



THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES
REGULAR COUNCIL MEETING
AGENDA

Meeting #: 20-2017
Date: Tuesday, December 12, 2017
Time: 4:00 p.m.
Location: Legacy Centre - Thomas Hall, Thedford

Pages

1. Call to Order

2. Closed Session

There are no items for the Closed Session.

3. Open Session

3.1 Report of Closed Session

3.2 Declaration of Pecuniary Interest

3.3 Approval of the Agenda

RECOMMENDATION:

THAT the December 12, 2017 Council meeting agenda as presented be approved.

3.4 Adoption of Minutes of Previous Council Meeting

8 - 16

RECOMMENDATION:

THAT the minutes of the November 28, 2017 Council meeting as presented be adopted.

3.5 Councillor Reports

3.6 Presentations

- 3.6.1 Glenn Hogan - Request for Snow Removal on the Rotary Trail between Pinedale and Pinetree Streets 17 - 18**

RECOMMENDATION:

THAT the presentation from Glenn Hogan requesting snow removal on the Rotary Trail between Pinedale and Pinetree Streets be received.

- 3.6.2 Christina Quek and Paul Buttery - Lambton Public Health, County of Lambton - Healthy Community Checklist 19 - 54**

RECOMMENDATION:

THAT the presentation for Lambton Public Health, County of Lambton on a Healthy Community Checklist be received for information.

- 3.6.3 Proposed Water and Wastewater Rates 55 - 74**

Steve Burns making a presentation on the proposed water and wastewater rates.

RECOMMENDATION:

THAT the presentation made by Steve Burns of BM Ross regarding proposed water and wastewater rates be received.

- 3.6.3.1 Report TR 37-2017 - Water and Wastewater Rates and Water Financial Plan 75 - 106**

RECOMMENDATION:

THAT Report TR 37-2017 regarding future Water and Wastewater Rates and an updated Water Financial Plan be received; and

THAT the Water Works Financial Plan 2017-2022 Memo and The Wastewater Rate Review memo from B.M.Ross and Associates Ltd. be received; and

THAT Council approves Cost Recovery Option 3 for Water Rates; and

THAT Council approves Cost Recovery Option 3 for Wastewater Rates; and

THAT the pertinent by-law to establish water and wastewater rates for 2018 be brought forward to the January 16, 2018 meeting.

3.7 Delegations

3.8	Consideration of Correspondence, Petitions, Committee Minutes and Staff Reports	
3.8.1	Decisions from the November 22, 2018 Committee of Adjustment Meeting	107 - 123
3.8.2	Report DCS 72-2017 - Thedford Spray Pad and Skate Park Update	124 - 126
3.8.3	Report DCS 73-2017 - Thedford Ball Diamond	127 - 128
	RECOMMENDATION: THAT Agenda items # 3.8.1, 3.8.2 and 3.8.3 be received for Council information.	
3.8.4	Report CAO 14-2017 - Lambton Shores Emergency Management Program Update	129 - 130
	RECOMMENDATION: THAT CAO 14-2017 Report updating the Lambton Shores Emergency Management Program be received; and THAT the pertinent by-laws to update the Lambton Shores Emergency Management Program be approved.	
3.8.5	Report PL 43-2017 - Zoning By-law Amendment Application ZO-03/2016 for Chris Schmid and Tammy Fleet-Schmid - Lakeshore Road	131 - 135
	RECOMMENDATION: THAT Report PL 43-2017 relating to the Implementing By-law for Zoning By-law Amendment Application ZO-03/2016 submitted by Chris Schmid and Tammy Fleet-Schmid be received; and THAT the implementing by-law be approved.	
3.8.6	Report PL 44-2017 - Zoning By-law Amendment Application ZO-04/2017 for John and Charles McClemont - Lot 109, Registered Plan 433	136 - 140
	RECOMMENDATION: THAT Report PL 44-2017 relating to the Implementing By-law for Zoning By-law Amendment Application ZO-04/2017 submitted by John Michael McClemont and Charles Joseph McClemont be received; and THAT the implementing by-law be approved.	

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|--------|--|-----------|
| 3.8.7 | <p>Report PL 45-2017 - Zoning By-law Amendment Application ZO-12/2017 for Arkona Lions Club - 7297 Arkona Road</p> <p>RECOMMENDATION:
 THAT Report PL 45-2017 relating to the Implementing By-law for Zoning By-law Amendment Application ZO-12/2017 submitted by Arkona Lions Club be received; and</p> <p>THAT the implementing by-law be approved.</p> | 141 - 143 |
| 3.8.8 | <p>Report PL 46-2017 - Zoning by-law Amendment Application ZO-11/2017 for Neyla Inc. - 101 Broadway Street, Forest</p> <p>RECOMMENDATION:
 THAT Report PL 46-2017 relating to the Implementing By-law for Zoning By-law Amendment Application ZO-11/2017 submitted by Adrian Roelands on behalf of the Owners, Neyla Inc, be received; and</p> <p>THAT the implementing by-law be approved.</p> | 144 - 146 |
| 3.8.9 | <p>Report PL 47-2017 - A Request from Brent Hillier for an Amendment to By-law 67 of 2001 (Property Standards By-law) to Allow a Dwelling to be Constructed in a Residential Area Using Shipping Containers Lot 51, Registered Plan 522, Nipigon Street Port Fra</p> <p>RECOMMENDATION:
 THAT Report PL 47-2017 relating to the request from Brent Hillier for an amendment to the By-law 67 of 2001 (Property Standards By-law) in order to construct a dwelling using shipping containers, be received; and</p> <p>THAT Council provide direction to Staff on this matter.</p> | 147 - 153 |
| 3.8.10 | <p>Report DCS 74-2017 - Grand Bend Area Joint Sewage Board 2018 Budget</p> <p>RECOMMENDATION:
 THAT Report DCS 74-2017 regarding the “Grand Bend Area Joint Sewage Board 2018 Budget” be received, and;</p> <p>THAT the Grand Bend Area Joint Sewage Board 2018 Budget be approved as presented.</p> | 154 - 157 |

3.8.11 Report CL 40-2017 - Appointments to Boards and Committees 158 - 162

RECOMMENDATION:

THAT Report CL 40-2017 regarding Appointments to Boards and Committees be received; and

THAT By-Law 109 of 2017 being a by-law to appoint members of the public to the Committees of Council be approved; and

THAT By-Law 110 of 2017 being a by-law to appoint Council members to Committees and other Boards be approved.

3.9 Notice of Motion

There were no notices of motion submitted.

3.10 Emergent Issues

RECOMMENDATION:

THAT Council recess at p.m.

3.11 Statutory Public Meetings

3.11.1 Court of Revision for the Golf Course Drain

RECOMMENDATION:

THAT the Council meeting adjourns at p.m. for the Court of Revision on the Golf Course Drain.

RECOMMENDATION:

THAT the Council meeting reconvenes at p.m.

3.11.1.1 Report CL 39-2017 - Information on the Court of Revision for the Golf Course Drain 163 - 165

RECOMMENDATION:

THAT Report CL 39-2017 providing information on the Court of Revision for the Golf Course Drain be received for information.

3.11.2 Public Meeting to Present and Obtain Public Input on the Municipality's Proposed Development Charges By-law and Background Study

Lisa Courtney and Matt Pearson making a presentation on the proposed DC charges.

RECOMMENDATION:

THAT the Council meeting adjourns at p.m. for a Public Meeting to discuss proposed development charges.

RECOMMENDATION:

THAT the Public Meeting to discuss proposed development charges closes at p.m.

3.11.2.1	Report TR 38-2017 - 2018 Proposed Development Charges - Public Meeting	166 - 212
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RECOMMENDATION:

THAT Report TR-38-2017 regarding the 2017 Development Charges Background Study and proposed 2018 Development Charge By-law be received.

3.12 By-laws and Resolutions

3.12.1	By-law 107-2017 - Adopting an Emergency Management Plan and Program	213 - 248
3.12.2	By-law 108-2017 - Appointing Members to an Emergency Management Program Committee	249
3.12.3	By-law 109 of 2017 - Appoint Members of the Public to Committees of Council	250
3.12.4	By-law 110-2017 - Appoint Council Members to Committees and Other Boards	251 - 252
3.12.5	By-law 111-2017 - Establishing Various Fees and Charges or Services Provided by the Municipality of Lambton Shores	253 - 260
3.12.6	By-law 112-2017- Zoning By-law Amendment - Schmid	261 - 267
3.12.7	By-law 113-2017 - Zoning By-law Amendment - McClemont	268 - 274
3.12.8	By-law 114-2017 - Zoning By-law Amendment - Arkona Lions Club	275 - 279
3.12.9	By-law 115-2017 - Zoning By-law Amendment - Nelya Inc. - Roelands	280 - 284

RECOMMENDATION:

THAT By-laws 107-20017 through 116-2017 be read a first, second and third time, passed and signed by the Mayor and Clerk.

3.13 Adjournment

RECOMMENDATION:

THAT the December 12, 2017 Council meeting adjourn at p.m.



**THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES
REGULAR COUNCIL MEETING
MINUTES**

Tuesday, November 28, 2017
6:00 p.m.

Members Present: Mayor Bill Weber
Deputy Mayor Doug Cook
Councillor Dave Maguire
Councillor Dan Sageman
Councillor Ronn Dodge
Councillor Rick Goodhand
Councillor James Finlay
Councillor Jeff Wilcox

Regrets: Councillor Gerry Rupke

Staff Present: Kevin Williams, Chief Administrative Officer
Stephanie Troyer-Boyd, Clerk
Janet Ferguson, Treasurer
Stephen McAuley, Director of Community Services
Patti Richardson, Planner

1. Call to Order

Mayor Weber called the meeting to order at 6:00 pm.

2. Closed Session

Councillor Goodhand requested a recorded vote.

17-1127-01 Moved By: Councillor Wilcox
Seconded By: Councillor Sageman

THAT Council move into Closed Session at 6:01 p.m. to discuss a proposed or pending acquisition or disposition of land by the municipality or local board (land acquisition) and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (Park Lane) in accordance with Section 239 (2)(c) and (f) of the Municipal Act, S.O. 2001, c.25 as amended.

	Yea	Nay
Mayor Bill Weber	√	
Deputy Mayor Doug Cook	√	
Councillor Dave Maguire	√	
Councillor Dan Sageman	√	
Councillor Gerry Rupke		
Councillor Jeff Wilcox	√	
Councillor James Finlay		√
Councillor Rick Goodhand		√
Councillor Ronn Dodge	√	

Carried

17-1127-01 Moved By: Councillor Dodge
Seconded By: Councillor Maguire

THAT the November 28, 2017 Closed Session adjourn at 6:52 p.m.

Carried

3. Open Session

Councillor Goodhand refrained from voting on this item as he had declared a pecuniary interest on the Closed Session agenda item 4.1

3.1 Report of Closed Session

17-1127-02 Moved By: Councillor Maguire
Seconded By: Deputy Mayor Cook

THAT staff proceed as directed in Closed Session.

Carried

3.2 Declaration of Pecuniary Interest

Councillor Maguire – Item 3.9.6 – Director on the Grand Bend Art Centre Board
Deputy Mayor Cook – Items 3.6.1 and 3.9.4 – Member of Arkona Lions Club
Councillor Goodhand - Item 4.1 of Closed Session agenda – family member has interest in property.

3.3 Approval of the Agenda

17-1127-03 Moved By: Councillor Goodhand
Seconded By: Councillor Dodge

THAT the November 28, 2017 Council meeting agenda be approved with the addition of an emergent issue dealing with the reconstruction of Hwy 21 in Forest. **Carried**

3.4 Adoption of Minutes of Previous Council Meeting

3.4.1 Council Meeting - November 28, 2017

17-1127-04 Moved By: Councillor Maguire
Seconded By: Councillor Goodhand

THAT the minutes of the November 7, 2017 Council meeting as presented be adopted. **Carried**

3.5 Councillor Reports

Councillors reported on items of interest to the community.

3.6 Statutory Public Meetings

Having declared a pecuniary interest, Deputy Mayor Cook left the table.

3.6.1 Public Meeting - Zoning By-law Amendment Application ZO-12/2017 for Arkona Lions Club - 7297 Arkona Road (See Report PL 42-2017)

17-1127-05 Moved By: Councillor Wilcox
Seconded By: Councillor Goodhand

THAT the Council meeting adjourns at 7:07 p.m. for a Public Meeting held under the Planning Act to hear an application for Zoning By-law Amendment Application ZO-12/2017 for Arkona Lions. **Carried**

Planner Patti Richardson presented her report in support of the application.

There were no members of the public wishing to speak to this application

17-1127-06 Moved By: Councillor Dodge
Seconded By: Councillor Sageman

THAT the public meeting close and the regular Council meeting reconvene at 7:15 p.m. **Carried**

Deputy Mayor Cook returned to the table.

3.7 Presentations

There were no presentations scheduled on November 27, 2017.

3.8 Delegations

There were no delegations scheduled on November 27, 2017.

3.9 Consideration of Correspondence, Petitions, Committee Minutes and Staff Reports

3.9.1 Minutes of the Court of Revision for the Lake Smith No. 1 Drain held November 7, 2017

3.9.2 Memo to Council - Procedural Update regarding Vibrancy Fund Matter

3.9.3 Report TR 36-2017 - 2018 Ontario Municipal Partnership Fund Allocation

17-1127-07 Moved By: Councillor Wilcox

Seconded By: Councillor Sageman

THAT the Agenda Items 3.9.1 to 3.9.3 be received for Council information. **Carried**

Corporate and Strategic

3.9.4 CAO Report 13-2017 - Information Related to a Drain Issue at 38 Park Lane, Forest

Councillor Goodhand requested a recorded vote.

17-1127-08 Moved By: Councillor Wilcox

Seconded By: Councillor Sageman

THAT Report CAO 13-2017 regarding the information related to a drain issue at 38 Park Lane in Forest be received.

	Yea	Nay
Mayor Bill Weber	√	
Deputy Mayor Doug Cook	√	
Councillor Dave Maguire	√	
Councillor Dan Sageman	√	
Councillor Gerry Rupke		
Councillor Jeff Wilcox	√	
Councillor James Finlay		√
Councillor Rick Goodhand		√
Councillor Ronn Dodge		√

Carried

Planning

Having declared a pecuniary interest, Deputy Mayor Cook left the table.

**3.9.5 Report PL 42-2017 – Zoning By-law Amendment Application
ZO-12/2017 for Arkona Lions – 7297 Arkona Road
17-1127-09 Moved By: Councillor Sageman
Seconded By: Councillor Maguire**

THAT Report PL 42-2017 relating to to Zoning By-law Amendment Application ZO-12/2017, submitted by the Arkona Lions Club be received; and

THAT Zoning By-law Amendment Application ZO-12/2017, submitted by the Arkona Lions Club, respecting lands known as 7297 Arkona Road, Arkona, to amend the existing Commercial 2 (C2) zoning on the lands to a site specific Open Space 2.4 (OS2-4) Zone to permit a private or public park as a permitted use on the lands be APPROVED subject to the Implementing By-law including the following:

1. That prior to the site being converted to a private or public park a Record of Site Conditions be registered in the Environmental Site Registry

Carried

Deputy Mayor Cook returned to the table.

Community Services**3.9.6 Report DCS 68-2017 - Vibrancy Fund Applications**

Having declared a pecuniary interest, Councillor Maguire left the table.

17-1127-10 Moved By: Councillor Goodhand
Seconded By: Councillor Sageman

THAT Motion 17-1107-19 being "THAT the 16 eligible projects and the requests from the Grand Bend Area Health Services Foundation and Optimist Club of Forest be approved using the prorated amounts up to a maximum of \$94,122.00" be lifted from the table.

Carried

17-1107-19 Moved By: Councillor Goodhand
Seconded By: Councillor Sageman

THAT the 16 eligible projects and the requests from the Grand Bend Area Health Services Foundation and Optimist Club of Forest be approved using the prorated amounts up to a maximum of \$94,122.00.

At the joint request of Councillors Goodhand and Sageman, Motion 17-1107-19 was withdrawn.

Councillor Goodhand requested a recorded vote.

17-1128-11 Moved By: Councillor Goodhand
Seconded By: Councillor Finlay

THAT the 16 eligible projects be approved using the pro-rated amounts up to a maximum of \$ 94,122.00.

	Yea	Nay
Mayor Bill Weber		√
Deputy Mayor Doug Cook		√
Councillor Dave Maguire	√	
Councillor Dan Sageman		√
Councillor Gerry Rupke		
Councillor Jeff Wilcox		√

Councillor James Finlay	√	
Councillor Rick Goodhand	√	
Councillor Ronn Dodge		√

Defeated

17-1127-12 Moved By: Councillor Wilcox
Seconded By: Councillor Sageman

THAT Report DCS 68-2017 regarding the "Vibrancy Fund Applications" be received; and

THAT the 11 highest scoring projects totaling \$93,770.83 be approved for 2018 Vibrancy Grant funding.
Carried

3.9.7 Report DCS 69-2017 - Esli Dodge Conservation Area Wedding Reception Request

17-1127-13 Moved By: Deputy Mayor Cook
Seconded By: Councillor Maguire

THAT Report DCS 69-2017 regarding the "Esli Dodge Conservation Area Wedding Reception Request" be received; and

THAT the Outdoor Event Application submitted by Ms. Mary Hiebert to host a wedding reception on the island at the Esli Dodge Conservation Area on August 11, 2018 be approved; and

THAT Council provides an exemption to Policy 067 Outdoor Events to allow amplified music until midnight (12:00 a.m.) during the wedding.
Carried

3.10 Notice of Motion

There were no notices of motion brought forward.

3.11 Emergent Issues

Councillor Goodhand had requested that the reconstruction of Hwy 21 in Forest be added as an emergent issue.

Deputy Mayor Cook requested a recorded vote.

17-1127-14 Moved By: Councillor Goodhand
Seconded By: Councillor Dodge

THAT staff prepare a detailed report on the status of project, what has been constructed and what should be constructed with regarding to elevations and laterals pre and post construction.

	Yea	Nay
Mayor Bill Weber		√
Deputy Mayor Doug Cook		√
Councillor Dave Maguire	√	
Councillor Dan Sageman		√
Councillor Gerry Rupke		
Councillor Jeff Wilcox		√
Councillor James Finlay	√	
Councillor Rick Goodhand	√	
Councillor Ronn Dodge		√

Defeated

3.12 By-laws and Resolutions

3.12.1 By-law 95-2017 - Authorize Drainage Works - Lake Smith No. 1 Drain - 3rd Reading

3.12.2 By-law 106-2017 - Confirming Resolutions to Date

17-1127-15 Moved By: Councillor Sageman
Seconded By: Councillor Maguire

THAT By-law 95-2017 be read a third time, passed and signed by the Mayor and Clerk; and

THAT By-law 106-2017 be read a first, second and third time, passed and signed by the Mayor and Clerk.

Carried

3.13 Adjournment

17-1127-16 Moved By: Councillor Goodhand
Seconded By: Councillor Sageman

THAT the November 28, 2017 Council meeting adjourn
at 7:39 p.m. **Carried**

MAYOR WEBER AND COUNCIL .

I AM HERE WITH CONCERNED RESIDENTS TO PRESENT OUR PETITION TO YOU ASKING THAT THE BOUNDARIES BE EXTENDED TO INCLUDE PERMANENT SNOW REMOVAL ON THE ROTARY TRAIL BETWEEN PINEDALE AND PINETREE STREETS .

WE WOULD LIKE YOU TO CONSIDER THE FOLLOWING :

1. IT SHOULD BE A GIVEN THAT OUR COMMUNITY OF GRAND BEND , THAT NEEDS SENIORS AND FAMILIES TO GROW OUR ECONOMY , WOULD NEED THE ONLY WALKING PATH AVAILABLE TO RESIDENTS CLEARED OF SNOW WHEN REQUIRED .

2. IT IS IRRESPONSIBLE , FROM A PUBLIC SECURITY AND SAFETY PERSPECTIVE , TO FORCE RESIDENTS TO WALK ON THE SIDE OF HIGHWAY 21 . THIS AT A TIME WHEN THIS TRAFFIC CORRIDOR HAS EXPERIENCED AN INCREASING NUMBER OF TRUCKS USING IT . OF LATE THEY HAVE CAUSED A NUMBER FATALITIES ON ONTARIO HIGHWAYS .

3. I SPOKE TO A PLOUGH OPERATOR AND HIS COMMENTS WERE " IT IS EASY TO DO " . THE CHANGE IN POLICY CAME FROM HIS SUPERIORS . CLEARLY NOT AN ISSUE FROM A SNOW PLOUGH OPERATOR PERSPECTIVE .

4. THE LEGAL AGREEMENT BETWEEN THE MINISTRY OF TRANSPORTATION (MTO) AND THE ROTARY CLUB OF GRAND BEND OUTLINES THE FOLLOWING :

4. MAINTENANCE AND REPAIR

4.3 IN ADDITION LAMBTON SHORES AND THE MTO WILL NOT BE MAINTAINING THE TRAIL DURING THE WINTER SEASON . HOWEVER IT ALSO SAYS " SHOULD MAINTENANCE ISSUES OCCUR ALONG THE TRAIL AND ENTRANCEWAYS DURING THE WINTER SEASON ALL EFFORTS AND COSTS ASSOCIATED WITH RESOLVING THESE ISSUES SHOULD BE THE RESPONSIBILITY OF LAMBTON SHORES .

5. LAMBTON SHORES CUTS THE GRASS DURING THE SUMMER SEASON BETWEEN THE ROAD AND THE TRAIL . WHY IS THIS REGULARLY DONE WHILE CLEANING THE SNOW OFF THE TRAIL RIGHT NEXT TO IT IS UNACCEPTABLE ? THIS SEEMS ILLOGICAL AND INCONSISTANT FROM A POLICY PERSPECTIVE .

6. I HAVE LIVED IN WEE LAKE FOR 7 YEARS AND THE PATH WAS CLEARED ; NOT ALWAYS IN A TIMELY FASHION BUT ACCEPTABLE . WHAT HAS CHANGED ?

7. IF IT IS COST ISSUE PUT A SMALL ASSESSMENT ON OUR TAXES . BEING A MINOR COST I CANNOT SEE THE RESIDENTS OBJECTING TO A PATH THAT IS NECESSARY FOR US TO TRAVEL ON .

8. INCLUDING HURON WOODS (219) , WEE LAKE (34) , BEACH O PINES (108) THESE HOMEOWNERS REPRESENT APPROX 49 % OF THE GRAND BEND PROPER TAX BASE . THIS RESIDENT GROUP IS NEGATIVELY AFFECTED BY NOT HAVING THEIR ONLY WALKING PATH , THE ROTARY TRAIL , NOT PLOUGHED .

ADDING ANY PORTION OF SOUTHCOTT PINES (470) THAT MAY USE THE PATH IN THE WINTER SEASON INCREASES THE % ACCORDINGLY .

PLEASE REVIEW OUR REQUEST WITH A VIEW TO ACCEPTING OUR POSITION AND CLEARING THE PATH . WITH THE SNOW SEASON UPON IT WOULD BE PRUDENT TO PUT IN PLACE QUICKLY .

Healthy Community Checklist

The Built Environment at a Glance...

Presented by:
Paul Buttery
Lambton Public Health

Presented to:
Municipality of Lambton Shores



LPH Strategic Plan

- 5 Year Plan: 2014-2019
- Our mission is to work with the community to:
assess, promote and
protect health, prevent
disease and injury and
advocate for healthy public
policy



LPH Strategic Plan

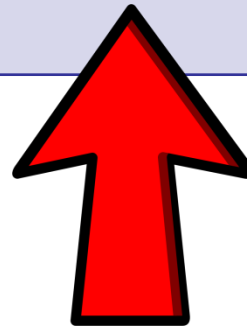
- There are 6 Strategic Priorities:

Internal Priorities

1. Governance
2. Communication
3. Organizational Capacity

External Priorities

4. Healthy Child and Youth Development
5. Healthy Aging
6. Healthy Environments



LPH Strategic Plan



Healthy Environments

- Strategic Plan Priority Statement:

Collaborate with relevant sectors to ensure a healthy built environment by:

- a) Establishing public health perspectives and representation in the planning processes of municipalities, community groups, developers, school boards, and other sectors, and
- b) Responding to the concerns about the health impacts of our built environment.

Healthy Environments

- Strategic Plan Priority Statement:

Collaborate with relevant sectors to ensure a healthy **built environment** by:

- a) Establishing public health perspectives and representation in the planning processes of municipalities, community groups, developers, school boards, and other sectors, and
- b) Responding to the concerns about the health impacts of our built environment.

Healthy Environments

Q: Who's been working to bring this important work to YOU?

A: Multidisciplinary Team made up of:

Health Promoters

Public Health Inspector

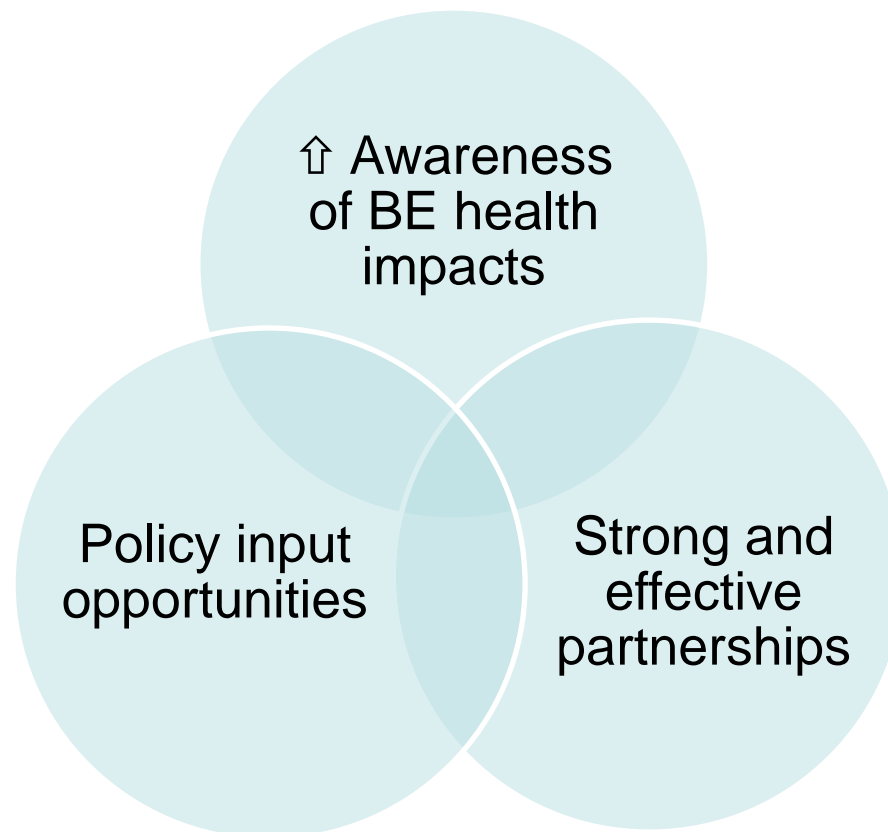
Public Health Nutritionist

County Planner

LPH Management

Healthy Environments

Action Plan Goals



Built Environment Defined

The built environment is part of our physical surroundings and includes the buildings, parks, schools, road systems, and other infrastructure that we encounter in our daily lives.

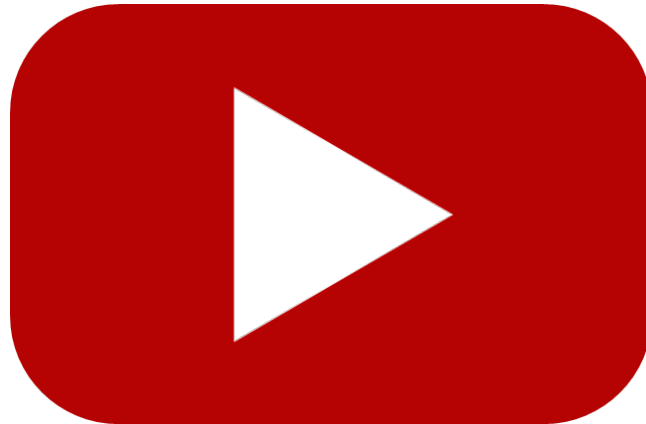
- *Public Health Agency of Canada*

Built Environment Defined

The built environment is part of our **physical surroundings** and includes the buildings, parks, schools, road systems, and other infrastructure that we encounter in our **daily lives**.

- Public Health Agency of Canada

Why is the BE Important?



Why is the BE Important?

- 65% of Lambton County Adults are classified as overweight or obese.
(Statistics Canada, Canadian Community Health Survey 2003-2013/14)
- 31% of the population is projected to be age 65 and older by 2035. Lambton County is an aging Community.

[Population Projections (2012-2036), Ministry of health and Long Term Care, IntelliHealth Ontario, Date Extracted (April 25, 2014)]

Why is the BE Important?

- Our interactions with the BE can impact our:
 - Physical health
 - Mental health
 - Safety
 - Sense of community belonging, and
 - The economic health of our community

Themes of the BE



Transportation Networks



Food Systems



Neighbourhood Design



Natural Environments

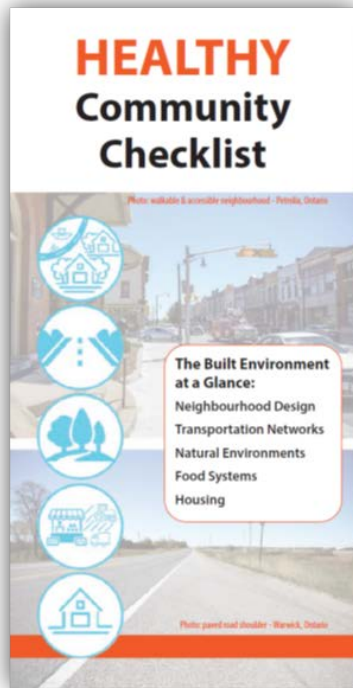


Housing

Stakeholder Input

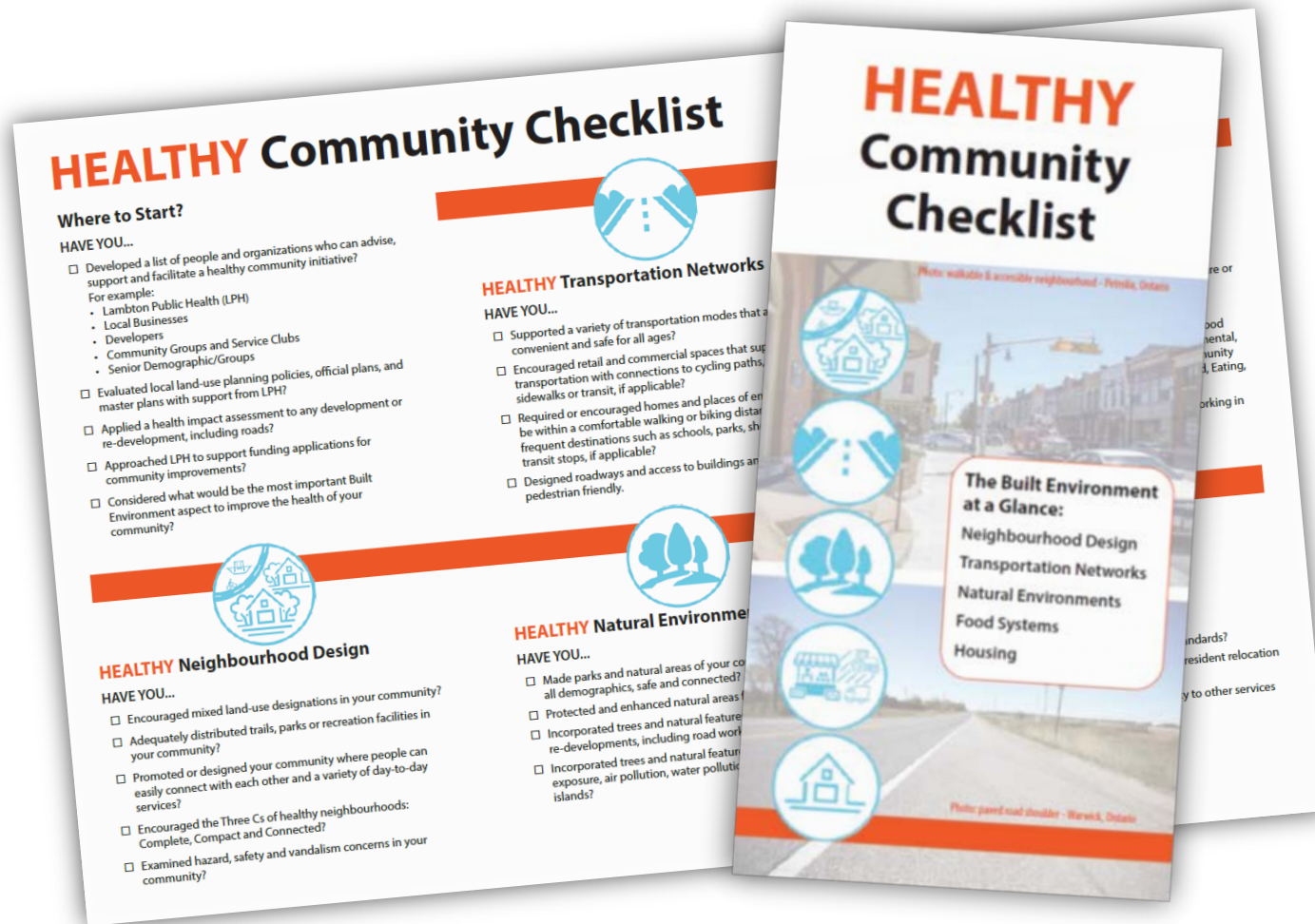
- 2016 survey of local BE stakeholders
 - 24% were not familiar with the term BE
 - 93% believed that LPH has a role influencing the BE
 - Healthy Neighbourhood Design was identified as the most important BE aspect impacting health in Lambton County
- A follow-up Focus Group was held to inform the development of LPH's next steps and a key message document

Healthy Community Checklist



- The Built Environment at a Glance...
- Interactive Self Assessment Tool
- Organized into the 5 themes of the BE, and a section on Where to Start?

