping;

15) That all conditions be met in accordance with Section 53(41) of the Planning Act, R.S.O. 1990 by May 22, 2027. Failure to fulfil the conditions by this date shall deem the consent refused, as per the Planning Act.

**Carried Unanimously**

**5. Completion of Unfinished Business**

**6. Approval of Previous Meeting Minutes**

Staff Member Ian Search declared there is a formatting issue with the April 16, 2025, meeting minutes from the previous meeting. The meeting minutes will be brought to the next Committee of Adjustment meeting for approval.

**a. April 16 2025 Meeting Minutes**

**7. New Business**

Committee Member Nancy asked a question about being reimbursed for conference expenses. The Committee Members and staff discussed the reimbursement process.

**8. Adjournment**

**35-05-2025**

**Moved By** Member Barrette

**Seconded By** Member Prince

The Committee of Adjustment adjourn its meeting at 8:03 PM.

**Carried Unanimously**

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Mark Hacon  
Chair

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Ian Search  
Secretary-Treasurer

# 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:** June 4, 2025

**Subject:** Tender Award – Monitoring System for Storm and Sanitary Pump Stations

### Recommendation

Award the Tender for Monitoring System for Storm and Sanitary Pump Stations to Ontario Clean Water Agency (OCWA) for a total cost of \$295,555.81, including applicable HST, as presented at the July 8, 2025 Council Meeting.

### Strategic Objectives

1b) Building and Stewarding Municipal Infrastructure - Complete infrastructure delivery plans for the Water/Wastewater Master Plan and Stormwater Master Plan, including development of a stormwater levy

This is also related to Lakeshore's Flood Mitigation and Protection Framework and the Flood Rapid Response Plan.

### Background

Currently, all municipal storm and sanitary pump stations can only be monitored by staff visiting each individual site to assess pump station status, except for high level alarm systems. This can be challenging to confirm performance of the station, maintenance indications, current operating and remaining capacity of the station and to obtain critical live data during extreme rain events. There are approximately 120 pump stations that are widely spread throughout the Municipality. Although not all pump stations will require SCADA, this is expected to be a multi-year program.

Remote monitoring is commonly implemented with a SCADA (Supervisory Control and Data Acquisition) system that uses computers, networking, and a graphical user interface to monitor and control certain processes and equipment. It is a widely used system in many industries and is currently implemented in the Municipality's water and wastewater treatment systems.



The SCADA monitoring system will provide up-to-date pump station status and allow multiple users to obtain real-time data at a central location. Any data collection can be stored for future reference for longer term system analysis.

During the 2022 budget year, Council approved an original \$150,000.00 for storm pump stations. The following year in 2023, Council approved an additional \$150,000.00 for additional storm pumping stations. In 2024, Council approved \$150,000.00 for the monitoring system of sanitary pump stations.

The tender's project scope included five (5) storm pump stations with one (1) provisional storm pump station and four (4) sanitary pump stations with two (2) provisional sanitary pump stations.

The following locations were identified as a priority for the first phase of the SCADA monitoring system implementation:

<b>Storm Pump Stations</b>	
<b>Name</b>	<b>Location</b>
Russell Woods	East Pike Creek Road
Hood & Leffler Drain	Northerly limit of Patillo Road
River Ridge	Oakwood Avenue at Puce Road
First Street	First Street south of VIA Rail Tracks
Terra Lou	211 Terra Lou Drive
4 <sup>th</sup> Concession Drain (Provisional)	Easterly limit of Lilydale Avenue

<b>Sanitary Pump Stations</b>	
<b>Name</b>	<b>Location</b>
St. Clair Shores	Amy Croft Drive at West Pike Creek Road
Maidstone Pump Station #1	1580 County Road 22
Maidstone Pump Station #2	1357 County Road 22
Belle River Pump Station #1 (Provisional)	181 Ducharme Street
Belle River Pump Station #2	333 West Belle River Road
Belle River Pump Station #8 (Provisional)	276 Rourke Line Road

## Comments

Administration prepared a Request for Tender (RFT) for the project that was advertised on Bids and Tenders on Monday April 7, 2025.

Prior to the tender closing on Friday May 30, 2025, two (2) compliant bids were received. One (1) bid was determined to be non-compliant due to the lack of providing a bid bond, as required by the Municipality's procurement policy. The non-compliant tender bid document was not opened and remained sealed.

Below is a summary of received bids with tender amounts:

<b>Company Bid Name</b>	<b>Price (excluding HST)</b>	<b>Price (including applicable HST)</b>
Ontario Clean Water Agency (OCWA)	\$290,444.00	\$295,555.81
Onyx Engineering	Non-compliant (Bid document not opened)	Non-compliant (Bid document not opened)
12256894 Canada Inc.	\$996,300.00	\$1,013,834.88

Note that the Company Bid Name identified as 12256894 Canada Inc. from the table above is also referred to as Absolute Laser and Manufacturing Inc. from submitted tender documents.

Administration is satisfied that OCWA has the required resources and expertise to undertake this project and recommends the above noted project be awarded to OCWA.

### Financial Impacts

The successful tender costs are within the budget allocated. A detailed breakdown of the total project costs and associated budgets are included below:

<b>Monitoring System Cost Breakdown</b>				
<b>Item</b>	<b>Budget</b>	<b>Total Project Cost (excluding HST)</b>	<b>Total Project Cost (including applicable HST)</b>	<b>Difference surplus/ (deficit)</b>
Project Tender Costs: 5 storm pump stations plus 1 provisional pump station		\$149,389.00	\$152,018.25	\$147,981.75
Project Tender Costs: 4 sanitary pump stations plus 2 provisional pump stations.		\$141,055.00	\$143,537.57	\$6,462.43
Budget – Storm Pump Stations (2022, 2023)	\$300,000.00			
Budget – Sanitary Pump Stations (2024)	\$150,000.00			
<b>Total Cost</b>	<b>\$450,000.00</b>	<b>\$290,444.00</b>	<b>\$295,555.81</b>	<b>\$154,444.19</b>

The surplus amount of \$147,981.75 is recommended to be encumbered for future expansion of the SCADA monitoring system (to be tendered in 2026) for stormwater pump stations.

The surplus amount \$6,462.43 will be returned to Wastewater Reserves, upon project completion. An additional \$150,000.00 will be requested in the 2026 budget related to SCADA capabilities in sanitary pumping stations.

### Report Approval Details

Document Title:	Tender Award - Monitoring System for Storm and Sanitary Pump Stations.docx
Attachments:	
Final Approval Date:	Jun 30, 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 Tyson Cragg

# Municipality of Lakeshore – Report to Council

## Growth and Sustainability

### Planning Services



**To:** Mayor and Members of Council

**From:** Urvi Prajapati, Team Leader – Community Planning

**Date:** June 16, 2025

**Subject:** SA-03-2024 Draft Plan of Subdivision Application for Cooper Mills Phase 2 by Cooper Estates Limited

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### Recommendation

Direct Administration to advise the County of Essex that the Municipality of Lakeshore supports the draft plan of subdivision approval for Cooper Mills Phase 2 by Cooper Estates Ltd. as described in the report presented at the July 8, 2025 Council Meeting.

### Strategic Objectives

This report does not relate to a Strategic Objective, however, it is a core service to the Municipality and contributes to increasing the amount and type of housing units in Lakeshore.

### Background

The site is located within the Community of Belle River between the subdivisions of Cooper Estates and Forest Hills (See Appendix A). The proposed subdivision will complete this part of the community and will complete the missing link of Blake Ave.

The subject lands are currently vacant and historically contained a woodlot.

In June 2021 the subject lands were rezoned from Residential-Low Density (R1) to Residential Medium Density Zone Exception 11 Holding Symbol 27 (R2-11(h27)) which was done to support the proposed subdivision of 113 residential units (105 town homes & 8 semi-detached) on 5.32 ha (13.14 acres). At the time of the rezoning a new holding provision was placed on the lands, and removal of the h27 was subject to: that the Denis St. Pierre Sanitary Treatment Plant expansion has been tendered; and draft plan approval from the County of Essex had been received.

Since the rezoning in 2021, the applicant (Cooper Estates Ltd. c/o John Vanderwerf) has been in consultation with the Municipality, and it has been identified that there is limited sanitary capacity at this time for new developments with the Municipality. The applicant

is the developer and the owner of the lands for both Cooper 2 and the proposed Forest Hills Subdivision 5A to the east of the Cooper 2 site. The proposal for Forest Hills Subdivision is for a total of 120 residential units and the applicant has requested that part of the approved allocation for the neighbouring Forest Hills Subdivision 5A be transferred to Cooper 2. Out of the 120 units, the applicant has requested that 90 units be transferred to Cooper 2 and the remaining 30 allotted units be allocated to Forest Hills Subdivision 5A.

As part of the Draft Plan, dated August 25, 2023 (Appendix B) Block 26 was proposed for future residential development following Record of Site Condition (RSC) approvals from the Ministry of the Environment, Conservation and Parks. Due to this reason, the Municipality and the County of Essex had requested the developer to remove Block 26 from the Draft Plan of Subdivision dated August 25, 2023; until such time as the RSC process has been completed and that additional servicing capacity is available. This Block was envisioned to accommodate twelve (12) townhouse residential units.

The privately owned portion of Cooper Mills 2 has been vacant and provides access to the former municipal waste disposal site to the south. These lands were identified as Block 27 on the Draft Plan of Subdivision dated August 25, 2023 (Appendix B). The County of Essex and the Municipality requested that these lands be removed from the Draft Plan of Subdivision as a Record of Site Condition (RSC) is also outstanding, this has been reflected in the updated Draft Plan of Subdivision and Concept Plan, dated February 12, 2025 (Appendix C and Appendix D).

Therefore, based on this the applicant has now come forward with a proposal to proceed with 90 residential units for Blocks 1 to 27 inclusive as shown on the Draft Plan, dated February 12, 2025, for Cooper 2 Subdivision (Appendix B).

Portion of Subject Property to be Developed	Lot Area — 4.44 ha (10.97 acres) Existing Use — vacant land, formerly a treed lot Proposed Use – residential units (82 town homes and 8 semi-detached) Access — east west extension of Blake Avenue. Services — municipal water, municipal sewage
Official Plan Designation	Residential Land Use
Zoning By-law	Residential Medium Density R2-11(h27)

#### Adjacent Land Uses

North	Single detached residential
East	Single detached residential, Forest Hills Subdivision Phase 5A
South	Vacant Lands owned by the municipality, Canadian Pacific Railway and Agricultural lands
West	Townhouse and semi-detached

The County of Essex (Approval Authority) has received and deemed complete an application for a Draft Plan of Subdivision, File No. 37-T-18004. As part of the Applicant's complete application for the Draft Plan of Subdivision to both the County of Essex and to the Municipality of Lakeshore, the following studies and reports in support of the proposal were submitted:

- Application form
- Draft Plan of Subdivision – February 12, 2025;
- Planning Justification Report Addendum – Revised March 10, 2025
- Stormwater Management Report – Revised April 8, 2025
- Functional Servicing Memo – September 2023
- Environmental Evaluation Report – March 2018
- Tree Inventory/Ecosystem Compensation Plan Update – July 2019
- Revised Tree and Meadow Compensation Plan – January 2020
- Tree Compensation Plan and Ecological Restoration Plan – November 2018
- Transportation Noise and Vibration Assessment – September 2023
- MNRF Stage 1 Species at Risk Information Request – February 2016
- Letter to Proponent Extension, MNRF – February 2020
- Record of Site Condition – September 2017
- Guideline D-4 Assessment – June 2016
- Concept Plan – Revised 2025
- Archaeological Assessment – May 2018

As a result of the changes to the *Planning Act* imposed under Bill 23, public meetings are no longer a legislative requirement to obtain approval of a Draft Plan of Subdivision. However, the Municipality is still required to give notice of application to the public, as directed by the County of Essex (see Appendix E). If the public has any questions or concerns regarding the Draft Plan of Subdivision, they are encouraged to contact the Manager of Planning at the County of Essex. A notice of the meeting for Draft Plan of Subdivision was mailed to landowners within 120 metres of the Cooper 2, as required under the *Planning Act*.

## **Comments**

### **Provincial Planning Statement 2024 (PPS)**

The subject lands, Cooper 2 is located within an identified Settlement Area as defined under the Provincial Planning Statement 2024 (PPS). The proposal supports and implements many of the policies contained in the PPS, the proposed subdivision supports the following important policies which are specifically highlighted:

- Section 2.3.1.1, Settlement Areas, of the PPS states "Settlement areas shall be the focus of growth and development"
- Section 2.3.1.2(a), Settlement Areas, of the PPS states "Land use patterns...efficiently use land and resources"

- Section 2.2.1(c), Housing – this section speaks to planning authorities providing for a range of housing options and densities, and this entire section is applicable.

The subdivision application proposes 90 residential units, and such units will contribute to the range of housing options and densities which will be available in the Municipality.

As a result of the above, the proposed subdivision development is consistent with the applicable policies of the PPS.

#### **Stormwater Management (Section 3.6.8 – PPS, 2024)**

ERCA has concerns with the potential impact of the quality and quantity of runoff in the downstream watercourse due to the proposed development on this site. Administration recommends the following conditions of approval which can be implemented through the plan of subdivision process.

- The subdivision agreement between the Owner and the Municipality contain provisions, to the satisfaction of the Municipality and the Essex Region Conservation Authority, that stipulate that the Owner will undertake an engineering analysis to identify stormwater quality and quantity measures as necessary to control any increase in flows in downstream watercourses, up to and including the 1:100 year design storm.
- The subdivision agreement contain provisions that requires that the Owner installs the stormwater management measures identified in the engineering analysis completed in the above noted condition as part of the development of the site, to the satisfaction of the Municipality and the Essex Region Conservation Authority.
- That prior to final approval, the Essex Region Conservation Authority shall require a copy of the fully executed subdivision agreement between the Owner and the Municipality, in wording acceptable to the Essex Region Conservation Authority, containing provisions to carry out the recommendations of the final plans/reports and requirements noted above in the above noted conditions.

#### **Natural Heritage Policies (Section 4.1 – PPS, 2024)**

At the time of review in 2021, ERCA was responsible for natural heritage reviews. In 2023, the provincial government made changes to remove this from ERCA's scope of responsibilities. ERCA noted that they had received and reviewed the 'Revised Tree and Vegetation Compensation - Cash-in-Lieu Payment' report dated January 14, 2020, as prepared by Dillon Consulting Limited. ERCA has reviewed the submission on behalf of the County of Essex and Lakeshore and provided recommendations as part of the review of the EIA-06-16 in correspondence dated January 30, 2020. The final recommendation was that this compensation plan and associated cash-in-lieu of removal of natural vegetation payment be a condition of draft plan approval. In ERCA's opinion, this would satisfy natural heritage policies of the County of Essex Official Plan and Provincial Planning Statement, 2024.

## **Noise**

A Noise Assessment report was prepared for the Forest Hill Subdivision to the east as well as the subject site by Stantec Consulting Ltd., dated June 2016 to assess the environmental noise conditions of the proposed development site. According to the report a safety berm, with a minimum height of 2.5m will be required along the full length of the CP Rail line. The Noise Attenuation Report Addendum does indicate that the 2.5m is a minimum berm height and in some locations does identify the need for a higher berm. The report also recommends that a Noise Warning Clause be added to all new lots

The Noise Assessment was completed for the entire Forest Hills Subdivision and Cooper Subdivision lands. This current phase is not directly adjacent to the rail line.

## **Servicing**

A Stormwater Management (SWM) Plan was completed by Dillon Consulting, dated April 8, 2025, for Cooper Mills 2 and Forest Hills 5A, which included the subject site. A Functional Servicing Memo has been prepared by Dillon Consulting Limited, dated August 30, 2023, for Cooper Mills II.

As mentioned above, the applicant has requested that part of the approved allocation for the neighbouring Forest Hills Subdivision 5A be transferred to Cooper 2. Out of the 120 units, the applicant has requested that 90 units be transferred to Cooper 2 and the remaining 30 allotted units be allocated to Forest Hills Subdivision 5A. This transfer of allocation will be implemented through the draft plan approval conditions as well as the provisions in the subdivision agreement, and the subdivision agreement for Forest Hills.

## **Landfill Characterization Study and D4 Guideline Assessment**

“Landfill Characterization Study – Former Water Disposal Area in Belle River Ontario” was prepared by Golder Associates in August 2016. The study was undertaken to supplement the D4 Study conducted by Dillon Consulting Limited on behalf of the applicant.

A D-4 Assessment report was prepared for the proposed Cooper II Subdivision, by Dillon Consulting Limited, dated June 2016 to evaluate the potential for environmental impacts at the Sites from the former adjacent landfill sites.

According to a letter from the Ministry of the Environment and Climate Change dated September 26, 2017 they advised that “based on my review of the background documents available in the Ministry files, as well as my review of the Golder report, I agree with Golder’s conclusion that the former landfill site (X-2046) is not the source of impact to the ground water quality in the area. There are no clear or definitive source of groundwater contaminants migrating from the site.”

On October 24, 2017, the Regional Environmental Planner / Regional EA Coordinator for the Ministry of the Environment and Climate Change - Southwestern Region advised “yes, the MOECC is now satisfied that the red-line revision to the draft plan can now be considered by the approval authority and the municipality subject to all other planning and development issues being properly addressed. In that regard, it is worthy to note that the



significant chloride concentration is something that should be considered in the construction of buildings and management of groundwater.”

### **Species-at-Risk and Environmental Impact Assessment**

The Ministry of Natural Resources and Forestry (MNRF) issued a Letter to Proponent dated May 18, 2018, where they determined that the activities associated with the project, as proposed will likely not contravene Section 9 and 10 of the Endangered Species Act, 2007.