Healthy Community Checklist



Where to Start?

Where to Start?

HAVE YOU...

- ☐ Developed a list of people and organizations who can advise, support and facilitate a healthy community initiative?
For example:
 - Lambton Public Health (LPH)
 - Local Businesses
 - Developers
 - Community Groups and Service Clubs
 - Senior Demographic/Groups
- ☐ Evaluated local land-use planning policies, official plans, and master plans with support from LPH?
- ☐ Applied a health impact assessment to any development or re-development, including roads?
- ☐ Approached LPH to support funding applications for community improvements?
- ☐ Considered what would be the most important Built Environment aspect to improve the health of your community?

Healthy Transportation Networks



HEALTHY Transportation

HAVE YOU...

- ☐ Supported a variety of transportation convenient and safe for all ages?
- ☐ Encouraged retail and commercial transportation with connections to sidewalks or transit, if applicable?
- ☐ Required or encouraged homes and businesses to be within a comfortable walking or biking distance to frequent destinations such as schools, workplaces, transit stops, if applicable?
- ☐ Designed roadways and access to be pedestrian friendly.



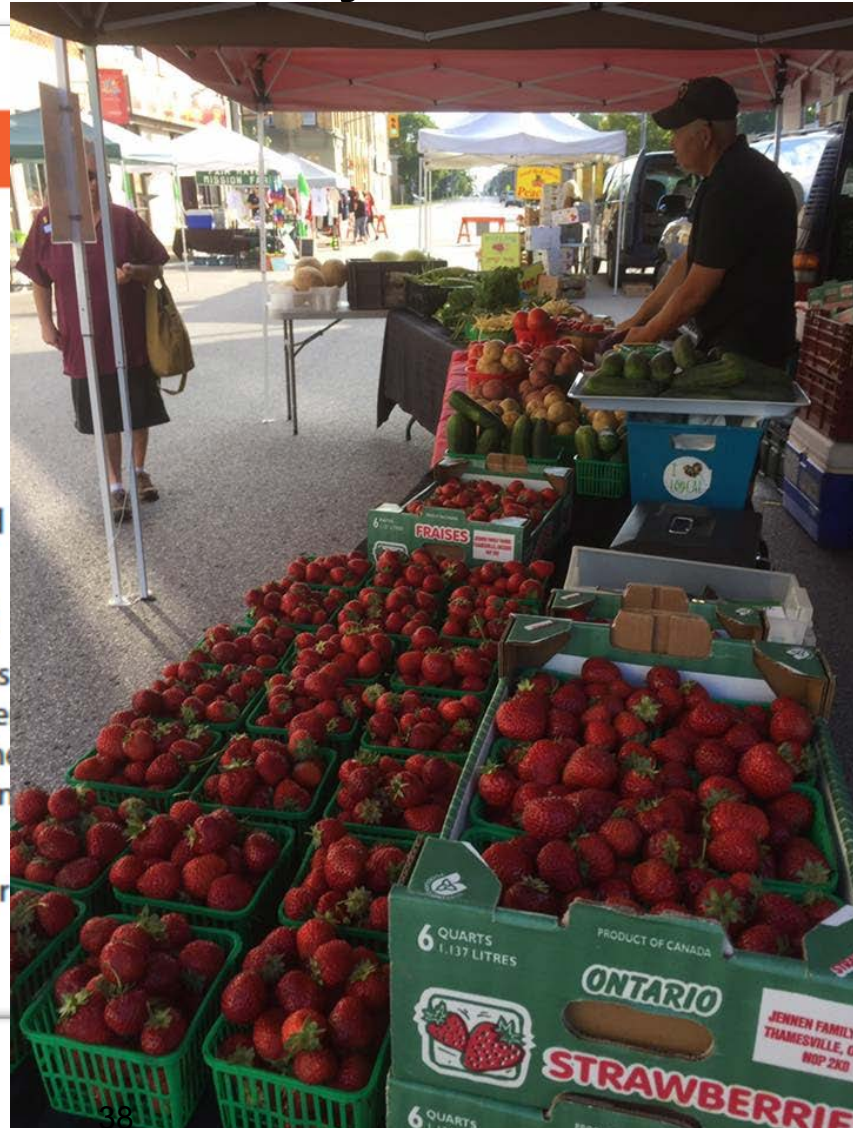
Healthy Food Systems



HEALTHY Food Systems

HAVE YOU...

- ☐ Supported and provided space to grow food (neighbourhood gardens)?
- ☐ Supported access to healthy and local food?
- ☐ Supported the integration of all of the pieces of the system in your municipality to enhance the economic, social, and nutritional health of the community (Producing, Processing, Distributing, Accessing, and Managing Waste)?
- ☐ Supported the Sarnia-Lambton Food Charter partnership for a healthy food system?



Healthy Neighbourhood Design



HEALTHY Neighbourhood

HAVE YOU...

- ☐ Encouraged mixed land-use design
- ☐ Adequately distributed trails, parks and recreation in your community?
- ☐ Promoted or designed your community so that people can easily connect with each other and access services?
- ☐ Encouraged the Three Cs of healthy communities: Complete, Compact and Connected
- ☐ Examined hazard, safety and vandalism concerns in your community?



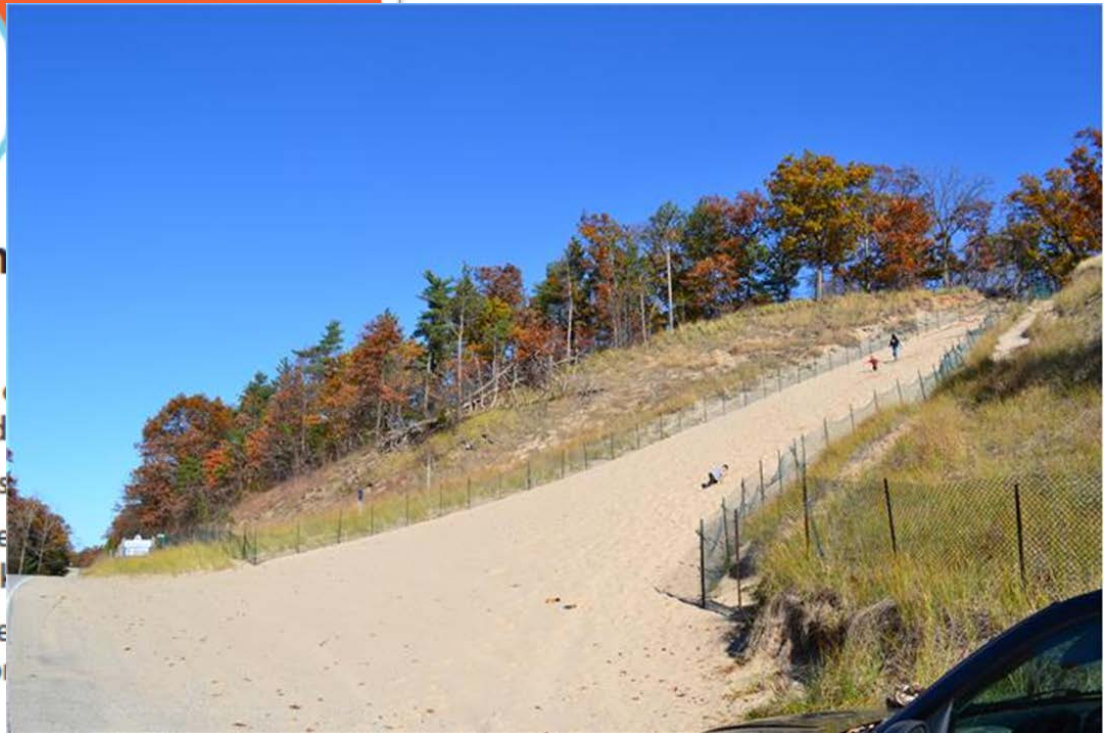
Healthy Natural Environments



HEALTHY Natural Environnn

HAVE YOU...

- ☐ Made parks and natural areas of your community accessible to all demographics, safe and connected
- ☐ Protected and enhanced natural areas
- ☐ Incorporated trees and natural features into new developments, including road work
- ☐ Incorporated trees and natural features into existing developments, including exposure, air pollution, water pollution, and climate change islands?



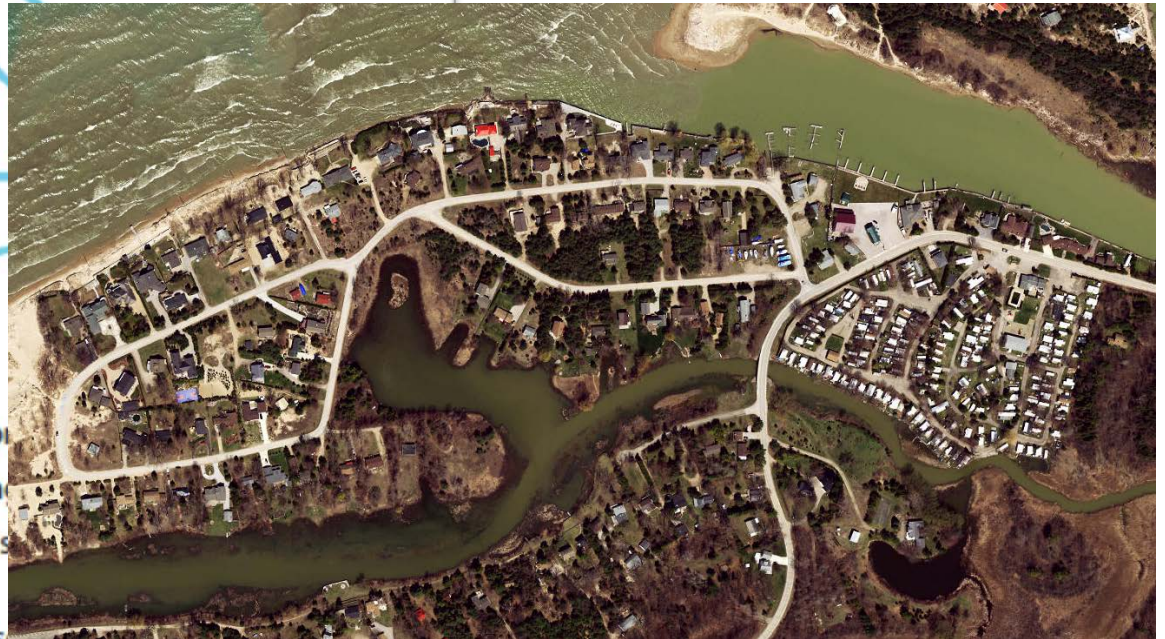
Healthy Housing



HEALTHY Housing

HAVE YOU...

- ☐ Promoted affordable housing p
- ☐ Regulated and enforced housing
- ☐ Addressed any high frequencies or turnover?
- ☐ Designated housing within close proximity to other services and away from environmental hazards?



Port Franks

Municipal 'Call to Action'

- Designate Staff to:
 - complete the BE checklist and supporting document
 - Liaise with LPH (if needed)
 - Report back to council on the state of the built environment in your community



Municipal 'Call to Action'

Self Assessment Tool – Supporting Document Easy-to-use 3 page Tool!

The image displays three overlapping pages of a 'HEALTHY Community Checklist - Supporting Document'. The top page (Page 1 of 3) contains instructions for using the checklist, which is organized into six sections: Transportation Networks, Parks and Recreation, Housing, Food Design, Natural Environments, and Healthy Housing. The bottom two pages (Page 2 of 3 and Page 3 of 3) show the checklist questions and the corresponding 'How have you been working towards this?' response area.

HEALTHY Community Checklist - Supporting Document

Instructions:

1. Perform a self-assessment of your municipality's built environment actions using the Healthy Community Checklist.
Note: Municipalities will vary on their actions and priorities and are not expected to be working towards each checklist item.
2. Use this document, below, to record how you are completing the items you have checked ✓ for your municipality.
3. Use this document to report back to your Municipal Council - this is the state of the Built Environment in your Municipality.
4. Contact Lambton Public Health for assistance and questions: 519-383-8331 ext.

This document is organized into the six sections of the Healthy Community Checklist:

Where to Start?

Checklist Question	How have you been working towards this?

Page 1 of 3

Transportation Networks

Checklist Question	How have you been working towards this?

Page 2 of 3

HEALTHY Natural Environments

Checklist Question	How have you been working towards this?

HEALTHY Housing

Checklist Question	How have you been working towards this?

Once you have completed the Healthy Community Checklist, please describe any priorities for your Municipality? Please describe:

Consult with Lambton Public Health in the future?

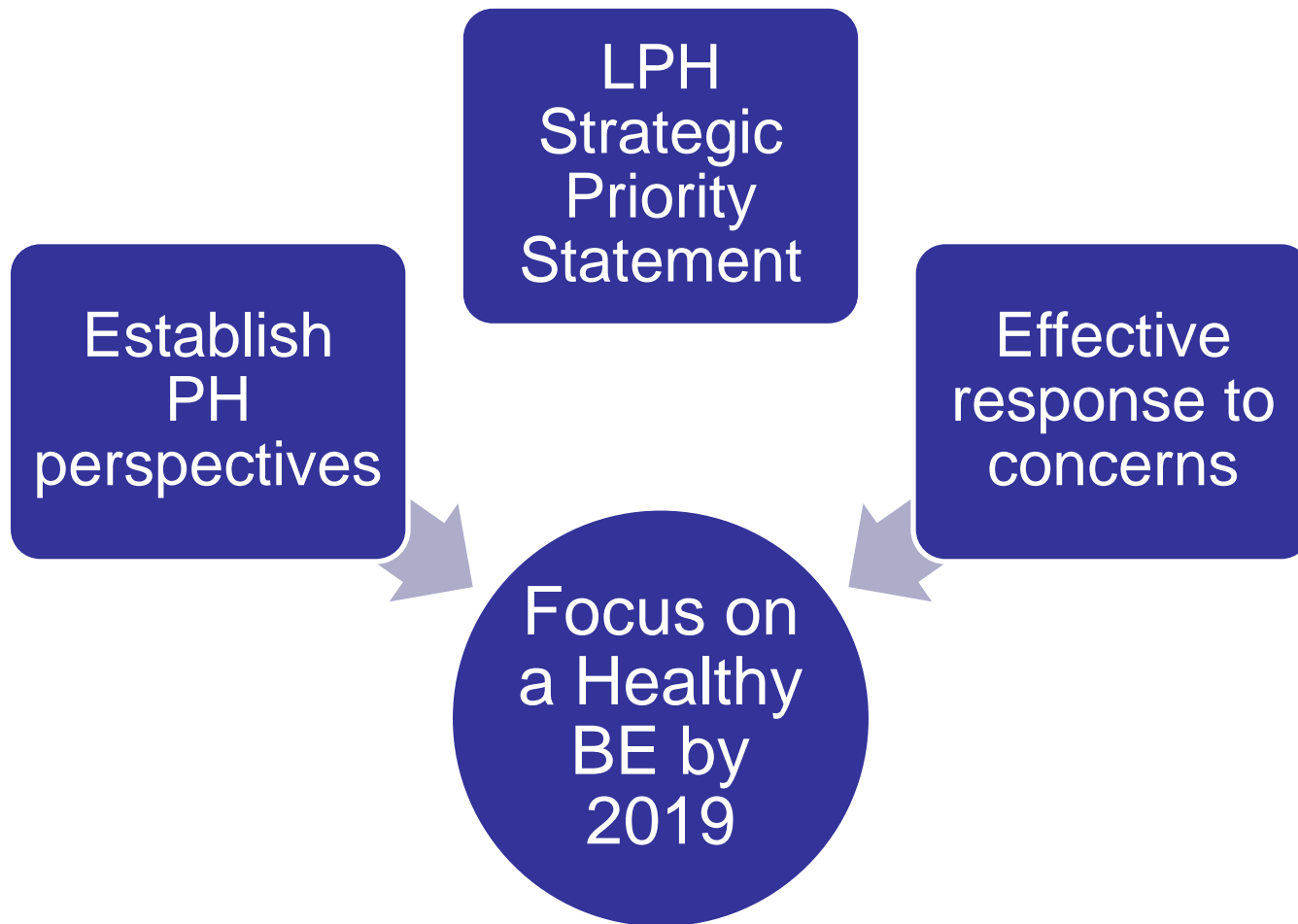
Any concerns or comments on this built environment assessment?

Page 3 of 3

Municipal 'Call to Action'

- Connect with LPH to examine:
 - Evidence
 - Partnerships
 - Assessments
 - Grants, and
 - Support for a healthier built environment!
- LPH will use the report back to council to inform a built environment roundtable event

Where are we going?



Questions?



HEALTHY Community Checklist - Supporting Document

Instructions:

1. Perform a self-assessment of your municipality's built environment actions using the Healthy Community Checklist.
Note: Municipalities will vary on their actions and priorities and are not expected to be working towards each checklist item.
2. Use this document, below, to record how you are completing the items you have checked ✓ for your municipality.
3. Use this document to report back to your Municipal Council - this is the state of the Built Environment in your Municipality.
4. Contact Lambton Public Health for assistance and questions:
519-344-2062 ext. 2142

This document is organized into the six sections of the Healthy Community Checklist:

Where to Start?

Checklist Question - Have you...	How have you been working towards this?
Developed a list of people and organizations who can advise, support and facilitate a healthy community initiative?	
Evaluated local land-use planning policies, official plans, and master plans with support from LPH?	
Applied a health impact assessment to any development or re-development, including roads?	
Approached LPH to support funding applications for community improvements?	
Considered what would be the most important Built Environment aspect to improve the health of your community?	

HEALTHY Transportation Networks

Checklist Question - Have you...	How have you been working towards this?
Supported a variety of transportation modes that are convenient and safe for all ages?	

Encouraged retail and commercial spaces that support active transportation with connections to cycling paths, trails, sidewalks or transit, if applicable?	
Required or encouraged homes and places of employment to be within a comfortable walking or biking distance of frequent destinations such as schools, parks, shops, and transit stops, if applicable?	
Designed roadways and access to buildings and services as pedestrian friendly.	

HEALTHY Food Systems

Checklist Question - Have you...	How have you been working towards this?
Supported and provided space to grow food (agriculture or neighbourhood gardens)?	
Supported access to healthy and local food?	
Supported the integration of all of the pieces of the food system in your municipality to enhance the environmental, economic, social, and nutritional health of the community (Producing, Processing, Distributing, Accessing Food, Eating, and Managing Waste)?	
Supported the Sarnia-Lambton Food Charter by working in partnership for a healthy food system?	

HEALTHY Neighbourhood Design

Checklist Question - Have you...	How have you been working towards this?
Encouraged mixed land-use designations in your community?	
Adequately distributed trails, parks or recreation facilities in your community?	
Promoted or designed your community where people can easily connect with each other and a variety of day-to-day services?	
Encouraged the Three Cs of healthy neighbourhoods: Complete, Compact and Connected?	

Examined hazard, safety and vandalism concerns in your community?	
---	--

HEALTHY Natural Environments

Checklist Question - Have you...	How have you been working towards this?
Made parks and natural areas of your community accessible to all demographics, safe and connected?	
Protected and enhanced natural areas from development?	
Incorporated trees and natural features into all new and re-developments, including road work?	
Incorporated trees and natural features to reduce UV exposure, air pollution, water pollution and urban heat islands?	

HEALTHY Housing

Checklist Question - Have you...	How have you been working towards this?
Promoted affordable housing programs?	
Regulated and enforced housing quality standards?	
Addressed any high frequencies of tenant/resident relocation or turnover?	
Designated housing within close proximity to other services and away from environmental hazards?	

Congratulations! You have completed the Healthy Community Checklist!

Have you identified any priorities for your Municipality? Please describe:
Do you plan to consult with Lambton Public Health in the future?
Do you have any concerns or comments on this built environment assessment?

HEALTHY

Community Checklist

Photo: walkable & accessible neighbourhood - Petrolia, Ontario



The Built Environment at a Glance:

Neighbourhood Design

Transportation Networks

Natural Environments

Food Systems

Housing

Photo: paved road shoulder - Warwick, Ontario

What is the Built Environment?

The **Built Environment** is part of our physical surroundings and includes the buildings, parks, schools, road systems, and other infrastructure that we encounter in our daily lives.

- Lambton Public Health, community planners, and decision makers in municipal settings share a responsibility to shape healthier Built Environments and promote positive health behaviours.
- Lambton Public Health's mission is to work with the community to assess, promote and protect health, prevent disease and injury, and advocate for healthy public policy.
- Our interactions with the Built Environment can impact our physical and mental health, safety, sense of community belonging, and the economic health of our community.

In our community now...

65%

65% of Lambton County adults are classified as overweight, or obese.

(Statistics Canada, Canadian Community Health Survey, 2003-2013/14)

31%

31% of the population is projected to be age 65 or older by 2035. Lambton County is an aging community.

[Population Projections (2012-2036), Ontario Ministry of Health and Long-Term Care, IntelliHealth Ontario, Date Extracted (April 25, 2014)]

92%

92% of Lambton County residents indicated that purchasing local food was very or somewhat important.

[Rapid Risk Factor Surveillance System (2014 and 2015), Lambton Public Health and Institute for Social Research, York University]

Photo: road converted to a path - Bright's Grove, Ontario



HEALTHY Community Checklist

Where to Start?

HAVE YOU...

- ☐ Developed a list of people and organizations who can advise, support and facilitate a healthy community initiative?
For example:
 - Lambton Public Health (LPH)
 - Local Businesses
 - Developers
 - Community Groups and Service Clubs
 - Senior Demographic/Groups
- ☐ Evaluated local land-use planning policies, official plans, and master plans with support from LPH?
- ☐ Applied a health impact assessment to any development or re-development, including roads?
- ☐ Approached LPH to support funding applications for community improvements?
- ☐ Considered what would be the most important Built Environment aspect to improve the health of your community?



HEALTHY Neighbourhood Design

HAVE YOU...

- ☐ Encouraged mixed land-use designations in your community?
- ☐ Adequately distributed trails, parks or recreation facilities in your community?
- ☐ Promoted or designed your community where people can easily connect with each other and a variety of day-to-day services?
- ☐ Encouraged the Three Cs of healthy neighbourhoods: Complete, Compact and Connected?
- ☐ Examined hazard, safety and vandalism concerns in your community?



HEALTHY Transportation Networks

HAVE YOU...

- ☐ Supported a variety of transportation modes that are convenient and safe for all ages?
- ☐ Encouraged retail and commercial spaces that support active transportation with connections to cycling paths, trails, sidewalks or transit, if applicable?
- ☐ Required or encouraged homes and places of employment to be within a comfortable walking or biking distance of frequent destinations such as schools, parks, shops, and transit stops, if applicable?
- ☐ Designed roadways and access to buildings and services as pedestrian friendly.



HEALTHY Natural Environments

HAVE YOU...

- ☐ Made parks and natural areas of your community accessible to all demographics, safe and connected?
- ☐ Protected and enhanced natural areas from development?
- ☐ Incorporated trees and natural features into all new and re-developments, including road work?
- ☐ Incorporated trees and natural features to reduce UV exposure, air pollution, water pollution and urban heat islands?



HEALTHY Food Systems

HAVE YOU...

- ☐ Supported and provided space to grow food (agriculture or neighbourhood gardens)?
- ☐ Supported access to healthy and local food?
- ☐ Supported the integration of all of the pieces of the food system in your municipality to enhance the environmental, economic, social, and nutritional health of the community (Producing, Processing, Distributing, Accessing Food, Eating, and Managing Waste)?
- ☐ Supported the Sarnia-Lambton Food Charter by working in partnership for a healthy food system?



HEALTHY Housing

HAVE YOU...

- ☐ Promoted affordable housing programs?
- ☐ Regulated and enforced housing quality standards?
- ☐ Addressed any high frequencies of tenant/resident relocation or turnover?
- ☐ Designated housing within close proximity to other services and away from environmental hazards?

Photo: waterfront path and park -
Sarnia, Ontario



Photo: Lorne C. Henderson Conservation Area -
Petrolia, Ontario



Photo: path next to highway -
Wyoming, Ontario



Contact

If you would like to know more about the Built Environment and its impact on health, please contact Lambton Public Health.



Lambton
Public Health

www.lambtonhealth.on.ca
519-383-8331 or 1-800-667-1839
160 Exmouth Street,
Point Edward ON N7T 7Z6

Revised 30-May-2017

Municipality of Lambton Shores Water and Wastewater Financial Review

**Presentation to Council
December 12, 2017**

Goals for Review

- Update previous financial analysis and rate proposals taking into consideration:
 - Recently completed works (e.g. GBSTF)
 - Development Charges expectations.
 - Current Capital Planning.
- Develop Financial Plans for 2018 to 2028

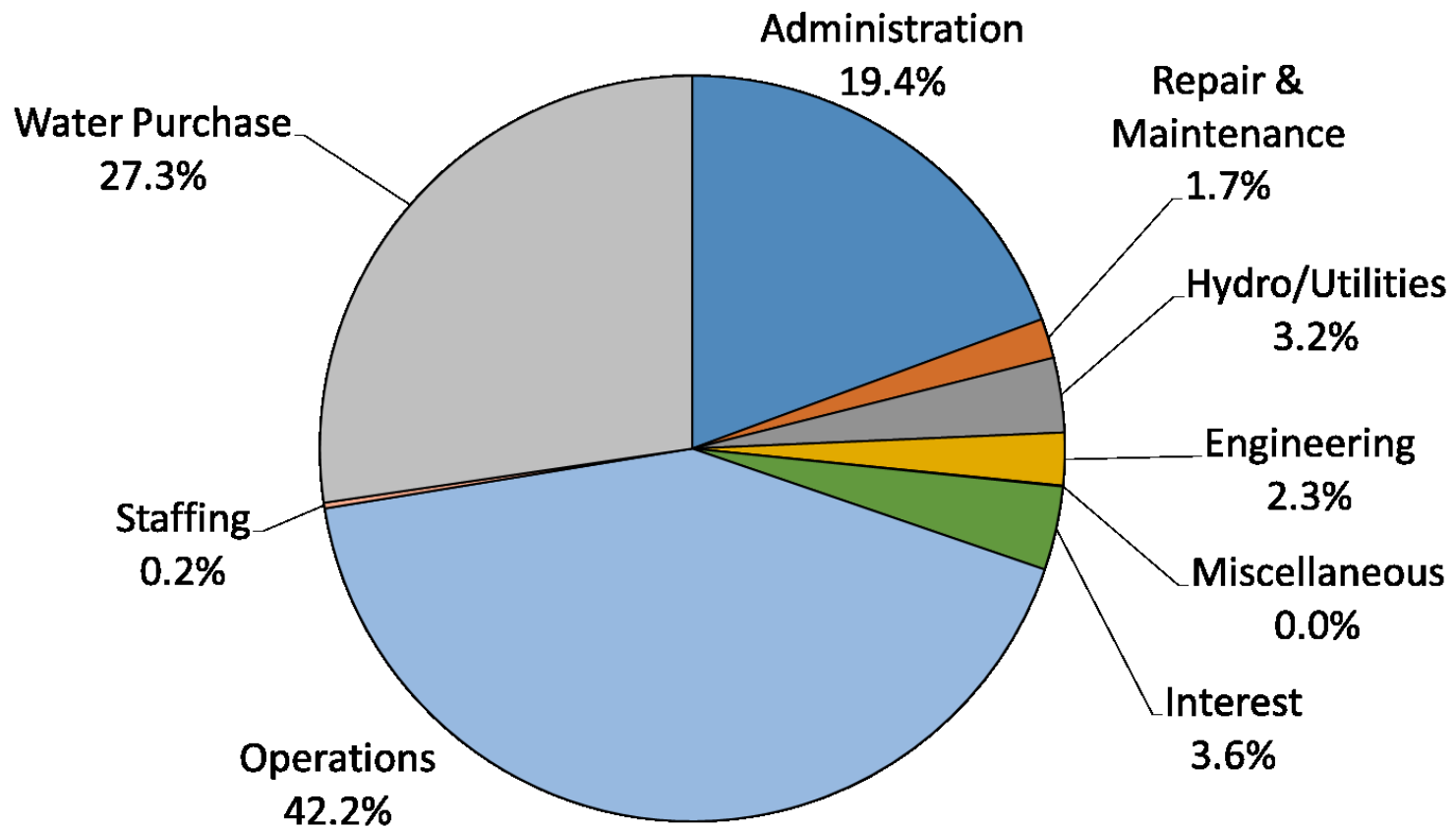
General Approach

1. Look at current operating expenses and then forecast increases.
2. Incorporate proposed capital expansion and replacement projects.
3. Make adjustments to the Asset valuations.
4. Incorporate capital financing commitments and expectations.
5. Develop an 11 year (to 2028) forecast.
6. Develop rate increase options to meet the financial needs.

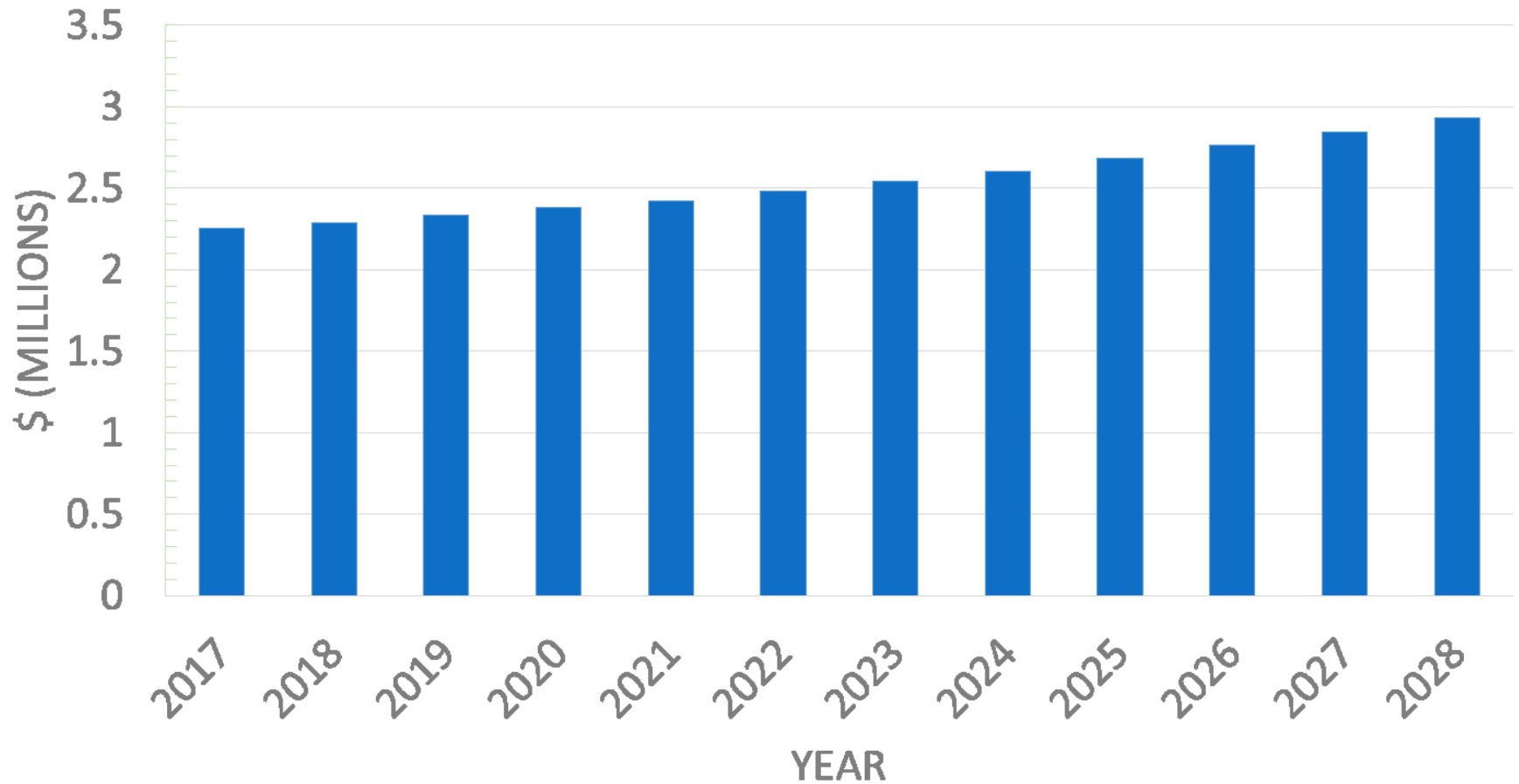
Lambton Shores Water Supply

- Background:
 - A single Drinking Water System with two sources.
 - 6,700 customers
 - 2017 Operating Budget = \$2.2 M + Amortization
 - Amortization = \$1.4 M.
 - Replacement Cost (2017) = \$359+ M.
 - Debt = \$3.9 M
 - Reserves = \$7.7 M
 - Remaining life expectancy of Assets = 60 years.
 - Rate of Replacement at 2017 = 245 years

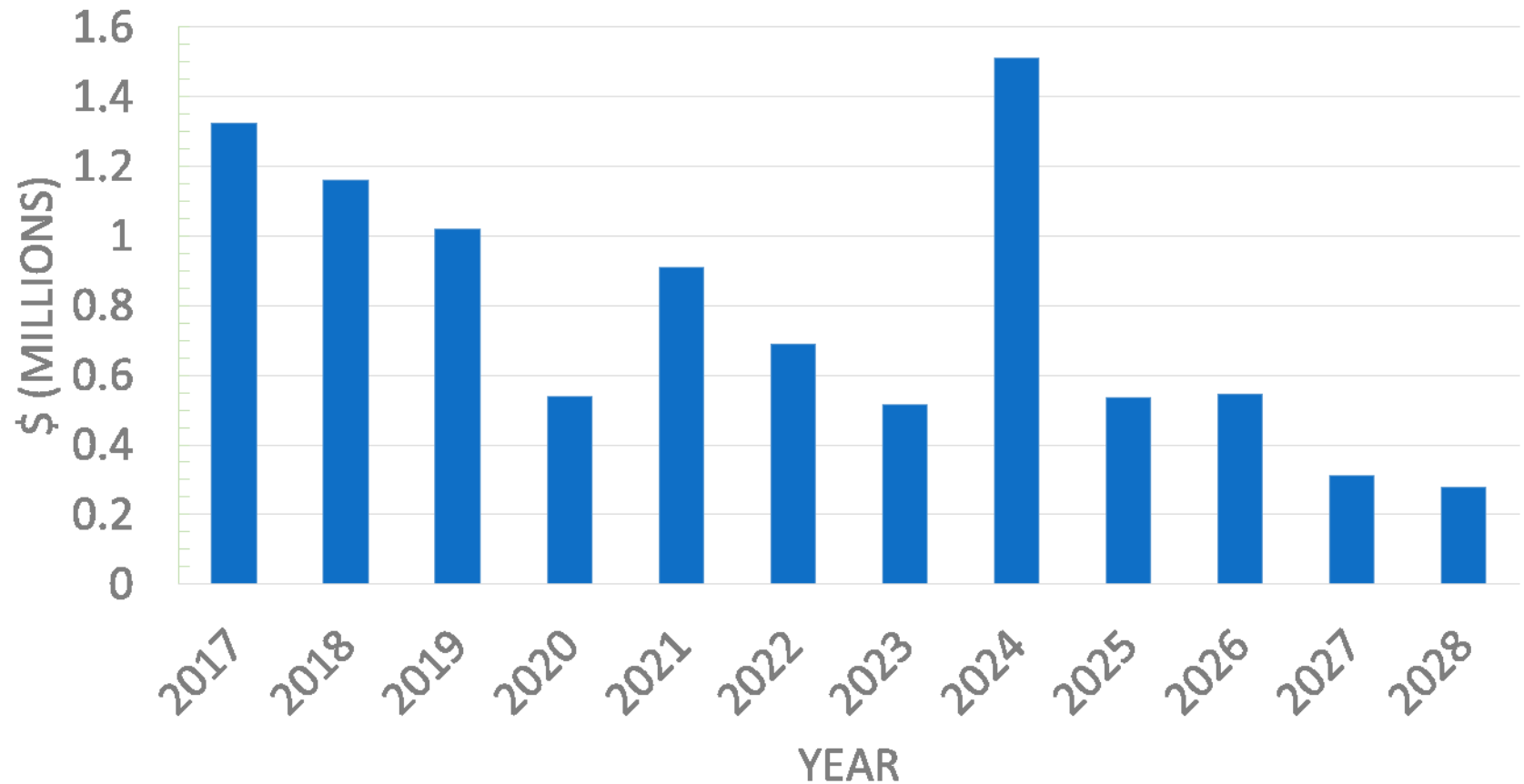
Operating Costs – 2017 Water Budget



Operating Costs



Capital Construction Forecast



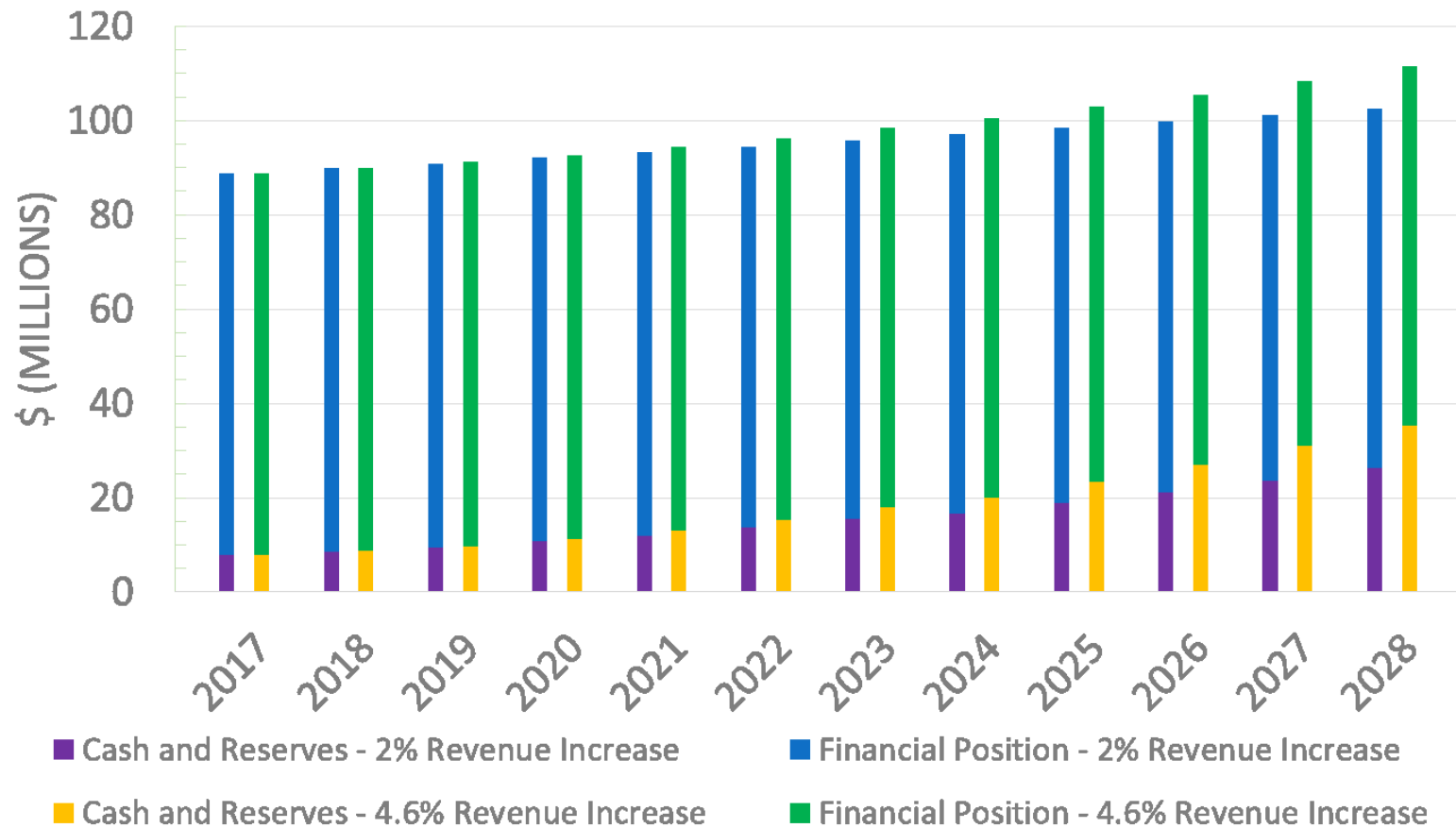
Rate of Replacement (RoR) Definition

$$\text{RoR} = \frac{\text{2017 Replacement Cost}}{\text{Average Capital Exp.} + \text{Reserve Contribution}}$$

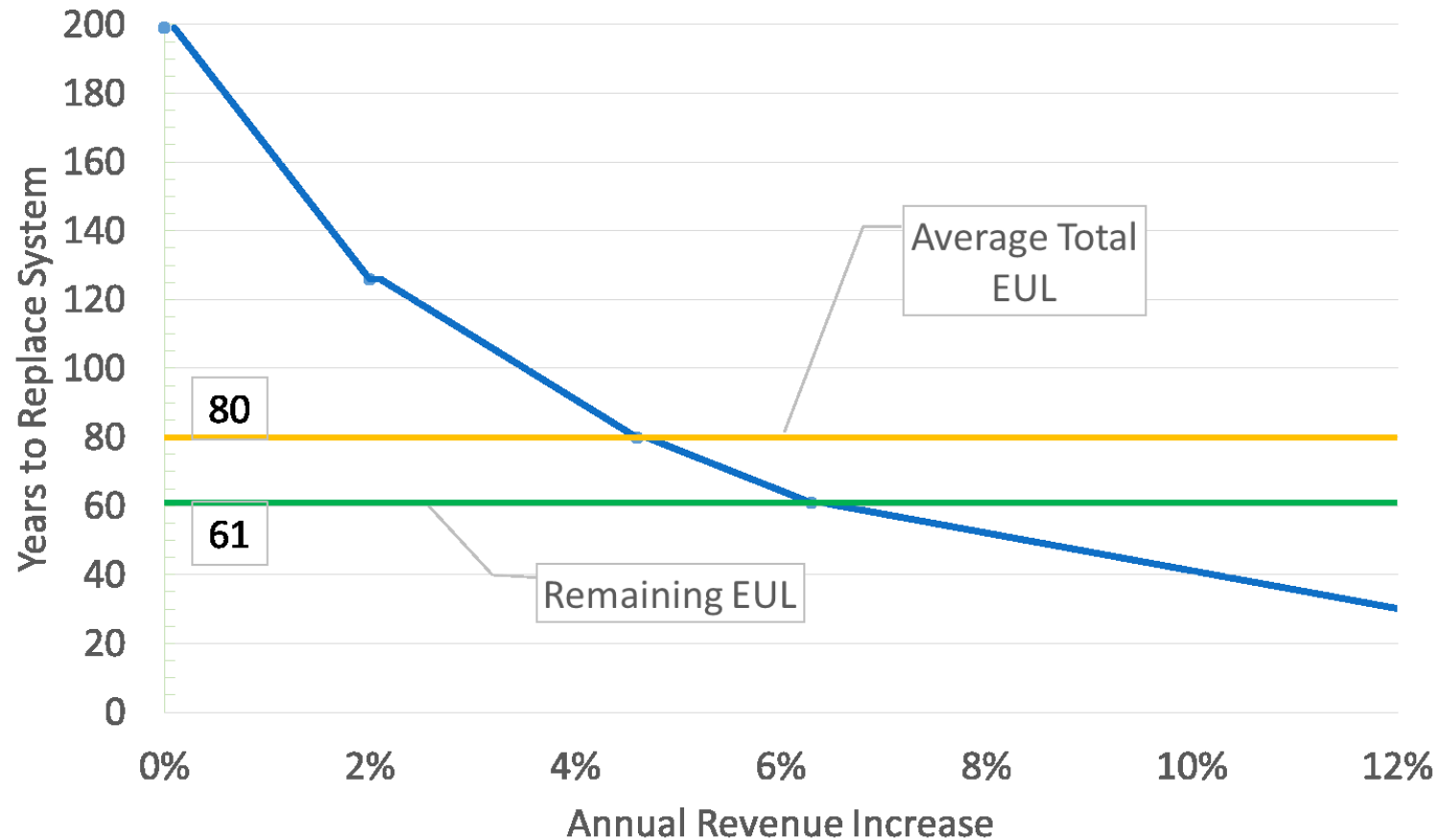
Water Rate Options

1. 0% increase
2. 2.0 % increase to match inflation
3. 4.6% increase to reduce RoR to 80 years
4. 6.3% increase to reduce RoR to 61 years
5. 12.4% increase to achieve full cost recovery

Financial Position and Reserves – 2.0% & 4.6%



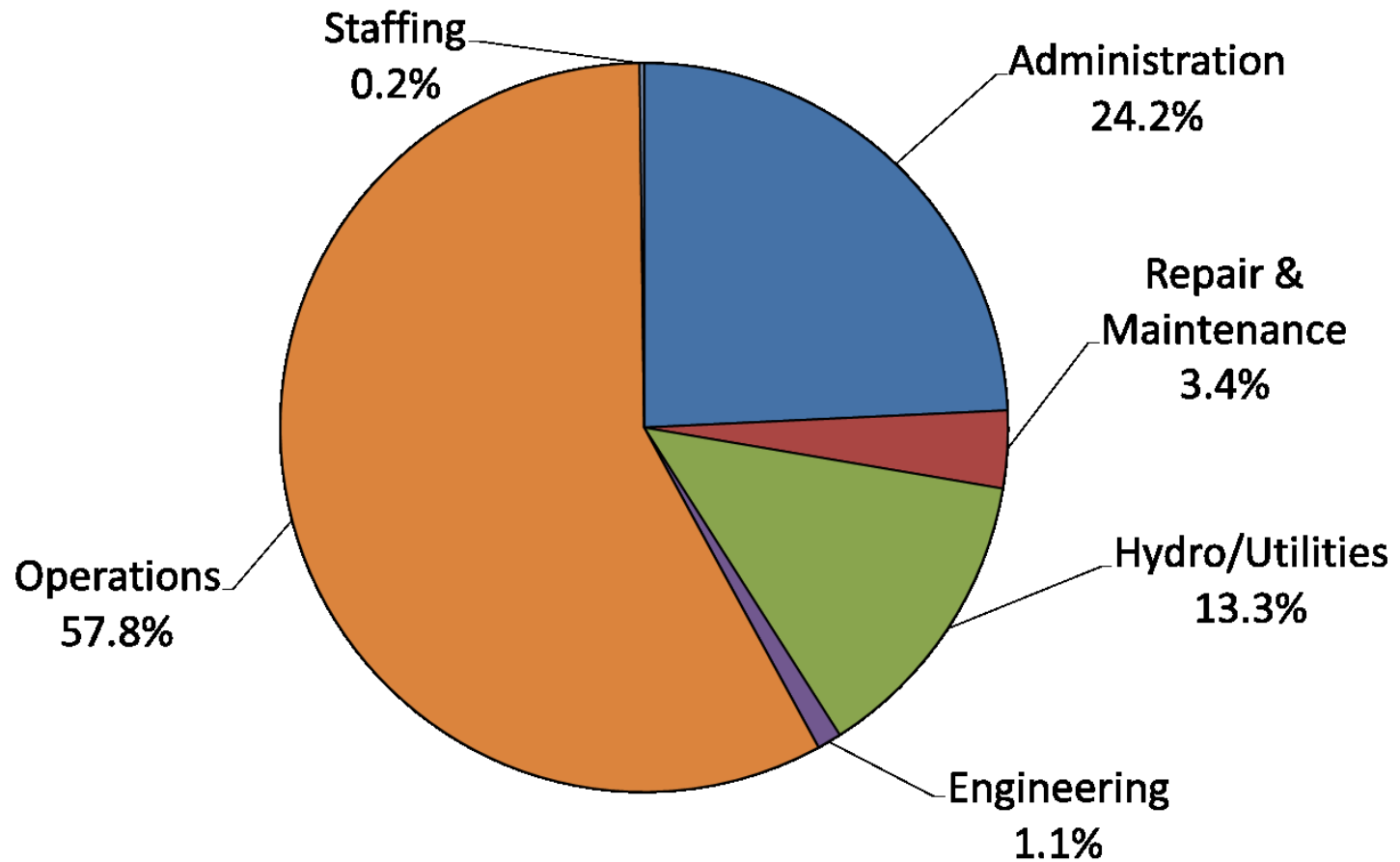
Rate of Replacement



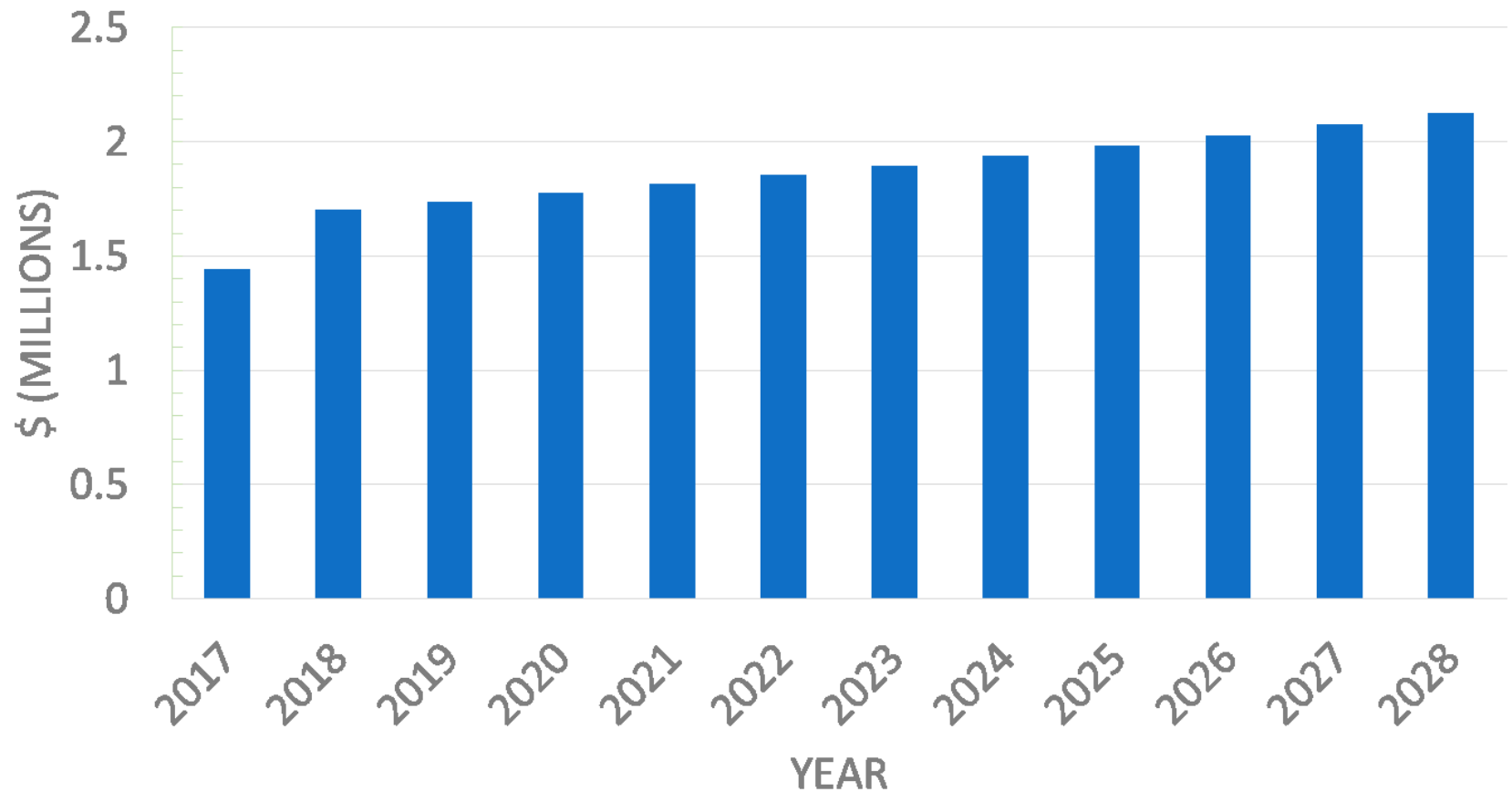
Lambton Shores Sewage Systems

- Background:
 - There are 5 Treatment Facilities.
 - 2,800+ customers
 - 2017 Operating Budget = \$1.45M + Amortization
 - Amortization Expense = \$0.6 M per year
 - Replacement Cost (2017) = \$70.2 M.
 - Debt = End of 2017 = \$3.6 M
 - Reserves – End of 2017 = (\$0.5 M)
 - Remaining life expectancy of Assets = 45 years.
 - Rate of Replacement at 2017 = 160 Years

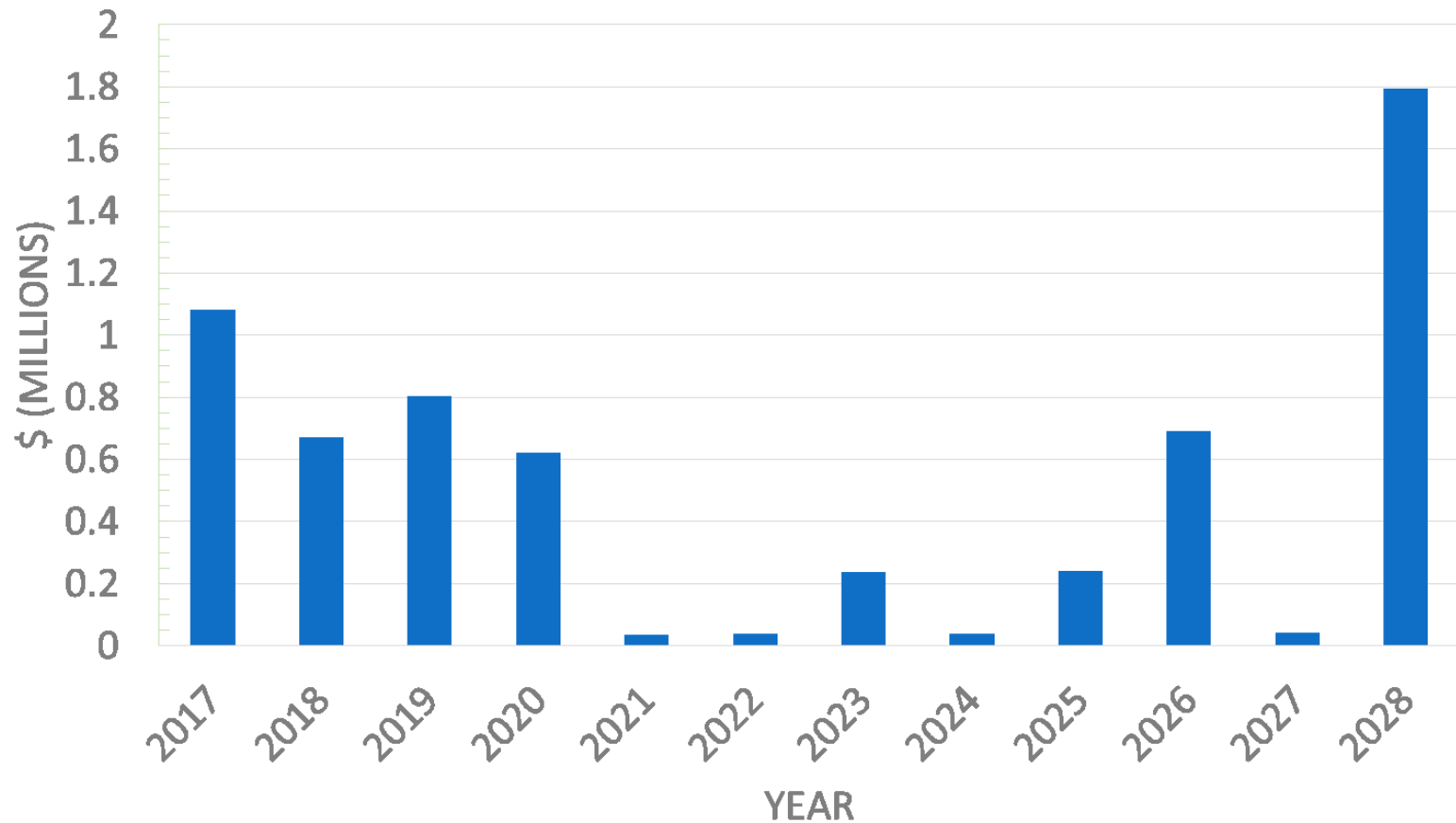
Operating Costs – 2017 Wastewater Budget



Operating Cost



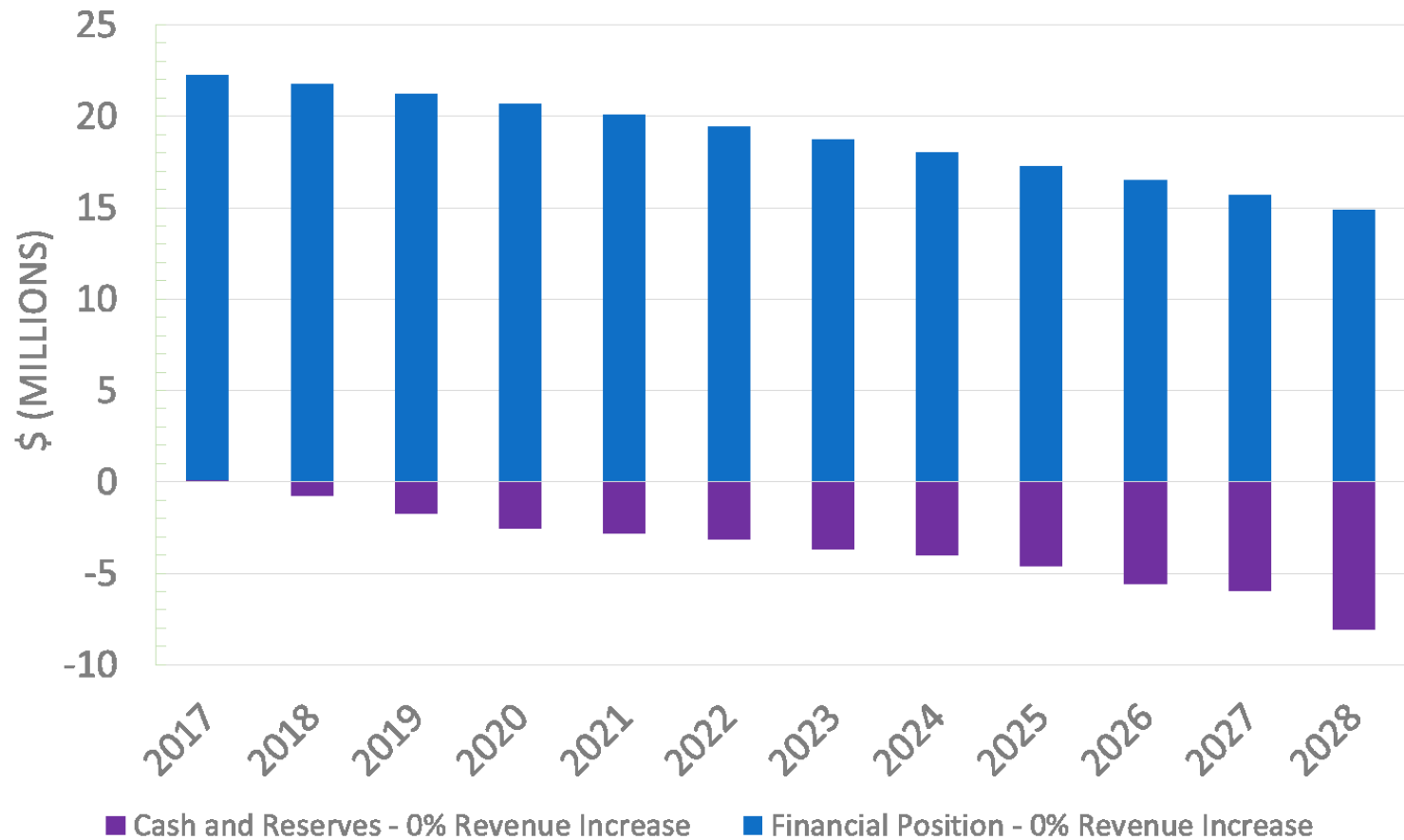
Capital Construction Forecast



Sewage Rate Options

1. 0% increase
2. 5.6% increase to rebuild Financial Position
3. 6.0% increase to rebuild Financial Position and improve cash flow
4. 9% to 2020 and then 2% to 2028 as per 2016 analysis
5. 5.2% increase to reduce RoR to 70 years
6. 6.9% increase to reduce RoR to 45 years
7. 11.2% increase to achieve full cost recovery

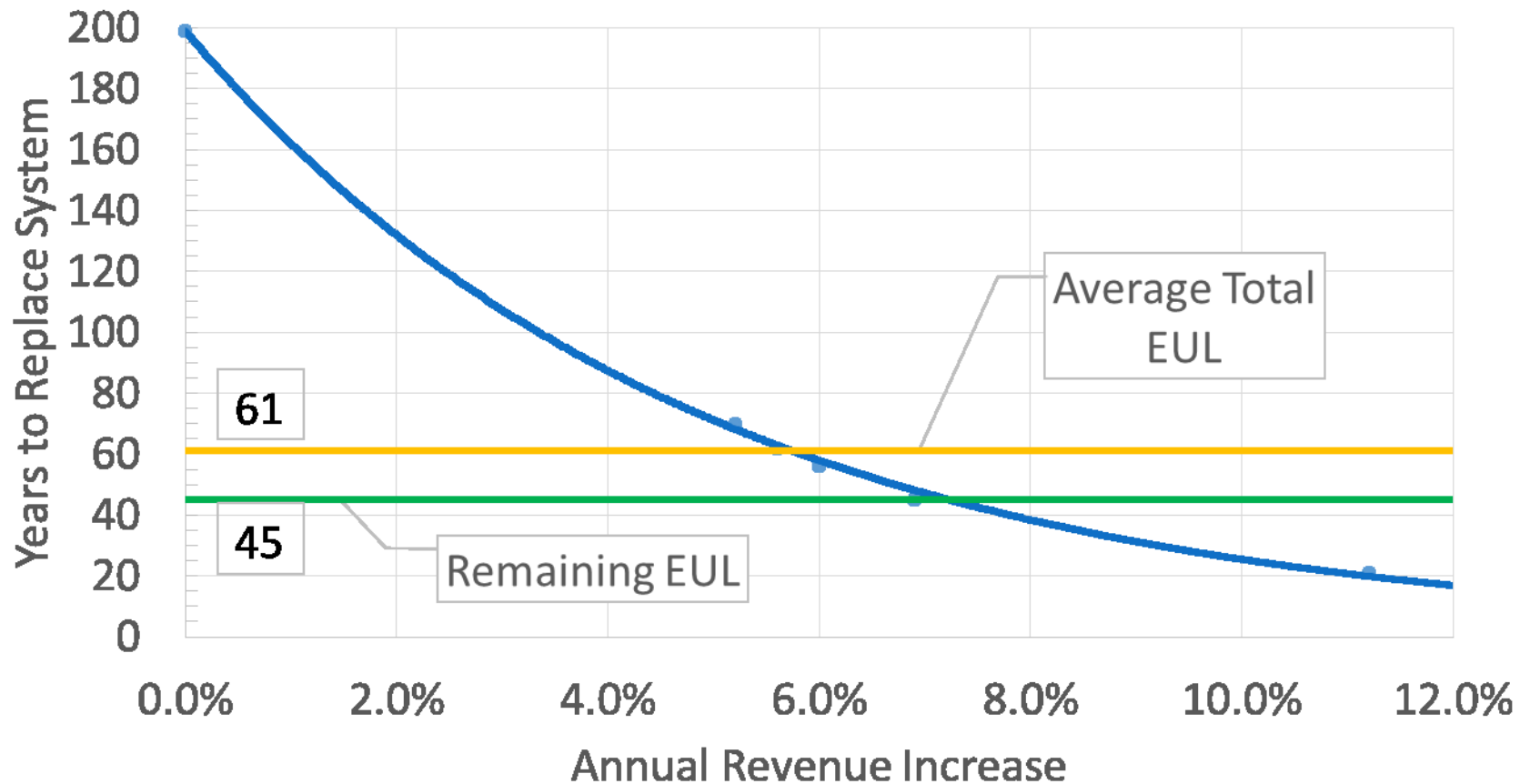
Financial Position and Reserves – 0%



Financial Position and Reserves – 5.6% & 6.0%



Rate of Replacement





Thank You

Questions?