An Environmental Impact Assessment (EIA) was also completed by Dillon Consulting Limited in March 2018 to identify potential opportunities for the impact avoidance, enhancement and mitigation of natural heritage features that would be associated with the development proposal.

### **County of Essex Official Plan**

The application conforms to the County Official Plan and is designated as a Settlement Area, which permits residential developments of this nature.

### **Lakeshore Official Plan**

The subject property is designated ‘Residential’ in the Lakeshore Official Plan. Therefore, the proposal conforms to the basic land use policies of the local official plan.

### **Lakeshore Zoning By-law**

The subject property is zoned as Residential Medium Density Zone Exception 11 Holding Symbol 27 (R2-11(h27)). The subject property was rezoned from Residential – Low Density Holding Symbol h5 (R1(h5)) to Residential – Medium Density Zone Exception 11 Holding Symbol 27 (R2-11(h27)) on July 13, 2021 (By-law 52-2021). The proposed townhomes and semi-detached units are permitted in this zone and hence the proposal is consistent with Lakeshore Zoning By-law.

The Holding Symbol can be lifted as the conditions have been satisfied and the applicant can proceed with an application to do so.

### **Draft Plan Considerations to be forwarded to the County of Essex**

#### **Local Roads**

The proposed development will include a local road network with a right-of-way width of 20.0 meters. This proposed network contains 2 streets continuing from the other phases named Charlotte Crescent and Vincent Crescent and 2 unnamed streets currently classified as Streets A and B. The Municipality will be recommending that these roads be dedicated, as public highways, to the Municipality.

In accordance with Zoning By-law 2-2012, as amended, site triangles are required on all corner lots and must conform to the guidelines set out in section 6.53. Visibility triangles are not the responsibility of the Municipality and are to be maintained by the owners/occupants of the lots in which they reside.

### **Traffic and Signalization**

As a condition of draft plan approval, Traffic Impact Assessment will be required.

### **Pedestrian Facilities**

As per the Municipality's Development Manual, sidewalks will be required on one side of the right-of-way on all local roads (excluding cul-de-sacs) internal to the proposed subdivision. Pedestrian connectivity has been made available throughout the subdivision.

### **Parkland**

Section 51 of the *Planning Act* provides that the Municipality may acquire up to 5% of the lands being developed through the plan of subdivision approval process for park purposes. Alternatively, the Municipality may choose to instead collect the cash value of 5% of the property in lieu of parkland dedication. In the case of development or redevelopment where land has not been conveyed or has not been required pursuant to sections 51.1 or 53 of the *Planning Act*, the Municipality shall require the conveyance of land as a condition of development or redevelopment prior to building permit issuance in accordance with section 42 of the *Planning Act*.

Administration recommends including a condition for payment-in-lieu as per the Parkland Dedication By-law (By-law 110-2024). Administration and the developer will continue discussions on how this condition will be met after the County grants draft approval.

### **Site Servicing**

According to the proposed development location within a primary settlement area, services such as water supply and sewage disposal shall be provided by the Municipality. Administrative comments confirm both that municipal water supply and sanitary sewer services are available to service the subject lands. Sanitary servicing for the site will be through the existing municipal sanitary sewer system. The Sanitary Assessment completed in 2023 identified the maximum allowable units permitted at this time will be up to 120 units for both Cooper 2 and Forest Hills 5A. Water servicing for the site will be through the existing municipal watermain system. Detailed review will be undertaken through the submission of more detailed engineering drawings, following approval of the Draft Plan of Subdivision. Electrical distribution, telecommunications and natural gas are available for the site from the existing right-of-ways.

## **Stormwater Management**

To satisfy the requirements of the storm water management plan for Cooper 2 As development and implementation of both quantitative and qualitative protection measure will have to be constructed. Protection measures include on-site source controls, conveyance system controls, end of pipe controls, and construction period runoff quality protection. This storm water management plan will allow an orderly development of the current phase of Cooper 2 Development without significant implications on the existing stormwater management system.

## **Affordable Housing**

As per section 4.3.1.3 of the Municipality's Official Plan (2010), the Municipality will encourage the provision of affordable housing and the Municipality will work with the County of Essex to identify targets for housing that is affordable for low and moderate-income households.

Under the 2021 Official Plan (currently pending County Approval), the Municipality will seek to achieve 20% of all new residential development on an annual basis, to meet the Municipality's definition of affordable housing, which may include ownership housing or rental housing.

Affordable: in the case of housing, means:

- a) in the case of ownership housing, the least expensive of:
  - i. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
  - ii. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area.
- b) in the case of rental housing, the least expensive of:
  - i) a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or
  - ii) a unit for which the rent is at or below the average market rent of a unit in the regional market area. (Source: PPS, 2020)

Administration assumes that the homes will not meet the definition of affordable, however the type of housing units (i.e. townhomes) does provide an expanded choice of housing types for the community.

## **Noise and Vibration**

As a condition of draft approval, a Noise Study and Impact Assessment may be required.

We request the County of Essex to put a lapsing period of 3 years in the conditions of Draft Approval that would lapse in 3 years if the conditions are not met.

## **Conclusion**

Administration supports the recommendation in this report that Council direct Administration to forward a resolution of support to the County of Essex.

## **Others Consulted**

As requested by the County of Essex, notice of the proposed subdivision was mailed to adjacent landowners and signage was placed on the subject lands. As of the writing of this report, Lakeshore did not receive any comments from the public.

The County will be providing the Municipality with written comments from the external agencies such as Canadian Pacific Railway (CPR), Canada Post, utility companies, Essex Region Conservation Authority (ERCA), etc.

The Municipality will provide comments from various municipal divisions to the County of Essex prior to draft conditions being prepared by the County of Essex. As the approval authority, the County of Essex may grant draft approval to the plan and include conditions of approval which must be fulfilled by the developer within three years.

## **Financial Impacts**

Upon completion of the subdivision there will be development charges and building permit fees collected, as well as additional taxation, water, and wastewater revenue.

## **Attachments**

Appendix A – Key Map  
Appendix B – Draft Plan, dated August 25, 2023  
Appendix C – Draft Plan, dated February 12, 2025  
Appendix D – Concept Plan  
Appendix E – County of Essex Letter of Direction

## Report Approval Details

Document Title:	SA-03-2024 Draft Plan of Subdivision Application for Cooper Mills Phase 2 by Cooper Estates Limited.docx
Attachments:	<ul style="list-style-type: none"><li>- Appendix A - Key Map.pdf</li><li>- Appendix B - Draft Plan, dated August 25, 2023.pdf</li><li>- Appendix C - Draft Plan, dated Feb 12, 2025.pdf</li><li>- Appendix D - Concept Plan.pdf</li><li>- Appendix E - County of Essex Letter of Direction.pdf</li><li>- Appendix F - PJR.pdf</li></ul>
Final Approval Date:	Jun 27, 2025

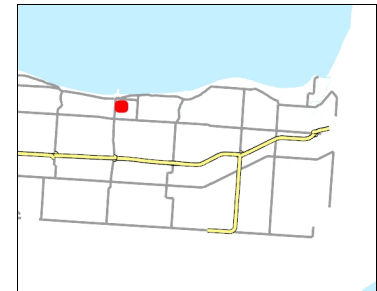
This report and all of its attachments were approved and signed as outlined below:

Prepared by Urvi Prajapati

Submitted by Daniel Mercer and Tammie Ryall

Approved by the Corporate Leadership Team





## Legend

- Tax Parcel
- WorkingParcel
- Street Centreline
  - CNTY
  - LAK
  - PRIV
  - PROV
  - <all other values>

1: 2,632



Notes:

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



**KEY PLAN**  
N.T.S.

**STATISTICS**

RESIDENTIAL - TOWNHOME BLOCKS	= BLOCKS 1 TO 25 (INCL.)
FUTURE RESIDENTIAL	= BLOCK 26 TO 28 (INCL.)
RESIDENTIAL	= 3.80 ha (9.38 acres)
FUTURE RESIDENTIAL	= 0.84 ha (2.07 acres)
RIGHT-OF-WAY	= 0.64 ha (1.59 acres)
TOTAL AREA	= 5.28 ha (13.04 acres)

**LEGEND**

□ SUBJECT SITE

**ADDITIONAL INFORMATION REQUIRED UNDER S. 51(17) OF THE PLANNING ACT**

(a) SHOWN ON PLAN  
(b) SHOWN ON PLAN  
(c) SHOWN ON PLAN  
(d) RESIDENTIAL  
(e) SHOWN ON PLAN  
(f) SHOWN ON PLAN  
(g) SHOWN ON PLAN  
(h) PIPED WATER TO BE INSTALLED BY DEVELOPER  
(i) BROOKSTON CLAY LOAM  
(j) SHOWN ON PLAN  
(k) SANITARY & STORM SEWERS TO BE INSTALLED BY DEVELOPER  
(l) SHOWN ON PLAN

**NOTES**

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9982202

**"METRIC"** DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**OWNER'S CERTIFICATE**

I CERTIFY THAT:  
I HEREBY CONSENT TO THE FILING OF THIS PLAN FOR DRAFT APPROVAL.

DATE: August 25, 2023 SIGNED: [Signature] MR. JOHN VANDERWERF OWNER

**SURVEYOR'S CERTIFICATE**

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

DATE: August 25, 2023 SIGNED: [Signature] ANDREW S. MANIHA, O.L.S.

**DILLON CONSULTING**

AUGUST 25, 2023  
Project No. 13-8221

**37-T-XXXXXX**

**Draft Plan of Subdivision**  
Part of Lots 2 and 3, Concession 1  
(East of Belle River)  
in the Geographic Township  
of Rochester  
now in the Town of Lakeshore  
Scale: 1:1000  
Scale: 1:2000 (11 x 17)



KEY PLAN  
N.T.S.

STATISTICS	
RESIDENTIAL - TOWNHOME BLOCKS	= BLOCKS 1, 2, 3, 6, 7, 8 & 11-27 (INCL.)
RESIDENTIAL - SEMI-DETACHED BLOCKS	= BLOCKS 4, 5, 9 & 10
RESIDENTIAL	= 3.80 ha ( 9.38 acres )
RIGHT-OF-WAY	= 0.64 ha ( 1.59 acres )
TOTAL AREA	= 4.44 ha (10.97 acres)

LEGEND

	SUBJECT SITE
SIB	DENOTES 25mm X 25mm X 1.22m STANDARD IRON BAR
SSIB	DENOTES 25mm X 25mm X 0.61m SHORT STANDARD IRON BAR
IB	DENOTES 16mm X 16mm X 0.61m IRON BAR
IB Ø	DENOTES 19mm diameter X 0.61m ROUND IRON BAR
CC	DENOTES CUT-CROSS
	DENOTES SURVEY MONUMENT FOUND
	DENOTES SURVEY MONUMENT SET AND MARKED 1528
WT.	DENOTES WITNESS
(S)	DENOTES SET
(SP)	DENOTES SET PROPORTIONALLY
(P1)	DENOTES PLAN 12R-19736
(1528)	DENOTES VERHAEGEN STUBBERFIELD HARTLEY BREWER BEZARE INC., O.L.S.
(M)	DENOTES MEASURED
(DU)	DENOTES DEED
(O2)	DENOTES ORIGIN UNKNOWN
(P2)	DENOTES PLAN 12R-20143

ADDITIONAL INFORMATION REQUIRED UNDER  
S. 51(17) OF THE PLANNING ACT

- (a) SHOWN ON PLAN
- (b) SHOWN ON PLAN
- (c) SHOWN ON PLAN
- (d) RESIDENTIAL
- (e) SHOWN ON PLAN
- (f) SHOWN ON PLAN
- (g) SHOWN ON PLAN
- (h) PIPED WATER TO BE INSTALLED BY DEVELOPER
- (i) BROOKSTON CLAY LOAM
- (j) SHOWN ON PLAN
- (k) SANITARY & STORM SEWERS TO BE INSTALLED BY DEVELOPER
- (l) SHOWN ON PLAN

NOTES

DISTANCES ON THIS PLAN ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.9982202

"METRIC" DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

OWNER'S CERTIFICATE

I CERTIFY THAT:  
I HEREBY CONSENT TO THE FILING OF THIS  
PLAN FOR DRAFT APPROVAL

DATE: Feb 12, 2025

SIGNED:

MR. JOHN VANDERWERF  
OWNER

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE BOUNDARIES OF THE LANDS TO BE SUBDIVIDED AND THEIR RELATIONSHIP TO THE ADJACENT LANDS ARE ACCURATELY AND CORRECTLY SHOWN ON THIS PLAN.

DATE: 12 Feb 2025

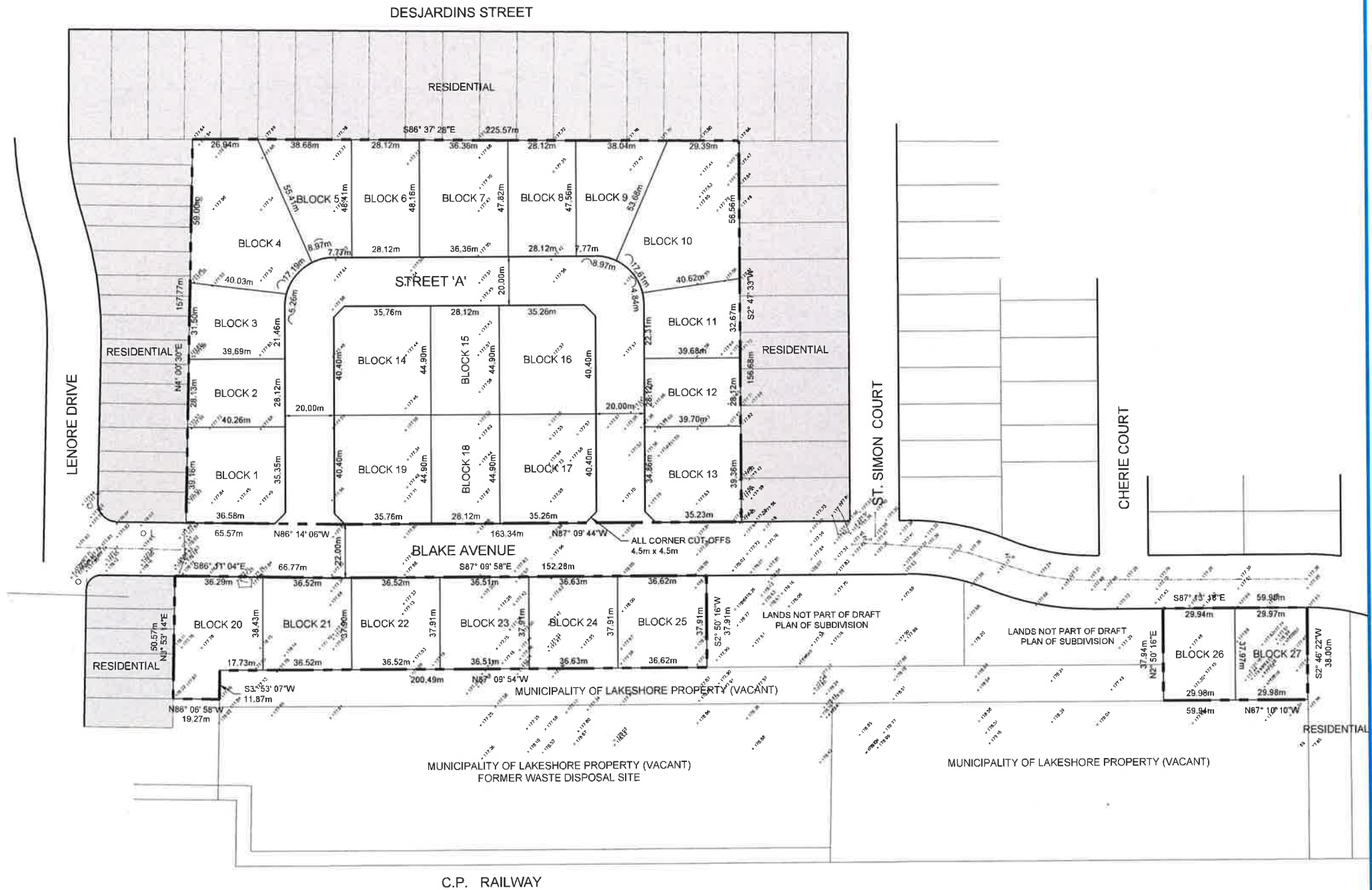
SIGNED:

ANDREW S. MANTHA, O.L.S.