THE MUNICIPALITY OF LAMBTON SHORES

Report TR 37-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council

FROM: Janet Ferguson, Treasurer

RE: Water and Wastewater Rates and Water Financial Plan

RECOMMENDATION:

THAT Report TR 37-2017 regarding future Water and Wastewater Rates and an updated Water Financial Plan be received; and

THAT the Water Works Financial Plan 2017-2022 Memo and The Wastewater Rate Review memo from B.M.Ross and Associates Ltd. be received; and

THAT Council approves Cost Recovery Option 3 for Water Rates; and

THAT Council approves Cost Recovery Option 3 for Wastewater Rates; and

THAT the pertinent by-law to establish water and wastewater rates for 2018 be brought forward to the January 16, 2018 meeting.

SUMMARY

This report accompanies The Water and Wastewater Rate Review and updated Water Financial Plan Memos prepared by B.M.Ross and Associates Limited.

BACKGROUND

The 2017 Budget included an allocation to complete a water and wastewater rate review and to update the Water Financial Plan that is required under the Safe Drinking Water Act. The request for proposal (RFP) for this work was done in conjunction with the Development Charges (DC) study project as one RFP to help streamline the process and aid in cross referencing the studies.

Rate studies have been completed on average every two to three years since 2002 when Lambton Shores standardized the rates for the newly amalgamated municipality. The current rate by-law expires on December 31, 2017.

Water Financial Plans are regulated under Ontario Regulation 453/07 and 188/07 and required as part of the licensing of Municipal Drinking-Water Systems. The plan is meant to be a living document and can be updated at any time with a minimum requirement of every 5 years. The Lambton Shores Water Financial Plan was last updated in 2015 and although is within the legislated requirements, staff felt updating it with the rate update was prudent.

Steve Burns from B.M.Ross will be in attendance to present the rate study data and options as well as the Water Financial Plan. B.M.Ross has also prepared two memos which outline the scope of their review and results. (attached)

The proposed rate impacts are shown in the Financial Impact section of this report. The rate comparison provides an annual, quarterly and monthly impact for consideration.

Approving the rates as presented would allow them to be implemented for the first billing in 2018. The billing change would be consistent with past practice which also includes a prorating of the January quarterly billing that encompasses some 2017 and some 2018 consumption.

ALTERNATIVES TO CONSIDER

Council could choose to leave the water and wastewater rates status quo. This is not recommended due to the shortfall in funds required to sustain the infrastructure.

As noted in the presentation and in the Water Works Financial Plan 2017-2022 Memo and The Wastewater Rate Review Memo (Table 7.2), Council has several options to increase the rates at a higher level. This is also not recommended due to the impact on utility customers.

RECOMMENDED ACTIONS

That Council receives Report TR 37-2017, receives Water Works Financial Plan 2017-2022 Memo and The Wastewater Rate Review Memo and approves the 2018 Water and Wastewater rates as recommended.

FINANCIAL IMPACT

There is no additional financial impact by Council receiving this report. The costs for the projects outlined in this report were included in the 2017 Budget.

The financial impact to utility customers varies depending on their consumption. The following table shows the impact to an average full time residence receiving the benefit of both services in Lambton Shores.

Rate Change Impact	Water Charge	Sewer Charge
Current Base Rate	\$155.28	\$162.72
Current Consumption Rate	\$428.40	\$442.00
Current Rate Annual Total	\$583.68	\$604.72
Proposed Base Rate	\$162.42	\$172.48
Proposed Consumption Rate	\$448.11	\$468.52
Proposed Rate Annual Total	\$610.53	\$641.00
Base Rate Difference	\$ 7.14	\$ 9.76
Consumption Rate Difference	\$ 19.71	\$ 26.52
Total Annual Difference	\$ 26.85	\$ 36.28
Quarterly Change	\$ 6.71	\$ 9.07
Monthly Change	\$ 2.24	\$ 3.02
Average Yearly Consumption	170	m3
	2017 rates	Proposed rates
Monthly Water base charge	12.94	13.54
Water m3 rate	2.52	2.64
Monthly Sewer base charge	13.56	14.37
Sewer m3 rate	2.60	2.76

CONSULTATION

B.M.Ross and Associates Limited

ATTACHMENTS

- 1 – Water Works Financial Plan 2017-2022 Memo
- 2 – Wastewater Rate Review Memo

B. M. ROSS AND ASSOCIATES LIMITED
Engineers and Planners
62 North Street, Goderich, ON N7A 2T4
p. (519) 524-2641 • f. (519) 524-4403
www.bmross.net

Memo

From: Steve Burns
sburns@bmross.net

To:	Municipality of Lambton Shores
Re:	Water Works Financial Plan – 2017 to 2022
File #:	17160
Date:	November 22, 2017

1.0 INTRODUCTION

1.1 Purpose of Memo

The purpose of the Memo is to facilitate consideration of cost recovery (i.e. water rate) options for the period 2018 to 2028. The Memo will be incorporated as background material in a Final Report and will be used to complete a Financial Plan consistent with the requirements of O.Reg. 453/07. The Memo includes the following basic components:

1. A **full cost analysis** of the provision of water services.
2. A **cost recovery plan**, including options for revenue adjustments.

1.2 Key Legislated Requirements

As identified in the Ontario Ministry of the Environment (MOE) Guidelines¹ for financial planning, achieving financial sustainability in Ontario's municipal water sector is a long term goal of the province.

In addition to related municipal operating and financing legislation, the Province has set out, in the Safe Drinking Water Act, 2002 (SDWA), detailed requirements for financial planning related to water works systems.

The key aspects are considered to be as follows:

1. The Financial Plan must apply to a period of at least six years. The first year to which the Financial Plan must apply must be the year in which the drinking water system's existing Municipal Drinking Water License would otherwise expire
2. Amortization costs for existing infrastructure must be identified in the Financial Plan, but there is no requirement to recover those costs.

The current Municipal Drinking Water Licence (MDWL) for Lambton Shores expires December 15, 2020.

1.3 Relationship to Previous Plans

The most recent Water Financial Plan for the Municipality was completed in June 2015 by Watson and Associates in accordance with O. Reg. 453/07. This plan was used to determine the water pricing for 2016 and 2025. That report was reviewed and compared to the actual financial situation for 2016. This summary is provided in Section 5.1.

¹ Ministry of the Environment (MOE), "Toward Financially Sustainable Drinking Water and Wastewater Systems", August 2007.

Because the current MDWL expires in 2020, the Financial Plan developed for this Memo will be considered an interim plan.

In addition, a Water and Wastewater Rate Study was completed in March 2016 by Watson and Associates. The purpose of the study was to update the analysis for current capital and operating forecasts and incorporate lifecycle costing. As recommended in the study, base water supply charges were anticipated to increase by 2% per year and volume rates by 3% per year from 2016-2021 and 2% from 2022-2025.

2.0 METHODOLOGY

2.1 Available Information

Information provided by the Municipality of Lambton Shores includes;

1. 2016 Capital and Operating Budgets and actual expenditures for the water system.
2. 2017 Capital and Operating Budgets for the water system.
3. Information concerning dedicated reserves for water supply.
4. Capital Project expectations for 2018 to 2028.
5. Water Asset Inventory.
6. Asset Management Plan.
7. Number of customers.
8. 2017 water rates.
9. Other applicable information related to the water system.

2.2 Procedure

The available information listed in Section 2.1 was reviewed for inclusion in the Financial Plan. Existing water assets are listed in the Municipality's asset inventory with historical financial details. The historical financial details were used to calculate the amortization expenses and net book value of the tangible capital assets and are recorded in the Financial Plan. Expenditures and revenues budgeted for 2017 were included with an inflation rate, of 2 to 5%, depending on the category, applied for future years. Forecasted capital projects and debenture principal and interest payments were included in the prediction. Revenue requirements and corresponding rate increases are suggested to the Municipality to account for historic under investment and future capital projects.

The Memo concludes with a summary showing the consequences of a 0% rate increase and four annual rate increase scenarios:

- A 2% increase (i.e. matching inflation)
- Decreasing the "Rate of Replacement" as defined in Section 6.3, to 80 years (i.e. average expected total asset life)
- Decreasing the "Rate of Replacement" as defined in Section 6.3 to 61 years (i.e. average remaining asset life)
- Full cost recovery as defined by the MOECC

3.0 DESCRIPTION OF THE SYSTEMS

3.1 Physical Facilities

The Municipality has a single drinking water system servicing local communities and the rural areas. The system name is the East and West Lambton Shores Distribution System². The system is currently operated by CH2M. The system is served from two sources generally as described in Table 3.1.

² Municipal Drinking Water License No. 049-101 Issue No. 2, Dec. 16, 2016.

Table 3.1
East and West Lambton Shores Distribution System

Source Name	Description
Lake Huron Primary Water Supply System (LHPWSS)	Located at Port Blake and services Grand Bend, Hwy 21 built up Area, Thedford, Arkona and Lake Huron shoreline to the Ipperwash area.
Lambton Area Water Supply System (LAWSS)	Located in Point Edward and services Forest, the Lake Huron shoreline south of the Ipperwash area and Hwy 21 from Townsend Line to Ravenswood.

3.2 Number of Customers

The number of customers served by each supply and in total, as of May 15, 2017, is provided in Table 3.2.

Table 3.2
Number of Customers

Source Name	No. of Customers as of May 2017		
	Residential	Commercial	Total
Lake Huron Primary Water Supply System (LHPWSS)	4,780	223	5,003
Lambton Area Water Supply System (LAWSS)	1,577	142	1,719
Total	6,357	365	6,722

Approximately 75% of the purchased water is from the LHPWSS.

3.3 Growth Expectations

Since 2011, the number of customers has been increasing at an average rate of approximately 41 per year. The forecasted annual average growth rate for the Municipality of Lambton Shores is 0.65% over the next 25 years. This growth is consistent with demographic trends in Southwestern Ontario. For purposes of the Financial Plan, we have used 40 customers per year as the expected growth rate.

4.0 FULL COST OF SERVICE

4.1 Cost Components

The full cost of providing water services includes the following major categories³:

1. Operating expenses
2. Interest expense
3. Funding for Debt Principal Repayment
4. Amortization of Tangible Capital Assets
5. Funding for Inflation in Asset Costs
6. Funding for Historic Under-investment
7. Funding for Service Enhancements
8. Funding for System Growth

³ MOE, August 2007.

Items 2 and 3 would apply when debt has been, or will be, incurred for capital projects. Items 4 to 6 relate to asset maintenance and replacement. The final two items, 7 and 8, relate to planned capital projects for improvements or growth. In some cases, the improvements may be driven by changing regulations, in other cases the Municipality may initiate the project.

4.2 Operating Expenses

4.2.1 Review of 2017 Water Budget

Budgets and actual expenses for the water system were reviewed for 2015 and 2016. The 2017 Budget is believed to reflect the cost of operating the current system. The 2017 anticipated expenses for water works operations are summarized in Table 4.1.

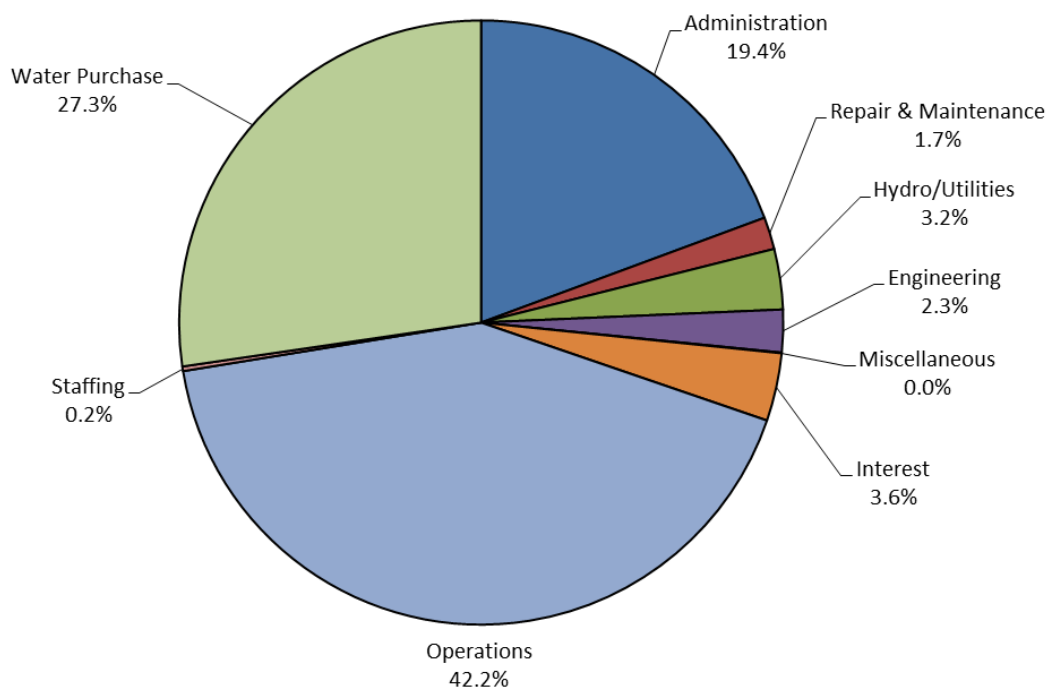
Table 4.1
Lambton Shores 2017 Water Operations Budget

Item	2017	Category
Salary - Public Works including OT	\$4,262	Staffing
Benefits	\$1,190	Staffing
Memberships & Subscriptions	\$1,198	Operations
Training/Conference	\$4,000	Operations
Utilities	\$20,000	Hydro/Utilities
Water	\$1,000	Hydro/Utilities
Hydro	\$50,000	Hydro/Utilities
OMI Contracted Services	\$614,174	Operations
LAWSS Contracted Services	\$108,550	Operations
North Middlesex Contract	\$9,262	Operations
Contracted Services	\$90,000	Operations
Engineering/Consulting	\$50,000	Engineering
Software Lic./Support	\$12,276	Operations
Insurance	\$28,323	Administration
Vehicle & Equipment	\$7,697	Repair & Maintenance
Equipment Repair/Lic.	\$15,000	Repair & Maintenance
Water Purchase	\$600,000	Water
Office Supplies	\$9,088	Administration
Materials & Supplies	\$84,462	Operations
Hydrant Maintenance	\$10,000	Repair & Maintenance
General System Maintenance	\$5,000	Repair & Maintenance
Travel/Mileage	\$2,144	Operations
Realty Tax	\$3,663	Administration
Uncollectable Account	\$822	Miscellaneous
Service Charge/Interest	\$867	Interest
Carry Forward – Interest Income	\$(63,424)	-
Administration Allocation	\$383,235	Administration
SUB-TOTAL	\$2,052,789	
Interest on long-term debt	\$134,634	
TOTAL 2017	\$2,187,423	

The above information is presented graphically in Figure 4.1.

Figure 4.1
Water Works Operational Expenses

Breakdown of Operating Costs - 2017 Budget



4.2.2 Operations Contract

The current operations contract with CH2M represents a significant proportion of the operational costs. The contract currently extends to 2019.

4.3 Interest Expense and Debt Repayment

The Municipality currently has four loans (debentures) related to Phase 3 (2009) and Phase 4 (2013) of the rural waterline project, the 2006 water expansion and 1998 LAWSS OCWA. Table 4.2 provides a summary of the debt information.

Table 4.2
Summary of Water Works Related Debt

Loan No.	Debenture Date	Maturity Date	Interest Rate (%)	Balance Dec/16 ^{1.}
OCWA	1998	2017	Variable	\$69,700
9140574	August 2006	February 2021	2.37	\$1,689,493
DEBENTURE	April 2009	October 2023	4.75	\$1,730,918
DEBENTURE	April 2013	October 2027	3.17	\$457,251

Note: 1. Approximate end of year value

4.4 Amortization of Tangible Capital Assets

Amortization is defined as “...the accounting process of allocating the cost less the residual value of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use.”⁴

The current value (sometimes referred to as “net book value”) of the asset is; its original cost less depreciation. It can be calculated as, original cost times current age divided by its life expectancy. This is a method traditionally called straight line depreciation.

Using the above approach, the annual Amortization Expense and Net Book Value for the water system, as of 2017, is as follows:

Table 4.3
2017 Net Book Value and Amortization Expense for Water Works ¹.

System Component	Amortization Expense (2017)	Net Book Value (2017) ².
Distribution Systems	\$1,295,817	\$81,736,496
Facilities (wells, storage, pumping)	\$71,175	\$2,216,868
Totals	\$1,366,992	\$83,953,364

Note: 1. Values are from Municipal records
2. Start of year

4.5 Reserve Funds

Two reserve funds currently exist for the water works. They are referred to as the Water Lifecycle Reserve Fund and the Water Reserve Fund. As of December 31, 2016, the total value of both reserve funds was \$7,280,637. Typically, the Water Lifecycle Reserve Fund is used for actual asset replacement and the Water Reserve Fund is used for large capital repairs or upgrading items. Currently the annual surplus is divided approximately 85% to the Water Lifecycle Replacement Reserve and 15% to the Water Reserve.

In addition to the two Reserve Fund accounts mentioned above, there is a Development Charges (DC) Reserve Account into which contributions for new connections to the water supply are deposited. As of December 2016, the amount in the DC water account was \$431,980.

4.6 Replacement Costs

The replacement cost of the Lambton Shores Water System as of 2017 is considered to be approximately \$358.6M. This value increases annually as construction costs increase. The annual increment would be roughly \$7.2M, based on inflation in construction costs at 2% per year.

⁴ MOE, August 2007

5.0 ANALYSIS OF REVENUE

5.1 2015 Financial Plan

Table 5.1 compares the 2016 predicted financial outcome with actual results.

Table 5.1
2015 Financial Plan – Predicted vs Actual for 2016

Item	2016 Predicted	2016 Actual ^{1.}
Revenue	\$4,081,740	\$4,145,847
Operating Expenditures	\$1,892,073 ¹	\$1,905,189
Cash Reserves (end of year)	\$7,224,308	\$7,280,637
Financial Position	\$90,059,150	\$84,983,340

Notes: 1. Approximate

5.2 Current Rate Structure and Charges

Current rates are established in Bylaw No. 12-2016 and a summary is shown in Table 5.2.

Table 5.2
Water Rate Structure

Component	2017 Charge
Monthly Base Charge (based on meter size)	
¾"	\$12.94
1"	\$24.46
1 ½ "	\$44.34
2"	\$72.50
2 ½ "	\$83.41
3"	\$139.32
4"	\$229.79
6"	\$441.63
Consumption Charge	\$2.52/m ³

5.3 Review of Revenue

5.3.1 Method of Charging

As identified in the above rate structure, water works related revenue is principally generated in two parts as follows:

1. A flat rate per customer charge based on meter size.
2. A volumetric (per m³) consumption charge.

Items 1 and 2 are expected to off-set the system operating expenses, as well as fund capital replacement and upgrading projects. There are other sources of revenue (e.g. connection fees) but the total revenue generated from those sources is minor. In 2016 it was approximately 5% of the total revenue but it included contributions to capital.

5.3.2 Revenue Breakdown

The 2017 Budget anticipates the following for revenue that is not related to debt recovery:

• User Fees – Water Works	=	\$ 4,103
• Penalties & Interest	=	\$ 47,680
• Water Billing Revenue	=	\$ 3,935,000
• Repair Revenue	=	\$ 721
• Part & Accessories	=	\$ <u>42,382</u>
Total	=	\$ 4,029,886

Based on the above, in 2017 the sum of the revenue is expected to be approximately 92% greater than operating costs including interest, but excluding amortization, resulting in a net revenue exclusive of the amortization amount of \$2,004,963. Out of this value capital replacement and improvement projects will be funded. When amortization is considered the surplus declines to \$614,883.

Average reserve transfers for 2014-2016 were \$1,176,862 annually, which is approximately 86% of the actual amortization value (see Table 4.3). Reserve transfers occur after contributions to capital.

6.0 FULL COST PROJECTIONS

6.1 General

The purpose of this Section is to identify the expected cost of service.

6.2 Assumptions

Assumptions regarding full cost of service for the Plan period (2017-2028) are as follows:

1. The starting point for operating expenses was the 2017 Budget.
2. Operating costs, other than those for Hydro and water purchases, will increase at the rate of 2% per year.
3. Hydro costs will increase 5% per year from 2017-2028
4. Water purchase costs will increase 4% per year from 2017 to 2028 to account for inflation and consumption increases.
5. Contracted Services costs have been entered based on current values increasing by 2% per year.
6. Growth is expected to be 40 customers per year.

6.3 Funding for Historic Under-Investment

Although in recent years there have been a number of infrastructure replacement projects funded from reserves, historically neither the amortization expense nor the inflation of asset costs for tangible capital assets was completely funded each year. As well, maintenance and replacement may have been deferred. These two factors combined are the historic under-investment in the system. As with amortization and inflation of asset costs there is no legislated requirement to generate a surplus which funds historic under-investment. If this amount is recovered along with amortization and inflation of asset cost the full cost of ongoing system replacement could be funded through reserves.

Table 6.1 summarizes the various components of the full cost of replacement including funding for historic under-investment. The values shown in the following table are based on the assumption that items that are overdue for replacement, based on their theoretical useful life, are replaced in 2029. The annual full cost of replacement is calculated assuming \$0 in reserves and enough cash must be available in the asset replacement year to pay 100% of the costs of replacement. It should be noted there is currently a total water reserve balance of approximately 7 million dollars, so part of this allowance has been covered.

Table 6.1
Annual Full Cost of Replacement for Water Works

System Component	2017 Annual Funding Requirements Breakdown			
	Amortization Expense	Funding for Inflation of Asset Costs	Funding for Historic Under Investment	Annual Full Cost of Replacement ^{1.}
Distribution Systems	\$1,295,817	\$6,682,050	\$4,795,756	\$12,773,623
Supply and Storage Systems	\$71,175	\$75,100	\$191,223	\$337,498
Total	\$1,366,992	\$6,757,150	\$4,986,979	\$13,111,121

Notes: 1. Based on 2% per year inflation and 1.5% per year earned interest.

On average over the past 3 years, \$287,100 in watermain replacement and other capital projects has been completed each year. This is much less than the annual full cost of replacement and is also less than the annual amortization expense.

The average total weighted life expectancy as expressed in the Water Asset Inventory database of all of the water assets is approximately 80 years. The remaining average life expectancy is 61 years.

The Rate of Replacement has been defined as the current replacement cost of the water assets (i.e. \$358.6M) divided by the sum of the average annual capital expenditure on replacement plus the contribution to reserves. Based on the 2014 to 2016 capital expenditures and reserve contributions the current Rate of Replacement is:

$$\begin{aligned}
 \text{Rate of Replacement (2017)} &= \frac{\text{2017 Replacement Cost}}{\text{Average Capital Investment + Transfer to Reserves}} \\
 &= \frac{\$358,564,463}{\$287,100 + \$1,176,862} \\
 &= 245 \text{ Years}
 \end{aligned}$$

6.4 Proposed Capital Program

6.4.1 Asset Replacement/Upgrading

For purposes of this Financial Plan the capital program for 2017 to 2028 will be as set out in Table 6.2. The values in the table include inflation based on 2% per year.

Table 6.2
Capital Construction Plan 2017 to 2028

Year	Proposed Works	Cost Allowance
2017	Meter Changeout	\$72,000
	Watermains MacHenry St. – Broadway to Morris	\$650,293
	Watermains – King St. E. Forest	\$55,050
	Related Road Replacements	\$169,950
	LAWS System	\$45,368
	Hwy 21 Chamber Upgrades	\$30,000
	Thedford Booster Station Upgrades	\$75,000
	Leak Detection Study	\$40,000
	Tower/reservoir maintenance	\$100,000
	BOS-NV Water Tower Radio	\$35,000
	Water Hydrant Identification	\$50,000
	2017 Total	\$1,322,661
2018	Meter Changeout	\$85,000
	Watermains King St. E. – CL Project	\$225,000
	Watermains Albert St. (3648)	\$180,000
	Watermains Maple St. (3714)	\$170,000
	Watermains Auto Flushers	\$25,000
	Related Road Replacements	\$175,049
	LAWSS System Capital	\$46,729
	Infrastructure Renewal	\$165,000
	Leak Detection Study	\$40,000
	Northville Booster Station Roof	\$50,000
	2018 Total	\$1,161,778
2019	Meter Changeout	\$86,700
	Watermains Main St. S. – King to Philrobden (3709, 3711, 3712)	\$640,000
	Road Related Replacements	\$180,300
	LAWSS System Capital	\$48,131
	Infrastructure Renewal	\$65,000
	2019 Total	\$1,020,131
2020	Meter Changeout	\$88,500
	Watermains – Sherwood	\$50,000
	Road Related Replacements	\$185,709
	LAWSS System Capital	\$49,575
	Infrastructure Renewal	\$165,000
	2020 Total	\$538,784
2021	Meter Changeout	\$90,000
	Watermains Retirement Loop	\$261,718
	Road Related Replacements	\$191,280
	LAWSS System Capital	\$51,062
	Infrastructure Renewal	\$65,000
	Thedford Reservoir Maintenance	\$250,000
	2021 Total	\$909,060
2022	Meter Changeout	\$92,000
	Watermains – Service Saddles on Townsend Line	\$100,000
	Watermains – Hubbard Line (3675)	\$82,000
	Road Related Replacements	\$197,019
	LAWSS System Capital	\$52,594
	Infrastructure Renewal	\$165,000
	2022 Total	\$688,613

2023	Meter Changeout	\$94,000
	Road Related Replacements	\$202,929
	LAWSS System Capital	\$54,172
	Infrastructure Renewal	\$165,000
	2023 Total	\$516,101
2024	Meter Changeout	\$96,000
	Watermains – Broadway St. (3659, 3660, 3764, 3765)	\$835,000
	Road Related Replacements	\$209,017
	LAWSS System Capital	\$55,797
	Infrastructure Renewal	\$165,000
	Arkona Tower Maintenance	\$150,000
	2024 Total	\$1,510,814
2025	Meter Changeout	\$98,000
	Road Related Replacements	\$215,288
	LAWSS System Capital	\$57,471
	Infrastructure Renewal	\$165,000
	2025 Total	\$535,759
2026	Meter Changeout	\$100,000
	Road Related Replacements	\$221,746
	LAWSS System Capital	\$59,195
	Infrastructure Renewal	\$165,000
	2026 Total	\$545,941
2027	Meter Changeout	\$102,000
	LAWSS System Capital	\$60,971
	Northville Tower Maintenance	\$150,000
	2027 Total	\$312,971
2028	Meter Changeout	\$105,000
	Watermains – Broadway (3668)	\$100,000
	LAWSS System Capital	\$62,800
	2028 Total	\$267,800
Total		\$9,330,413

7.0 COST RECOVERY

7.1 General

Section 30(2) of the SDWA (2002) requires water system owners to develop a “Cost Recovery Plan”. The intent is to create a long-term plan that will ensure adequate funding to operate, maintain and replace infrastructure. This section of the Memo identifies the revenue increase required to achieve the goals of the Plan.

7.2 Options for Cost Recovery

The required rate increase in the Plan period is dependent on what the Municipality wants to achieve. As discussed in Sections 1.2 and 6.3, the Province has advocated for full cost recovery (i.e. full funding of asset replacement) but there is no legislated requirement to do so.

Possible Options include:

1. A 0% rate increase (the base case).
2. A 2% per year rate increase (i.e. matching inflation).
3. Increasing the Rate of Replacement to 80 years (Average total expected asset life).
4. Increasing the Rate of Replacement to 61 years (Average remaining asset life).
5. Full Cost recovery (as per Section 6.3 of this Memo).

7.3 Basis of Comparison

When comparing the effect of each option on the required water rates it is assumed that there would be a series of uniform increases.

For each option we have considered the following:

- Annual % increase required
- Reserves at end of planning period (2028)
- Financial Position at 2028 (Asset value + Reserves)
- Financial Position change (\$ and %)
- Rate of Replacement

7.4 Summary of Results

Table 7.1 A, which is attached to this Memo provides year by year details of the water system financial position. Table 7.2 summarizes the effect of selecting each option.

Table 7.2
Summary of Outcomes for Rate Alternatives

Option No.	Description	% Annual Increase Required	Reserves at 2028	Financial Position (2028)			Rate of Replacement ^{2.} (Years)
				\$	Change ^{1.}		
					\$	%	
	2017 Position		\$7.35M	\$88.0M	-	-	245
1	0% Rate Increase (Status Quo)	0	\$20.4M	\$96.4M	+\$8.4M	+9.5	199
2	2 % Annual Rate Increase (Matching Inflation)	2	\$26.4M	\$102.4M	+\$14.4M	+16.3	126
3	Reducing the Rate of Replacement to 80 Years ^{3.}	4.6	\$35.4M	\$111.5M	+\$23.5M	+26.7	80
4	Reducing the Rate of Replacement to 61 Years ^{4.}	6.3	\$42.2M	\$118.3M	+\$30.3M	+34.4	61
5	Full Cost Recovery as per MOECC Definition	12.4	\$73.9M	\$150.0M	+\$62.0M	+70.5	28


- Notes:
1. Difference between 2017 and 2028.
 2. Rate of Replacement in year 2028 based on method described in Section 6.3.
 3. 80 years represents the average Expected Useful Life (EUL) of the existing assets.
 4. 61 years represents the average Remaining Useful Life of the existing assets.

7.5 Discussion of Results

A review of the outcomes of various rate increases presented in Table 7.2 indicates the following:

- With no increase in revenue, the current rate of Reserve Fund growth combined with the proposed 10 year capital replacement program will result in a 9.5% improvement in the Financial Position and a reduction in the Rate of Replacement from 245 to 199 years.
- Increasing Revenue by 2% per year (i.e. approximating inflation) will further improve the Financial Position and result in a Rate of Replacement of 126 years.
- To have a rate of replacement equal to the average asset life expectancy or the expected remaining asset life will require annual rate increases of 4.6% and 6.3% respectively.
- To achieve Full Cost Recovery by 2028 would require an annual rate increase of 12.4%. However, no increases would be required beyond 2028.

B. M. ROSS AND ASSOCIATES LIMITED

Per 
Stephen D. Burns, P. Eng.

Per 
Ryan P. DeVries, P. Eng.