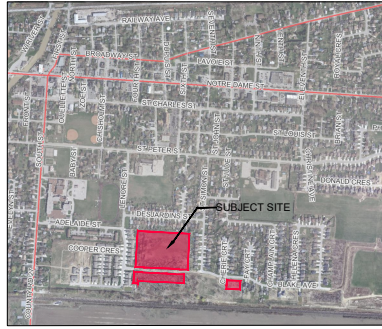
FEBRUARY 11, 2025  
Project No. 13-8221

37-T-XXXXX



Draft Plan of Subdivision  
Part of Lots 2 and 3, Concession 1  
(East of Belle River)  
in the Geographic Township  
of Rochester  
now in the Municipality of Lakeshore  
Scale: 1:1000  
Scale: 1:2000 (11 x17)

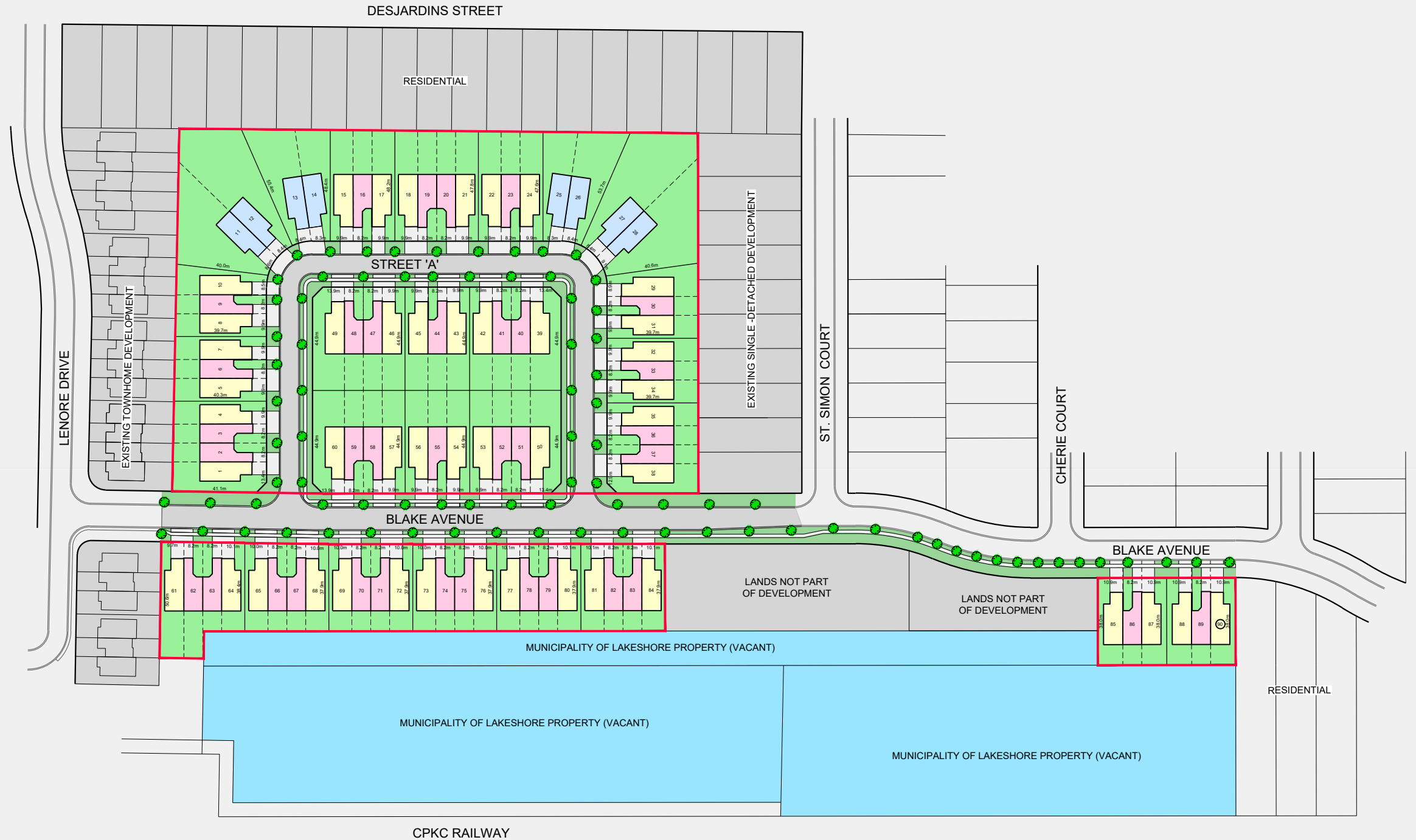




KEY PLAN  
N.T.S.

LEGEND

- SUBJECT SITE  
(± 4.66 ha / 11.53 ac)
- SEMI-DETACHED UNIT
- TOWNHOUSE UNIT
- LANDS OWNED BY THE MUNICIPALITY
- PROPOSED TREE PLANTING



Cooper Estates Limited  
Conceptual Development Plan for  
Cooper Mills, Phase 2

JANUARY 2025

Scale: 1:1000  
Scale: 1:2000 (11 x17)



June 4, 2025

**VIA EMAIL ONLY**

Municipality of Lakeshore  
Attention: Ms. Brianna Coughlin  
Legislative and Legal Services  
419 Notre Dame St.  
Belle River, ON, N0R 1A0

**Subject: Notice of an Application and  
Request to Notify the Public and Public Bodies  
Municipality: Municipality of Lakeshore  
Location: PT LTs 2 & 3, CON 1 (East of Belle River) (Geo. Township of  
Rochester)  
Applicant: Cooper Estates Ltd. c/o John Vanderwerf  
File No. 37-T-18004 – Cooper Estates II**

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Dear Ms. Coughlin:

Pursuant to Subsection 51(19.1) of the Planning Act, the County of Essex advises the Municipality of Lakeshore that the attached proposed draft plan of subdivision, County of Essex File No. 37-T-18004 has been deemed complete for re-activation.

It is also requested that you give Notice of the Application in accordance with Subsection 51(19) of the Planning Act and Subsection 4 of Ontario Regulation 544/06 as amended by Regulation 298/19. The regulation provides that the approval authority may require the local municipality to provide public notice of the receipt of an application on its behalf.

Notice of the application shall be given to the public and identified agencies in accordance with Subsection 4 of Ontario Regulation 544/06. The public notice shall include the below information:

- (i) include a description of the proposed plan of subdivision;
- (ii) include a description of the subject land or a key map showing the location of the land proposed to be subdivided;
- (iv) indicate where and when additional information regarding the proposed plan of subdivision will be available to the public for inspection;

- (v) if applicable, a request that the notice be posted by the owner of any land that contains seven or more residential units in a location that is visible to all of the residents;
- (vii) include the following statement:

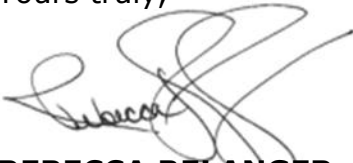
For more information about this matter, including the information about preserving your appeal rights, contact the Manager, Planning Services, County of Essex, 360 Fairview Avenue West, Essex, ON, N8M1Y6, or at [rbelanger@countyofessex.ca](mailto:rbelanger@countyofessex.ca), indicating the County of Essex file number.

Further, based on Subsection 51(22) Notice of the application should also advise that "any person or public body may make written submissions to the approval authority before the approval authority makes its decision under subsection (31) of the Act".

We would also request that this application be brought to an upcoming Council Meeting seeking a resolution of support and provide the same to the County, along with any requested conditions of approval as in Subsection 51(25) of the Planning Act.

Thank you for your assistance in this matter.

Yours truly,



**REBECCA BELANGER, MCIP, RPP**  
Manager, Planning Services

c.c. Municipality of Lakeshore  
Amy Farkas

Brent Klundert

John Vanderwerf

July 8, 2025

Municipality of Lakeshore  
419 Notre Dame St.  
Belle River, ON  
NOR 1A0

Attention: Urvi Prajapati  
Team Leader, Community Planning

**Cooper Mills II  
Draft Plan of Subdivision  
Municipality of Lakeshore  
PJR Addendum**

1 Riverside Drive W.  
Windsor, Ontario  
Canada  
N9A 5K3  
Telephone  
519.948.5000  
Fax  
519.948.5054

This Addendum has been prepared as a supplement to the existing Planning Justification Report (PJR) prepared by Dillon Consulting Limited (dated October 2023) and background documents associated with the Draft Plan of Subdivision application for the Cooper Mills II development.

Since the submission in October 2023, the proposed Draft Plan of Subdivision has been updated following consultations with the Municipality of Lakeshore and the County of Essex. Updates include the removal of Blocks 26 and 27. These blocks were originally shown as "Future Development" on the August 24, 2023 Draft Plan of Subdivision (refer to **Figure 1.0**). This change was requested by the Municipality and County of Essex, pending completion of the Record of Site Condition (RSC) process (Ministry of the Environment) and confirmation of additional servicing and sanitary capacity (Municipality of Lakeshore).

Block 28, also previously shown as "Future Development" on the August 24, 2023 Draft Plan of Subdivision, has been updated as Blocks 26 and 27 for the development of townhouses (refer to **Figure 2.0**).

The revised Draft Plan of Subdivision, dated February 12, 2025 (refer to **Figure 3.0**), now comprises 27 blocks, consistent with the Municipality's current policies and guidelines. Blocks 1 through 27 will be developed for residential uses, totaling 90 residential units. These units will be established through Part-Lot Control exemption upon Draft Plan of Subdivision approval.

*Municipality of Lakeshore*

*Page 2*

*July 8, 2025*

Based on our on-going discussions with the County and the Municipality, we can confirm that the changes do not impact the recommendations contained in the supporting studies.

A handwritten signature in cursive script that reads "Amy Farkas".

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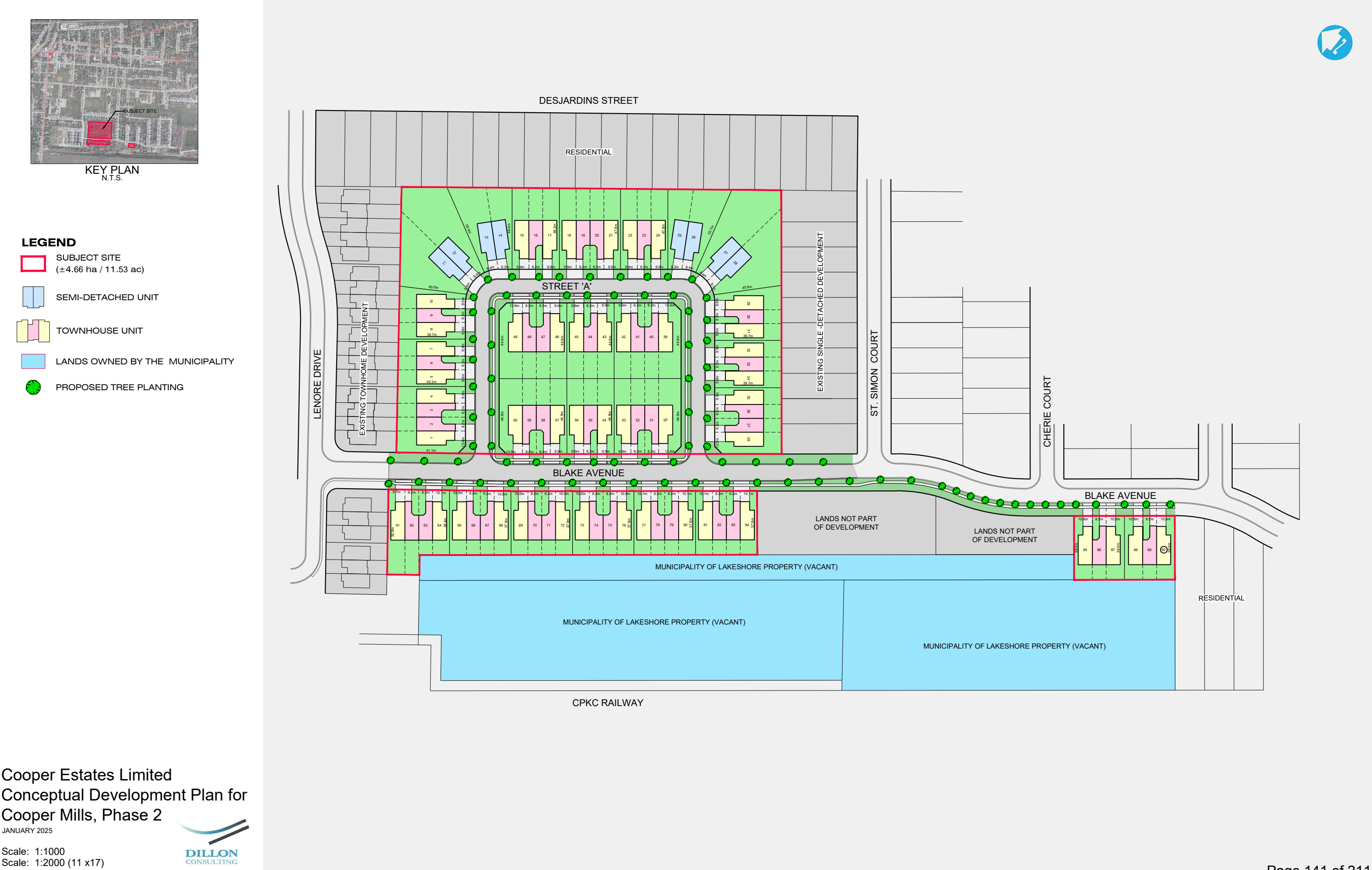
Amy Farkas, MCIP RPP

Figure 1.0 - Draft Plan of Subdivision, August 25, 2023





Figure 2.0 - Conceptual Development Plan



Cooper Estates Limited  
Conceptual Development Plan for  
Cooper Mills, Phase 2

JANUARY 2025

Scale: 1:1000  
Scale: 1:2000 (11 x17)





## LEGEND

SIIB	DENOTES	25mm X 25mm X 1.22m	STANDARD IRON BAR
SSIIB	DENOTES	25mm X 25mm X 0.61m	SHORT STANDARD IRON BAR
IB	DENOTES	16mm X 16mm X 0.61m	IRON BAR
IB Ø	DENOTES	19mm diameter X 0.61m	ROUND IRON BAR
CC	DENOTES CUT-CROSS		
	DENOTES SURVEY MONUMENT FOUND		
	DENOTES SURVEY MONUMENT SET AND MARKED 1528		
WIT.	DENOTES WITNESS	(M)	DENOTES PERPENDICULAR
(S)	DENOTES SET	(M)	DENOTES MEASURED
(Si/P)	DENOTES SET PROPORTIONALLY		(OU) DENOTES DEED
(P1)	DENOTES PLAN 12R-19736		(P2) DENOTES ORIGIN UNKNOWN
(1528)	DENOTES VERHAEGEN STUBBERFELD HARTLEY BREWER BEZAIRE INC. O.L.S.		

- (a) SHOWN ON PLAN
- (b) SHOWN ON PLAN
- (c) SHOWN ON PLAN
- (d) RESIDENTIAL
- (e) SHOWN ON PLAN
- (f) SHOWN ON PLAN
- (g) SHOWN ON PLAN
- (h) PIPED WATER TO BE INSTALLED BY DEVELOPER
- (i) BROOKSTON CLAY LOAM
- (j) SHOWN ON PLAN
- (k) SANITARY & STORM SEWERS TO BE INSTALLED BY DEVELOPER
- (l) SHOWN ON PLAN

"METRIC" DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

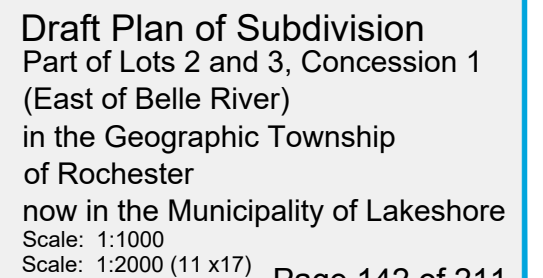
I HEREBY CONSENT TO THE FILING OF THIS  
PLAN FOR DRAFT APPROVAL

## SURVEYOR'S CERTIFICATE



**DILLON**  
CONSULTING

37-T-XXXXXX





# 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:** June 16, 2025

**Subject:** Shipping Containers – Potential Zoning By-law Amendment

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### Recommendation

Direct Administration to prepare a draft Zoning By-law amendment on Shipping Containers, and give public notice as required under the *Planning Act*, as presented at the July 8, 2025 Council meeting.

### Strategic Objectives

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

### Background

The intent of this report is to seek the input from Council in order to, at a future meeting, propose amendments to the Zoning By-law and hold a statutory public meeting.

The Municipality has identified a need to consider amendments to the Zoning By-law to improve the regulation of shipping containers stemming from recent by-law complaints as well as the evolving interest of the public in using them as stand-alone structures and building components materials. This report outlines comparative analysis conducted of other local governments and possible directions that the Municipality could take with an interest in prohibiting the use of shipping containers within urban areas, regulating their use in rural areas in public view, while still permitting their use for temporary storage of goods for transportation, or repair or renovation purposes.

### Comments

Shipping containers (also known as Sea Cans) are intended for the transportation of products and raw materials. It has become common for individuals and businesses to repurpose shipping containers as accessory structures (sheds) for the on-going storage of equipment or materials, as building components for residences and businesses with modifications, and to be used for temporary

storage for moving.

Shipping containers are watertight with little to no ventilation, and may be manufactured with harmful substances, posing fire, and other health and safety risks. They are made of materials not typically used for residential structures and are not intended for long-term use as structures. It is, however, understood that they can serve as pre-fabricated storage structures in some circumstances.

### **Provincial Policy Statement (PPS) and County of Essex Official Plan**

There are no issues of provincial or County significance raised by the proposed amendment. Neither document provides policies specific to shipping containers.

### **Municipality of Lakeshore – Current Official Plan Provisions**

The Municipality of Lakeshore Official Plan does not currently include any policies regarding the use of shipping containers. The use of a shipping container as an accessory structure would be subject to general policies regarding accessory structures.

The Official Plan includes policies that provide direction on maintaining or improving the physical character of the community. Section 4.2.1(a) states that “the Town will seek to maintain and improve the physical design characteristics of the Settlement Areas in the context of new and existing development and stress a generally high quality of community design and built form”. The re-use of unmodified shipping containers as structures within Settlement Areas is not in keeping with the policy of high quality community design and built form.

### **Municipality of Lakeshore - Current Zoning Provisions**

The Municipality of Lakeshore Zoning By-law 2-2012 (consolidated version as of June 3, 2025) does not include a definition of “shipping container”. However, the By-law does regulate the use of shipping containers under Section 6.61 (formerly Section 6.59). Shipping containers are regulated alongside trucks, buses, coach bodies, recreational vehicles, trailers and tents.