:hv

Table 7.1A
MUNICIPALITY OF LAMBTON SHORES
2017-2028 Financial Plan for Waterworks
FINANCIAL PLAN 049-301

Revised November 20, 2017 Base Case: 0% Revenue Increase												
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
FINANCIAL POSITION												
Financial assets												
Cash and cash equivalents	8,077,840	8,596,142	9,225,181	10,304,052	11,184,536	12,451,918	13,862,477	14,373,340	15,808,434	17,198,134	18,781,871	20,362,578
Total FINANCIAL ASSETS	8,077,840	8,596,142	9,225,181	10,304,052	11,184,536	12,451,918	13,862,477	14,373,340	15,808,434	17,198,134	18,781,871	20,362,578
Liabilities												
Long-term debt - Phase 3	1,517,071	1,292,946	1,058,049	811,861	553,841	283,419	-	-	-	-	-	-
Long-term debt - Phase 4	421,906	385,433	347,794	308,952	268,869	227,506	184,821	140,772	95,316	48,407	-	-
Long-term debt - Water Expansion	1,329,375	960,673	583,180	196,688	-	-	-	-	-	-	-	-
Long-term debt - LAWSS OCWA	-	-	-	-	-	-	-	-	-	-	-	-
Total LIABILITIES	3,268,353	2,639,051	1,989,022	1,317,501	822,710	510,925	184,821	140,772	95,316	48,407	-	-
NET DEBT (Liabilities - Assets)	(4,809,488)	(5,957,091)	(7,236,158)	(8,986,551)	(10,361,826)	(11,940,992)	(13,677,656)	(14,232,568)	(15,713,118)	(17,149,727)	(18,781,871)	(20,362,578)
Non-financial assets (Tangible capital assets)												
Existing water mains and facilities	83,953,363	83,932,120	83,711,302	83,336,243	82,497,488	81,985,457	81,239,127	80,310,199	80,372,691	79,430,905	78,491,030	77,309,754
Less: Amortization	(1,366,992)	(1,382,596)	(1,399,859)	(1,413,797)	(1,421,091)	(1,434,943)	(1,445,029)	(1,452,991)	(1,477,544)	(1,485,816)	(1,494,247)	(1,503,924)
Loss (gain) on disposal of tangible capital assets	23,088	-	4,669	36,259	-	-	-	4,669	-	-	-	-
New watermains and facilities - at cost	1,322,661	1,161,778	1,020,131	538,784	909,060	688,613	516,101	1,510,814	535,758	545,941	312,971	276,800
Total NON-FINANCIAL ASSETS	83,932,120	83,711,302	83,336,243	82,497,488	81,985,457	81,239,127	80,310,199	80,372,691	79,430,905	78,491,030	77,309,754	76,082,630
Financial position (Non Finance assets - Net Debt)	88,741,608	89,668,393	90,572,401	91,484,039	92,347,283	93,180,120	93,987,856	94,605,259	95,144,023	95,640,757	96,091,624	96,445,208
Analysis of financial position												
Equity in tangible capital assets	80,663,767	81,072,251	81,347,220	81,179,987	81,162,747	80,728,202	80,125,378	80,231,919	79,335,589	78,442,623	77,309,754	76,082,630
Reserves and reserve funds	8,077,840	8,596,142	9,225,181	10,304,052	11,184,536	12,451,918	13,862,477	14,373,340	15,808,434	17,198,134	18,781,871	20,362,578
General surplus (deficit)	-	-	-	-	-	-	-	-	-	-	-	-
Financial position (from analysis)	88,741,608	89,668,393	90,572,401	91,484,039	92,347,283	93,180,120	93,987,856	94,605,259	95,144,023	95,640,757	96,091,624	96,445,208
Notes:												
1. This value is equal to the total non-financial assets less long-term debt.												
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
FINANCIAL OPERATIONS												
Revenue												
User Fees												
User Fees - Water Works	4,103	4,185	4,269	4,354	4,441	4,530	4,621	4,713	4,807	4,903	5,002	5,102
Water Billing	3,935,000	3,958,416	3,981,831	4,005,247	4,028,663	4,052,078	4,075,494	4,098,910	4,122,325	4,145,741	4,169,157	4,192,572
Total User Fee REVENUE	3,939,103	3,962,601	3,986,100	4,009,601	4,033,104	4,056,608	4,080,115	4,103,623	4,127,133	4,150,644	4,174,158	4,197,674
Other												
Penalties & Interest	47,680	48,634	49,606	50,598	51,610	52,643	53,695	54,769	55,865	56,982	58,122	59,284
Repair	721	735	750	765	780	796	812	828	845	862	879	896
Parts & Accessories	42,382	43,230	44,094	44,976	45,876	46,793	47,729	48,684	49,657	50,650	51,663	52,697
Total Other REVENUE	90,783	92,599	94,451	96,340	98,266	100,232	102,236	104,281	106,367	108,494	110,664	112,877
Total REVENUE	4,029,886	4,055,199	4,080,551	4,105,941	4,131,370	4,156,840	4,182,351	4,207,904	4,233,499	4,259,138	4,284,822	4,310,551
Expenses												
Salary - Public Works including OT	4,262	4,347	4,434	4,523	4,613	4,706	4,800	4,896	4,994	5,093	5,195	5,299
Benefits	1,190	1,214	1,238	1,263	1,288	1,314	1,340	1,367	1,394	1,422	1,451	1,480
Memberships & Subscriptions	1,198	1,222	1,246	1,271	1,297	1,323	1,349	1,376	1,404	1,432	1,460	1,490
Training/Conference	4,000	4,080	4,162	4,245	4,330	4,416	4,505	4,595	4,687	4,780	4,876	4,973
Utilities	20,000	20,400	20,808	21,224	21,649	22,082	22,523	22,974	23,433	23,902	24,380	24,867
Water	1,000	1,020	1,040	1,061	1,082	1,104	1,126	1,149	1,172	1,195	1,219	1,243
Hydro	50,000	52,500	55,125	57,881	60,775	63,814	67,005	70,355	73,873	77,566	81,445	85,517
OMI Contracted Services	614,174	626,457	638,987	651,766	664,802	678,098	691,660	705,493	719,603	733,995	748,675	763,648
LAWSS Contracted Services	108,550	110,721	112,935	115,194	117,498	119,848	122,245	124,690	127,184	129,727	132,322	134,968
North Middlesex Contract	9,262	9,447	9,636	9,829	10,025	10,226	10,431	10,639	10,852	11,069	11,290	11,516
Contracted Services	90,000	91,800	93,636	95,509	97,419	99,367	101,355	103,382	105,449	107,558	109,709	111,904
Engineering/Consulting	50,000	51,000	52,020	53,060	54,122	55,204	56,308	57,434	58,583	59,755	60,950	62,169
Software Lic/Support	12,276	12,522	12,772	13,027	13,288	13,554	13,825	14,101	14,383	14,671	14,964	15,264
Insurance	28,323	28,889	29,467	30,057	30,658	31,271	31,896	32,534	33,185	33,849	34,526	35,216
Vehicle & Equipment	7,697	7,851	8,008	8,168	8,331	8,498	8,668	8,841	9,018	9,199	9,383	9,570
Equipment Repair/Lic	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285	18,651
Water Purchase	600,000	630,000	661,500	694,575	729,304	765,769	804,057	844,260	886,473	930,797	977,337	1,026,204
Office Supplies	9,088	9,270	9,455	9,644	9,837	10,034	10,235	10,439	10,648	10,861	11,078	11,300
Materials & Supplies	84,462	86,151	87,874	89,632	91,424	93,253	95,118	97,020	98,961	100,940	102,959	105,018
Hydrant Maintenance	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190	12,434
General System Maintenance	5,000	5,100	5,202	5,306	5,412	5,520	5,631	5,743	5,858	5,975	6,095	6,217
Travel/Mileage	2,144	2,187	2,231	2,275	2,321	2,367	2,414	2,463	2,512	2,562	2,614	2,666
Realty Tax	3,663	3,736	3,811	3,887	3,965	4,044	4,125	4,208	4,292	4,378	4,465	4,554
Uncollectable Account	822	838	855	872	890	908	926	944	963	982	1,002	1,022
Service Charge/Interest	867	884	902	920	938	957	976	996	1,016	1,036	1,057	1,078
Administration Allocation	383,235	390,900	398,718	406,692	414,826	423,122	431,585	440,217	449,021	458,001	467,161	476,505
Subtotal Operating Expense	2,116,213	2,178,037	2,242,073	2,308,413	2,377,155	2,448,401	2,522,256	2,598,833	2,678,248	2,760,624	2,846,087	2,934,772
Interest on Phase 3 debt	79,709	69,431	58,658	47,368	35,535	23,134	10,136	-	-	-	-	-
Interest on Phase 4 debt	14,217	13,088	11,922	10,720	9,479	8,198	6,876	5,512	4,105	2,653	1,154	-
Interest on Water Expansion debt	37,920	29,335	20,544	11,545	2,331	-	-	-	-	-	-	-
Interest on LAWSS OCWA debt	2,788	-	-	-	-	-	-	-	-	-	-	-
Loss (gain) on disposal of tangible capital assets	23,088	-	4,669	36,259	-	-	-	-	-	-	-	-
Amortization of capital assets	1,366,992	1,382,596	1,399,859	1,413,797	1,421,091	1,434,943	1,445,029	1,452,991	1,477,544	1,485,816	1,494,247	1,503,924
Total EXPENSES	3,640,927	3,672,486	3,737,726	3,828,102	3,845,591	3,914,675	3,984,298	4,057,337	4,159,897	4,249,092	4,341,488	4,438,696
Net Revenue (Deficit) for the year	388,959	382,713	342,824	277,838	285,779	242,165	198,053	150,567				

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Memo

From: Steve Burns
sburns@bmross.net

To:	Municipality of Lambton Shores
Re:	Wastewater Rate Review
File #:	17160
Date:	December 6, 2017

1.0 INTRODUCTION

1.1 Purpose of the Memo

The purpose of the Memo is to summarize a review of existing and projected wastewater system costs and revenue. The information will facilitate a discussion regarding potential rate adjustments over the period 2018 to 2028.

The Memo will serve as background information for a Report proposing water and wastewater rate adjustments.

1.2 Key Legislated Requirements

As identified in the Ontario Ministry of the Environment MOE guidelines¹ for financial planning, achieving financial sustainability in Ontario's municipal water and wastewater sector is a long term goal of the province.

In addition to related municipal operating and financing legislation, the Province² has set out, in the Safe Drinking Water Act, 2002 (SDWA), detailed requirements for financial planning related to water works systems. There is no corresponding existing legislation related to wastewater.

1.3 Relationship to Previous Plans

A Water and Wastewater Rate Study was completed in March 2016 by Watson and Associates. The purpose of the study was to update the analysis for current capital and operating forecasts and incorporate lifecycle costing. The Study recommended increases in the base charge and volumetric rate, based on metered water use, of 9% per year to 2020 and 2% per year from 2021 to 2025.

2.0 METHODOLOGY

2.1 Available Information

Information provided by the Municipality of Lambton Shores includes;

1. 2015 to 2016 Capital and Operating Budgets and actual expenditures for the wastewater system
2. 2017 Capital and Operating Budgets for the wastewater system
3. Operating costs and budgets for the Grand Bend Area Joint Sewage Operations
4. 2014 to 2016 Reserve Fund Summaries
5. Capital Project expectations for 2018 to 2028

¹ Ministry of the Environment, "Toward Financially Sustainable Drinking Water and Wastewater Systems", August 2007.

² Watson & Associates Economists Ltd, "Municipality of Lambton Shores Water and Wastewater Rate Study", March 1, 2016

6. Wastewater Asset Inventory
7. Asset Management Plan
8. Number of customers
9. 2017 wastewater rates
10. Other applicable information related to the wastewater system.

2.2 Procedure

The available information listed in Section 2.1 was reviewed to develop an understanding of the relationship between current expenses and revenue. The asset database was used to determine asset values, amortization expenses and probable future replacement costs.

Recent historical capital expenses were also reviewed to better understand current rates of replacement and improvement. The 2018-2028 capital forecast was used to estimate potential revenue needs.

Current operating expenses, based on the 2017 budget were inflated by, depending on the category, 2% to 5% to estimate revenue needs to operate the system.

A base case of a 0% rate increase was developed to understand the consequences of maintaining the status quo. Required increases were developed for the following scenarios.

- Re-building of the 2017 Financial Position by 2028
- Increasing rates at 9% per year to 2020 then 2% per year (as per previous recommendations).
- Increasing the Rate of Replacement to match the average life expectancy of the assets.
- Increasing the Rate of Replacement to match the average remaining life expectancy of the assets.
- Full cost recovery as defined by MOE Guidelines³.

3.0 DESCRIPTION OF THE WASTEWATER SYSTEM

3.1 Physical Facilities

The Municipality owns five separate wastewater systems. Four of the systems serve larger urban communities within Lambton Shores, the fifth serves a subdivision. All of the systems are operated by CH2M on behalf of the Municipality.

Table 3.1 provides a brief description of each system to assist in understanding the scale of the facilities.

Table 3.1
Summary of Wastewater Treatment and Collection Facilities

Community Served	Wastewater Treatment	Length of Sewer	No of Customers
Arkona	An extended aeration process treatment facility with tertiary filtration and UV disinfection. WWTP is rated at 621 m ³ /d	7.7 km	268
Forest	An extended aeration process treatment facility with tertiary filtration and UV disinfection. Rated at 1800 m ³ /d.	23.9 km	1273

³ Ministry of the Environment, August 2007.

Community Served	Wastewater Treatment	Length of Sewer	No of Customers
Grand Bend	A biological nitrogen removal process with tertiary filtration and UV disinfection. Process incorporates lagoons for flow equalization and biosolids storage. Rated at 2473 m ³ /d. Shared with the Municipality of South Huron.	12.8 km in Lambton Shores	943
Thedford	A two cell facultative lagoon with seasonal (spring and fall) discharge. Rated at 477 m ³ /d.	9.1 km	330
Indian Hills Estate Subdivision	An extended aeration process treatment facility with effluent storage lagoons and spray irrigation effluent disposal.	1.2 km	5

3.2 Growth Expectations

The forecasted growth rate for the Municipality is 0.65% per year for the next 25 years. This rate of growth is consistent with demographic trends in Southwestern Ontario. For purposes of the rate calculations, we have assumed an increase of 25 customers per year which is less than the growth allowance for water supply and recognizes that some new development will occur in locations without sanitary service.

4.0 FULL COST OF SERVICE

4.1 Cost Components

The full cost of providing water services includes the following major categories⁴:

1. Operating expenses
2. Interest expense
3. Funding for Debt Principal Repayment
4. Amortization of Tangible Capital Assets
5. Funding for Inflation in Asset Costs
6. Funding for Historic Under-investment
7. Funding for Service Enhancements
8. Funding for System Growth

Items 2 and 3 would apply when debt has been, or will be, incurred for capital projects. Items 4 to 6 relate to asset maintenance and replacement. The final two items, 7 and 8, relate to planned capital projects for improvements or growth. In some cases, the improvements may be driven by changing regulations, in other cases the Municipality may initiate the project.

4.2 Operating Expenses

4.2.1 Review of 2017 Wastewater Budget

Budgets and actual expenses for the wastewater system were reviewed for 2015 and 2016. The 2017 budget is believed to reflect the cost of operating the current system. The 2017 anticipated expenses for wastewater operations are summarized in Table 4.1.

⁴ Ministry of the Environment, August 2007.

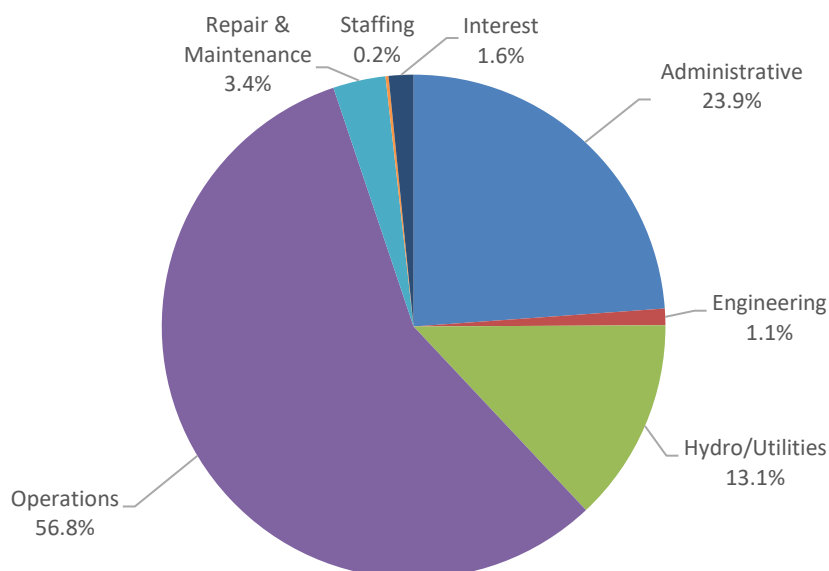
Table 4.1
Lambton Shores 2017 Wastewater Operations Budget

Item	2017	Category
Salary - Public Works including OT	\$ 2,301	Staffing
Benefits	\$ 533	Staffing
Utilities	\$ 10,000	Hydro/Utilities
Water	\$ 4,500	Hydro/Utilities
Hydro	\$ 170,000	Hydro/Utilities
Gas	\$ 4,500	Hydro/Utilities
CH2M Contracted Services	\$ 557,266	Operations
Contracted Services	\$ 30,844	Operations
Engineering/Consulting	\$ 15,300	Engineering
Insurance	\$ 29,761	Administrative
Vehicle & Equipment	\$ 5,944	Repair & Maintenance
GBA Sewer Infrastructure MTC.	\$ 233,155	Operations
General System Maintenance	\$ 42,800	Repair & maintenance
Administration Allocation	\$ 266,870	Administrative
Realty Tax	\$ 48,144	Administrative
SUB-TOTAL	\$ 1,421,918	
Interest on long-term debt	\$ 22,942	
TOTAL 2017	\$ 1,444,860	

The following Figure presents the general categorization of the various budget expense items.

Figure 4.1
Wastewater Operational Expenses

Breakdown of Operating Costs – 2017 Budget



4.2.2 Grand Bend and Area Joint Sewage Operations

The budget line for the Grand Bend and Area Joint Sewage Operations is identified as GBA Sewer Infrastructure MTC. This item is expected to increase to approximately \$450,000 in 2018 which includes a component for future capital replacement.

4.2.3 Operations Contract

The current operations contract with CH2M represents a significant proportion of the operational costs. The contract currently extends to 2019.

4.3 Interest Expense and Debt Repayment

The Municipality currently has one loan (debenture) as described in Table 4.2. Borrowing has been completed internally for the Grand Bend Area Sewage Works.

Table 4.2
Summary of Wastewater Works Related Debt

Loan No.	Loan Date	Maturity Date	Interest Rate (%)	Balance Dec/16 ¹ .
Sewer Forcemain	January 2011	October 2025	Prime less 0.15%	\$840,000

Note: 1. Approximate end of year value

4.4 Amortization of Tangible Capital Assets

Amortization is defined as “...the accounting process of allocating the cost less the residual value of a tangible capital asset to operating periods as an expense over its useful life in a rational and systematic manner appropriate to its nature and use.”⁵

The current value (sometimes referred to as “net book value”) of the asset is; its original cost less depreciation. It can be calculated as, original cost times current age divided by its life expectancy. This is a method traditionally called straight line depreciation.

Using the above approach, the annual Amortization Expense and Net Book Value for the wastewater system, as of 2017, is as follows:

Table 4.3
2017 Net Book Value and Amortization Expense for Wastewater Works ¹.

System Component	Amortization Expense (2017)	Net Book Value (2017) ² .
Collection System	\$137,043	\$8,424,298
Facilities (pumping and treatment)	\$473,599	\$14,586,640
Totals	\$610,642	\$23,010,937

Note: 1. The values were provided by the Municipality

2. Start of year

4.5 Reserve Funds

Two reserve funds currently exist for the wastewater works. They are referred to as the Sewer Lifecycle Reserve Fund and the Sewer Reserve Fund. As of December 31, 2016, the total value of

⁵ MOE, August 2007

both reserve funds was \$618,474. Typically, the Sewer Lifecycle Reserve Fund is used for actual asset replacement and the Sewer Reserve Fund is used for large capital repairs or upgrading items.

In addition to the two Reserve Fund accounts mentioned above, there is a Development Charges (DC) Reserve Account into which contributions for new connections to the sewage system in Forest and the Grand Bend area are deposited. As of December 2017, the amount in the DC sewer account is approximately \$100,000.

4.6 Replacement Costs

The replacement cost of the Lambton Shores Wastewater Systems as of 2017 is estimated to be approximately \$70.2 M. This value increases annually as construction costs increase. The annual increment would be roughly \$1.4 M, based on inflation in construction costs of approximately 2% per year.

5.0 ANALYSIS OF REVENUE

5.1 Current Rate Structure and Charges

Current rates are established in Bylaw No. 12-2016 and a summary is shown in Table 5.1.

**Table 5.1
Sewage Rate Structure**

Component	2017 Charge
Monthly Base Charge (based on water meter size)	
¾"	\$13.56
1"	\$43.95
1 ½ "	\$79.62
2"	\$130.20
2 ½ "	\$149.78
3"	\$250.23
4"	\$412.67
6"	\$809.80
Consumption Charge ^{1.}	\$2.60/m ³

Note: 1. Volume charge is based on metered water consumption

Based on the above rates as of 2017, a typical residential customer would pay approximately 4% to 5% more for sewage service than water service.

5.2 Review of Revenue

5.2.1 Method of Charging

As identified in the above rate structure, water works related revenue is principally generated in two parts as follows:

1. A flat rate per customer charge based on water meter size.
2. A volumetric (per m³) charge based on water consumption.

Items 1 and 2 are expected to off-set the system operating expenses, as well as fund capital replacement and upgrading projects. There are other sources of revenue (e.g. rentals) but the total revenue generated from those sources is minor. In 2016 it was less than 4 % of the total revenue.

5.2.2 Revenue Breakdown

The 2017 Budget anticipates the following for revenue that is not related to debt recovery:

• User Fees – Sewage Works	=	\$ 1,611,000
• Other	=	\$ <u>30,000</u>
Total	=	\$ 1,641,000

Based on the above, in 2017 the sum of the revenue was expected to be approximately 12% greater than operating costs including interest but excluding amortization, resulting in a net revenue exclusive of the amortization amount of \$196,140. Out of this value capital replacement and improvement projects will be funded. If amortization was considered, the expected surplus becomes a deficit of approximately \$415,000.

Average surplus transfers to reserves from Operating for 2014-2016 were \$65,872 annually, which is approximately 10% of the actual amortization value identified in Table 4.3.

6.0 FULL COST PROJECTIONS

6.1 General

The purpose of this Section is to identify the expected cost of service.

6.2 Assumptions

Assumptions regarding full cost of service for the Plan period (2017-2028) are as follows:

1. The starting point for operating expenses was generally the 2017 Budget with expected adjustments in some categories.
2. Operating costs, other than those for Hydro, will increase at the rate of 2% per year.
3. Hydro costs will increase 5% per year from 2017-2028
4. Contracted Services costs have been entered based on current values increasing by 2% per year.
5. Growth is expected to be 25 dwellings per year.

6.3 Funding for Historic Under-Investment

Although in recent years there have been a number of infrastructure replacement projects funded from reserves, historically neither the amortization expense nor the inflation of asset costs for tangible capital assets was completely funded each year. As well, maintenance and replacement may have been deferred. These two factors combined are the historic under-investment in the system. As with amortization and inflation of asset costs there is no legislated requirement to generate a surplus which funds historic under-investment. If this amount is recovered along with amortization and inflation of asset cost the full cost of ongoing system replacement could be funded through reserves.

Table 6.1 summarizes the various components of the full cost of replacement including funding for historic under-investment. The values shown in the following table are based on the assumption that items that are overdue for replacement, based on their theoretical useful life, are replaced in 2029. The annual full cost of replacement is calculated assuming \$0 in reserves and enough cash must be available in the asset replacement year to pay 100% of the costs of replacement.

Table 6.1
Annual Full Cost of Replacement for Wastewater Works

System Component	2017 Annual Funding Requirements Breakdown			
	Amortization Expense	Funding for Inflation of Asset Costs	Funding for Historic Under Investment	Annual Full Cost of Replacement ^{1.}
Collection Systems	\$137,043	\$695,956	\$827,750	\$1,660,743
Treatment	\$476,599	\$395,384	\$1,142,158	\$2,011,141
Total	\$610,642	\$1,091,334	\$1,969,908	\$3,671,884

Notes: 1. Based on 2% per year inflation and 1.5% per year earned interest.

Excluding the new Grand Bend Sewage Treatment Facility expansion including related works, historical capital upgrade expenditures have been as follows:

Table 6.2
Capital Upgrade Expenditures 2014 to 2017

Year	Expenditure
2014	\$37,864
2015	\$135,126
2016	\$213,216
2017 ^{1.}	\$1,124,000
Total	\$1,510,206
Average 2014 - 16	\$128,735
Average 2014 - 17	\$377,552

Notes: 1. The 2017 values are 'Budget' not Actuals.

The average total weighted expected useful life (EUL), as expressed in the Wastewater Asset Inventory Database, of all of the wastewater assets is approximately 70 years. The remaining average life expectancy is approximately 45 years.

The Rate of Replacement has been defined as the current replacement cost of the wastewater assets (i.e. \$70.15 M) divided by the sum of the average annual capital expenditure on replacement plus the contribution to reserves. Based on the 2014 to 2016 capital expenditures and reserve contributions, the current Rate of Replacement is:

$$\begin{aligned}
 \text{Rate of Replacement (2017)} &= \frac{\text{2017 Replacement Cost}}{\text{Average Capital Investment + Transfer to Reserves}} \\
 &= \frac{\$70,153,418}{\$128,735 + \$65,872} \\
 &= 360 \text{ Years}
 \end{aligned}$$

Considering the more aggressive capital replacement program for 2017, the above value would reduce to approximately 160 years by the end of the year.

6.4 Proposed Capital Program

6.4.1 Asset Replacement/Upgrading

For purposes of this analysis, the capital program for 2017 to 2028 will be as set out in Table 6.2. The values in the table include inflation based on 2% per year.

Table 6.3
2017 to 2028 Wastewater Capital Program

Year	Proposed Works	Cost Allowance
2017	Road Related Replacements	\$33,000
	GB - Alberta St PS	\$167,000
	GB - PS 4 Green Acres Wet Well	\$128,200
	GB - PS 1 Beach SPS	\$224,000
	GB - Morenz Lane PS	\$123,900
	TH - Main St PS	\$196,700
	TH - Main Lift	\$81,300
	Thedford Lagoon reconstruction	\$11,000
	Mollard Line Forcemain	\$117,000
	2017 Total	\$1,082,100
2018	Road Related Replacements	\$33,000
	FO - Main Lift PS Grinder Pump	\$70,000
	FO - Main Lift PS Process Control	\$22,000
	FO - STP Structure for by-pass valve chamber	\$10,000
	Thedford Lagoon reconstruction	\$150,000
	AR - Anne Street PS Dialer	\$10,000
	Mollard Line Forcemain	\$339,471
	South Bosanquet Trunk Sewer (Eng.)	\$35,000
	2018 Total	\$669,471
2019	Road Related Replacements	\$33,000
	ARK - STP Sand Filtration System	\$20,000
	ARK- Clarifier Cover	\$100,000
	FO - STP New Filter Installation	\$250,000
	River Road Sanitary Sewer Upgrades	\$250,000
	FO - Main St. S - CL	\$150,000
	2019 Total	\$803,000
2020	Road Related Replacements	\$33,990
	ARK - STP Sand Filtration System	\$250,000
	Indian Hills PS - Electrical Panel, Upgrades	\$75,000
	FO - STP Process Equipment	\$250,000
	FO – Flow Meter Channel	\$10,000
	2020 Total	\$618,990
2021	Road Related Replacements	\$35,010
	2021 Total	\$35,010
2022	Road Related Replacements	\$36,060
	2022 Total	\$36,060
2023	Road Related Replacements	\$37,142
	FO - Main Lift PS Rehab	\$200,000
	2023 Total	\$237,142
2024	Road Related Replacements	\$38,256
	2024 Total	\$38,256
2025	Road Related Replacements	\$39,404
	Indian Hills STP - Rehab	\$200,000
	2025 Total	\$239,404

2026	Road Related Replacements	\$40,586
	Arkona STP - Rehab	\$650,000
	2026 Total	\$690,586
2027	Road Related Replacements	\$41,803
	2027 Total	\$41,803
2028	Road Related Replacements	\$43,058
	Forest STP - Rehab	\$1,750,000
	2028 Total	\$1,793,058
	TOTAL	\$6,284,880

7.0 COST RECOVERY

7.1 General

The intent is to create a long-term plan that will ensure adequate funding to operate, maintain and replace infrastructure. This section of the Memo identifies the revenue increases required to achieve various options.

7.2 Options for Cost Recovery

The required rate increase in the Plan period is dependent on what the Municipality wants to achieve. As discussed in Sections 1.2 and 6.3, the Province has advocated for full cost recovery (i.e. full funding of asset replacement) but there is no legislated requirement to do so.

Possible Options include:

1. A 0% rate increase.
2. A 5.6% increase to re-build the Financial Position by 2028.
3. A 6% increase to re-build the Final Position and improve cash flow.
4. A 9% per year rate increase to 2020 then a 2% increase to 2028 (consistent with prior recommendations)
5. Increasing the Rate of Replacement to 70 years (Average total expected asset life).
6. Increasing the Rate of Replacement to 45 years (Average remaining asset life).
7. Full Cost recovery (as per Section 6.3 of this Memo).

7.3 Basis of Comparison

When comparing the effect of each goal on the required water rates it is assumed that there would be a series of uniform increases throughout the period of the Plan (i.e. 2018 to 2028).

For each goal we have considered the following:

- Annual % increase required
- Reserves at end of planning period (2028)
- Financial Position at 2028 (Asset value + Reserves)
- Financial Position change (\$ and %)
- Rate of Replacement

7.4 Summary of Results

Table 7.1A, which is attached to this Memo, provides detail for Option 1 (0% increase). Tables 7.1B and 7.1C showing the effects of 5.6% and 6.0% increases are also attached. Table 7.2 summarizes the effect of selecting each option.

Table 7.2
Summary of Outcomes for Rate Increase Alternatives

Option No.	Description	% Annual Increase Required	Sewage Cash Reserve at 2028	Financial Position (2028)			Rate of Replacement ^{2.} (Years)
				\$	Change ^{1.}		
					\$	%	
	2017 Position	-	-	\$22.25M	-	-	160
1	0% Rate Increase (Status Quo)	0	(\$8.1M)	\$14.9M	(\$7.35M)	(33.0)	infinite
2	Re-build 2017 Financial Position by 2028	5.6	(\$0.6M)	\$22.35M	(\$0.10M)	0	62
3	Re-build Financial Position and improve cash flow	6.0	\$0.7M	\$23.0	\$0.75M	3.4	56
4	9% to 2020 then 2% Annual Rate Increase to 2028	3 yrs-9% 8yrs-2%	(\$1.62M)	\$21.32M	(\$0.93M)	(4.0)	107
5	Reducing the Rate of Replacement to 70 Years ^{3.}	5.2	(\$1.2M)	\$21.7	(\$0.55M)	(2.5)	70
6	Reducing the Rate of Replacement to 45 Years ^{4.}	6.9	\$1.6M	\$24.5M	\$2.3M	10.3	45
7	Full Cost Recovery as per MOECC Definition	11.2	\$10.6M	\$33.5M	\$11.25M	50.6	21

Notes: 1. Difference between 2017 and 2028.
2. Rate of Replacement in year 2028 based on method described in Section 6.3.
3. 70 years represents the average Expected Useful Life (EUL) of the existing assets.
4. 45 years represents the average Remaining Useful Life of the existing assets.

7.5 Discussion of Results

The current revenue/expenditure scenario (0% increase) is not sustainable, reserves are depleted and within a couple of years revenue will be exceeded by operational costs.

Scenario 2, a 5.6% annual increase, which has the goal of re-building the Financial Position by 2028 will still result in negative reserves at that time. It will however result in substantial improvement in the Rate of Replacement.

Scenario 3, which has the additional goal of improving cash flow, will result in a positive reserve at the end of the planning period (by 2027) in addition to re-building the Financial Position.

Scenario 4, which is the revenue increase program proposed in 2016, also results in a loss in Financial Position over the 11 year review period. In this regard it would also be interpreted as not sustainable.

Interpretation of the results indicates that an annual increase in the order of 6.0% will be required to have a positive reserve balance by 2028. A 6.0% annual increase will also improve the current Financial Position and reduce the Rate of Replacement to a value between the average EUL and remaining EUL.

B. M. ROSS AND ASSOCIATES LIMITED

Per 
Stephen D. Burns, P. Eng.

Per 
Ryan P. DeVries, P. Eng.

:es

Table 7.1A MUNICIPALITY OF LAMBTON SHORES 2017-2028 Financial Plan for Wastewater Works FINANCIAL PLAN												
Revised December 6, 2017 Base Case - 0% Revenue Increase												
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
FINANCIAL POSITION												
Financial assets												
Sewage Cash and Reserve Fund	104,420	(727,257)	(1,711,553)	(2,541,856)	(2,826,323)	(3,132,917)	(3,663,226)	(4,018,487)	(4,599,944)	(5,570,589)	(5,926,598)	(8,069,371)
DC Reserve Fund for Sewage	98,075	119,546	141,339	163,459	185,911	208,700	231,830	255,308	279,138	303,325	327,874	352,793
LS portion of GBSTF Reserve Fund	-	132,635	269,912	411,954	558,887	710,839	867,941	1,030,329	1,198,140	1,371,515	1,550,599	1,735,539
A/R from Ontario Parks for GBSTF debt	2,192,565	1,918,494	1,644,424	1,370,353	1,096,283	822,212	548,141	274,071	-	-	-	-
Total FINANCIAL ASSETS	2,395,060	1,443,419	344,122	(596,089)	(985,242)	(1,391,167)	(2,015,313)	(2,458,779)	(3,122,667)	(3,895,750)	(4,048,125)	(5,981,040)
Liabilities												
Long-term debt - 5000157	746,667	653,333	560,000	466,667	373,333	280,000	186,667	93,334	-	-	-	-
Long-term debt - PS2	214,628	167,628	120,628	73,628	26,628	-	-	-	-	-	-	-
Long-term debt - GBSTF	2,599,517	2,325,446	2,051,376	1,777,305	1,503,235	1,229,164	955,093	681,023	406,952	406,952	406,952	406,952
Total LIABILITIES	3,560,812	3,146,408	2,732,004	2,317,600	1,903,196	1,509,164	1,141,760	774,356	406,952	406,952	406,952	406,952
NET DEBT (Liabilities - Assets)	1,165,752	1,702,989	2,387,881	2,913,689	2,888,438	2,900,331	3,157,074	3,233,136	3,529,619	4,302,702	4,455,077	6,387,992
Non-financial assets (Tangible capital assets)												
Existing sewers and facilities	23,010,937	23,411,913	23,432,852	23,602,335	23,570,379	22,935,303	22,300,864	21,867,083	21,229,979	20,793,574	20,803,886	20,151,939
Less: Amortization	(610,642)	(622,536)	(633,518)	(650,945)	(670,087)	(670,499)	(670,923)	(675,360)	(675,810)	(680,273)	(693,751)	(694,243)
Gain (loss) on disposal of tangible capital assets	(70,482)	(25,996)	-	-	-	-	-	-	-	-	-	-
New sewers and facilities - at cost	1,082,100	669,471	803,000	618,990	35,010	36,060	237,142	38,256	239,404	690,586	41,804	1,793,058
Total NON-FINANCIAL ASSETS	23,411,913	23,432,852	23,602,335	23,570,379	22,935,303	22,300,864	21,867,083	21,229,979	20,793,574	20,803,886	20,151,939	21,250,754
Financial position (Non Finance assets - Net Debt)	22,246,161	21,729,863	21,214,453	20,656,690	20,046,865	19,400,533	18,710,010	17,996,844	17,263,955	16,501,184	15,696,862	14,862,763
Analysis of financial position												
Equity in tangible capital assets	19,851,101	20,286,444	20,870,331	21,252,779	21,032,107	20,791,700	20,725,323	20,455,623	20,386,622	20,396,934	19,744,987	20,843,802
Sewage Cash and Reserve Funds (deficit)	104,420	(727,257)	(1,711,553)	(2,541,856)	(2,826,323)	(3,132,917)	(3,663,226)	(4,018,487)	(4,599,944)	(5,570,589)	(5,926,598)	(8,069,371)
DC Reserve Fund for Sewage	98,075	119,546	141,339	163,459	185,911	208,700	231,830	255,308	279,138	303,325	327,874	352,793
LS portion of GBSTF Reserve Fund	-	132,635	269,912	411,954	558,887	710,839	867,941	1,030,329	1,198,140	1,371,515	1,550,599	1,735,539
A/R from Ontario Parks for GBSTF debt	2,192,565	1,918,494	1,644,424	1,370,353	1,096,283	822,212	548,141	274,071	-	-	-	-
Financial position (from analysis)	22,246,161	21,729,863	21,214,453	20,656,690	20,046,865	19,400,533	18,710,010	17,996,844	17,263,955	16,501,184	15,696,862	14,862,763
Notes:												
1. This value is equal to the total non-financial assets less long-term debt.												
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
FINANCIAL OPERATIONS												
Revenue												
User Fees	1,611,000	1,625,287	1,639,574	1,653,861	1,668,148	1,682,435	1,696,722	1,711,009	1,725,296	1,739,583	1,753,870	1,768,157
Rental	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500
Total User Fee REVENUE	1,623,500	1,637,787	1,652,074	1,666,361	1,680,648	1,694,935	1,709,222	1,723,509	1,737,796	1,752,083	1,766,370	1,780,657
Other												
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Total Other REVENUE	-	-	-	-	-	-	-	-	-	-	-	-
Total REVENUE	1,623,500	1,637,787	1,652,074	1,666,361	1,680,648	1,694,935	1,709,222	1,723,509	1,737,796	1,752,083	1,766,370	1,780,657
Expenses												
Salary - Public Works including OT	2,301	2,347	2,394	2,442	2,491	2,540	2,591	2,643	2,696	2,750	2,805	2,861
Benefits	533	544	555	566	577	588	600	612	624	637	650	663
Utilities	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190	12,434
Water	4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169	5,272	5,378	5,485	5,595
Hydro	170,000	178,500	187,425	196,796	206,636	216,968	227,816	239,207	251,167	263,726	276,912	290,758
Gas	4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169	5,272	5,378	5,485	5,595
CH2M Contracted Services	557,266	568,411	579,780	591,375	603,203	615,267	627,572	640,123	652,926	665,984	679,304	692,890
Contracted Services	30,844	31,000	31,620	32,252	32,897	33,555	34,227	34,911	35,609	36,321	37,048	37,789
Engineering/Consulting	15,300	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Insurance	29,761	33,500	34,170	34,853	35,550	36,261	36,987	37,726	38,481	39,251	40,036	40,836
Vehicle & Equipment	5,944	6,063	6,184	6,308	6,434	6,563	6,694	6,828	6,964	7,104	7,246	7,391
GBA Sewer Infrastructure	233,155	447,901	456,859	465,996	475,316	484,822	494,519	504,409	514,497	524,787	535,283	545,989
General MTC & Repair	42,800	58,656	59,829	61,026	62,246	63,491	64,761	66,056	67,377	68,725	70,099	71,501
Realty Tax	48,144	49,107	50,089	51,091	52,113	53,155	54,218	55,303	56,409	57,537	58,688	59,861
Service Charge/Interest	-	-	-	-	-	-	-	-	-	-	-	-
Administration Allocation	266,870	272,207	277,652	283,205	288,869	294,646	300,539	306,550	312,681	318,934	325,313	331,819
Subtotal Operating Expense	1,421,918	1,682,617	1,721,624	1,761,679	1,802,817	1,845,072	1,888,482	1,933,087	1,978,925	2,026,038	2,074,471	2,124,267
Interest on debt - GBSTF	38,993	34,882	30,771	26,660	22,549	18,437	14,326	10,215	6,104	6,104	6,104	6,104
Interest on debt - PS2	3,219	2,514	1,809	1,104	399	-	-	-	-	-	-	-
Interest on debt - 5000157	20,527	18,147	15,767	13,424	11,007	8,627	6,247	3,878	1,487	-	-	-
Loss (gain) on disposal of tangible capital assets	70,482	25,996	-	-	-	-	-	-	-	-	-	-
Amortization of capital assets	610,642	622,536	633,518	650,945	670,087	670,499	670,923	675,360	675,810	680,273	693,751	694,243
Total EXPENSES	2,165,781	2,386,691	2,403,488	2,453,812	2,506,858	2,542,635	2,579,978	2,622,540	2,662,325	2,712,416	2,774,326	2,824,614
Net Revenue (Deficit) for the year	(542,281)	(748,904)	(751,414)	(787,452)	(826,210)	(847,700)	(870,757)	(899,031)	(924,530)	(960,333)	(1,007,956)	(1,043,958)
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
CASH FLOW												
Operating Transactions												
Net revenue (deficit) for the year	(542,281)	(748,904)	(751,414)	(787,452)	(826,210)	(847,700)	(870,757)	(899,031)	(924,530)	(960,333)	(1,007,956)	(1,043,958)
Add-back (deduct) non-cash expense:												
Loss (gain) on disposal of tangible capital assets	70,482	25,996	-	-	-	-	-	-	-	-	-	-
Amortization of capital assets	610,642	622,536	633,518	650,945	670,087	670,499	670,923	675,360	675,810	680,273	693,751	694,243
Portion of admin. allocation available for PS2 debt	47,000	47,000	47,000	47,000	47,000	26,628	-					

Table 7.1B MUNICIPALITY OF LAMBTON SHORES 2017-2028 Financial Plan for Wastewater Works FINANCIAL PLAN Revised December 6, 2017 Option 2: Match Financial Position by 2028 - 5.6% Annual Revenue Increase												
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
FINANCIAL POSITION												
Financial assets												
Sewage Cash and Reserve Fund	104,420	(636,241)	(1,432,608)	(1,971,841)	(1,855,523)	(1,644,671)	(1,533,541)	(1,115,625)	(783,991)	(692,996)	170,304	(583,307)
DC Reserve Fund for Sewage	98,075	119,546	141,339	163,459	185,911	208,700	231,830	255,308	279,138	303,325	327,874	352,793
LS portion of GBSTF Reserve Fund	-	132,635	269,912	411,954	558,887	710,839	867,941	1,030,329	1,198,140	1,371,515	1,550,599	1,735,539
A/R from Ontario Parks for GBSTF debt	2,192,565	1,918,494	1,644,424	1,370,353	1,096,283	822,212	548,141	274,071	-	-	-	-
Total FINANCIAL ASSETS	2,395,060	1,534,435	623,068	(26,075)	(14,442)	97,079	114,372	444,082	693,286	981,843	2,048,777	1,505,024
Liabilities												
Long-term debt - 5000157	746,667	653,333	560,000	466,667	373,333	280,000	186,667	93,334	-	-	-	-
Long-term debt - PS2	214,628	167,628	120,628	73,628	26,628	-	-	-	-	-	-	-
Long-term debt - GBSTF	2,599,517	2,325,446	2,051,376	1,777,305	1,503,235	1,229,164	955,093	681,023	406,952	406,952	406,952	406,952
Total LIABILITIES	3,560,812	3,146,408	2,732,004	2,317,600	1,903,196	1,509,164	1,141,760	774,356	406,952	406,952	406,952	406,952
NET DEBT (Liabilities - Assets)	1,165,752	1,611,973	2,108,936	2,343,675	1,917,638	1,412,085	1,027,388	330,274	(286,334)	(574,891)	(1,641,825)	(1,098,072)
Non-financial assets (Tangible capital assets)												
Existing sewers and facilities	23,010,937	23,411,913	23,432,852	23,602,335	23,570,379	22,935,303	22,300,864	21,867,083	21,229,979	20,793,574	20,803,886	20,151,939
Less: Amortization	(610,642)	(622,536)	(633,518)	(650,945)	(670,087)	(670,499)	(670,923)	(675,360)	(675,810)	(680,273)	(693,751)	(694,243)
Gain (loss) on disposal of tangible capital assets	(70,482)	(25,996)	-	-	-	-	-	-	-	-	-	-
New sewers and facilities - at cost	1,082,100	669,471	803,000	618,990	35,010	36,060	237,142	38,256	239,404	690,586	41,804	1,793,058
Total NON-FINANCIAL ASSETS	23,411,913	23,432,852	23,602,335	23,570,379	22,935,303	22,300,864	21,867,083	21,229,979	20,793,574	20,803,886	20,151,939	21,250,754
Financial position (Non Finance assets - Net Debt)	22,246,161	21,820,879	21,493,398	21,226,705	21,017,665	20,888,779	20,839,695	20,899,705	21,079,907	21,378,777	21,793,764	22,348,827
Analysis of financial position												
Equity in tangible capital assets	19,851,101	20,286,444	20,870,331	21,252,779	21,032,107	20,791,700	20,725,323	20,455,623	20,386,622	20,396,934	19,744,987	20,843,802
Sewage Cash and Reserve Funds (deficit)	104,420	(636,241)	(1,432,608)	(1,971,841)	(1,855,523)	(1,644,671)	(1,533,541)	(1,115,625)	(783,991)	(692,996)	170,304	(583,307)
DC Reserve Fund for Sewage	98,075	119,546	141,339	163,459	185,911	208,700	231,830	255,308	279,138	303,325	327,874	352,793
LS portion of GBSTF Reserve Fund	-	132,635	269,912	411,954	558,887	710,839	867,941	1,030,329	1,198,140	1,371,515	1,550,599	1,735,539
A/R from Ontario Parks for GBSTF debt	2,192,565	1,918,494	1,644,424	1,370,353	1,096,283	822,212	548,141	274,071	-	-	-	-
Financial position (from analysis)	22,246,161	21,820,879	21,493,398	21,226,705	21,017,665	20,888,779	20,839,695	20,899,705	21,079,907	21,378,777	21,793,764	22,348,827
Notes: 1. This value is equal to the total non-financial assets less long-term debt.												
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
FINANCIAL OPERATIONS												
Revenue												
User Fees	1,611,000	1,716,303	1,827,503	1,944,930	2,068,933	2,199,881	2,338,161	2,484,185	2,638,387	2,801,223	2,973,179	3,154,764
Rental	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500
Total User Fee REVENUE	1,623,500	1,728,803	1,840,003	1,957,430	2,081,433	2,212,381	2,350,661	2,496,685	2,650,887	2,813,723	2,985,679	3,167,264
Other												
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Total Other REVENUE	-	-	-	-	-	-	-	-	-	-	-	-
Total REVENUE	1,623,500	1,728,803	1,840,003	1,957,430	2,081,433	2,212,381	2,350,661	2,496,685	2,650,887	2,813,723	2,985,679	3,167,264
Expenses												
Salary - Public Works including OT	2,301	2,347	2,394	2,442	2,491	2,540	2,591	2,643	2,696	2,750	2,805	2,861
Benefits	533	544	555	566	577	588	600	612	624	637	650	663
Utilities	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190	12,434
Water	4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169	5,272	5,378	5,485	5,595
Hydro	170,000	178,500	187,425	196,796	206,636	216,968	227,816	239,207	251,167	263,726	276,912	290,758
Gas	4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169	5,272	5,378	5,485	5,595
CH2M Contracted Services	557,266	568,411	579,780	591,375	603,203	615,267	627,572	640,123	652,926	665,984	679,304	692,890
Contracted Services	30,844	31,000	31,620	32,252	32,897	33,555	34,227	34,911	35,609	36,321	37,048	37,789
Engineering/Consulting	15,300	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Insurance	29,761	33,500	34,170	34,853	35,550	36,261	36,987	37,726	38,481	39,251	40,036	40,836
Vehicle & Equipment	5,944	6,063	6,184	6,308	6,434	6,563	6,694	6,828	6,964	7,104	7,246	7,391
GBA Sewer Infrastructure	233,155	447,901	456,859	465,996	475,316	484,822	494,519	504,409	514,497	524,787	535,283	545,989
General MTC & Repair	42,800	58,656	59,829	61,026	62,246	63,491	64,761	66,056	67,377	68,725	70,099	71,501
Realty Tax	48,144	49,107	50,089	51,091	52,113	53,155	54,218	55,303	56,409	57,537	58,688	59,861
Service Charge/Interest	-	-	-	-	-	-	-	-	-	-	-	-
Administration Allocation	266,870	272,207	277,652	283,205	288,869	294,646	300,539	306,550	312,681	318,934	325,313	331,819
Subtotal Operating Expense	1,421,918	1,682,617	1,721,624	1,761,679	1,802,817	1,845,072	1,888,482	1,933,087	1,978,925	2,026,038	2,074,471	2,124,267
Interest on debt - GBSTF	38,993	34,882	30,771	26,660	22,549	18,437	14,326	10,215	6,104	6,104	6,104	6,104
Interest on debt - PS2	3,219	2,514	1,809	1,104	399	-	-	-	-	-	-	-
Interest on debt - 5000157	20,527	18,147	15,767	13,424	11,007	8,627	6,247	3,878	1,487	-	-	-
Loss (gain) on disposal of tangible capital assets	70,482	25,996	-	-	-	-	-	-	-	-	-	-
Amortization of capital assets	610,642	622,536	633,518	650,945	670,087	670,499	670,923	675,360	675,810	680,273	693,751	694,243
Total EXPENSES	2,165,781	2,386,691	2,403,488	2,453,812	2,506,858	2,542,635	2,579,978	2,622,540	2,662,325	2,712,416	2,774,326	2,824,614
Net Revenue (Deficit) for the year	(542,281)	(657,888)	(563,485)	(496,382)	(425,424)	(330,254)	(229,317)	(125,855)	(11,439)	101,308	211,353	342,650
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
CASH FLOW												
Operating Transactions												
Net revenue (deficit) for the year	(542,281)	(657,888)	(563,485)	(496,382)	(425,424)	(330,254)	(229,317)	(125,855)	(11,439)	101,308	211,353	342,650
Add-back (deduct) non-cash expense:												
Loss (gain) on disposal of tangible capital assets	70,482	25,996	-	-	-	-	-	-	-	-	-	-
Amortization of capital assets	610,642	622,536	633,518	650,945	670,087	670,499	670,923	675,360	675,810	680,273	693,751	694,243
Portion of admin. allocation available for PS2 debt	47,000	47,000	47,000	47,000	47,000	26,628	-	-	-	-	-	-
GBA Sewer Infra. allocated to GBSTF reserves	-	132,635	135,288	137,993	140,753							

Table 7.1C MUNICIPALITY OF LAMBTON SHORES 2017-2028 Financial Plan for Wastewater Works FINANCIAL PLAN Revised December 6, 2017 Option 3: Positive Cash Reserves by 2028 - 6.0% Annual Revenue Increase												
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
FINANCIAL POSITION												
Financial assets												
Sewage Cash and Reserve Fund	104,420	(629,740)	(1,412,293)	(1,929,517)	(1,782,031)	(1,529,810)	(1,365,971)	(882,774)	(471,948)	(286,399)	688,390	72,679
DC Reserve Fund for Sewage	98,075	119,546	141,339	163,459	185,911	208,700	231,830	255,308	279,138	303,325	327,874	352,793
LS portion of GBSTF Reserve Fund	-	132,635	269,912	411,954	558,887	710,839	867,941	1,030,329	1,198,140	1,371,515	1,550,599	1,735,539
A/R from Ontario Parks for GBSTF debt	2,192,565	1,918,494	1,644,424	1,370,353	1,096,283	822,212	548,141	274,071	-	-	-	-
Total FINANCIAL ASSETS	2,395,060	1,540,936	643,382	16,250	59,050	211,940	281,942	676,933	1,005,329	1,388,440	2,566,863	2,161,010
Liabilities												
Long-term debt - 5000157	746,667	653,333	560,000	466,667	373,333	280,000	186,667	93,334	-	-	-	-
Long-term debt - PS2	214,628	167,628	120,628	73,628	26,628	-	-	-	-	-	-	-
Long-term debt - GBSTF	2,599,517	2,325,446	2,051,376	1,777,305	1,503,235	1,229,164	955,093	681,023	406,952	406,952	406,952	406,952
Total LIABILITIES	3,560,812	3,146,408	2,732,004	2,317,600	1,903,196	1,509,164	1,141,760	774,356	406,952	406,952	406,952	406,952
NET DEBT (Liabilities - Assets)	1,165,752	1,605,472	2,088,621	2,301,350	1,844,146	1,297,224	859,818	97,423	(598,377)	(981,488)	(2,159,911)	(1,754,058)
Non-financial assets (Tangible capital assets)												
Existing sewers and facilities	23,010,937	23,411,913	23,432,852	23,602,335	23,570,379	22,935,303	22,300,864	21,867,083	21,229,979	20,793,574	20,803,886	20,151,939
Less: Amortization	(610,642)	(622,536)	(633,518)	(650,945)	(670,087)	(670,499)	(670,923)	(675,360)	(675,810)	(680,273)	(693,751)	(694,243)
Gain (loss) on disposal of tangible capital assets	(70,482)	(25,996)	-	-	-	-	-	-	-	-	-	-
New sewers and facilities - at cost	1,082,100	669,471	803,000	618,990	35,010	36,060	237,142	38,256	239,404	690,586	41,804	1,793,058
Total NON-FINANCIAL ASSETS	23,411,913	23,432,852	23,602,335	23,570,379	22,935,303	22,300,864	21,867,083	21,229,979	20,793,574	20,803,886	20,151,939	21,250,754
Financial position (Non Finance assets - Net Debt)	22,246,161	21,827,380	21,513,713	21,269,029	21,091,156	21,003,641	21,007,265	21,132,556	21,391,950	21,785,374	22,311,850	23,004,813
Analysis of financial position												
Equity in tangible capital assets	19,851,101	20,286,444	20,870,331	21,252,779	21,032,107	20,791,700	20,725,323	20,455,623	20,386,622	20,396,934	19,744,987	20,843,802
Sewage Cash and Reserve Funds (deficit)	104,420	(629,740)	(1,412,293)	(1,929,517)	(1,782,031)	(1,529,810)	(1,365,971)	(882,774)	(471,948)	(286,399)	688,390	72,679
DC Reserve Fund for Sewage	98,075	119,546	141,339	163,459	185,911	208,700	231,830	255,308	279,138	303,325	327,874	352,793
LS portion of GBSTF Reserve Fund	-	132,635	269,912	411,954	558,887	710,839	867,941	1,030,329	1,198,140	1,371,515	1,550,599	1,735,539
A/R from Ontario Parks for GBSTF debt	2,192,565	1,918,494	1,644,424	1,370,353	1,096,283	822,212	548,141	274,071	-	-	-	-
Financial position (from analysis)	22,246,161	21,827,380	21,513,713	21,269,029	21,091,156	21,003,641	21,007,265	21,132,556	21,391,950	21,785,374	22,311,850	23,004,813
Notes: 1. This value is equal to the total non-financial assets less long-term debt.												
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
FINANCIAL OPERATIONS												
Revenue												
User Fees	1,611,000	1,722,804	1,841,317	1,966,940	2,100,100	2,241,251	2,390,870	2,549,466	2,717,578	2,895,777	3,084,668	3,284,893
Rental	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500	12,500
Total User Fee REVENUE	1,623,500	1,735,304	1,853,817	1,979,440	2,112,600	2,253,751	2,403,370	2,561,966	2,730,078	2,908,277	3,097,168	3,297,393
Other												
Miscellaneous Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Total Other REVENUE	-	-	-	-	-	-	-	-	-	-	-	-
Total REVENUE	1,623,500	1,735,304	1,853,817	1,979,440	2,112,600	2,253,751	2,403,370	2,561,966	2,730,078	2,908,277	3,097,168	3,297,393
Expenses												
Salary - Public Works including OT	2,301	2,347	2,394	2,442	2,491	2,540	2,591	2,643	2,696	2,750	2,805	2,861
Benefits	533	544	555	566	577	588	600	612	624	637	650	663
Utilities	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190	12,434
Water	4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169	5,272	5,378	5,485	5,595
Hydro	170,000	178,500	187,425	196,796	206,636	216,968	227,816	239,207	251,167	263,726	276,912	290,758
Gas	4,500	4,590	4,682	4,775	4,871	4,968	5,068	5,169	5,272	5,378	5,485	5,595
CH2M Contracted Services	557,266	568,411	579,780	591,375	603,203	615,267	627,572	640,123	652,926	665,984	679,304	692,890
Contracted Services	30,844	31,000	31,620	32,252	32,897	33,555	34,227	34,911	35,609	36,321	37,048	37,789
Engineering/Consulting	15,300	15,000	15,300	15,606	15,918	16,236	16,561	16,892	17,230	17,575	17,926	18,285
Insurance	29,761	33,500	34,170	34,853	35,550	36,261	36,987	37,726	38,481	39,251	40,036	40,836
Vehicle & Equipment	5,944	6,063	6,184	6,308	6,434	6,563	6,694	6,828	6,964	7,104	7,246	7,391
GBA Sewer Infrastructure	233,155	447,901	456,859	465,996	475,316	484,822	494,519	504,409	514,497	524,787	535,283	545,989
General MTC & Repair	42,800	58,656	59,829	61,026	62,246	63,491	64,761	66,056	67,377	68,725	70,099	71,501
Realty Tax	48,144	49,107	50,089	51,091	52,113	53,155	54,218	55,303	56,409	57,537	58,688	59,861
Service Charge/Interest	-	-	-	-	-	-	-	-	-	-	-	-
Administration Allocation	266,870	272,207	277,652	283,205	288,869	294,646	300,539	306,550	312,681	318,934	325,313	331,819
Subtotal Operating Expense	1,421,918	1,682,617	1,721,624	1,761,679	1,802,817	1,845,072	1,888,482	1,933,087	1,978,925	2,026,038	2,074,471	2,124,267
Interest on debt - GBSTF	38,993	34,882	30,771	26,660	22,549	18,437	14,326	10,215	6,104	6,104	6,104	6,104
Interest on debt - PS2	3,219	2,514	1,809	1,104	399	-	-	-	-	-	-	-
Interest on debt - 5000157	20,527	18,147	15,767	13,424	11,007	8,627	6,247	3,878	1,487	-	-	-
Loss (gain) on disposal of tangible capital assets	70,482	25,996	-	-	-	-	-	-	-	-	-	-
Amortization of capital assets	610,642	622,536	633,518	650,945	670,087	670,499	670,923	675,360	675,810	680,273	693,751	694,243
Total EXPENSES	2,165,781	2,386,691	2,403,488	2,453,812	2,506,858	2,542,635	2,579,978	2,622,540	2,662,325	2,712,416	2,774,326	2,824,614
Net Revenue (Deficit) for the year	(542,281)	(651,387)	(549,672)	(474,373)	(394,257)	(288,884)	(176,608)	(60,574)	67,753	195,862	322,842	472,778
	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
CASH FLOW												
Operating Transactions												
Net revenue (deficit) for the year	(542,281)	(651,387)	(549,672)	(474,373)	(394,257)	(288,884)	(176,608)	(60,574)	67,753	195,862	322,842	472,778
Add-back (deduct) non-cash expense:												
Loss (gain) on disposal of tangible capital assets	70,482	25,996	-	-	-	-	-	-	-	-	-	-
Amortization of capital assets	610,642	622,536	633,518	650,945	670,087	670,499	670,923	675,360	675,810	680,273	693,751	694,243
Portion of admin. allocation available for PS2 debt	47,000	47,000	47,000	47,000	47,000	26,628	-	-	-	-	-	-
GBA Sewer Infra. allocated to GBSTF reserves	-	132,635	135,288	137,993	140,753	1431						



THE MUNICIPALITY OF

LAMBTON SHORES

Administration Office - 7883 Amtelecom Parkway, Forest, ON N0N 1J0
T: 519-786-2335 / 1-877-786-2335 F: 519-786-2135

DECISION OF THE COMMITTEE OF ADJUSTMENT

FILE # A-09/2017

NOTE: LAST DAY OF APPEAL IS DECEMBER 12th, 2017

Application made by: **Sandra McKibbin**
Application Heard: **November 22nd, 2017**

For the property known as 19 Warwick Avenue, Grand Bend, Lambton Shores.

The Applicant requested approval to permit:

- 1) a proposed 42.73 m² (7.01m wide by 6.096m deep) second story addition, to provide:
 - a) a front yard of 2.39 metres;
 - b) a rear yard of 3.79 metres;
 - c) a south side yard of 1.16 metres; and
2. a proposed 5.6 m² (0.91m wide by 6.096m deep) single storey ground floor addition to the north side of the dwelling, to provide:
 - a) a rear yard of 3.79 metres; and
 - b) a north side yard of 2.86 metres

DECISION: The variances are granted.

REASON: In the opinion of the Committee:

1. The variances are minor in nature;
2. The intent of the official plan is maintained;
3. The intent of the zoning by-law is maintained; and
4. The variances are desirable for the appropriate development or use of the land, building or structure.

CONDITIONS:

1. That this minor variance decision apply only to the proposal as presented in Application A-09/2017. Any change to that proposal will require further permission from the Committee.

Members concurring in the above ruling:

J. Dorey

I. Fleming

M. Gilpin

B. Gordon

D. Hales

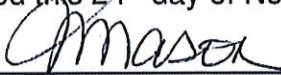
S. Robinson

J. Wilcox

***** CERTIFICATION *****

I, Jackie Mason, Deputy Secretary of the Committee of Adjustment for the Municipality of Lambton Shores certify that the above is a true copy of the decision of the Committee with respect to the application recorded herein.

Dated this 24th day of November, 2017.



Deputy Secretary,
Committee of Adjustment,
Municipality of Lambton Shores

NOTICE FOR APPEALING TO THE MUNICIPAL BOARD

To appeal the decision to the Ontario Municipal Board, a letter outlining the reasons for the appeal together with the appropriate OMB Appeal Form (www.omb.gov.on.ca), must be sent to the Secretary of the Municipality of Lambton Shores Committee of Adjustment, 7883 Amtelecom Parkway, Forest, ON N0N 1J0. You must enclose the appeal fee of \$125.00 for each application appealed, paid by certified cheque or money order, made payable to the Ontario Minister of Finance.

Please note that Section 45 Subsection 17 of the Planning Act states that the Municipal Board may dismiss all or part of an appeal without holding a hearing, on its own motion or on the motion of any party if,

- (a) it is the opinion that,
 - (i) the reasons set out in the notice of appeal do not disclose any apparent land use planning ground upon which the Board could allow all or part of the appeal,
 - (ii) the appeal is not made in good faith or is frivolous or vexatious, or
 - (iii) the appeal is made only for the purpose of delay.

NOTE: THE LAST DAY FOR APPEAL OF THE ABOVE DECISION IS THE 22nd DAY OF NOVEMBER, 2017.



THE MUNICIPALITY OF

LAMBTON SHORES

Administration Office - 7883 Amtelecom Parkway, Forest, ON N0N 1J0
T: 519-786-2335 / 1-877-786-2335 F: 519-786-2135

DECISION OF THE COMMITTEE OF ADJUSTMENT

FILE # A-19/2017

NOTE: LAST DAY OF APPEAL IS DECEMBER 12th, 2017

Application made by: **Diane McIntosh**
Application Heard: **November 22nd, 2017**

For the property known as 43 Huron Street, Grand Bend, Lambton Shores.

The Applicant requested approval to permit a proposed 22.05 m², 1 storey addition to the north side of the existing dwelling to provide a 3.93 metre front yard.

DECISION: The variance are granted.

REASON: In the opinion of the Committee:

1. The variance is minor in nature;
2. The intent of the official plan is maintained;
3. The intent of the zoning by-law is maintained; and
4. The variance is desirable for the appropriate development or use of the land, building or structure.

CONDITIONS:

1. That this minor variance decision apply only to the proposal as presented in Application A-19/2017. Any change to that proposal will require further permission from the Committee.

Members concurring in the above ruling:

J. Dorey

I. Fleming

M. Gilpin

B. Gordon

D. Hales

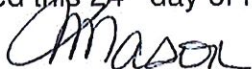
S. Robinson

J. Wilcox

***** CERTIFICATION *****

I, Jackie Mason, Deputy Secretary of the Committee of Adjustment for the Municipality of Lambton Shores certify that the above is a true copy of the decision of the Committee with respect to the application recorded herein.

Dated this 24th day of November, 2017.