Current regulations prohibit the use of shipping containers for human habitation or for permanent office or storage use within the Municipality, as well as storage in residential zones. Shipping containers are, however, permitted to be used for the temporary storage of goods or materials that are being transported. They are also permitted for use in residential zones as temporary storage required to facilitate a repair or renovation, for which a building permit has been obtained for a dwelling, so long as the temporary storage of construction materials is for a maximum period of 120 days.

The relevant provisions of the consolidated Zoning By-law are reproduced below:

6.61 Truck, Bus and Coach Bodies, Recreational Vehicles, Trailers or Tents  
or Shipping Containers Used for Human Habitation or Storage

The *use* of trucks, buses, coach bodies, *recreational vehicles*, *trailers*, tents, or shipping containers, for human habitation or *storage* shall be in accordance with the following provisions.

- a) No truck, bus, coach or streetcar body, *recreational vehicle*, *trailer* or tent, or shipping container, shall be *used* for human habitation within the *Town* whether or not the same is mounted on wheels, except on a temporary basis, such as the *use* of *recreational vehicles*, *trailers* and tents within a *campground*, where it is permitted in accordance with this By-law.
- b) No *trailer* shall be *used* for *storage* within any *Residential Zone* or for advertising purposes in any *zone*.
- c) No bus, coach or streetcar body, tent, *recreational vehicle*, *trailer*, boat, *mobile home*, or shipping container, shall be *used* as a permanent office or for *storage*, within the *Town*. This does not prevent the *use* of a *transport trailer* or shipping container, for temporary *storage* and goods or materials that are being transported. However, *storage* in a *transport trailer* or shipping container is prohibited in any residential *zone*, except when storage is required to facilitate a repair or renovation, for which a building permit has been obtained for a dwelling, in which case temporary storage of construction materials in a transport trailer or shipping container will be permitted for a maximum period of one hundred and twenty (120) days from the day such transport trailer or shipping container is first located on the lot.
- d) No truck shall be parked and *used* for the wholesale or retail sale of goods, articles or things for a period of more than thirty (30) days.
- e) No boat shall be *used* for human habitation within the *Town* from the month of November to the month of April and provided such boat is docked in a *marina*.

Zoning By-law 2-2012 (Consolidated as of June 3, 2025).

### **Jurisdictional Review**

Municipalities throughout southern Ontario have adopted a variety of approaches to regulating shipping containers through their Zoning By-law (Appendix A).

The Township of Clearview strictly prohibits the use of shipping containers in any zone, and notes that outside of areas regulated by architectural control, a shipping container can only be used as a building when a building permit is obtained through the Ontario Building Code.

The Town of Kingsville prohibits the use of shipping containers in any zone unless specifically permitted via the Zoning by-law, i.e. wherever outdoor storage is permitted, with delineated time limits associated with how long the temporary outdoor storage can remain on the property.

The City of Windsor prohibits shipping containers as an accessory or storage use and prohibits shipping containers in residential zones except for the temporary placement in connection with construction activity occurring on a residential lot.

Other municipalities take a less restrictive approach. The Town of Essex permits shipping containers as a supplementary use (i.e. temporary building or structure, or for storage of goods, equipment, materials), with certain provisions. Essex has limitations on the use of shipping containers with a gross floor area of 10m<sup>2</sup> or greater and allows them exclusively in certain zoning districts.

In the Town of LaSalle, shipping containers may be used as an accessory building, following all accessory structure regulations, setbacks and building regulations of the zoning district it is placed within. The Town of LaSalle permits shipping containers for construction uses or storage but prohibits the use of a shipping container as a dwelling unit.

## **Analysis**

Administration is seeking input into prohibiting the use of shipping containers within urban areas and regulating the use of shipping containers within rural areas in a way that discourages their proliferation within public view. Shipping containers would continue to be permitted for short-term storage of goods as is currently the case under the provisions of the Zoning By-law under Section 6.61.

An amendment to the Official Plan is not required to add specific policies related to shipping containers. The existing policies related to accessory buildings or structures, and the built form of settlement areas provide sufficient guidance for the proposed zoning by-law amendment. Other municipalities have implemented zoning regulations for shipping containers without amending their Official Plans. The policies of the Official Plan may be updated as part of a five-year review at a later date to address shipping containers, but it is not necessary at this time to go through the process of an Official Plan amendment to address this issue.

The Zoning By-law may be amended to add a definition for shipping container and general policies that would establish the circumstances under which they may be permitted within the Municipality.

Section 6.63 of the Zoning By-law (Used Prohibited in all Zones) could be amended to add provisions relating to shipping containers to clarify that their use will be prohibited in all zones except those listed and in the circumstances provided.

## **Potential Proposed Changes**

### **Municipality of Lakeshore Zoning-Bylaw**

At this time, Administration is considering bringing forward to Council the following amendments to the Zoning By-law to define 'shipping container', identifying the zones in which they may be used, and related restrictions.

Potential Definition:

SHIPPING CONTAINER means a pre-manufactured (primarily of metal) box that is designed to facilitate the transportation of goods by one or more means of transportation and includes (but is not limited to) intermodal shipping containers and transport box trailers and does not include containers that have been modified to be used as habitable space.

Potential General Provisions:

The proposed changes to the General Provisions of the Zoning by-law, with subsequent renumbering of the paragraphs, are shown below with ~~strikeout text~~ to indicate deletions from the By-law and **bold text** to show additions to the by-law:

Section 6.61 Truck, Bus and Coach Bodies, Recreational Vehicles, Trailers or Tents or Shipping Containers Used for Human Habitation or Storage

The *use* of trucks, buses, coach bodies, *recreational vehicles, trailers*, or tents, or shipping containers, **as accessory** buildings for human habitation or *storage* shall be in accordance with the following provisions.

- a) No truck, bus, coach or streetcar body, *recreational vehicle, trailer* or tent, or *shipping container*, shall be used for human habitation within the *Town* whether or not the same is mounted on wheels, except on a temporary basis, such as the *use of recreational vehicles, trailers* and tents within a *campground*, where it is permitted in accordance with this By-law.
- b) No *trailer* shall be *used for storage* within any Residential *Zone* or for advertising purposes in any *zone*.
- c) No bus, coach or streetcar body, tent, *recreational vehicle, trailer*, boat, or *mobile home*, or *shipping container*, shall be used as a permanent office or for *storage*, within the *Town*.
- d) ~~This does not prevent~~ The use of a *transport trailer* or *shipping container*, for temporary storage of goods or materials that are being transported **may be permitted** ~~However, storage in a transport trailer or shipping container is prohibited in any residential zone, except~~ when such storage is required to facilitate **moving household contents, or** a repair or renovation, for which a building permit has been obtained for a dwelling. ~~in which case~~ ~~Temporary storage of construction materials in a transport trailer or shipping container will be permitted for a maximum period of one hundred and twenty (120) days from the day such transport trailer or shipping container is first located on the lot.~~
- e) **A shipping container may be used for storage by the Town, or under contract to the Town in any zone.**
- f) No truck shall be parked and *used* for the wholesale or retail sale of

goods, articles or things for a period of more than thirty (30) days.

- g) No boat shall be *used* for human habitation within the *Town* from the month of November to the month of April and provided such boat is docked in a *marina*.

Section 6.64 (Uses Prohibited in all Zones) is proposed to be changed by adding a new provision e) as follows:

- e) Shipping containers as accessory buildings shall be prohibited in all Zones, except for Zone A – Agriculture; CR - Rural Commercial/ Employment; or General Employment (M1). The use of *shipping containers* as an *accessory building* shall be in accordance with the following provisions:**
- a. shall not be used for human habitation, office use, display, advertising, screening or fencing;**
  - b. shall only be located in the side yard or rear yard provided it:**
    - i. is screened from view if the *side yard* or *rear yard* abuts a street or properties of any other Zone in which *shipping containers* are prohibited in;**
    - ii. complies with the *lot coverage* and setback requirements for accessory buildings and *structures* within the zone;**
    - iii. is not located in any required parking areas or landscaped areas/buffer;**
    - iv. shall be included in the calculation of *lot coverage*;**
    - v. shall not exceed a height of 3.0 metres and a length of 12.0 metres and shall not be stacked one on top of the other; and**
  - c. the maximum number of *shipping containers* for accessory storage purposes on any property shall be limited to two unless the *shipping containers* are used in the transportation of goods and materials in which case no maximum shall apply.**

## Conclusion

A Zoning By-law amendment would be required in order to alter how the Municipality regulates the use of shipping containers as structures. A Zoning By-law amendment seeks to address this by:

- Adding a definition for “Shipping Container” under Section 4.0 of By-law 2-2012
- Update Section 6.61 of By-law 2012 to clarify the use of shipping containers.
- Updating Section 6.63 of By-law 2-2012 to add shipping containers to the list of uses prohibited in all zones, with exceptions for specific zones in the rural areas, General Employment zone, and under specific circumstances.

If Council is supportive of this direction, public consultation will be undertaken through notice of the proposed amendment in accordance with the *Planning Act*, and a Zoning By-law amendment will be brought back to Council at a future date. During this process, Administration will also consider bringing forward amendments to the Sign By-law to prohibit advertising on shipping containers, and that shipping containers cannot be used for advertising purposes.

### **Others Consulted**

WSP, Planning Consultants

### **Financial Impacts**

There are no budget impacts as a result of the Recommendation.

### **Attachments**

Appendix A - Shipping Container Comparative Analysis

### **Report Approval Details**

Document Title:	Report for Info - Zoning By-law Amendment Shipping Containers.docx
Attachments:	- 2025.04.04 Lakeshore - Shipping Container Comparative Analysis.docx
Final Approval Date:	Jun 27, 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

# Shipping Container Comparative Analysis

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<b>Township of Clearview</b> .....	12

The following provides a comparison of approaches, definitions, zoning regulations and official plan policies related to shipping containers in the Town of Essex, the City of Windsor, the Town of Tecumseh, the Town of Kingsville, the Town of LaSalle and the Township of Clearview.



	<b>Town of Essex</b>
Approach	Permitted as a supplementary use (i.e. temporary building or structure, or for storage of goods, equipment, materials) with parameters set out. The By-law includes limitations for the use of shipping (storage) containers having a gross floor area of 10m <sup>2</sup> or greater, and allows them exclusively in the following zoning districts: <u>A1.1; C3.1; M1.1; M1.2; M2.1 and M2.2.</u>
How is 'shipping container' or 'sea container' defined in the ZBL, if at all?	<p><b>Zoning By-law 1037 - Section 7.0 Definitions</b></p> <p>"Industrial Use" means any main use involving any one (1) or more of the following activities: assembly; communications; industrial research; industrial training; manufacturing; processing; repairing; servicing and maintaining, shipping; storing; transporting; warehousing; wholesaling.</p> <p>"Storage Container" means a pre-fabricated transportable enclosure intended for the temporary or permanent storage of goods, materials or equipment. It is not equipped with wheels. A cargo container originally used for the transport of freight by rail, truck or ship, is a storage container.</p>
What are the ZBL general provisions and uses that allow for or at least mention 'shipping container' or 'sea container'?	<p><b>Zoning By-law 1037 - Section 8.2 Permitted Supplementary Uses</b></p> <p><u>c) Temporary Buildings or Other Structures</u></p> <p>i) A temporary building, storage container or other structure customarily required and incidental to the erection of permanent buildings or other permanent structures is permitted in any zoning district, provided that such temporary building, storage container or other structure is removed when the permanent building or other structure is erected and capable of occupancy or use</p> <p><u>f) Storage of Goods, Equipment and Materials in Storage Containers</u></p> <p>i) When not used in accordance with the provisions of paragraph c), of this subsection, a storage container having a gross floor area of 10m<sup>2</sup>(109f<sup>2</sup>) or greater shall be deemed to be an accessory building, subject to all applicable accessory building provisions of the zoning district in which the lot is located and to the following additional provisions. As an accessory building, a storage container shall:</p> <p>1. be permitted exclusively in the following zoning districts: A1.1; C3.1; M1.1; M1.2; M2.1 and M2.2 and not otherwise permitted;</p>

	<p>2. not be located not in a front yard;</p> <p>3. be screened from view where it is visible from a Residential or Green District or a street and within 30 meters of the Residential or Green District or street;</p> <p>4. be limited to a maximum of one storage container on a lot of less than 0.5 hectares and shall be limited to not more than two (2) storage containers on a lot of greater than 0.5 hectares;</p> <p>5. be permitted exclusively for storage purposes and not for human occupancy.”</p>
Does the OP speak to shipping containers?	Not when searching by "container" or "storage container"
Link	<a href="https://www.essex.ca/en/build/resources/Town-of-Essex-New-Official-Plan_Draft.pdf">https://www.essex.ca/en/build/resources/Town-of-Essex-New-Official-Plan_Draft.pdf</a>

	<b>City of Windsor</b>
Approach	Prohibited in residential zones except for the temporary placement in connection with construction activity occurring on residential lot. Prohibited as an accessory or storage use.
How is 'shipping container' or 'sea container' defined in the ZBL, if at all?	<p><b>Zoning By-law 8600 - Section 3.0 Definitions</b></p> <p>SHIPPING CONTAINER means an industrial, standardized reusable vessel that was:</p> <ol style="list-style-type: none"> <li>1. originally or formerly specifically designed for or used in the packing, shipping, movement or transport of freight, articles, goods, or commodities; and/or</li> <li>2. designed for, or capable of being mounted on moved on, a rail car; and/or</li> <li>3. designed for or capable of being mounted on a chassis or bogie for movement by truck trailer or loaded on a ship.</li> </ol> <p>A cargo container and an intermodal container is a shipping container.</p>
What are the ZBL general provisions and uses that allow for or at least mention 'shipping container' or 'sea container'?	<p><b>Zoning By-law 8600 - Section 5.2 Prohibitions (General Provisions)</b></p> <p>5.2.30 The following are prohibited in any development reserve district or residential district:</p> <p>5.2.30.10 A shipping container used as a main building or as an accessory building on a lot, save and except for the temporary placement of a shipping container in connection with, and during, the erection, renovation or demolition of structures on said lot.</p>

Does the OP speak to shipping containers?	Not when searching by "container" or "storage container"
Link	<a href="https://www.citywindsor.ca/residents/planning/plans-and-community-information/windsor-official-plan">https://www.citywindsor.ca/residents/planning/plans-and-community-information/windsor-official-plan</a>

	<b>Town of Tecumseh</b>
Approach	In 2017, the Town of Tecumseh proposed housekeeping amendments to introduce regulations pertaining to the use of shipping containers as storage units. Looking into the current bylaw, the proposed housekeeping amendments were not introduced and there is no definition for shipping container and it is not set out in the bylaw. However, the planning report is useful and relevant to this topic.
How is 'shipping container' or 'sea container' defined in the ZBL, if at all?	<p><b>ZBL Section 3 - Defintions</b></p> <p>INDUSTRIAL USE, shall mean the use of any land, building or structure for the purpose of manufacturing, processing, assembling, making, preparing, inspecting, ornamenting, finishing, treating, altering, repairing, warehousing, storing, packing or adapting for sale any goods, substance, article or thing, or any part thereof, and the storage of building and construction equipment and materials, as distinguished from the buying and selling of commodities and the supplying of personal services. Transportation terminals would also be considered as an "Industrial Use".</p>
What are the ZBL general provisions and uses that allow for or at least mention 'shipping container' or 'sea container'?	<p><b>NOTE: 2017 PROPOSED CHANGES (DIDNT PASS/NOT REPRESENTED IN BY-LAW)</b></p> <p>The purpose of the proposed housekeeping amendments is to introduce regulations pertaining to the use of shipping containers as accessory storage units in accordance with the general concepts contained in <b>Planning and Building Services Report No. 37/16</b>. The following changes to the three Zoning By-laws are proposed:</p> <ol style="list-style-type: none"> <li>1. A definition of a "shipping container" is proposed to be added to clearly define this type of structure;</li> <li>2. The addition of zoning provisions which will prohibit the permanent placement of shipping containers as storage units in all areas of the Town <b><u>other than industrial zones</u></b>. For non-industrial zones, the temporary use of shipping containers for moving purposes or on construction sites will be permitted subject to regulations such as limiting the duration of the temporary placement of a shipping container, specifying setback distance from lot lines to maintain proper spatial separation and safe sight lines, and restricting the number of containers per property and the maximum size of a container; and</li> </ol>

	<p>3. For industrial zones, the use of shipping containers for storage be allowed subject to the following provisions:</p> <p>i) shall only be permitted as accessory structures;</p> <p>ii) shall not be used for human habitation, office use, display, advertising, screening or fencing;</p> <p>iii) shall only be located in the side yard or rear yard provided it:</p> <p style="padding-left: 40px;">a) is screened from view if the side yard or rear yard abuts a street or properties zoned other than industrial;</p> <p style="padding-left: 40px;">b) complies with the lot coverage and accessory buildings and structures setback requirements of the zone;</p> <p style="padding-left: 40px;">c) is not located in any required parking areas or landscaped areas/buffer;</p> <p>iv) shall be included in the calculation of lot coverage;</p> <p>v) shall not exceed a height of 3.0 metres and a length of 12.0 metres and shall not be stacked one on top of the other; and</p> <p>vi) the maximum number of shipping containers for accessory storage purposes on any property shall be limited to two unless the shipping containers are used in the transportation of goods and materials in which case no maximum shall apply.</p>
Does the OP speak to shipping containers?	Not when searching by "container" or "storage container"
Link	<a href="#"><u>Tecumseh Official Plan - County Approved June 2021</u></a>