Deputy Secretary,
Committee of Adjustment,
Municipality of Lambton Shores

NOTICE FOR APPEALING TO THE MUNICIPAL BOARD

To appeal the decision to the Ontario Municipal Board, a letter outlining the reasons for the appeal together with the appropriate OMB Appeal Form (www.omb.gov.on.ca), must be sent to the Secretary of the Municipality of Lambton Shores Committee of Adjustment, 7883 Amtelecom Parkway, Forest, ON N0N 1J0. You must enclose the appeal fee of \$125.00 for each application appealed, paid by certified cheque or money order, made payable to the Ontario Minister of Finance.

Please note that Section 45 Subsection 17 of the Planning Act states that the Municipal Board may dismiss all or part of an appeal without holding a hearing, on its own motion or on the motion of any party if,

- (a) it is the opinion that,
 - (i) the reasons set out in the notice of appeal do not disclose any apparent land use planning ground upon which the Board could allow all or part of the appeal,
 - (ii) the appeal is not made in good faith or is frivolous or vexatious, or
 - (iii) the appeal is made only for the purpose of delay.

NOTE: THE LAST DAY FOR APPEAL OF THE ABOVE DECISION IS THE 12th DAY OF DECEMBER, 2017.



THE MUNICIPALITY OF

LAMBTON SHORES

DECISION OF THE COMMITTEE OF ADJUSTMENT MUNICIPALITY OF LAMBTON SHORES

FILE # B-08/2017

NOTICE: LAST DAY OF APPEAL IS DECEMBER 14th , 2017

In the matter of an application under Section 53 of The Planning Act, R.S. O. 1990, C. 13, as amended, as it affects the property on:

7922 Townsend Line, Lambton Shores

As made by Henk and Carol Goertz, requesting permission to sever a 3.85 hectare (9.5 acre) lot, currently occupied by an agricultural related commercial use from the balance of the agricultural lands.

DECISION: Consent is granted.

CONDITIONS:

1. That the Owner submits to the Municipality, two copies of a reference plan showing the severed lot or submit a written description which is acceptable to the County of Lambton Registrar.
2. That all municipal taxes and local improvements including interest and penalties thereon that are owing and payable with respect the lands being severed and the lands from which they are being severed be paid to date.
3. That Minor Variance Application A-20/2017 become final and binding.
4. That the zoning on the proposed retained parcel be amended to ensure any dwelling constructed on the lands complies with the Agricultural Minimum Distance Separation requirements.
5. That the Owners satisfy the Municipality of Lambton Shores with respect to the payment of rural watermain charges for the proposed retained parcel, if applicable.
6. That the Owners satisfy the Municipality of Lambton Shores with respect to the payment of cash-in-lieu of parkland dedication which shall be \$750.00.
7. That the Owners provide the County of Lambton with a copy of the septic tank and bed location plotted on the legal survey.

Members concurring in the above ruling:

J. Dorey

I. Fleming

M. Gilpin

B. Gordon

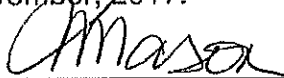
D. Hales

S. Robinson

J. Wilcox

***** **CERTIFICATION** *****

I, Jackie Mason, Deputy Secretary of the Committee of Adjustment for the Municipality of Lambton Shores, hereby certify that the above is a true copy of the decision of the Committee of Adjustment with respect to the application recorded herein. Dated this 24th day of November, 2017.



Deputy Secretary,
Committee of Adjustment,
Municipality of Lambton Shores

**PROVISIONAL CONSENT
COMMITTEE OF ADJUSTMENT**
(Ont. Regulation 197/96 as amended)

A hearing was held by the Committee of Adjustment appointed by the Council of the Municipality of Lambton Shores at the Thedford Village Complex on November 22nd, 2017.

The Planning Act states: "Any person or public body may, not later than 20 days after the giving of notice under subsection (14) is completed, appeal the decision or any condition imposed by the council or the Minister or appeal both the decision and any condition to the Municipal Board by filing with the Secretary-Treasurer, accompanied by the fee prescribed under the Ontario Municipal Board Act."

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

To appeal the decision to the Ontario Municipal Board, a letter outlining the reasons for the appeal together with the appropriate OMB Appeal Form (www.omb.gov.on.ca), must be sent to the Secretary of the Municipality of Lambton Shores Committee of Adjustment, 7883 Amtelecom Parkway, Forest, ON N0N 1J0. You must enclose the appeal fee of \$125.00 for each application appealed, paid by certified cheque or money order, made payable to the Ontario Minister of Finance.

The Applicant shall complete all matters that are part of this decision to the satisfaction of the Municipality within one year of the date of the decision of the Committee of Adjustment. If the matters are not completed by this date, the consent lapses under Sec. 53 (41) of the Ontario Planning Act R.S.O. 1990 c. P.13.

Additional information regarding the application will be available to the public for inspection at the Municipality of Lambton Shores Municipal Office, 7883 Amtelecom Parkway, Forest, Ontario N0N 1J0 from 8:30 a.m. to 4:30 p.m., Monday to Friday.

THEREFORE let it be known that the last day for appealing said decision to the Ontario Municipal Board is as stated on the attached sheet – **December 14th, 2017.**

Jackie Mason, Deputy Secretary
Municipality of Lambton Shores Committee of Adjustment
7883 Amtelecom Parkway
Forest, Ontario
N0N 1J0
113



THE MUNICIPALITY OF

LAMBTON SHORES

Administration Office - 7883 Amtelecom Parkway, Forest, ON N0N 1J0
T: 519-786-2335 / 1-877-786-2335 F: 519-786-2135

DECISION OF THE COMMITTEE OF ADJUSTMENT

FILE # A-20/2017

NOTE: LAST DAY OF APPEAL IS DECEMBER 12th, 2017

Application made by: **Henk and Carol Goertz**
Application Heard: **November 22nd, 2017**

For the property known as 7922 Townsend Line, Lambton Shores.

The Applicant requested approval to allow an agricultural lot to have a lot area of 20.2 hectares (50 acres).

DECISION: The variance is granted.

REASON: In the opinion of the Committee:

1. The variance is minor in nature;
2. The intent of the official plan is maintained;
3. The intent of the zoning by-law is maintained; and
4. The variance is desirable for the appropriate development or use of the land, building or structure.

CONDITIONS:

1. That this minor variance decision apply only to the proposal as presented in Application A-20/2017. Any change to that proposal will require further permission from the Committee.

Members concurring in the above ruling:

J. Dorey

I. Fleming

M. Gilpin

B. Gordon

D. Hales

S. Robinson

J. Wilcox

***** CERTIFICATION *****

I, Jackie Mason, Deputy Secretary of the Committee of Adjustment for the Municipality of Lambton Shores certify that the above is a true copy of the decision of the Committee with respect to the application recorded herein.

Dated this 24th day of November, 2017.



Deputy Secretary,
Committee of Adjustment,
Municipality of Lambton Shores

NOTICE FOR APPEALING TO THE MUNICIPAL BOARD

To appeal the decision to the Ontario Municipal Board, a letter outlining the reasons for the appeal together with the appropriate OMB Appeal Form (www.omb.gov.on.ca), must be sent to the Secretary of the Municipality of Lambton Shores Committee of Adjustment, 7883 Amtelecom Parkway, Forest, ON N0N 1J0. You must enclose the appeal fee of \$125.00 for each application appealed, paid by certified cheque or money order, made payable to the Ontario Minister of Finance.

Please note that Section 45 Subsection 17 of the Planning Act states that the Municipal Board may dismiss all or part of an appeal without holding a hearing, on its own motion or on the motion of any party if,

- (a) it is the opinion that,
 - (i) the reasons set out in the notice of appeal do not disclose any apparent land use planning ground upon which the Board could allow all or part of the appeal,
 - (ii) the appeal is not made in good faith or is frivolous or vexatious, or
 - (iii) the appeal is made only for the purpose of delay.

NOTE: THE LAST DAY FOR APPEAL OF THE ABOVE DECISION IS THE 12th DAY OF DECEMBER, 2017.



THE MUNICIPALITY OF

LAMBTON SHORES

**DECISION OF THE COMMITTEE OF ADJUSTMENT
MUNICIPALITY OF LAMBTON SHORES**

FILE # B-09/2017

NOTICE: LAST DAY OF APPEAL IS DECEMBER 14th , 2017

In the matter of an application under Section 53 of The Planning Act, R.S. O. 1990, C. 13, as amended, as it affects the property on:

8375 Goosemarsh Line, Lambton Shores

As made by Richard and Karen Sewell, requesting permission to sever a 4000 m2 single detached dwelling lot from the balance of the property.

DECISION: Consent is granted.

CONDITIONS:

1. That the Owner submits to the Municipality, two copies of a reference plan showing the severed lot or submit a written description which is acceptable to the County of Lambton Registrar.
2. That all municipal taxes and local improvements including interest and penalties thereon that are owing and payable with respect the lands being severed and the lands from which they are being severed be paid to date.
3. That Zone Amendment ZO-10/2017 and By-law 103 of 2017 become final and binding.
4. That the Owners satisfy the Municipality of Lambton Shores that a water service is installed to the severed lot.
6. That the Owners satisfy the Municipality of Lambton Shores with respect to the payment of cash-in-lieu of parkland dedication.
7. That the Owners provide the County of Lambton with a copy of the septic tank and bed location plotted on the legal survey.

Members concurring in the above ruling:

J. Dorey

I. Fleming

M. Gilpin

B. Gordon


D. Hales

S. Robinson

J. Wilcox

***** **CERTIFICATION** *****

I, Jackie Mason, Deputy Secretary of the Committee of Adjustment for the Municipality of Lambton Shores, hereby certify that the above is a true copy of the decision of the Committee of Adjustment with respect to the application recorded herein. Dated this 24th day of November, 2017.



Deputy Secretary,
Committee of Adjustment,
Municipality of Lambton Shores

**PROVISIONAL CONSENT
COMMITTEE OF ADJUSTMENT**
(Ont. Regulation 197/96 as amended)

A hearing was held by the Committee of Adjustment appointed by the Council of the Municipality of Lambton Shores at the Thedford Village Complex on November 22nd, 2017.

The Planning Act states: "Any person or public body may, not later than 20 days after the giving of notice under subsection (14) is completed, appeal the decision or any condition imposed by the council or the Minister or appeal both the decision and any condition to the Municipal Board by filing with the Secretary-Treasurer, accompanied by the fee prescribed under the Ontario Municipal Board Act."

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

To appeal the decision to the Ontario Municipal Board, a letter outlining the reasons for the appeal together with the appropriate OMB Appeal Form (www.omb.gov.on.ca), must be sent to the Secretary of the Municipality of Lambton Shores Committee of Adjustment, 7883 Amtelecom Parkway, Forest, ON N0N 1J0. You must enclose the appeal fee of \$125.00 for each application appealed, paid by certified cheque or money order, made payable to the Ontario Minister of Finance.

The Applicant shall complete all matters that are part of this decision to the satisfaction of the Municipality within one year of the date of the decision of the Committee of Adjustment. If the matters are not completed by this date, the consent lapses under Sec. 53 (41) of the Ontario Planning Act R.S.O. 1990 c. P.13.

Additional information regarding the application will be available to the public for inspection at the Municipality of Lambton Shores Municipal Office, 7883 Amtelecom Parkway, Forest, Ontario N0N 1J0 from 8:30 a.m. to 4:30 p.m., Monday to Friday.

THEREFORE let it be known that the last day for appealing said decision to the Ontario Municipal Board is as stated on the attached sheet – **December 14th, 2017.**

Jackie Mason, Deputy Secretary
Municipality of Lambton Shores Committee of Adjustment
7883 Amtelecom Parkway
Forest, Ontario
N0N 1J0



THE MUNICIPALITY OF
LAMBTON SHORES

**DECISION OF THE COMMITTEE OF ADJUSTMENT
MUNICIPALITY OF LAMBTON SHORES**

FILE # B-10/2017

NOTICE: LAST DAY OF APPEAL IS DECEMBER 14th , 2017

In the matter of an application under Section 53 of The Planning Act, R.S. O. 1990, C. 13, as amended, as it affects the property on:

42 Green Acres Crescent, Grand Bend, Lambton Shores

As made by R. C. Buckland Holdings Limited, requesting permission to sever the west 3.02 metres of the lot and convey it to and merge it with the abutting lot to the west, known as 40 Green Acres Crescent and owned by Robert and Joni Buckland.

DECISION: Consent is granted.

CONDITIONS:

1. That the Owner submits to the Municipality, two copies of a reference plan showing the severed lot or submit a written description which is acceptable to the County of Lambton Registrar.
2. That all municipal taxes and local improvements including interest and penalties thereon that are owing and payable with respect the lands being severed and the lands from which they are being severed be paid to date.
3. That the proposed severed parcel subject of this application be consolidated with and conveyed in the same name and interest as the adjacent lot to the south, known as 40 Green Acres Crescent, to the satisfaction of the Municipality of Lambton Shores, subject to Section 3 or 5 of Section 50 of The Planning Act, R.S.O. 1990, applying to any subsequent transactions involving the severed parcel.
4. That the existing dwelling be demolished or altered to provide a minimum west side yard in compliance with the Zoning By-law.
5. That Lot 40, Registered Plan 8 be deemed not to be a lot in a Plan of Subdivision.

Members concurring in the above ruling:

J. Dorey

I. Fleming

M. Gilpin

B. Gordon

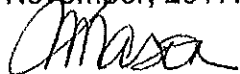
D. Hales

S. Robinson

J. Wilcox

***** **CERTIFICATION** *****

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Deputy Secretary,
Committee of Adjustment,
Municipality of Lambton Shores

**PROVISIONAL CONSENT
COMMITTEE OF ADJUSTMENT**
(Ont. Regulation 197/96 as amended)

A hearing was held by the Committee of Adjustment appointed by the Council of the Municipality of Lambton Shores at the Thedford Village Complex on November 22nd, 2017.

The Planning Act states: "Any person or public body may, not later than 20 days after the giving of notice under subsection (14) is completed, appeal the decision or any condition imposed by the council or the Minister or appeal both the decision and any condition to the Municipal Board by filing with the Secretary-Treasurer, accompanied by the fee prescribed under the Ontario Municipal Board Act."

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

To appeal the decision to the Ontario Municipal Board, a letter outlining the reasons for the appeal together with the appropriate OMB Appeal Form (www.omb.gov.on.ca), must be sent to the Secretary of the Municipality of Lambton Shores Committee of Adjustment, 7883 Amtelecom Parkway, Forest, ON N0N 1J0. You must enclose the appeal fee of \$125.00 for each application appealed, paid by certified cheque or money order, made payable to the Ontario Minister of Finance.

The Applicant shall complete all matters that are part of this decision to the satisfaction of the Municipality within one year of the date of the decision of the Committee of Adjustment. If the matters are not completed by this date, the consent lapses under Sec. 53 (41) of the Ontario Planning Act R.S.O. 1990 c. P.13.

Additional information regarding the application will be available to the public for inspection at the Municipality of Lambton Shores Municipal Office, 7883 Amtelecom Parkway, Forest, Ontario N0N 1J0 from 8:30 a.m. to 4:30 p.m., Monday to Friday.

THEREFORE let it be known that the last day for appealing said decision to the Ontario Municipal Board is as stated on the attached sheet – **December 14th, 2017.**

Jackie Mason, Deputy Secretary
Municipality of Lambton Shores Committee of Adjustment
7883 Amtelecom Parkway
Forest, Ontario
N0N 1J0



THE MUNICIPALITY OF
LAMBTON SHORES

**DECISION OF THE COMMITTEE OF ADJUSTMENT
MUNICIPALITY OF LAMBTON SHORES**

FILE # B-11/2017

NOTICE: LAST DAY OF APPEAL IS DECEMBER 18th , 2017

In the matter of an application under Section 53 of The Planning Act, R.S. O. 1990, C. 13, as amended, as it affects the property on:

56-65 Main Street East, Grand Bend, Lambton Shores

As made by Grand Bend Holdings Inc., requesting consent to register two lease agreements with Shoppers Realty Inc. and Shoppers Drug Mart Inc. on the title of the lands known municipally as 53-65 Main Street East, Grand Bend.

DECISION: Consent is granted.

CONDITIONS: None.

Members concurring in the above ruling:

J. Dorey

I. Fleming

M. Gilpin

B. Gordon

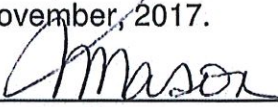
D. Hales

S. Robinson

J. Wilcox

***** **CERTIFICATION** *****

I, Jackie Mason, Deputy Secretary of the Committee of Adjustment for the Municipality of Lambton Shores, hereby certify that the above is a true copy of the decision of the Committee of Adjustment with respect to the application recorded herein. Dated this 29th day of November, 2017.



Deputy Secretary,
Committee of Adjustment,
Municipality of Lambton Shores

**PROVISIONAL CONSENT
COMMITTEE OF ADJUSTMENT**
(Ont. Regulation 197/96 as amended)

A hearing was held by the Committee of Adjustment appointed by the Council of the Municipality of Lambton Shores at the Thedford Village Complex on November 22nd, 2017.

The Planning Act states: "Any person or public body may, not later than 20 days after the giving of notice under subsection (14) is completed, appeal the decision or any condition imposed by the council or the Minister or appeal both the decision and any condition to the Municipal Board by filing with the Secretary-Treasurer, accompanied by the fee prescribed under the Ontario Municipal Board Act."

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse to give provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Municipal Board. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group.

To appeal the decision to the Ontario Municipal Board, a letter outlining the reasons for the appeal together with the appropriate OMB Appeal Form (www.omb.gov.on.ca), must be sent to the Secretary of the Municipality of Lambton Shores Committee of Adjustment, 7883 Amtelecom Parkway, Forest, ON N0N 1J0. You must enclose the appeal fee of \$125.00 for each application appealed, paid by certified cheque or money order, made payable to the Ontario Minister of Finance.

The Applicant shall complete all matters that are part of this decision to the satisfaction of the Municipality within one year of the date of the decision of the Committee of Adjustment. If the matters are not completed by this date, the consent lapses under Sec. 53 (41) of the Ontario Planning Act R.S.O. 1990 c. P.13.

Additional information regarding the application will be available to the public for inspection at the Municipality of Lambton Shores Municipal Office, 7883 Amtelecom Parkway, Forest, Ontario N0N 1J0 from 8:30 a.m. to 4:30 p.m., Monday to Friday.

THEREFORE let it be known that the last day for appealing said decision to the Ontario Municipal Board is as stated on the attached sheet – **December 18th, 2017.**

Jackie Mason, Deputy Secretary
Municipality of Lambton Shores Committee of Adjustment
7883 Amtelecom Parkway
Forest, Ontario
N0N 1J0
123

THE MUNICIPALITY OF LAMBTON SHORES

Report DCS 72-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council
FROM: Steve McAuley, Director of Community Services
RE: Thedford Spray Pad and Skate Park Update

RECOMMENDATION:

THAT Report DCS 72-2017 regarding the “Thedford Spray Pad and Skate Park Update” be received for information.

SUMMARY

This report presents Council with information regarding costs and associated details pertaining to the possible construction of a spray pad and skate park in Thedford.

BACKGROUND

As Council may recall, the Knox Presbyterian Church (KPC) Youth Group presented their ideas for a spray pad and skate park in Thedford at the August 23, 2016 meeting. The group identified the Thedford Village Green area as the preferred location to construct the facilities due to the walkability, visibility and proximity to the downtown area. The following resolution was passed:

16-0823-04 ***THAT** Council request a staff report on the items raised in the Youth Group presentation to include confirmation of ownership of property, potential costs of the project and any previous partnership projects that the Municipality has been involved in. It is requested that this report be provided at the next meeting of Council. **Carried***

At its September 26, 2017 meeting, Council passed the following resolution:

17-0926-17 ***THAT** in order to move forward with a splash pad for the former Village of Thedford, Council request a staff report on the work scope and budget to construct a splash pad within the boundaries of the Thedford Village Green property; and*

THAT** this report include a work scope and budget to construct a skate park within the former Village of Thedford. **Carried

Community Services staff, along with Councillor Wilcox, have met with Rev. Christine O'Reilly to discuss the proposed project in greater detail.

Staff have investigated the feasibility of constructing the spray pad at the Thedford Village Green property. The Village Green is divided into four quadrants, as depicted below.



Ideally, the spray pad would be located in the first quadrant, closest to the gas station property. This location has the advantage of being in close proximity to both a water service which is available off an existing hydrant service, and to a roadside catch basin that would serve as a connection point for drainage from the pad. The estimated construction cost for the spray pad suitable for this area is \$150,000.

Staff have explored two possible locations for the skate park. The first and preferred location is in quadrants three and four of the Village Green. This space would require the construction of a 20m x 25m (approximate) asphalt pad, with modular skate park pieces being installed. This area would allow for approximately the same size pad as the existing “X-Park” in Forest. The cost to construct the skate park in this location is estimated at \$100,000.

Co-locating the spray pad and skate park in the same area creates a multi-use facility for various age groups. The expected use of these facilities should help limit the potential for vandalism. In addition, the design of the park would include landscape features that would discourage the use of the spray pad by skate boarders.

The second location identified is on a narrow strip of land that the municipality owns adjacent to a parking lot across from the Thedford Fire Hall on Pearl Street. This space

would allow for a 20m x 9m asphalt pad with modular skate park pieces being installed. The estimated cost of constructing a skate park at this location is between \$40,000 and \$50,000. Staff do not recommend this location due to the close proximity to the road, and access to this area is somewhat limited.

In addition to the construction costs associated with building a spray pad and skate park there are auxiliary costs that must be factored in. These include, but are not limited to: relocating stone work throughout the property; removal/repair and moving of the gazebo or construction of something similar; installation/extension of utility services, relocation of electrical and lighting fixtures. Auxiliary costs are estimated to be \$75,000.

A summary of the total estimated project cost is as follows:

• Spray Pad	\$150,000
• Skate Park	\$100,000
• <u>Auxiliary Work</u>	<u>\$75,000</u>
Total:	\$325,000

ALTERNATIVES TO CONSIDER

There are no alternatives presented at this time. This report is for Council information.

RECOMMENDED ACTIONS

THAT Report DCS 72-2017 regarding the “Thedford Spray Pad and Skate Park Update” be received for information.

FINANCIAL IMPACT

The estimated cost for construction is \$325,000. At this point there has been no budget established to support the implementation of this project.

There is a community group in Thedford that has come forward and is willing to undertake fundraising efforts to support the construction project. Council will need to identify the appropriate level of funding from the group and at what point in the fundraising effort the project move forward.

CONSULTATION

Community Services staff has consulted with Rev. Christine O'Reilly, representative of the KPC Youth Group, and Councillor Wilcox in preparation of this report.

THE MUNICIPALITY OF LAMBTON SHORES

Report DCS 73-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council
FROM: Steve McAuley, Director of Community Services
RE: Thedford Ball Diamond

RECOMMENDATION:

THAT Report DCS 73-2017 regarding the “Thedford Ball Diamond” be received for information.

SUMMARY

Council requested information regarding a new ball diamond in Thedford. This report summarizes the use of the current ball diamond and the costs associated with a new ball diamond.

BACKGROUND

At the April 25, 2017 Council meeting, the following resolution was passed:

17-0425-31 ***THAT** staff provide a report on establishing a new ball diamond in Thedford at the Sports Complex.* **Carried**

As Council may recall, the fencing around the existing diamond in Thedford was replaced this year with new fencing at a total cost of \$20,102.75. The diamond currently functions as it was intended, and is not in any need of any major upgrades.

This ball diamond was booked for a total of 220 hours this past season. The following groups utilized the diamond in 2017:

- | | |
|--|-------------|
| • Lambton Shores Lightening Athletic Association | 151 hours |
| • Thedford Mixed Little League | 40 hours |
| • Thedford-Arkona Vacation Bible Camp | 17.50 hours |
| • Order of Alhambra | 10 hours |

In addition, one private booking took place in 2017.

Based on the above usage, it would appear that the diamond is used on a consistent basis; however there are still open time slots available at this diamond. In addition, the Recreation Master Plan that was undertaken in 2011 indicated that Lambton Shores had a surplus of ball diamonds at that time, and that the 10 year growth increase

expected in Lambton Shores would easily be accommodated with the existing ball diamonds. It should be noted that an update to the Recreation Master Plan is currently underway and will identify any additional requirements regarding outdoor facilities that the Municipality should consider in the future.

Currently only one usable diamond exists behind the Legacy Recreation Centre in Thedford. Next to it is a scrub field with a small backstop. No maintenance beyond grass cutting is done to this field. If a new field were to be located in the area of the existing scrub field, the costs to build the new diamond are estimated as follows:

- Backstop: \$20,000.
- Outfield and Perimeter fencing: \$25,000.
- Infield: \$35,000
- Players Benches: \$10,000

If the intention were to build a new diamond to replace the existing diamond, and still only maintain a single diamond in Thedford, additional costs would be incurred to remove the existing diamond and create an open space.

ALTERNATIVES TO CONSIDER

There are no alternatives presented at this time. This report is for Council information.

RECOMMENDED ACTIONS

THAT Report DCS 73-2017 regarding the “Thedford Ball Diamond” be received for information.

FINANCIAL IMPACT

There is no financial impact based on this report. At this point there is not budget for a new ball diamond in Thedford in the 10 year capital projections.

CONSULTATION

Community Services staff

THE MUNICIPALITY OF LAMBTON SHORES

Report CAO 14-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council

FROM: Kevin Williams, CAO

RE: Lambton Shores Emergency Management Program Update

RECOMMENDATION:

THAT CAO 14-2017 Report updating the Lambton Shores Emergency Management Program be received; and

THAT the pertinent by-laws to update the Lambton Shores Emergency Management Program be approved.

SUMMARY

It is a requirement of the *Emergency Management and Civil Protection Act R.S.O. 1990 c.E.9 (as amended)* that every municipality have an Emergency Management Program including an Emergency Plan. The Lambton Shores' Plan was last updated in 2003. This report is presented to advise Council that the Plan has now been updated as has the definition of individuals assigned to be on the Program Committee.

BACKGROUND

The Emergency Management and Civil Protection Act (EMCPA) and its supporting Ontario Regulation 380/04 set out requirements for the development, implementation and maintenance of municipal and ministry emergency management programs.

The emergency management program elements contained in the Act and regulation constitute a core emergency management program. This means that the program elements are focused on supporting emergency preparedness and response activities. Requirements include the designation of an emergency management coordinator, the writing of an emergency response plan and the formation of a program committee. Ministries and municipalities are required to comply with the Act and regulation. Emergency Management Ontario (EMO) monitors compliance and supports ministries and municipalities in maintaining the required program.

Section 2.1 of the EMCPA provides that every municipality shall develop and implement an emergency management program and the Council of the municipality shall by By-law adopt the emergency management program.

Section 3 of the EMCPA states that every Municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency. The Plan is one component of the overall program.

The Municipality of Lambton Shores' Emergency Management Plan was developed and is maintained in order to protect residents, businesses and visitors. To do so, the Municipality requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. This plan serves as a guideline to provide key officials, agencies and departments in the initial response to an emergency in our Communities. This plan also details their respective responsibilities during an emergency. The existing plan was approved by Council in 2003.

Over the past year, staff have reviewed and updated the existing Emergency Management Plan with an eye to clarifying the responsibilities of team members, assessing local hazards and risks, confirming the condition of facilities evacuation centres. A notable update is the relocation of the emergency operations centre from the Thedford Village Complex to the Northville operations facility where it can be fully serviced by existing communications, technology and emergency backup power.

The updated Emergency Management Plan will be made available on the Municipality's website at www.lambtonshores.ca under the Emergency and Protective Services tab. The document will be made available for viewing in other accessible formats and with communication supports as soon as practicable and upon request.

ALTERNATIVES TO CONSIDER

By-laws 107 and 108 of 2017 have been prepared to ensure municipal compliance with the Emergency Management and Civil Protection Act. Updates to the municipal program are to be approved by By-law, and are uploaded to the Office of Emergency Management Ontario.

RECOMMENDED ACTIONS

THAT CAO 14-2017 Report updating the Lambton Shores Emergency Management Program be received.

FINANCIAL IMPACT

There is no financial impact associated with the adoption of this plan. All work on the update has been completed in house.

CONSULTATION

Members of the Lambton Shores Program Committee
Mark Wettering, County of Lambton Emergency Management Coordinator

THE MUNICIPALITY OF LAMBTON SHORES

Report PL 43-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council
FROM: Patti Richardson, Senior Planner
RE: ZONING BY-LAW AMENDMENT APPLICATION ZO-03/2016
LOCATION: Lakeshore Road
OWNER: Chris Schmid and Tammy Fleet-Schmid

RECOMMENDATION:

THAT Report PL 43-2017 relating to the Implementing By-law for Zoning By-law Amendment Application ZO-03/2017 submitted by Chris Schmid and Tammy Fleet-Schmid be received; and

THAT the implementing by-law be approved.

SUMMARY

This report relates to a zoning by-law amendment application submitted by Chris Schmid and Tammy Fleet-Schmid affecting lands located on the north side of Lakeshore Road, north of Greenway Road (See Map Attachment 1).

BACKGROUND

Council will recall that they considered Zoning By-law Amendment Application ZO-03/2016 at their May 16th, 2017 meeting and passed the following resolution:

17-0516-10 - Carried

THAT Zoning By-law Amendment Application ZO-03/2016, submitted by Chris Schmid and Tammy Fleet-Schmid, respecting lands known as 9718 Lakeshore Road, to change the zoning on the lands from "Future Development (FD)" to a site specific "Residential 6 (R6) Zone" and an "Environmental Protection - Natural Conservation (EP-NC) Zone" to allow the construction of:

a new single detached dwelling; and
a detached accessory building (garage) in the front yard which will have a maximum lot coverage of 100m²

be APPROVED IN PRINCIPLE, subject to the following conditions:

1. That the proposed building envelope be placed in a new Residential 6.23 Zone (R6-23) with the balance of the lands being placed in the Environmental Protection - Natural Conservation Zone (EP-NC).
2. That the Owners provide a survey of the proposed building envelope, which will be used to define the building envelope in the implementing by-law.
3. That the Residential 6.23 (R6-23) zone contain the following regulations:
 - a) Minimum Lot Area 5.5 hectares
 - b) Minimum Lot Frontage 20 metres
 - c) Maximum Height 10 metres
 - d) A detached accessory building with a maximum lot coverage of 100 m² shall be permitted in the front yard

Special Provisions

1. No Buildings or structures shall be constructed within the drip line of the trees.
2. No building permit shall be issued for any buildings or structures in the Residential 6.23 (R6-23) Zone until:
 - Approval is received from the Ministry of Natural Resources and all of the recommendations required in the Overall Benefit Permit are complied with;
 - Survey pins marking the extent of the Residential 6-23 (R6-23) zone (excluding driveway) are installed to mark the boundary and prevent un-intentional encroachment into the adjacent wildlife habitat and Environmental Protection – Natural Conservation (EP-NC) Zone;
 - A sediment control fence is erected around the Residential 6.23 (R6-23) zone to keep construction equipment within the development footprint, control silt within the site and provide a barrier to wildlife movement from the adjacent lands, such fence can be removed when construction is complete;

- A Woodland Stewardship Plan is submitted to the satisfaction of the Municipality, to direct long-term stewardship of the woodland guidelines for (1) landscaping in and around the proposed residence to avoid introduction for undesirable species, such as non-native and/or invasive plant; (2) disposal of garden waste; (3) recreational use of woodland; and (4) removal of wood and debris from the woodland;
 - A Tree Saving Plan is submitted to the satisfaction of Municipality for the building envelope; and
 - A Septic Permit for a new septic system is obtained from The County of Lambton.
3. If construction begins during the active period for large snakes in Ontario, visual snake salvage searches should be conducted after the erection of barrier fencing. All contractors working on site should be familiar with Eastern Hog-nosed Snake and Common Five-lined Skink and their habitats and should conduct daily site and equipment checks for reptiles. If a snake suspected of being an Eastern Hog-nosed Snake or a Five Lined Skink is observed, all work within 30m of the animal should immediately cease. The location of the animal should be monitored and MNR or a Qualified Biologist should be contacted to relocate the snake beyond the barrier fence within 250m of the site. The encounter should then be reported to MNR within 5 business days.
 4. The construction site should be kept clean and free of debris, especially any thin flat objects (plywood, plastic) or piled debris.
 5. That no grading or construction should occur outside of the proposed development area (the R6-23 Zone), with the exception of any topsoil placement deemed necessary in order to protect the root zone of the edge tree species from damage during construction and to maintain the local drainage patterns adjacent to the natural features.
 6. Tree clearing activities occur outside the breeding bird window of April 15 to August 9.

as the approval of the application with these conditions provides for development which is consistent with the Provincial Policy Statement and is in compliance with the Lambton Shores Official Plan.