<b>Municipality</b>	<b>Town of Kingsville</b>
Approach	Identified as a prohibited use unless specifically permitted (i.e. wherever outdoor storage is permitted, and noting that there is also a delineated time limit associated with how long temporary outdoor storage can remain).
How is 'shipping container' or 'sea container' defined in the ZBL, if at all?	<p><b>ZBL 1-2014 Section 3 Definitions</b></p> <p>3.9.6 Outdoor Storage: shall mean the storage of goods in the open air or in unenclosed portions of buildings that are open to the air on all sides.</p>
What are the ZBL general provisions and uses that allow for or at least mention 'shipping container' or 'sea container'?	<p><b>ZBL 1-2014 Section 4 General Provisions</b></p> <p><u>4.33 Prohibited Uses</u> The following uses, activities and/or objects shall be prohibited in any Zone unless otherwise permitted in this By-law:</p> <p>d) The storage of shipping containers unless otherwise permitted by this By-law where ever outdoor storage is permitted;</p> <p><u>4.10 Enclosed Storage</u> Where accessory enclosed storage is permitted in a Zone, the following provisions apply:</p> <p>a) enclosed storage shall be permitted only in a rear or interior side yard and shall not be located any closer than 9.0 m (29.5 ft.) to any street line;  b) enclosed storage shall be screened by opaque fencing or masonry wall with a minimum height of 1.8 m (6 ft.);  c) The height of stored materials shall not exceed the height of screening provided in accordance with 4.10(b);</p>

	<p>d) The enclosed storage area has a maximum lot coverage of 15 percent, 20 percent on lands zoned Light Industrial and no maximum on lands zoned General Industrial; and,</p> <p>e) Enclosed storage shall not be permitted within 7.5 m (24.6 ft.) of any adjoining Residential Zone or Development Zone boundary or any lot with an existing residential use.</p> <p>Notwithstanding the above, temporary outdoor storage may be permitted</p> <p><u>4.28 Outdoor Storage</u></p> <p>Where accessory outdoor storage is permitted in a Zone, the following provisions apply:</p> <p>a) Outdoor storage shall be permitted only in a rear or interior side yard and shall not be located any closer than 9.0 m (30 ft) to any street line;</p> <p>b) Outdoor storage shall be screened by chain link fence with a minimum height of 1.8 m (6 ft);</p> <p>c) The height of stored materials shall not exceed the height of screening provided in accordance with Subsection 4.28 (b);</p> <p>d) Outdoor storage areas are limited to a maximum lot coverage of 15%</p> <p>e) Notwithstanding item d) on lands Zoned M1 or M2 the maximum permitted lot coverage is 20% and on lands zoned M3 or M4 there is no maximum lot coverage limit; and,</p> <p>f) Outdoor storage shall not be permitted within 7.5 m (25 ft.) of any adjoining Residential Zone boundary or any lot with an existing residential use.</p> <p>Notwithstanding the above, temporary outdoor storage may be permitted for a period of no more than 1 month for display or promotional purposes.</p>
Does the OP speak to shipping containers?	Not when searching by "container" or "storage container"
Link	<a href="#">official-plan-2023.pdf</a>



<b>Municipality</b>	<b>Town of LaSalle</b>
Approach	May be used as an accessory building, following all accessory structure regulations. Permitted for construction uses, storage, but <u>not</u> permitted to be used as a dwelling unit.
How is 'shipping container' or 'sea container' defined in the ZBL, if at all?	<p><b>ZBL 8600 Section 2 Definitions</b></p> <p>2.90 "Storage Container, Shipping Container or Moving Container" means any self-supporting metal container or metal-framed container, designed and used for the storage of goods concurrent with the uses of the subject property, of a non-hazardous nature which is owned and converted to accessory structure or rented or leased to owners or occupants of the property for their temporary use, and which is typically delivered and removed by truck.</p>
What are the ZBL general provisions and uses that allow for or at least mention 'shipping container' or 'sea container'?	<p><b>ZBL 8600 Section 3 General Provisions</b></p> <p><u>3.1 Accessory Uses and Buildings</u> Accessory Buildings</p> <p>d) A Shipping Container may be used as an Accessory Building, provided they meet all accessory structure regulations, setbacks and building regulations of the Zone it is placed within.</p> <p><u>3.2 Construction Uses</u></p> <p>a) The following temporary structures shall be permitted in all Zones for on-going construction work, but only for as long as such structure is necessary, and such construction work has not been finished nor abandoned: i) Construction trailers, sea/shipping containers and tool sheds;</p> <p><u>3.19 Prohibited Forms of Dwelling Units</u></p> <p>a) No truck, bus, coach, streetcar body, or railway car, or other motor vehicle whether or not the same is mounted on wheels or other form of mounting or</p>

	<p>foundation, nor temporary structures such as tents, recreational vehicles, shipping containers and school portables, shall be used as a dwelling unit except for a mobile home or trailer where specifically permitted by this By-law.</p> <p><u>3.25 Storage Container</u></p> <p>a) A Storage Container, Shipping Container, or Moving Container may be permitted on a private driveway in accordance with the regulations included a by-law adopted under the Municipal Act.</p>
Does the OP speak to shipping containers?	Not when searching by "container" or "storage container"
Link	<u>Town of LaSalle Official Plan</u>

	Township of Clearview
Approach	<p>Shipping Containers are strictly prohibited in any zone of Clearview Township. It should be noted that outside of areas regulated by architectural control, a shipping container can be used as a building when a building permit is obtained under the Ontario Building Code.</p> <p><b>May 2022 Staff Report CS-028-2022 – Ontario Building Code Change and Shipping Containers</b></p> <p><i>There are two instances in the Township where permits have been issued for these types of buildings. However, as of today most shipping containers are smaller than the size of a building as per OBC and will not be regulated as a building/require a building permit.</i></p> <p><i>Background</i>  <i>At the beginning of the year, staff brought forward a report to Council regarding Shipping Containers and recommended that we rely on the Ontario Building Code as it relates to their conversion into a building to ensure fairness in taxation, development charges, compliance with the Zoning By-law and safety under the Ontario Building Code.</i></p> <p><i>The Province of Ontario, however, has just recently expanded the size of buildings that do not require a permit to 15 m<sup>2</sup> (161.5 sq.ft.). This was effective May 1st, 2022.</i></p> <p><i>Comments and Analysis</i>  <i>Shipping containers come in various sizes, however, a standard size appears to be 8 feet by 20 feet totaling 160 square feet or 14.86 square metres. As such, shipping containers no longer require a building permit and therefore, the opportunity to change them into a building no longer exists with containers of this size. As such, shipping containers <u>remain shipping containers and would not be permitted under the Zoning Bylaw as the Township can no longer legalize them via a building permit.</u></i></p> <p><i>This change is unlikely to affect any shipping containers on residential properties in settlement areas, as these areas are already covered by the Architectural Guidelines that would likely prevent their establishment. Many commercial uses would also be subject to architectural control, so again, the chance of impact is less. However, for industrial uses, it is more likely to affect them.</i></p> <p><i>If the industrial use it seeking to add the container to the building or put more than one container together with another, then a permit could be issued to legalize their use. Otherwise, their use will not comply with the Zoning By-law and it comes down to enforcement. At this point, staff will carry on with enforcement as prioritized by Council</i></p>

How is 'shipping container' or 'sea container' defined in the ZBL, if at all?	<p><b>Section 4.0 Definitions</b></p> <p><b>CONTAINER, MOVING</b> Means a portable container <u>other than</u> a shipping container, that is not made of corrugated metal, loaded on and off a semi-trailer truck, used by moving companies for the purpose of persons moving from one address to another</p> <p><b>CONTAINER, SHIPPING</b> Means a pre-fabricated metal container that is conventionally used for the purposes of shipping goods usually on container ships, rail transport and semi-trailer trucks without being opened, but does not include a truck body, trailer or transport trailer.</p>
What are the ZBL general provisions and uses that allow for or at least mention 'shipping container' or 'sea container'?	<p><b>Section 2.0 General Provisions</b></p> <p><u>2.35 Uses Prohibited in all Zones</u> Any use which is not a permitted use in accordance with this By-law is a prohibited use. Unless specifically permitted in a given zone or in a general provision of this By-law, the following uses are prohibited within the corporate limits of the Township of Clearview:</p> <ul style="list-style-type: none"> <li>e) The use of any structure, vehicle, shipping container, moving container, or street or rail car for storage or human habitation.</li> <li>f) The use of any accessory building for human habitation, except where specifically permitted.</li> <li>g) The use of any shipping container, street or rail car.</li> </ul>
Does the OP speak to shipping containers?	Not when searching by "container" or "storage container"
Link	<a href="#"><u>2024 Official Plan - County Approved.pdf</u></a>

# Municipality of Lakeshore – Report to Council

## Legal and Legislative Services

### Legislative Services



**To:** Mayor and Members of Council

**From:** Brianna Coughlin, Division Leader – Legislative Services

**Date:** May 30, 2025

**Subject:** Municipal Election 2026 – Alternate Methods of Voting

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### Recommendation

Approve Internet Voting as the voting method for the 2026 municipal election, as presented at the July 8, 2025 Council meeting; and

Direct the Clerk to prepare a by-law authorizing the alternative voting method as required by Section 42(1)(b) of the *Municipal Elections Act, 1996*.

### Background

The next Municipal Election will take place October 26, 2026. Under the *Municipal Elections Act, 1996* (MEA), should Council wish to approve an alternative method of voting such as internet, mail or telephone, Council must pass a by-law by May 1, 2026.

Despite the May 1, 2026 deadline, Administration recommends that Council make a decision on the method at this time in order to allow for sufficient preparation and proper resource allocation for the 2026 Budget. The Budget deliberations are scheduled for December 4, 2025. Sufficient time is also required to prepare and issue the necessary requests for proposal associated with the election process.

The Municipality of Lakeshore used the Vote By Mail method for five election cycles before moving to in-person voting in 2022. Voter turnout for Vote By Mail ranged between 40% and 53%, and the most recent voter turnout with in-person method in 2022 at 30.09%.

The following table provides a comparison of voting methods used by municipalities in the County of Essex for the 2022 municipal election along with voter turnout. Please note that this is the base method only; in-person voting may have also included the use of assistive devices such as electronic tabulators while alternative methods such as internet/telephone voting may have also utilized in-person voting assistance centres.

<b>Municipality</b>	<b>Voting Method for 2022 Election</b>	<b>Voter Turnout</b> (source: <a href="#">AMO</a> )
Amherstburg	In-person	39.34%
Essex	In-person	41.10%
Kingsville	Vote by mail	50.19%
<b>Lakeshore</b>	<b>In-person</b>	<b>30.09%</b>
LaSalle	Internet/telephone	30.13%
Leamington	Vote by mail	45.7%
Tecumseh	Internet/telephone	28.72%

The voter turnout results noted above are included as a base comparator only. There are many factors involved in voter turnout including voting method, voter engagement, number of candidates, acclamations, etc. The average voter turnout Ontario-wide was 38.29% in 2018.

## Comments

In providing the options and recommendations outlined in this report, Administration has considered the following key principles:

1. The election shall be fair and non-biased for all voters and candidates.
2. The election shall be accessible to all voters and comply with the *Accessibility for Ontarians with Disabilities Act (AODA)*.
3. The secrecy and confidentiality of the voting process is paramount.
4. The election shall be administered as efficiently as possible while ensuring adequate staffing, communication or technological resources.

Although Administration has not included COVID protocols as was required for the 2022 election, Administration nevertheless will have regard to health and safety precautions for voters, candidates and election staff.

For traditional voting methods, election officials must ensure that each voting location is physically accessible and ensure alternative methods are available for the casting of the ballot itself. Accessibility must be considered in the procurement process for vote tabulating equipment as well as during the hiring process of election officials.

Alternative methods of voting such as Vote By Mail or remote Internet Voting provide increased independence of voting for voters with disabilities. Voter assistance centres must also be considered to provide assistance in the voting process and these must comply with accessibility requirements.

## Traditional In-Person Polling Stations

This method of vote requires printing hard-copy ballots that are provided to voters in person at their designated voting location. The counting of the ballots can be enhanced through the use of electronic voting tabulators.

Although In-Person voting with tabulators was the method used for the 2022 election, Administration is not recommending In-person Voting for the 2026 election.

The use of in-person polling stations is the most labour-intensive option, with over 100 election workers in 2022. This method requires additional considerations for safety and accessibility requirements, as well as the rental of accessible polling locations.

This method of vote provides the option of proxy votes for those electors who cannot attend the voting place in person. Proxy voting has been an issue of concern in recent elections, relating to voter fraud or access to proxy forms. Procedures would need to be put in place to ensure these concerns are mitigated.

In-Person Polling Stations		
Category	Advantages	Disadvantages
Accessibility		Least accessible voting method for voters with disabilities; may require voter assistance and rental of assistive devices because all voting locations must be fully accessible for voters and election staff
Voter Convenience	Voting locations would be located close to home	Must vote in-person during prescribed hours or the use of a registered proxy vote if not able to attend in-person
Staffing Requirements		Labour intensive: would require approximately 100 election officials
Safety Precautions		Voting locations must comply with safety protocols (spacing, increased cleaning of touch spots, etc). This method does not provide a voting alternative for those self-isolating or unable to physically attend the voting place.
Technology	No technology required for voters	Recommend renting at least 2 electronic voting tabulators per voting location. This voting method does not eliminate unintentional spoiled ballots.

## Vote By Mail

Lakeshore has conducted 5 elections using the Vote By Mail method. This method relies on significant up-front planning prior to mailing the voting kits but is overall less labour intensive than traditional in-person polling stations.

Of special consideration is the reliance on mail delivery through Canada Post, which has the inherent risk of a postal strike or other delivery delays.

Should Council choose this method of vote, Administration recommends drive-thru drop-off locations be planned in each of the six wards on Election Day. Even if there are no postal delivery delays, this provides an additional element of convenience for electors who may choose to drop off their ballot at any of these locations thereby potentially increasing ballot returns.

Vote By Mail		
Category	Advantages	Disadvantages
Accessibility	Allows independence for voters using assistive devices at home	Concerns with perceived voter fraud
	Eliminates the requirement for proxy votes	
Voter Convenience	Convenient mail or in-person drop off at designated locations	Relies on swift delivery through Canada Post. Recommend the use of drive-thru drop-off locations on Election Day
Staffing Requirements	Less labour intensive than traditional voting polls; would require additional election officials for drive-thru drop-off locations	Multiple election officials required on Election Day, can take several hours to tabulate ballots
Safety Precautions	Option of drive-thru drop-off locations can easily comply with safety protocols	
Technology	No technology required for voters. Recommend renting 4 electronic voting tabulators for counting ballots	Requires the rental of voting tabulators and several election officials to count votes on Election Day. Does not eliminate unintentional spoiled ballots.

The Vote By Mail method is a good alternative voting method for the 2026 Municipal Election. Lakeshore electors are familiar with this method and the convenience and accessibility can be improved upon with the option of drive-thru locations.



## Internet Only or Internet and Telephone Voting

The use of remote internet and telephone voting for municipal elections has become more popular over the past decade, as it allows for convenient and accessible voting from any location. Electors are mailed a confidential access code that must be used in conjunction with a personal identifying code (such as birth date) in order to access the ballot online or by telephone.

This method allows for the most flexibility in the voting process, as votes can be cast any time during the 10-day voting period from anywhere in North America. Although the voting process is very accessible, it is recommended that at least one voting assistance centre be established to help voters who are not comfortable with technology or simply wish to cast their ballot “in-person”.

In December 2024, the Digital Governance Standards Institute [published standards for online voting](#) which provided guidance for the implementation of internet voting for Canadian municipalities. These include standards for voting security, voter authentication, testing and auditing practices, ballot design and accessibility as well as election management. Should Council choose Internet Voting as the voting method for the 2026 election, Administration will require adherence to the DGSi standards as part of the tender process.

Internet/Telephone Voting		
Category	Advantages	Disadvantages
Accessibility	<p>Allows independence for voters using assistive devices such as screen readers and TTY phones</p> <p>Eliminates the requirement for proxy votes</p>	<p>Some voters may lack internet access or skills to use the technology. This can be eliminated with the use of phone voting.</p> <p>Recommend having one Voter Assistance Centre located at the Atlas Tube Recreation Centre during the 10-day voting period staffed with election officials and voting kiosks</p>
Voter Convenience	Vote anywhere, anytime during the 10-day voting period	Telephone voting can be confusing if there are more than 5 candidates for one position
Staffing Requirements	Requires fewest election officials, can be implemented with internal staff	

Safety Precautions	<p>Internet and phone voting can be done “hands off” from any location, even if voters are self-isolating</p> <p>Voter Assistance Centre at ATRC would be accessible and able to provide safety measures</p>	Requires training for election officials at the Voter Assistance Centre
Technology	<p>No requirement for vote tabulators</p> <p>Can vote from any computer, tablet or smart phone (internet voting) or any non-rotary phone (phone voting)</p> <p>Eliminates unintentional spoiled ballots (would still allow spoiling a ballot on purpose if desired by voter)</p>	<p>Concerns with voter fraud (reduced with use of PIN and personal identifiers)</p> <p>Perceived security concerns (reduced through frequent auditing and other measures outlined in RFP process)</p> <p>Requires the use of laptops or tablets at the Voter Assistance Centre</p>

While the use of internet and telephone voting has increased over time, several municipalities have stepped away from the use of telephone voting. This is particularly true of municipalities with “at-large” voting where there are no wards, as there may be a long list of candidates to choose from. There have been perceived concerns with voting fatigue, where candidates at the top of the (alphabetical) list are selected when voting by phone to get through the process faster.

The elimination of telephone voting also provides a more streamlined approach, resulting in a reduction in cost for the procurement of services as well as a more targeted communications campaign.

The use of Internet Voting with one in-person Voter Assistance Centre is the **recommended option** of Administration for the most accessible “vote anytime anywhere” approach.

## **Election Resources**

Administration will continue to use the Voter View system to maintain, revise and finalize the Voters List. This will be especially important for the 2026 election, as this will be the first election receiving the Voters List from Elections Ontario (previously received from the Municipal Property Assessment Corporation).

Administration will be including funds in the 2026 Budget for a temporary Election Coordinator position, estimated to be \$101,000 with benefits for a 12-month contract. This position is intended to be a key resource in responding to voter and candidate inquiries and would be responsible for:

- Assisting with the development and implementation of the election workplan;
- Coordinating the assignment of tasks and deployment of staff and resources;
- Assisting with the registration of voters, third-party advertisers and nomination of candidates;
- Performing revisions to the Preliminary List of Electors and maintaining, finalizing, producing and distributing the Voters List;
- Assisting with the development and distribution of communications materials, including public notices and website content;
- Preparing, distributing and securing forms, signs, ballots and other election materials;
- Coordinating the preparation, deployment and use of voting equipment/technology;
- Assisting with the coordination, tabulation and finalization of election results and election statistics;
- Assisting with the inaugural meeting and new Council training sessions.

In addition to this position, Administration will develop an Elections Engagement Plan for the overall communication and branding of the election materials, with the intention of providing consistent and frequent messaging to engage voters in the election process.

## **Financial Impacts**

The following table outlines the estimated cost of each of the above-noted voting methods, based on the number of eligible voters from the 2022 election (30,197). Please note that these costs are estimates only at this time and cannot be finalized until after the RFP process and confirmation of voting locations.

Method of Vote	Contract Cost	Location and Equipment Rental	Staffing (including Election Coordinator position)	Total
Vote By Mail with drop off station at Town Hall or ATRC	\$162,000 \$5.35 per elector	\$2,000 4 tabulators	\$101,000	\$265,000
Vote By Mail with drive-thru in each ward on Election Day	\$162,000 \$5.35 per elector	\$5,000 4 tabulators plus location rental	\$106,000	\$273,000
Internet Voting with voting assistance centre at ATRC	\$75,000 \$2.50 per elector	\$4,000 Tablet/laptops	\$101,000	\$180,000
Internet/Telephone Voting with voting assistance centre at ATRC	\$91,000 \$3.00 per elector	\$4,000 Tablet/laptops	\$101,000	\$196,000
Traditional ballots with tabulators and accessibility devices	Mailing and printing costs \$60,000	\$20,000 15 tabulators plus location rental and equipment	\$141,000	\$221,000

## Next Steps

Following the direction of Council, Administration will begin preparing a Request for Proposal (RFP). This will include exploring joint RFP opportunities with local municipalities to find efficiencies. Further information will be provided to Council as part of the 2026 Budget process.

Lakeshore has contributed to the Election reserve fund for the past three years in order to avoid one lump-sum cost in the election year. The Election reserve has a current balance of \$68,436. The annual budget allocation to this reserve is \$35,000. If this is approved as part of the 2026 budget, the Election reserve account will have a balance of \$103,436. As this will not be sufficient to cover the costs of the election based on the options above, there may need to be an increase in the transfer to the reserve for the 2026 budget.

## Report Approval Details

Document Title:	Municipal Election 2026 - Alternative Voting Methods.docx
Attachments:	
Final Approval Date:	Jun 14, 2025

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

Prepared by Brianna Coughlin

Submitted by Susan Hirota

Approved by the Corporate Leadership Team

# Municipality of Lakeshore – Report to Council

## Legal and Legislative Services

### Legislative Services



**To:** Mayor and Members of Council

**From:** Brianna Coughlin, Division Leader – Legislative Services

**Date:** June 16, 2025

**Subject:** Delegation of Authority during Restricted Period

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### Recommendation

Direct the Clerk to read By-law 51-2025, Being a By-law to Delegate Authority during a Restricted Council Period, during the Consideration of By-laws, as presented at the July 8, 2025 Council meeting.

### Strategic Objectives

This report is not related to a strategic objective, however is necessary to address restricted acts during the 2026 Municipal Election.

### Background

Section 275 of the *Municipal Act, 2001* prohibits municipal councils from undertaking certain acts after Nomination Day in a municipal election year and prior to a new Council taking office, subject to specific conditions. This legislative restriction is referred to as “Restricted Acts”, or more commonly referred to as the “lame duck” period.

Council can be in this situation for the 2026 Municipal Election during one or both of the following time periods:

1. The period from Nomination Day (August 21, 2026) to Voting Day (October 26, 2026); and
2. The period from Voting Day (October 26, 2026) to the end of the 2022-2026 term of Council (November 14, 2026).

If, during the above-noted periods, it can be determined with certainty that the new Council will include less than three-quarters of the outgoing Council Members (i.e. less than 6 members), then the Restricted Acts provision apply. Council will be statutorily restricted from taking certain actions until the new term of Council begins on November 15, 2026.

Nothing in this section of the Act prevents a municipality from taking any action in the event of an emergency.

## **Comments**

If the Restricted Acts provision is engaged, Council will be subject to the restriction from performing the following actions, as provided in section 275(3) of the Act:

- a) the appointment or removal from office of any officer of the municipality;
- b) the hiring or dismissal of any employee of the municipality;
- c) the disposition of any real or personal property of the municipality which had a value exceeding \$50,000 at the time of disposal; and
- d) making any expenditures or incurring any other liability which exceeds \$50,000.

Paragraphs 275(3)(c) and (d) only apply if the disposition or liability was not included in the 2026 Budget.

By-law 51-2025 has been prepared for Council's consideration, which delegates authority to the Chief Administrative Officer to exercise the actions listed in subsection 275(3). The Chief Administrative Officer already has delegated authorities through various by-laws (for example, the Procurement By-law and Chief Administrative Officer By-law). These delegations of authority remain in effect during this restricted period.

In the event that the Chief Administrative Officer exercises any of the authorities delegated under subsection 275(3), the by-law requires the Chief Administrative Officer to provide a report on the matter to Council.

## **Financial Impacts**

There are no financial impacts as a result of this report. Should any expenditures or liabilities be incurred as noted in subsection 275(3)(c) or (d) of the Act, a report will be brought to Council identifying the financial impacts of the action.

## Report Approval Details

Document Title:	Delegation of Authority during Restricted Period (Lame Duck).docx
Attachments:	
Final Approval Date:	Jun 27, 2025

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

Prepared by Brianna Coughlin

Submitted by Susan Hirota

Approved by the Corporate Leadership Team



# Municipality of Lakeshore – Report to Council

## Corporate Services

### Financial Planning and Analysis



**To:** Mayor and Members of Council

**From:** Jessica Gaspard , Division Leader - Financial Planning and Analysis

**Date:** May 30, 2025

**Subject:** 2024 Year End (Q4) Budget to Actual Summaries

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#### Recommendation

- 1) Receive the report regarding the 2024 Year End Variances for the general (taxation funded), water and wastewater (sanitary sewer) funds;
- 2) Approve the taxation-supported surplus of \$2,284,879 for the year ended December 31, 2024;
- 3) Approve a transfer of \$1,144,627 to the Contingency Reserve;
- 4) Approve a transfer of \$487,943 to the Legal Reserve;
- 5) Approve a transfer of \$268,638 to the Winter Control Reserve;
- 6) Approve a transfer of \$117,165 to the Police - Operating Reserve;
- 7) Approve a transfer of \$50,000 to the Encumbrance – Taxation Reserve for the Workforce Development Health and Safety Audit (a one-time funded 2024 consulting expense that was not completed)
- 8) Approve a transfer of \$58,213 to the Vehicles and Equipment Reserve;
- 9) Approve a transfer of \$3,462 to the Fire Vehicles and Equipment Reserve;
- 10) Approve a transfer of \$154,831 to the Building Services – Operating Fund Reserve which will then fund the 2024 net deficit as outlined in the draft 2024 Building Services Statement
- 11) Approve a transfer of \$(616,450) representing a deficit from Water operations for the year ended December 31, 2024 from the Water Reserve Fund;
- 12) Approve a transfer of \$807,463 representing a surplus from Wastewater (sanitary sewer) operations for the year ended December 31, 2024 to the Wastewater (Sanitary Sewer) Reserve Fund; all as presented at the July 8, 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

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

The cash-based budget estimates are based on Council direction, economic trends and the best estimates and information available at the time. The actual expenditures and revenues in the various budget centers are monitored by Administration in relation to the approved budget on an ongoing basis. The year to date actual and projected results to the end of the year are reported to Council quarterly. The following report provides the final outcomes of the year ending December 31, 2024 (Q4).

## Comments

This report is provided to advise Council of the results for the 2024 fiscal year in relation to the cash-based budget. The following is a breakdown of the major variances by various rates.

## Taxation Funded Variances

The taxation-funded variance reports a surplus of \$2,284,879 as shown in **Appendix A**.

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

Below are the major components contributing to the overall surplus as of the 2024 Year End (Q4):

## Summary of 2024 Year End Variance

Category Description	Account Description	Favorable (Unfavorable)
Revenue	Surplus from Investment Income	1,653,039
	Surplus from Grant Revenue and Wage Subsidies	1,652,124
	Surplus from Ice Rental Revenue	251,683
	Surplus from Aquatics Revenue	107,232
	Surplus from Proceeds on Sale of Assets	75,383
	Shortfall in Supplementary Tax Revenue, Special Charges, and Payments in Lieu	(628,498)
	Shortfall in Building Division – Licences and Permits Revenue	(159,138)
	Shortfall in All Other Revenue Streams	(196,250)
	<b>Total Revenue: Surplus</b>	<b>\$2,755,575</b>
Expenses	Overage in Wages	(34,870)
	Savings in Training and Conferences	82,937
	Savings in Advertising and Promotion	59,659
	Savings in Travel Expense	30,085
	Savings in Interest Expense	512,926
	Savings in Debt Payments	139,154
	Savings in Municipal Tax Write Offs	103,589
	Savings in Legal Services	577,891
	Savings in Waste Collection Contract	263,068
	Savings in Salt Expense	155,669
	Savings in Winter Control Services	108,725
	Savings in OPP Contract	117,165
	Overage in Equipment Repairs & Maintenance	(147,640)
	Savings in Fuel and Oil	120,505
	Overage in Utilities	(413,194)
	Overage in Transfer to Hydro One Community Benefit Reserve	(1,877,589)
	Overage in Transfer to Working Funds Reserve	(364,433)
	Overage in Transfer to Canada Community Building Fund Reserve Fund (former Federal Gas Tax Reserve Fund)	(75,790)
	Overage in transfer to Furniture and Fixtures Reserved	(2,035)
	Savings in All Other Expenses	173,482
	<b>Total Expense: Overage</b>	<b>\$(470,696)</b>
	<b>Total Surplus</b>	<b>\$2,284,879</b>

## **Highlights of the projected results are as follows:**

### **Revenue**

The Municipality earned \$3.28M in investment income and exceeded the budget by \$1,653,039 due to strong returns from bank-held funds, reserves, development charges, tax penalties and interest.

Grant revenue and wage subsidies received totaled \$2,562,414, exceeding the budget by \$1,652,124. Of this amount, \$377,433 was attributed to wage subsidies, while \$1,877,589 was received through an agreement with Hydro One. This funding was related to two public filings of Notices of Commencement of Environmental Assessments and the initiation of construction activities associated with their project.

Ice rental and aquatics program revenues exceeded budget projections by \$251,683 and \$107,232, respectively. In 2024, the Municipality operated two ice pads year-round and introduced a third pad from September to May, representing an expansion over 2023 operations. This increase in available ice time contributed to higher rental revenue. Additionally, aquatics revenue rose due to increased pool usage, driven by higher drop-in attendance, expanded program offerings, and fewer service disruptions resulting from improved staff availability. The 2025 budget reflects these trends, with increased revenue projections aligned with the growth observed over the past two years.

Licences and Permits revenue was \$218,397 below budget, primarily due to a decline in building permit activity resulting from sanitary capacity restrictions. This trend is also reflected in the shortfall in Supplementary Tax Revenue, which was \$502,243 below budget.

### **Expenses**

Wages and benefits were over budget by \$34,870 in 2024. This variance reflects a combination of staffing changes, service expansion, and adjustments to compensation practices across several departments.

The Fire Department recorded the largest overage, at \$425,289, primarily due to changes in the salary package for VFFs achieved during approved review by council, expanded public education programming, increased overtime from higher call volumes and dual-station dispatching, and more frequent recruitment and training activities.

The Atlas Tube Recreation Centre (ATRC) exceeded its budget by \$94,858, primarily due to the expansion of ice time availability and enhanced aquatics programming. Recreation wages were over budget by \$138,056, driven by the growth of day camps, fitness programs, and other recreational offerings. The Marina Department was over

budget by \$83,465, resulting from actual seasonal hours worked exceeding budgeted levels. Additionally, all three departments experienced overages in OMERS contributions, as the inclusion of non-full time employees in the pension plan was not accounted for in the 2024 budget.

Parks and Trails exceeded its wage budget by \$57,726 due to increased labour hours required to maintain service levels and new locations, without additional staffing resources.

Public Service experienced an overage of \$56,594, driven by pension-related increases, the hiring of two additional full-time positions, longer operating hours, and the need for evening and weekend shift coverage.

Facilities was over budget by \$43,966, largely due to an incorrect wage assumption that underestimated actual hourly pay rates.

Meanwhile, several departments realized wage savings due to vacancies in key roles:

- Community Planning: \$144,739 under budget
- Engineering: \$541,384 under budget
- Building: \$36,001 under budget
- Finance: \$40,598 under budget

A mild winter season in 2024 resulted in a surplus of \$264,394 in winter control and salt costs within the general fund.

Savings in training and conference expenses were primarily due to underspending across multiple departments, including \$39,000 in Council Services, \$11,500 in Police, \$11,000 in Committees of Council, and \$15,300 in Engineering.

Advertising and promotion expenses also came in under budget, with underspending noted in Recreation (\$15,400), Communications (\$8,400), Workforce Development (\$6,800), Community Planning (\$5,200), Committees of Council (\$5,000), Legislative and Legal Services (LLS) (\$4,900), ATRC (\$3,000), Police (\$2,500), and Parks and Trails (\$1,000).

Travel expense savings were achieved across several departments as well, including Committees of Council (\$7,500), Recreation (\$4,000), Economic Development and Mobility (\$3,100), ATRC – Facilities and Fields (\$3,050), Engineering (\$3,000), Digital Transformation and Cloud Services (\$2,500), Legal and Legislative Services – Admin (\$1,225), Council Services (\$1,200), and Operations Services – Admin (\$1,000).

Interest savings were largely attributed to a \$485,000 adjustment related to the collectability of grant funding for drainage maintenance, as the grants were successfully received in 2024.

Additional savings in debt payments and municipal tax write-offs resulted from debenture tile and drainage loans, as well as planned write-offs. These had been budgeted at

\$133,841 and \$150,000 respectively, but the actions were not carried out as anticipated in 2024.

Legal services savings totaled \$487,943, driven by refunds for insurance defense costs recovered from the municipal insurer and cost awards granted by the courts.

Contract savings were realized in the waste collection contract (\$263,068) and the OPP contract (\$117,165), as actual invoiced amounts were lower than budget estimates.

Conversely, equipment repairs, and maintenance resulted in a negative variance of \$147,640. This overage was primarily due to required repairs to pool boilers and dehumidifiers, HVAC systems, and the refrigeration and ice plant.

Fuel and oil expenses came in \$120,505 under budget, primarily due to lower gas prices compared to the previous year. The 2024 budget had included a proactive \$37,000 increase to account for potential cost and usage fluctuations, which ultimately were not required.

Utility expenses were over budget by \$413,194, primarily at the Atlas Tube Recreation Centre. This was expected, as the facility operated additional ice pads and expanded aquatics and recreation programming. These increased utility costs are aligned with the corresponding rise in user fee revenues for ice rentals and aquatics. The net recovery for ATRC remained in line with expectations, with an actual recovery rate of 42.6% compared to the budgeted target of 41%.

## **Reserves**

Transfers to reserves were over budget as the Municipality received additional grant funding not anticipated in the original 2024 budget. This included \$1.87 million from the Hydro One Community Benefit and \$75,790 from the Canada Community-Building Fund. Transfers to the Working Funds Reserve reflect the reallocation of interest earned on funds held in reserve. Additional amounts were also transferred to the Furniture and Fixtures Reserve, funded by proceeds from the sale of surplus furniture and equipment.

## **Building Operations**

Annual building permit collections amounted to \$715,862 representing \$159,138 less than budgeted. This was primarily due to restrictions on sanitary capacity that has limited building activities in 2024 as reported in the Quarterly Building Activity report to Council.

Due to the cyclical nature of development, the *Building Code Act* mandates municipalities to transfer annual building-related surpluses to reserves so that in underperforming years, that reserve may be drawn upon to cover deficits. It is recommended that a transfer of \$154,831 be made from the Building Operating Reserve Fund to cover the current deficit. The projected balance in the building reserve fund following this transfer will be approximately \$316,878.

## **User Rate Supported Results**

### **Water Rate Funded Variances**

The water variance report shows a deficit of \$(616,450), as detailed in Appendix A.

The primary cause of the shortfall was water losses within the UWWS that were not billed to customers, as the water was lost between the watermain coming from UWWS and the meters. Additionally, there were variances due to a change in the billing model at UWWS, but these balanced out to zero. However, the water loss resulted in a deficit of \$210,248

There was also a combined overage of \$417,111 related to water purification chemicals, system repairs and maintenance, and materials and supplies. Specifically, water purification chemicals were over budget by \$112,578, system repairs and maintenance by \$133,323, and materials and supplies by \$171,210. These overages were due to increased material and chemical costs, a higher frequency of emergency repairs, and major system upgrades undertaken during the year. For example, approximately \$60,000 was spent on installing cellular backup for data retrieval and upgrading from a dial-up internet connection. In response to these increased costs, the 2025 budget for water purification chemicals has been raised from \$276,500 to \$461,500, and the budget for materials and supplies has increased from \$185,000 to \$275,000.

Offsetting some of these deficits was a surplus of \$373,369 in wages, primarily due to staffing vacancies.

As water services are under a self-sustaining model, the actual 2024 surplus/(deficit) will be recommended for transfer to/(from) the Water Reserve Fund as part of the year end variance report.

### **Wastewater Rate Funded Variances (Sanitary Sewage)**

The wastewater variance reports a surplus of \$807,463, as shown in Appendix A.

The increased surplus is primarily due to higher-than-expected revenue. Budgeted consumption was estimated at 2.69 million cubic meters, while actual consumption reached 2.77 million cubic meters, resulting in an additional \$138,991 in revenue. In addition, basic charge revenue saw a surplus of \$249,654, as the actual number of accounts exceeded the budgeted amount.

Further contributing to the surplus were savings in the inflow and infiltration program, amounting to \$317,638, and system repairs and maintenance, which came in \$138,558 under budget. These positive variances were partially offset by a deficit of \$260,046 in utility costs.

Another contributing factor was the delay in executing the Denis St. Pierre loan, which did not occur until December. Despite this, the related debt servicing and development

charges recovery were included in the 2024 budget. This timing difference resulted in a net surplus of \$298,511.

As wastewater services are under a self-sustaining model, any actual 2024 surplus/(deficit) will be recommended for transfer to/(from) the Wastewater Reserve Fund as part of the year end variance report.

## **Financial Impacts**

### **Taxation Supported Results:**

In accordance with the current Reserve and Reserve Fund Policy FN-389 (Appendix B), the Contingency Reserve is currently underfunded. The policy requires a balance equal to 5% of the budgeted general fund annual operating expenses, which equates to \$3,036,393 based on the 2024 levy of \$60,727,869. The forecasted balance of the reserve is \$1,422,025, resulting in a shortfall of \$1,594,368.

In addition to this, several reserve accounts are running low and may not be able to support potential 2026 budget requests or provide the financial security needed to sustain risks the reserves are designed to protect against. To return to compliance with the Municipal Reserve and Reserve Fund Policy FN-389 and to strengthen the financial sustainability of these reserves, administration recommends the following transfers:

A transfer of \$487,943 to the Legal Reserve is recommended, as these savings were generated from refunds related to insurance defense costs recovered from the municipal insurer and cost awards granted by the courts. The current balance of the Legal Reserve is \$76,293.

Administration also recommends approving a transfer of \$268,638 to the Winter Control Reserve. This transfer is made possible by savings from the 2024 winter season. Given that the 2025 winter control and salt budgets have already experienced a deficit due to severe weather in the first quarter, this transfer will help offset the shortfall. The current balance of the Winter Control Reserve is \$472,398.

A transfer of \$117,165 to the Police – Operating Reserve is also proposed. These funds represent savings from the 2024 OPP contract. In 2025, the OPP contract saw a significant increase, which was partially mitigated by a one-time billing adjustment provided by the province. Allocating this surplus to the reserve will help offset future increases in OPP billing. The current balance of the Police Operating Reserve is \$4,451.

It is further recommended to approve a transfer of \$50,000 to the Encumbrance – Taxation Reserve for the Workforce Development Health and Safety Audit. This audit was a one-time consulting expense budgeted in 2024 but was not completed during the year.



A transfer of \$58,213 to the Vehicles and Equipment Reserve is recommended, representing proceeds received from the auction of surplus vehicles and equipment. The current balance of the Vehicles and Equipment Reserve is \$(62,085.42).

Similarly, a transfer of \$3,462 to the Fire Vehicles and Equipment Reserve is proposed, reflecting proceeds from the auction of surplus fire vehicles and equipment. The current balance of the Fire Vehicles and Equipment Reserve is \$(250.32).

Finally, in accordance with the Reserve Fund Policy and the requirements of the Building Code Act, a transfer of \$154,831 to the Building Services – Operating Fund Reserve is recommended. These funds will then be used to cover the 2024 net deficit as outlined in the draft 2024 Building Services Statement. The current balance of the Building Services – Operating Fund Reserve is \$316,878.64

### **User Rate Supported Results**

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

### **Attachments**

Appendix A - Taxation Funded, Water Funded, Wastewater Funded Variance Summary  
Appendix B - Reserve and Reserve Fund Policy FN-389

### **Report Approval Details**

Document Title:	2024 Year End (Q4) Budget to Actual Summaries.docx
Attachments:	- Appendix A - Taxation Funded, Water Funded, Wastewater Funded Variance Summary.pdf - Appendix B - Reserve and Reserve Fund Policy FN-389.pdf
Final Approval Date:	Jun 17, 2025

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

Prepared by Jessica Gaspard

Submitted by Justin Rousseau

Approved by the Corporate Leadership Team

**Municipality of Lakeshore**  
**2024 Quarter 4 - Year Ended December 31, 2024**

<b>Departments/Divisions</b>	<b>Budget</b>	<b>Actual</b>	<b>\$ Variance Favourable/ (Unfavourable)</b>	<b>% Variance Favourable/ (Unfavourable)</b>
<b>Chief Administrative Office</b>				
<b>CAO Office</b>				
Net Total	(437,734)	(471,766)	(34,032)	7.77%
<b>Communications and Engagement</b>				
Net Total	(328,274)	(289,690)	38,584	-11.75%
<b>Economic Development &amp; Mobility</b>				
Net Total	(221,946)	(243,704)	(21,758)	9.80%
<b>Digital Transformation and Cloud Services</b>				
Net Total	(2,140,252)	(2,256,536)	(116,284)	5.43%
<b>Public Service</b>				
Net Total	(590,795)	(643,997)	(53,202)	9.01%
<b>Total Chief Administrative Office</b>	<b>(3,719,001)</b>	<b>(3,905,692)</b>	<b>(186,691)</b>	<b>5.02%</b>
<b>Council Services</b>				
<b>Council</b>				
Net Total	(376,762)	(364,458)	12,304	-3.27%
<b>Commitees of Council</b>				
Net Total	20,848	32,807	11,959	57.36%
<b>Total Council</b>	<b>(355,914)</b>	<b>(331,651)</b>	<b>24,263</b>	<b>-6.82%</b>
<b>Legal and Legislative Services</b>				
<b>Strategic &amp; Legal Affairs Admin</b>				
Net Total	(255,756)	(250,175)	5,581	-2.18%
<b>Legislative Services</b>				
Net Total	(406,289)	(457,385)	(51,096)	12.58%
<b>Legal Services</b>				
Net Total	(774,057)	(113,123)	660,934	-85.39%
<b>Animal Control</b>				
Net Total	(42,615)	(33,172)	9,443	-22.16%
<b>Police</b>				
Net Total	(4,840,861)	(4,692,314)	148,547	-3.07%
<b>By-Law</b>				
Net Total	(493,510)	(472,499)	21,011	-4.26%
<b>Crossing Guards</b>				
Net Total	(84,400)	(92,211)	(7,811)	9.25%
<b>Total Strategic &amp; Legal Affairs</b>	<b>(6,897,488)</b>	<b>(6,110,879)</b>	<b>786,609</b>	<b>-11.40%</b>

Departments/Divisions	Budget	Actual	\$ Variance Favourable/ (Unfavourable)	% Variance Favourable/ (Unfavourable)
<b>Growth and Sustainability</b>				
<b>Growth and Sustainability Admin</b>				
Net Total	(250,916)	(244,999)	5,917	-2.36%
<b>Community Planning</b>				
Net Total	(643,280)	(545,659)	97,621	-15.18%
<b>Building</b>				
Net Total	-	(154,831)	(154,831)	-100.00%
<b>GIS</b>				
Net Total	(117,505)	(134,575)	(17,070)	14.53%
<b>Total Growth &amp; Sustainability</b>	<b>(1,011,701)</b>	<b>(1,080,065)</b>	<b>(68,364)</b>	<b>6.76%</b>
<b>Operational Services</b>				
<b>Operational Services Admin</b>				
Net Total	(252,266)	(240,071)	12,195	-4.83%
<b>Engineering and Infrastructure</b>				
Net Total	(801,844)	(116,177)	685,667	-85.51%
<b>Public Works</b>				
Net Total	(18,027,133)	(17,447,482)	579,651	-3.22%
<b>Drainage</b>				
Net Total	(281,654)	(138,876)	142,778	-50.69%
<b>Capital Projects</b>				
Net Total	(385,041)	(359,910)	25,131	-6.53%
<b>Solid Waste</b>				
Net Total	(1,513,942)	(1,251,242)	262,700	-17.35%
<b>Total Operational Services</b>	<b>(21,261,880)</b>	<b>(19,553,758)</b>	<b>1,708,122</b>	<b>-8.03%</b>
<b>Corporate Services</b>				
<b>Corporate Services Admin</b>				
Net Total	(270,635)	(238,593)	32,042	-11.84%
<b>Workforce Development</b>				
Net Total	(724,109)	(732,875)	(8,766)	1.21%
<b>Accounting &amp; Revenue Services</b>				
Net Total	1,039,938	2,157,201	1,117,263	107.44%
<b>Financial Planning and Analysis</b>				
Net Total	(578,975)	(558,349)	20,626	-3.56%
<b>Corporate Accounts</b>				
Net Total	43,572,589	43,394,089	(178,500)	-0.41%
<b>Total Corporate Services</b>	<b>43,038,808</b>	<b>44,021,473</b>	<b>982,665</b>	<b>2.28%</b>

Departments/Divisions	Budget	Actual	\$ Variance Favourable/ (Unfavourable)	% Variance Favourable/ (Unfavourable)
<b>Community Health and Safety</b>				
<b>Community Health and Safety - Admin</b>				
Net Total	(226,593)	(217,686)	8,907	-3.93%
<b>Fire</b>				
Net Total	(2,709,928)	(3,066,894)	(356,966)	13.17%
<b>ATRC Facilities and Fields</b>				
Net Total	(2,666,192)	(3,014,632)	(348,440)	13.07%
<b>Recreation</b>				
Net Total	(557,975)	(690,924)	(132,949)	23.83%
<b>Marina</b>				
Net Total	(19,071)	(134,979)	(115,908)	607.77%
<b>Facilities (non ATRC) &amp; Properties</b>				
Net Total	(1,215,867)	(1,293,828)	(77,961)	6.41%
<b>Parks and Trails</b>				
Net Total	(2,397,198)	(2,335,607)	61,591	-2.57%
<b>Total Community Health and Safety</b>	<b>(9,792,824)</b>	<b>(10,754,549)</b>	<b>(961,725)</b>	<b>9.82%</b>
<b>Total Taxation Funded Accounts</b>	<b>-</b>	<b>2,284,879</b>	<b>2,284,879</b>	<b>100.00%</b>
<b>Rate Funded</b>				
<b>Water</b>				
Total Revenue	11,042,825	10,998,326	(44,499)	-0.40%
Wages Expense	3,460,321	3,086,953	(373,369)	-10.79%
Office Expense	160,000	167,516	7,516	4.70%
Admin Expense	1,813,963	1,807,114	(6,849)	-0.38%
Professional Services	97,200	43,007	(54,193)	-55.75%
Program Supplies	224,000	889,481	665,481	297.09%
Operating Costs	1,816,520	2,149,885	333,365	18.35%
Reserve Transfers	3,470,821	(1,130,603)	(4,601,424)	-132.57%
Total Expenses	11,042,825	7,013,353	(4,029,472)	-36.49%
<b>Total Water Surplus</b>	<b>-</b>	<b>3,984,974</b>	<b>3,984,974</b>	<b>100.00%</b>

<b>Departments/Divisions</b>	<b>Budget</b>	<b>Actual</b>	<b>\$ Variance Favourable/ (Unfavourable)</b>	<b>% Variance Favourable/ (Unfavourable)</b>
<b>Wastewater</b>				
Total Revenue	8,150,621	8,505,502	354,881	4.35%
Wages Expense	99,914	92,284	(7,630)	-7.64%
Office Expense	7,600	145	(7,455)	-98.09%
Admin Expense	5,148,992	1,179,414	(3,969,578)	-77.09%
Professional Services	2,476,450	2,495,446	18,996	0.77%
Operating Costs	1,909,604	1,751,623	(157,981)	-8.27%
Reserve Transfers	(1,491,939)	(249,608)	1,242,331	-83.27%
Total Expenses	8,150,621	5,269,304	(2,881,317)	-35.35%
<b>Total Wastewater Suprlus</b>	-	3,236,198	3,236,198	100.00%

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

## **1.0 Policy Statement**

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

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

## **2.0 Purpose**

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

### 3.0 Definitions

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

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

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

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

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

### 4.0 Scope

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

### 5.0 Policy

#### 5.1 Categories and Target Balances

##### 5.1.1 Reserves

Operating reserves

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

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

### Capital reserves

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

### **5.1.2 Discretionary Reserve Fund**

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

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

### **5.1.3 Obligatory Reserve Fund**

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

These funds will not have a targeted funding level.

## **5.2 Establishment of Reserves and Reserve Funds**

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



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

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

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

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

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

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

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

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

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

### **5.4 Allocation of Operating Surplus/Deficit**

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

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

## **5.5 Interest Allocation**

- 5.5.1** Reserve funds will be invested in accordance with the Town's investment policy. Earnings shall be credited to each separate reserve bank account that invested the funds. Where multiple reserve funds are included in one bank account, interest shall be allocated to reserve funds on a monthly basis based on the actual balance of the reserve fund.
- 5.5.2** Reserves shall not be allocated interest, and interest earned on reserves shall be reported as earnings of the operating fund.

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

## **5.7 Amending or Closing Reserves and Reserve Funds**

- 5.7.1** If the purpose or purposes for which the reserve or reserve fund was created require amendment, the Director of Finance shall report to Council with a recommendation to amend the purpose or purposes for the reserve or reserve fund.
- 5.7.2** If the purpose or purposes for which the reserve or reserve fund was created have been accomplished and or the reserve or reserve fund is determined to be no longer necessary, the Director of Finance shall report to Council with recommendations on:
- a) The closure of the reserve or reserve fund
  - b) The disposition of any remaining funds
  - c) The necessary amendment to any related By-law
- 5.7.3** A resolution of Council will be required to amend or close a reserve or reserve fund.

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

## **6.0 Responsibilities**

### **6.1 Municipal Council shall:**

- 6.1.1** In accordance with the Municipal Act 2001, Section 224 develop and evaluate policies, ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place and maintain the financial integrity of the municipality.
- 6.1.2** Establish new reserves, close existing reserves when no longer required, amalgamate reserves, transfer funds to and from reserves via the budget process, and transfer funds to and from reserves through Council resolution not addressed during the budget process.

### **6.2 Chief Administrative Officer shall:**

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

### **6.3 Director of Finance / Treasurer shall:**

- 6.3.1** Develop and update this policy as necessary and present changes to Council;
- 6.3.2** Manage the Town's reserves and reserve funds in accordance with their purpose and any or all conditions and/or restrictions placed upon them by Council and or governing agreements and legislation and shall ensure they continue to be aligned with Council's goals and objectives;
- 6.3.3** Recommend strategies for the adequacy of reserve levels; and
- 6.3.4** Report to Council the reserve balances and forecast as part of the annual budget approval process.

### **6.4 Department Directors shall:**

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

## **7.0 Consequences**

### **7.1 Failure to adhere to this policy may result in:**

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

## **8.0 References**

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

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

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

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

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



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

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

**Notice of Motion submitted by Councillor Kerr regarding Amendment to Procedure By-law**

That Administration bring forward the action steps needed for Council to take to modernize the Procedural Bylaw to allow residents/concerned citizens etc. to speak on Consent Agenda Items in the Regular Council Agenda at that particular Regular Council Meeting.

# **Municipality of Lakeshore**

## **By-law 46-2025**

### **Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-02-2025)**

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

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

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

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

1. Schedule "A", Map 24, Map 25, Map 27, and Map 28 to By-law 2-2012 is amended as follows:
  - a) The zoning classification of the retained farmland resulting from a severance of the property municipally known as 1370 Lakeshore Road 203, and legally described as Part of Lot 7, Concession North of Middle Road, Maidstone, designated as Part 1 on Plan 12R24098, save and except Part 1 on Plan 12R30038, being part of the PIN 75013-0137(LT), is changed from Agriculture (A) to Agriculture Zone Exception 1 (A-1). This area is shown hatched on Schedule "A" attached to and forming part of this by-law, for reference only.
2. This by-law shall come into force and take effect in accordance with Section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13.

Read and passed in open session on July 8, 2025.

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**Mayor  
Tracey Bailey**

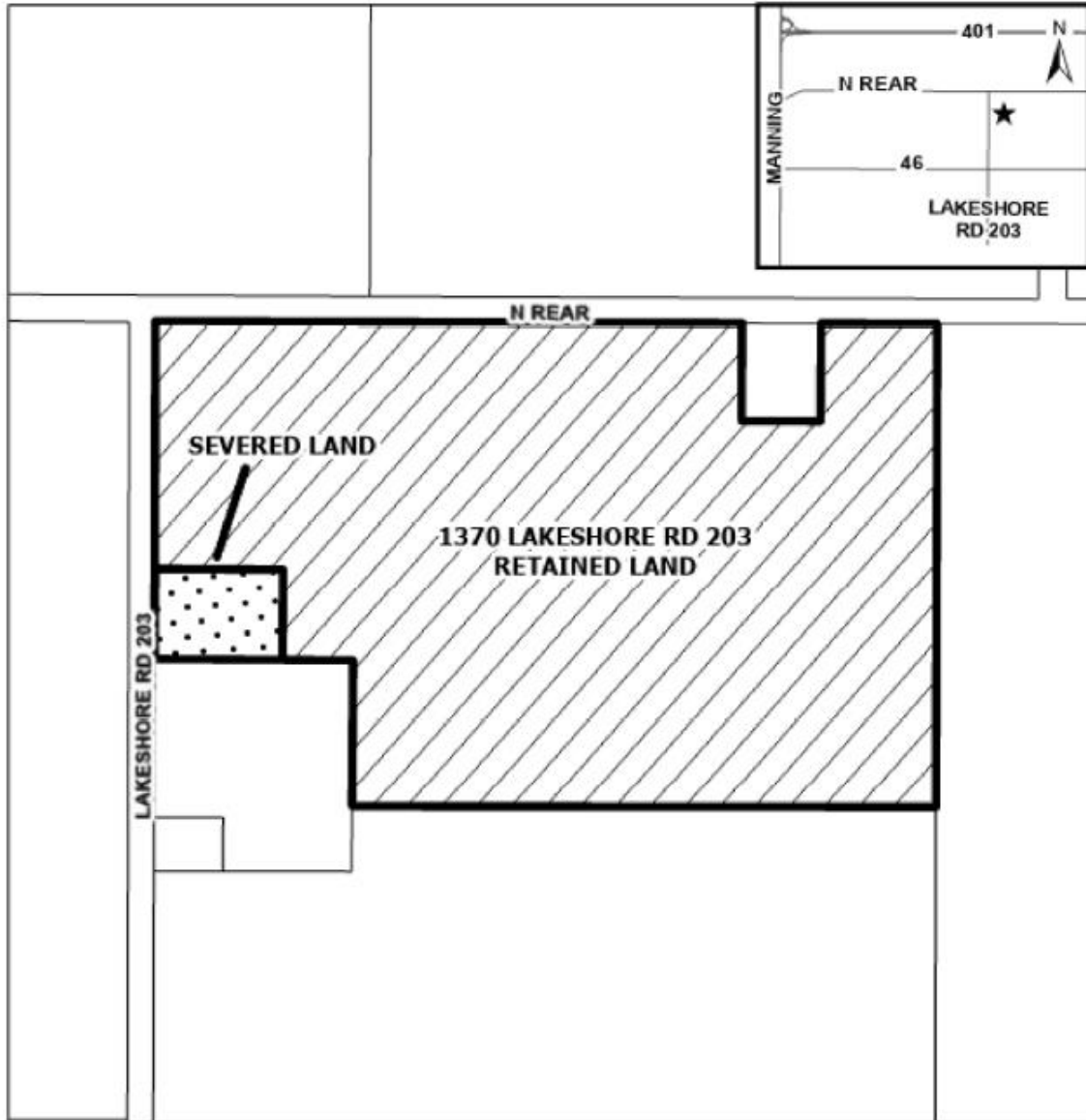
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**Clerk  
Brianna Coughlin**

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

**Schedule “A”  
to By-law 46-2025**

Part of Lot 7, Concession North of Middle Road, Maidstone, designated as Part 1 on Plan 12R24098, save and except Part 1 on Plan 12R30038, being part of the PIN 75013-0137(LT)



Amend from “Agriculture (A)” to “Agriculture Zone Exception 1 (A-1)”.

# **Municipality of Lakeshore**

## **By-law 47-2025**

### **Being a By-law to amend By-law 2-2012, Zoning By-law for the Municipality of Lakeshore (ZBA-03-2025)**

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

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

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

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

1. Schedule "A", Map 77 and Map 95 to By-law 2-2012 is amended as follows:
  - a) The zoning classification of the retained farmland resulting from a severance of the property municipally known as 15709 Lakeshore Road 309, and legally described as Part of Lot 15, Concession 9, Tilbury, save and except Part 1 on Plan 12R30124, being part of the Property Identifier Number 75080-0080(LT), is changed from Agriculture (A) to Agriculture Zone Exception 1 (A-1). This area is shown hatched on Schedule "A" attached to and forming part of this by-law, for reference only.
2. This by-law shall come into force and take effect in accordance with Section 34 of the *Planning Act*, R.S.O. 1990, c. P. 13.

Read and passed in open session on July 8, 2025.

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**Mayor  
Tracey Bailey**

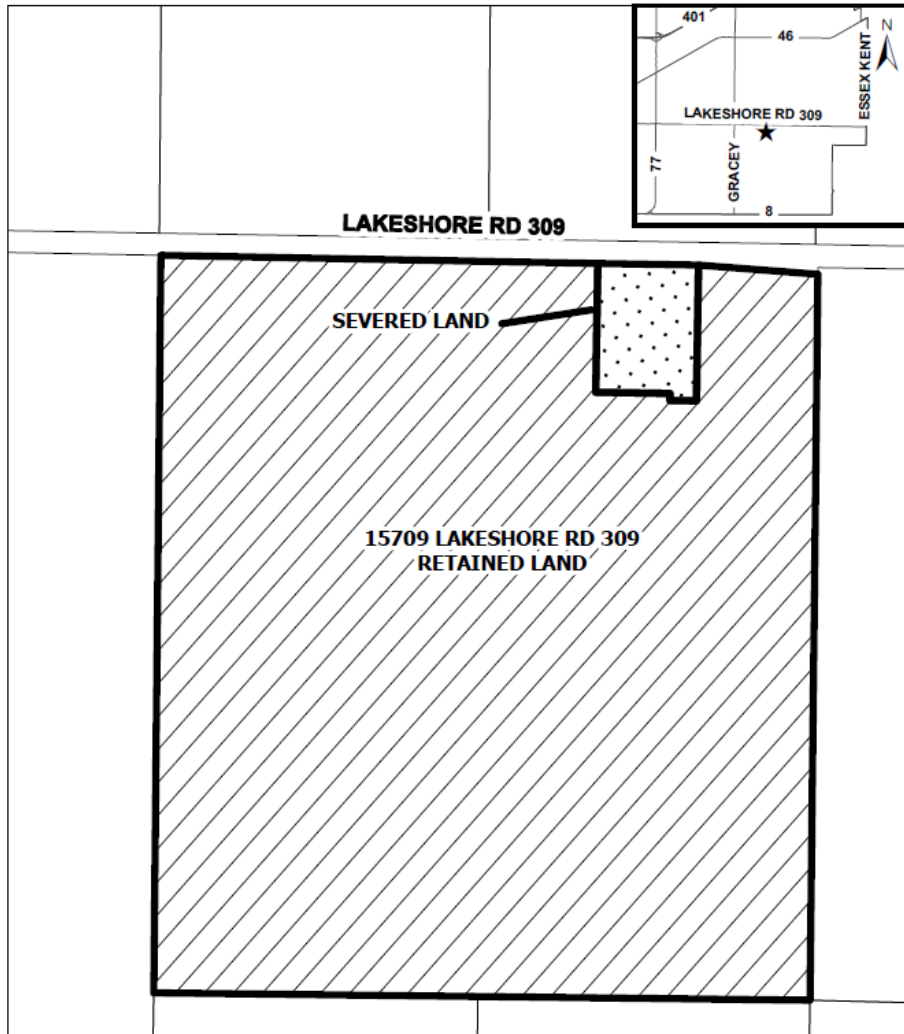
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**Clerk  
Brianna Coughlin**

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

**Schedule “A”  
to By-law 47-2025**

Part of Lot 15, Concession 9, Tilbury, save and except Part 1 on Plan 12R30124,  
being part of the Property Identifier Number 75080-0080(LT)



Amend from “Agriculture (A)” to “Agriculture Zone Exception 1 (A-1)”.

# **Municipality of Lakeshore**

## **By-law 48-2025**

### **Being a By-law to amend By-law 2-2012, the Zoning By-law for the Municipality of Lakeshore (ZBA-23-2024)**

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

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

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

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

1. Schedule "A", Map 30 to By-law 2-2012 is amended as follows:

- a) The zoning classification for the lands identified in "Schedule A", which corresponds to the 12 severed lots that were approved with conditions under Consent Applications (File Number B/16/2013 to B/27/2023), and legally described as Part of Lot 1 Concession West of Ruscom River, Rochester, designated as Parts 1 to 19 and Part 28 on Plan 12R29655, being Part of the Property Identifier Numbers 75050-0054(LT), 75050-0057(LT), 75050-0058(LT), 75050-0059(LT), 75050-0060(LT), 75050-0061(LT), 75050-0063(LT), 75050-0125(LT), 75050-0126(LT) and 75050-0127(LT); Lakeshore is changed from "Hamlet Commercial Exception 1 (HC-1)" to "Hamlet Residential (HR)". This area is shown hatched on Schedule "A" attached to and forming part of this by-law, for reference only.

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

Read and passed in open session on July 8, 2025.

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**Mayor  
Tracey Bailey**

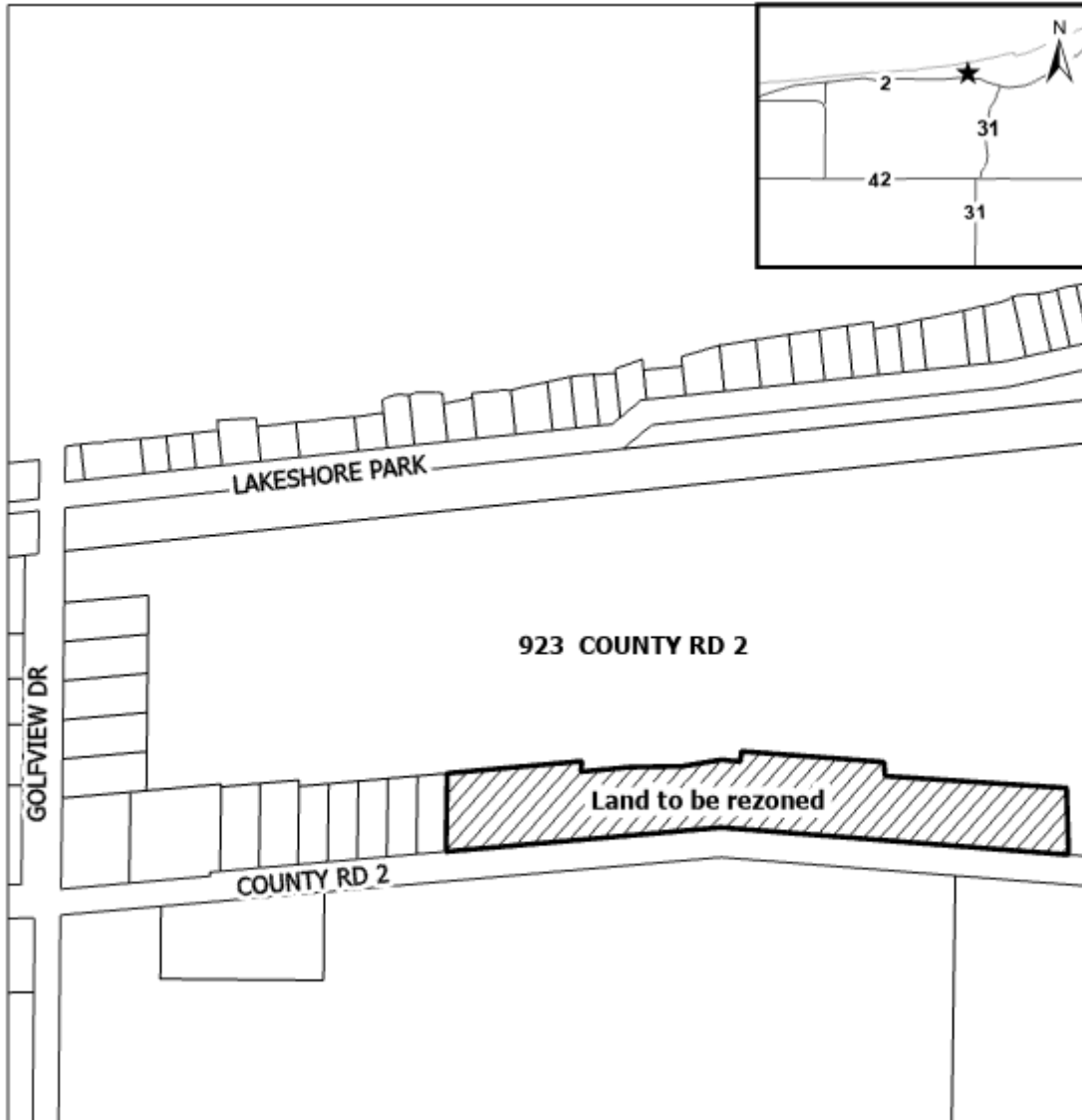
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**Clerk  
Brianna Coughlin**

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



**Schedule “A”  
to By-law 48-2025**



 Amend from “Hamlet Commercial Exception 1 (HC-1)” to “Hamlet Residential (HR)”.

# **Municipality of Lakeshore**

## **By-law 51-2025**

### **Being a By-law to Delegate Certain Authorities During a Restricted Period During the 2026 Municipal Election**

**Whereas** section 275(1) of the *Municipal Act, 2001*, S.O. 2001, c. 25, states that a council of a local municipality shall not take certain actions after the first day during the election for a new council on which it can be determined that one of the following applies to the new council that will take office following the election:

1. If the new council will have the same number of members as the outgoing council, the new council will include less than three-quarters of the members of the outgoing council.
2. If the new council will have more members than the outgoing council, the new council will include less than three-quarters of the members of the outgoing council or, if the new council will include at least three-quarters of the members of the outgoing council, three-quarters of the members of the outgoing council will not constitute, at a minimum, a majority of the members of the new council.
3. If the new council will have fewer members than the outgoing council, less than three-quarters of the members of the new council will have been members of the outgoing council or, if at least three-quarters of the members of the new council will have been members of the outgoing council, three-quarters of the members of the new council will not constitute, at a minimum, a majority of the members of the outgoing council.

**And whereas** section 275(2) of the *Municipal Act, 2001* provides that if a determination under subsection(1) is made:

- a) after nomination day but before voting day, the determination shall be based on the nominations to the new council that have been certified and any acclamations made to the new council; or
- b) after voting day, the determination shall be based on the declaration of the results of the election including declarations of election by acclamation;

**And whereas** section 275(3) of the *Municipal Act, 2001* provides that the restricted actions referred to in subsection (1) are:

- a) the appointment or removal from office of any officer of the municipality;
- b) the hiring or dismissal of any employee of the municipality;

- c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) making any expenditures or incurring any other liability which exceeds \$50,000;

**And whereas** Council deems it necessary to delegate certain limited authority for the purpose of ensuring the efficient operation of the Municipality in the event that Council is restricted as a result of section 275 of the *Municipal Act, 2001*, as recommended by the Division Leader – Legislative Services at the July 8, 2025 Council meeting;

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

1. The delegated authorities identified in sections 4, 5 and 6 shall only come into effect if Council is restricted pursuant to section 275 of the *Municipal Act, 2001*.

### **Interpretation**

2. In this by-law:

“Nomination Day” means the third Friday in August in the year of the election. For the 2026 municipal election, Nomination Day is August 21, 2026 at 2:00 PM.

“Voting Day” means the day on which the final vote is to be taken in an election. For the 2026 municipal election, Voting Day is October 26, 2026.

3. The delegations of authority in sections 4, 5 and 6 operate in addition to any other delegations of authority made by by-law, Council policy, or resolution. No delegation of authority in this by-law shall constrain or limit in any manner whatsoever any delegation of authority existing in any other by-law, Council policy, Council resolution, or otherwise available by law. In the event of inconsistency between this by-law and any other by-law or resolution, the provision that more broadly delegates authority shall prevail.

### **Delegation of Authority**

4. The Chief Administrative Officer is delegated authority to make expenditures or incur liabilities exceeding \$50,000 that were not included in the most recent budget adopted by the Council before Nomination Day. This authority shall include the award of tenders and proposals conducted in accordance with the Municipality’s Procurement By-law.
5. The Chief Administrative Officer is delegated authority, including authority to execute an agreement of purchase and sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal, and that were not included in the most recent budget adopted by the Council before Nomination Day.

6. The Chief Administrative Officer is delegated authority to:
  - (a) appoint or remove from office, any officer of the municipality; and,
  - (b) hire or dismiss any employee of the municipality.
7. The Chief Administrative Officer shall inform Council of the exercise of an authority delegated under this by-law by way of an information report presented at a Regular Meeting of Council as soon as possible following the exercise the delegated authority.
8. This by-law shall come into force upon passage.
9. This by-law shall be referred to as the “Restricted Acts during an Election By-law”.

Read and passed in open session on July 8, 2025.

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**Mayor  
Tracey Bailey**

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**Clerk  
Brianna Coughlin**

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

**Municipality of Lakeshore**

**By-law 52-2025**

**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 24, 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 July 8, 2025.

\_\_\_\_\_  
**Mayor  
Tracey Bailey**

\_\_\_\_\_  
**Clerk  
Brianna Coughlin**

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