A survey of the building envelope has been submitted and therefore, Staff has prepared the implementing zoning by-law for Council review and approval (See By-law Section of the Agenda)

ALTERNATIVES TO CONSIDER

None at this time

RECOMMENDED ACTIONS

That Planning Report 43-2017 be received and that the By-law to implement the amendments to the Zoning By-law be approved

FINANCIAL IMPACT

None

CONSULTATION

None



SUBJECT LANDS



**GENERAL LOCATION OF PROPOSED DWELLING
AND ACCESSORY BUILDING (GARAGE)**

THE MUNICIPALITY OF LAMBTON SHORES

Report PL 44-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council
FROM: Patti Richardson, Senior Planner
RE: ZONING BY-LAW AMENDMENT APPLICATION ZO-04/2017
LOCATION: West Parkway Drive, Ipperwash
Lot 109, Registered Plan 433
OWNER: John Michael McCle

RECOMMENDATION:

THAT Report PL 44-2017 relating to the Implementing By-law for Zoning By-law Amendment Application ZO-04/2017 submitted by John Michael McClemont and Charles Joseph McClemont be received; and

THAT the implementing by-law be approved.

SUMMARY

This report relates to a zoning by-law amendment application submitted by John Michael McClemont and Charles Joseph McClemont affecting lands located on the south side of West Parkway drive between 6527 and 6435 West Parkway Drive (See Map Attachment 1).

BACKGROUND

Council will recall that they considered Zoning By-law Amendment Application ZO-04/2017 at their May 16th, 2017 meeting and passed the following resolution:

17-0516-10 - Carried

THAT Zoning By-law Amendment Application ZO-04/2017, submitted by John and Charles McClemont, respecting lands known as Lot 109, Registered Plan 433 and located on West Parkway Drive in Ipperwash to change the zoning on the lands from Open Space 1 (OS1) to a site specific Residential - 6 (R6) Zone and an Environmental Protection - Natural Conservation (EP-NC) Zone” to allow the construction of a new single detached dwelling and related accessory buildings and

structures, access driveway and septic system be APPROVED IN PRINCIPLE, subject to the following conditions:

1. That the proposed building envelope be placed in a new Residential 6.25 Zone (R6-25) with the balance of the lands being placed in the Environmental Protection - Natural Conservation Zone (EP-NC).
2. That the Owners provide a survey of the proposed building envelope, which will be used to define the building envelope in the implementing by-law.
3. That the Residential 6.25 (R6-25) zone contains the following regulations:
 1. Minimum Lot Area: 2.4 hectares
 2. Minimum Lot Frontage: 30 metres
 3. Maximum Height: 10 metres
 4. Interior Side Yard (minimum):
 - i) With Attached Garage: 2 metres
 - ii) No Attached Garage: 2 metres & 3 metres.

Special Provisions

1. No Buildings or structures shall be constructed within the drip line of the trees bordering the boundaries of the Residential 6-25 (R6-25) Zone. 2. No site alteration or tree removal is permitted on the lot until a building permit is obtained from the Municipality. 3. No building permit shall be issued for any buildings or structures in the Residential 6.25 (R6-25) Zone until:
 - Approval is received from the Ministry of Natural Resources and all of the recommendations required in the Letter to the Proponent are complied with;
 - Survey pins marking the extent of the Residential 6-25 (R6-25) Zone (excluding driveway) are installed to mark the boundary and prevent un-intentional encroachment into the Environmental Protection – Natural Conservation (EP-NC) Zone;
 - A sediment control fence is erected around the Residential 6.25 (R6-25) Zone to keep construction equipment within the development footprint, control silt

within the site and provide a barrier to wildlife movement from the adjacent lands. Such fence can be removed when construction is complete;

- A geotextile barrier fence to prevent wildlife, in particular the eastern hognose snake and snapping turtle from entering the site shall be erected along boundaries of the Residential - 6.24 (R6.24) Zone, before construction begins and remain in place through out the active period of April 1 to October 31. The geotextile fence should be at least 0.8 meters high from grade at all locations and be continuously entrenched below the ground at all points.
 - A Tree Saving Plan and Landscaping Plan is submitted to the satisfaction of Municipality for the building envelope, which shall address the following:
 - a) Identifies trees to be removed;
 - b) Provides methods for protection of the Dwarf Chinquapin Oak on the edge of the building envelope;
 - c) Includes a suitable landscaping plan incorporating native understorey and sub canopy vegetation species;
 - A Septic Permit for a new septic system is obtained from The County of Lambton.
4. If construction begins during the active period for large snakes and turtles in Ontario, visual snake and turtle salvage searches should be conducted after the erection of barrier fencing. All contractors working on site should be familiar with Eastern Hog-nosed Snake and Snapping Turtle, and their habitats and should conduct daily site and equipment checks for reptiles. If a snake or turtle is suspected of being an Eastern Hog-nosed Snake or a Snapping Turtle is observed, all work within 30m of the animal should immediately cease. The location of the animal should be monitored and MNR or a Qualified Biologist should be contacted to relocate the snake beyond the barrier fence within 250m of the site. The encounter should then be reported to MNR within 5 business days.
5. The construction site should be kept clean and free of debris. All thin flat objects such as plywood and/or plastics shall be

stored up off the ground to prevent fauna from crawling underneath them.

6. Tree clearing activities occur outside the breeding bird window of April 15 to August 9.

as the approval of the application with these conditions provides for development which is consistent with the Provincial Policy Statement and is in compliance with the Lambton Shores Official Plan.

A survey of the building envelope has been submitted and therefore, Staff has prepared the implementing zoning by-law for Council review and approval (See By-law Section of the Agenda)

ALTERNATIVES TO CONSIDER

None at this time

RECOMMENDED ACTIONS

That Planning Report 44-2017 be received and that the By-law to implement the amendments to the Zoning By-law be approved

FINANCIAL IMPACT

None

CONSULTATION

None



THE MUNICIPALITY OF LAMBTON SHORES

Report PL 45-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council
FROM: Patti Richardson, Senior Planner
RE: ZONING BY-LAW AMENDMENT APPLICATION ZO-12/2017
LOCATION: 7297 Arkona Road
OWNER: Arkona Lions Club

RECOMMENDATION:

THAT Report PL 45-2017 relating to the Implementing By-law for Zoning By-law Amendment Application ZO-12/2017 submitted by Arkona Lions Club be received; and

THAT the implementing by-law be approved.

SUMMARY

This report relates to a zoning by-law amendment application submitted by Arkona Lions Club affecting lands known as 7297 Arkona Road, Arkona (See Map Attachment 1).

BACKGROUND

Council will recall that they considered Zoning By-law Amendment Application ZO-12/2017 at their November 28th, 2017 meeting and passed the following resolution:

17-1127-09 Carried

THAT Zoning By-law Amendment Application ZO-12/2017, submitted by the Arkona Lions Club, respecting lands known as 7297 Arkona Road, Arkona, to amend the existing Commercial 2 (C2) zoning on the lands to a site specific Open Space 2.4 (OS2-4) Zone to permit a private or public park as a permitted use on the lands a be APPROVED subject to the Implementing By-law including the following:

1. That prior to the site being converted to a private or public park a Record of Site Conditions be registered in the Environmental Site Registry

Staff has prepared the implementing zoning by-law for Council review and approval
(See By-law Section of the Agenda)

ALTERNATIVES TO CONSIDER

None at this time

RECOMMENDED ACTIONS

That Planning Report 45-2017 be received and that the By-law to implement the amendments to the Zoning By-law be approved

FINANCIAL IMPACT

None

CONSULTATION

None



THE MUNICIPALITY OF LAMBTON SHORES

Report PL 46-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council
FROM: Patti Richardson, Senior Planner
RE: ZONING BY-LAW AMENDMENT APPLICATION ZO-11/2017
LOCATION: 101 Broadway Street, Forest
OWNER: Neyla Inc.
AGENT: Adrian Roelands

RECOMMENDATION:

THAT Report PL 46-2017 relating to the Implementing By-law for Zoning By-law Amendment Application ZO-11/2017 submitted by Adrian Roelands on behalf of the Owners, Neyla Inc, be received; and

THAT the implementing by-law be approved.

SUMMARY

This report relates to a zoning by-law amendment application submitted by by Adrian Roelands on behalf of the Owners, Neyla Inc., affecting lands known as 101 Broadway Street, Forest (See Map Attachment 1).

BACKGROUND

Council will recall that they considered Zoning By-law Amendment Application ZO-11/2017 at their November 7th, 2017 meeting and passed the following resolution:

17-1107-14 Carried

THAT Zoning By-law Amendment Application ZO-11/2017, submitted by Adrian Roelands on behalf of the Owners, Neyla Inc, respecting lands known as 101 Broadway Street, Forest, to amend the existing Commercial 2 (C2) zoning on the lands to a site specific Residential 1.13 (R1-13) Zone to permit a single detached dwelling as a permitted use on the lands and allow the former OPP office to be converted to a single detached dwelling be APPROVED subject to the Implementing By-law including the following:

1. That prior to the existing building being converted to a single detached dwelling the following provisions shall be satisfied:
 - i) An Environmental Site Assessment being completed for the property and a Record of Site Conditions being registered in the Environmental Site Registry
 - ii) All provisions of the Fire Code and Building Code are complied with.

Staff has prepared the implementing zoning by-law for Council review and approval (See By-law Section of the Agenda)

ALTERNATIVES TO CONSIDER

None at this time.

RECOMMENDED ACTIONS

That Planning Report 46-2017 be received and that the By-law to implement the amendments to the Zoning By-law be approved

FINANCIAL IMPACT

None

CONSULTATION

None



THE MUNICIPALITY OF LAMBTON SHORES

Report PL 47-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council

FROM: Patti Richardson, Senior Planner

RE: A Request from Brent Hillier for an Amendment to By-law 67 of 2001 (Property Standards By-law) to Allow a Dwelling to be Constructed in a Residential Area Using Shipping Containers Lot 51, Registered Plan 522, Nipigon Street Port Fra

RECOMMENDATION:

THAT Report PL 47-2017 relating to the request from Brent Hillier for an amendment to the By-law 67 of 2001 (Property Standards By-law) in order to construct a dwelling using shipping containers, be received; and

THAT Council provide direction to Staff on this matter.

SUMMARY

This report relates to a request from Brent Hillier to construct a dwelling out of shipping containers on a lot in Port Franks. (See Map Attachment 1).

BACKGROUND

Council will recall that at their June 27, 2017 meeting, Mr. Brent Hillier, appeared as a delegation, requesting permission to construct a dwelling out of shipping containers in a residential area Lambton Shores. Mr. Hillier appeared before Council respecting this issue as Section 3.11 of By-law 67 of 2001, "A By-law to Provide Standards for Maintenance of the Physical Condition and Occupancy of Property in The Municipality of Lambton Shores" states:

3.11 STORAGE CONTAINERS

- a) A storage container is not permitted in a residential zone.
- b) Where permitted a storage container shall be used exclusively for the storage of goods and materials and may not be used to accommodate work areas, shops, office uses, retail sales or human habitation, and shall conform to setbacks for the zone and the required OBC setback from a septic bed.

After some discussion Council passed a resolution receiving Mr. Hillier's presentation. While the Council resolution did not include any direction, the discussion associated with Mr. Hillier's presentation directed Mr. Hillier to provide more detailed information respecting the dwelling and its proposed location for Council consideration.

Attached for Council review is a picture showing what the proposed dwelling will look like and a site and lot grading plan showing the proposed location on Lot 51, Registered Plan 522, on Nipigon Street in Port Franks, submitted by Mr. Hillier (see Attachment 2).

If Council concurs that the construction as shown can proceed, a site specific amendment to By-law 67 of 2001 is necessary. In addition, Council should consider how it will ensure Mr. Hillier constructs a dwelling as is shown on the plans attached. Staff suggests the following as an option:

Council could place conditions in the amendment to By-law 67 of 2001 that requires the property Owner enter into an agreement with the Municipality, prior to a building permit being issued for the dwelling, which binds the Owner to construct a dwelling in compliance with the drawings attached on the lot specified. Further, the Agreement could require that the Owner deposit monies with the Municipality to ensure compliance with the Agreement that would be returned when the dwelling is completed in compliance with the plans submitted. Finally, the Agreement could specify that if the Owner did not construct the dwelling as approved, that the Owner either forfeits the deposit or authorize the Municipality to enter onto the lands and alter the dwelling to comply with the drawing using the deposit.

Without an agreement in place the Municipality will not be able to enforce compliance with the approved drawings.

ALTERNATIVES TO CONSIDER

Staff is requesting direction from Council on this matter. Council could:

- Approve the amendment with no conditions;
- Approve the amendment with the condition that the Owner enter into an agreement with the Municipality which shall include provisions discussed above;
- Approve the amendment with the condition that the Owner enter into an agreement with the Municipality which shall include other provisions as deemed appropriate by Council; or
- Refuse the amendment and therefore refuse the request to allow a dwelling to be constructed using storage containers.

RECOMMENDED ACTIONS

That Planning Report 47-2017 be received and that Council provide direction on the matter.

FINANCIAL IMPACT

None

CONSULTATION

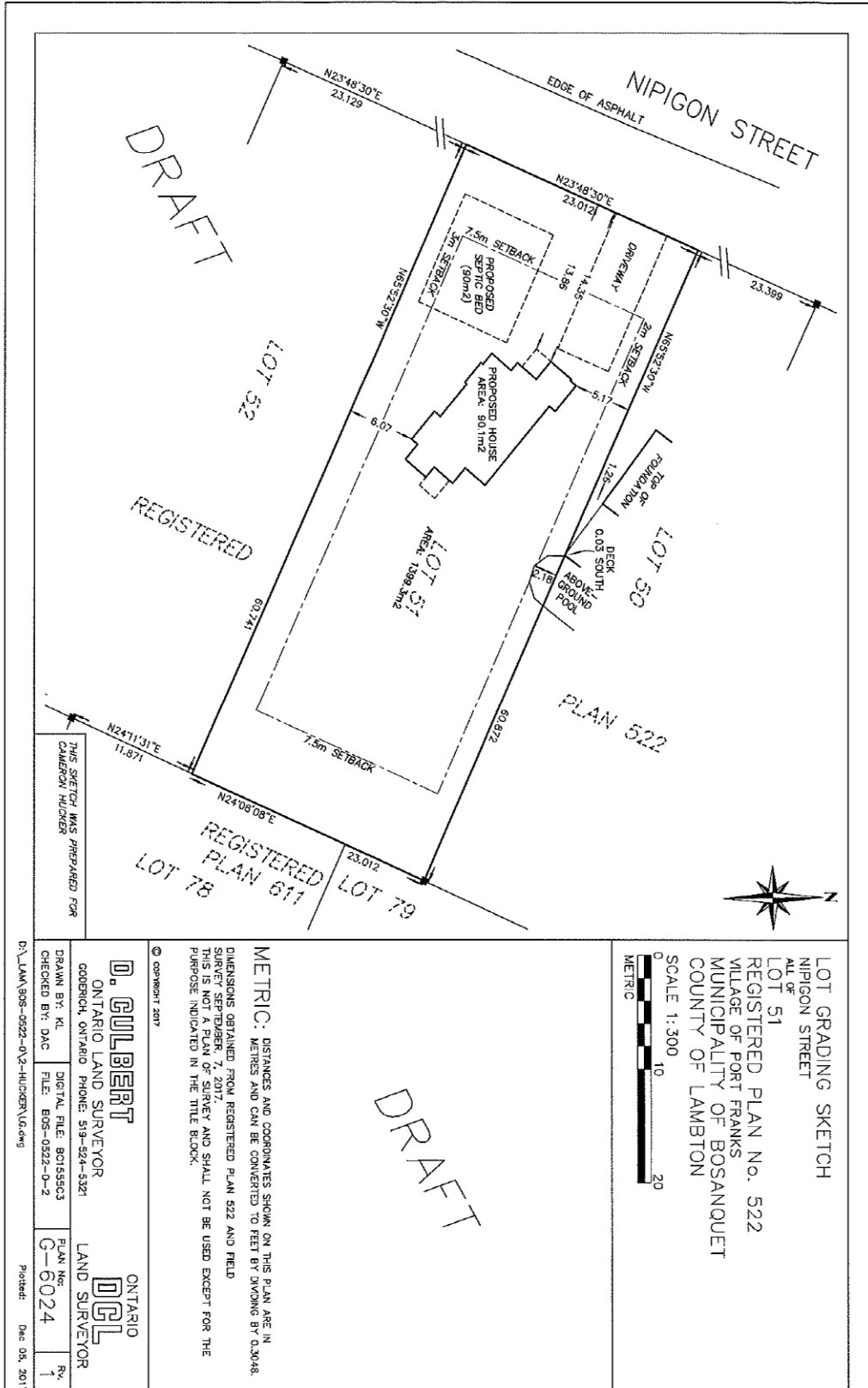
Kevin Williams CAO

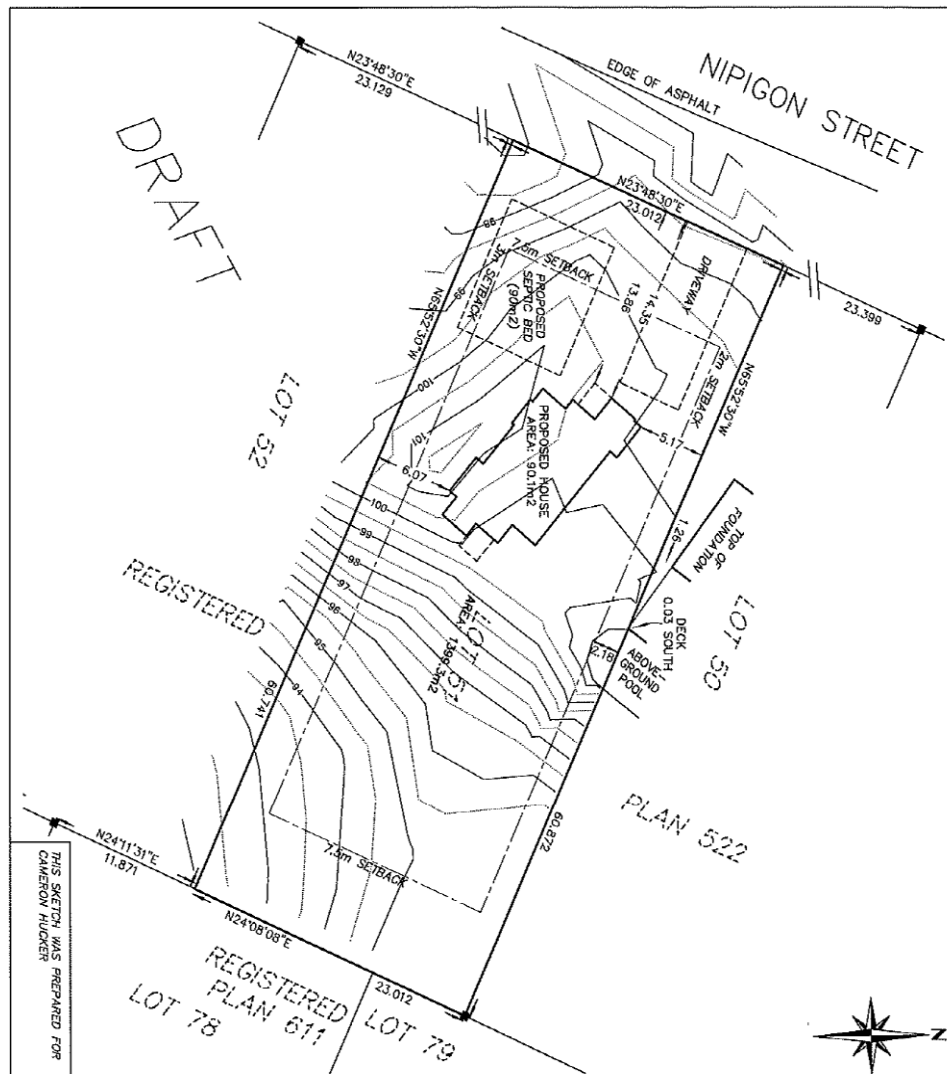
ATTACHMENT 1



SUBJECT LANDS
LOT 51, REGISTERED PLAN 522







LOT GRADING SKETCH
NIPIGON STREET
ALL OF
LOT 51
REGISTERED PLAN No. 522
VILLAGE OF PORT FRANKS
MUNICIPALITY OF BOSANQUET
COUNTY OF LAMBTON
SCALE 1:300
0 10 20
METRIC

DRAFT

METRIC: DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.
DIMENSIONS OBTAINED FROM REGISTERED PLAN 522 AND FIELD SURVEY SEPTEMBER, 7, 2017.
THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK.

© COPYRIGHT 2017

D. GULBERT

ONTARIO
DGL
LAND SURVEYOR

ONTARIO LAND SURVEYOR

LAND SURVEYOR

GODERICH, ONTARIO PHONE: 519-524-5321

PLAN No.

DRAWN BY: KL
DIGITAL FILE: B0195503
CHECKED BY: DAC
FILE: B05-0522-0-2

PLAN No.
G-6024

THIS SKETCH WAS PREPARED FOR
CAMERON HUCKER

Rev.
1

D:\LAMBOS-0522-0-2-HUCKER\La.dwg

Printed: Dec 06, 2017

THE MUNICIPALITY OF LAMBTON SHORES

Report DCS 74-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council

FROM: Steve McAuley, Director of Community Services

RE: Grand Bend Area Joint Sewage Board 2018 Budget

RECOMMENDATION:

THAT Report DCS 74-2017 regarding the “Grand Bend Area Joint Sewage Board 2018 Budget” be received, and;

THAT the Grand Bend Area Joint Sewage Board 2018 Budget be approved as presented.

SUMMARY

The Grand Bend Joint Area Sewage Board 2018 Budget has been prepared and approved by the Board. This report presents the 2018 Budget to Council for approval.

BACKGROUND

The Grand Bend Joint Sewage Board has reviewed and approved the attached 2018 budget for the Grand Bend Sewage System. Clause 20 of the Tri-Party Agreement states the following:

20. Joint Sewage Board Approval

The Joint Sewage Board is to take all necessary steps to have the draft Budgets completed and approved by November 30 in each preceding calendar year and then submit it to the Municipal Councils of the Participating Municipalities for approval before December 31st.

As Council is aware the budget for the Grand Bend Sewage System is created by the Board, and is funded by the Municipalities of Lambton Shores and South Huron (the Participating Municipalities). The total 2018 budget for the Grand Bend System is \$774,242.39 which includes a \$205,000 contribution to the Capital Replacement and Rehabilitation Reserve Fund. The creation of the Capital Replacement and Rehabilitation Reserve Fund is a requirement of the Tri-Party agreement.

The funding proportions for each municipality are based on the defined capital contributions split, and actual flow contributed to the system. Flows are estimated based on a three year average; however final contributions from each municipality are based on actual flows. The flow estimates used to calculate the 2018 budget are attached for

Council's information. For clarity, the funding share attributed to each municipality is shown on the attached budget.

The 2018 budget results in the following total funding contributions required from each Municipality:

South Huron:	\$301,075.33
Lambton Shores:	\$448,167.06

ALTERNATIVES TO CONSIDER

Council may choose not to approve the attached budget, in which case the Board would need to revisit the budget. Should either Municipality choose not to approve the budget by the end of the year, the Tri-Party Agreement does contain provision to allow the previous year's budget be utilized with various cost escalations.

RECOMMENDED ACTIONS

THAT Report DCS 74-2017 regarding the "Grand Bend Area Joint Sewage Board 2018 Budget" be received for information, and;

THAT the Grand Bend Area Joint Sewage Board 2018 Budget be approved as presented.

FINANCIAL IMPACT

The financial impact of the Grand Bend Joint Sewage Board 2018 budget to Lambton Shores is \$448,167.06. Once the 2018 Budget is approved, the identified Lambton Shores contribution amount will be identified in the Lambton Shores Budget within the Wastewater Department.

CONSULTATION

Grand Bend Area Joint Sewage Board

GRAND BEND AREA JOINT SEWAGE OPERATIONS
Proposed 2018 Budget

	2017 BUDGET	2017 DRAFT YTD To Oct. 31	2017 Projection	2018 BUDGET	Budget Increase/Decrease			
OWNER CONTRIBUTION								
LAMBTON SHORES CONTRIBUTION	236,983.14	116,577.56	314,848.94	448,167.06	211,183.92			
SOUTH HURON CONTRIBUTION	186,827.55	95,327.80	248,213.68	301,075.33	114,247.78			
TOTAL REVENUE	423,810.69	211,905.36	563,062.61	749,242.39	325,431.70			
						Lambton Shores Share	South Huron Share	Basis of Cost Split
ADMINISTRATIVE AND GOVERNANCE								
GENERAL ADMIN CHARGE STF	3,784.20		3,784.20	3,859.88	75.68	2,497.34	1,362.54	1
INSURANCE STF	16,423.47	19,737.10	19,737.10	20,329.21	3,905.74	13,153.00	7,176.21	1
INSURANCE PS2 & FORCEMAIN	1,592.96			0.00	-1,592.96			
AUDIT	7,200.00		7,200.00	7,200.00	0.00	4,658.40	2,541.60	1
ACCOUNTING SERVICES	2,040.00		2,040.00	2,040.00	0.00	1,319.88	720.12	1
IT	500.00	120.59	300.00	500.00	0.00	323.50	176.50	1
SCADA SUPPORT STF	2,000.00		1,500.00	2,000.00	0.00	1,294.00	706.00	1
ENGINEERING STF	2,000.00	1,951.25	5,000.00	2,000.00	0.00	1,294.00	706.00	1
LEGAL	1,000.00	279.16	279.16	1,000.00	0.00	647.00	353.00	1
TAXES STF	77,966.76	5,045.64	77,966.76	79,526.10	1,559.34	51,453.38	28,072.71	1
TAXES PS2	1,749.30	1,206.02	1,749.30	1,784.29	34.99	892.14	892.14	2
Transfer to Capital Reserve Fund				205,000.00	205,000.00	132,635.00	72,365.00	
TOTAL PART A	116,256.69	28,339.76	119,556.52	325,239.48	208,982.79	210,167.65	115,071.83	
FIXED MTC & OPERATIONAL COSTS								
TELEPHONE STF	2,000.00	1,482.39	2,223.59	2,000.00	0.00	1,123.50	876.50	3
TELEPHONE PS2		1,171.05	1,756.58					
COMPUTER EXPENSE	500.00			500.00	0.00	280.88	219.12	3
BUILDING REPAIRS & MAINT. STF	20,000.00	5,167.25	20,000.00	20,000.00	0.00	11,235.01	8,764.99	3
GROUNDS MAINTENANCE	3,000.00		3,000.00	3,000.00	0.00	1,685.25	1,314.75	3
ANNUAL PREVENTIVE MAINTENANCE *	10,176.00	8,479.90	10,176.00	10,176.00	0.00	5,716.37	4,459.63	3
WETLAND PEST CONTROL	1,000.00		1,000.00	1,000.00	0.00	561.75	438.25	3
TOTAL PART B	36,676.00	16,300.59	38,156.16	36,676.00	0.00	20,602.76	16,073.24	
VARIABLE OPERATIONAL COSTS (RELATED TO FLOWS)								
OMI ADMINISTRATIVE COSTS STF *	32,646.00	27,205.36	32,464.00	33,475.00	829.00	18,804.60	14,670.40	3
OPERATOR WAGES STF *	95,469.00	79,557.54	95,469.00	97,892.00	2,423.00	54,990.88	42,901.12	3
ELECTRICAL COSTS STF	60,000.00	105,743.40	136,000.00	138,507.92	78,507.92	77,806.89	60,701.02	3
ELECTRICAL COSTS PS2	13,000.00	9,965.56	14,948.33	13,000.00	0.00	7,125.14	5,874.86	4
UNION GAS STF	7,000.00	27,115.45	30,000.00	26,100.00	19,100.00	14,661.69	11,438.31	3
WATER STF	5,000.00	26,306.60	39,459.90	20,000.00	15,000.00	11,235.01	8,764.99	3
WATER PS2	1,000.00	163.80	245.70	500.00	-500.00	274.04	225.96	4
CHEMICALS *	42,892.00	35,743.10	42,892.00	43,981.00	1,089.00	24,706.35	19,274.65	4
LABORATORY SAMPLING *	13,871.00	13,238.14	13,871.00	13,871.00	0.00	7,792.04	6,078.96	4
TOTAL PART C	270,878.00	325,038.95	405,349.93	387,326.92	116,448.92	217,396.65	169,930.27	
TOTAL EXPENSES	423,810.69	369,679.30	563,062.61	749,242.39	325,431.70	448,167.06	301,075.33	

Legend for Basis of cost split

Capital split for plant (64.7% LS, 35.3% SH)	1
Capital split for PS2 (50% LS, 50% SH)	2
Flow Proportion to Plant	3
Flow Proportion to PS2	4

GRAND BEND AREA JOINT SEWAGE OPERATIONS
2018 Flow Calculations

2017 FLOW CALCULATION PROJECTION (m3)						
Month	PS2	POG	HC Playhouse	Pinery	Oakwood	Grand Cove
Jan	22336	1091	120	117	1524	12430
Feb	22755	954	144	109	1430	5888
Mar	18016	796	188	40	1337	7210
Apr	25117	1300	194	152	1838	9315
May	30826	1257	178	749	1973	10140
June	21113	461	503	2474	2034	6175
July	33687	381	370	4799	3460	6120
Aug	32056	690	421	6492	2961	4967
Sept	13569	418	215	2546	2239	5062
Oct	16718	388	133	651	2162	5635
Nov (2016)	14075	528	14	244	1872	7294
Dec (2016)	14997	336	20	146	1181	7294
Total	265265	8600	2500	18519	24011	87530.4
Avg Month	22105	717	208	1543	2001	7294
Avg Annual	265265	8600	2500	18519	24011	87530.4
7294 - Indicates estimates based on YTD average						

2018 FLOW CALCULATION ESTIMATE (m3)				
	2018 (3 YR AVG)	2017 (projection)	2016	2015
Main Pump (PS2)	247,507	265,265	249,452	227,804
GRAND COVE	90,190	87,530	91,520	91,520
OAKWOOD	21,661	24,011	22,570	18,403
Lambton Shores (PS2 - GC & Oakwood)	135,656	153,724	135,362	117,881
POG	6,963	8,600	6,720	5,568
HCP	1,817	2,500	1,684	1,266
Pinery	18,970	18,519	20,584	17,806
Grand Total Flows To GB plant (PS2 Flow Plus Remaining Sources)	275,256	294,884	278,440	252,444
MUNICIPAL TOTALS				
SOUTH HURON	120,631	122,641	122,494	116,757
LAMBTON SHORES	154,625	172,243	155,946	135,687
TOTAL	275,256	294,884	278,440	252,444

MUNICIPAL FLOW PROPORTIONMENT

	Lambton Shores	South Huron
PS2 Flow Proportions	54.81%	45.19%
GB Plant Proportions	56.18%	43.82%

Revenue Calculation			
	Total	Lambton Shores	South Huron
Part A - per agreement			
PS 2- 50% LS, 50% SH	1,784.29	892.14	892.14
Treatment Facility - 64.7% LS, 35.3% SH	323,455.19	209,275.51	114,179.68
Total Part A	325,239.48	210,167.65	115,071.83
Part B - Flow Based			
PS2	-	-	-
Plant	36,676.00	20,602.76	16,073.24
Total Part A	36,676.00	20,602.76	16,073.24
Part C - Flow Based			
PS2	13,500.00	7,399.18	6,100.82
Plant	354,326.92	199,043.33	155,283.59
Total Part C	367,826.92	206,442.51	161,384.40
Total	729,742.39	437,212.93	292,529.47

THE MUNICIPALITY OF LAMBTON SHORES

Report CL 40-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council
FROM: Stephanie Troyer-Boyd, Clerk
RE: Appointments to Boards and Committees
RECOMMENDATION:

THAT Report CL 40-2017 regarding Appointments to Boards and Committees be received; and

THAT By-Law 109 of 2017 being a by-law to appoint members of the public to the Committees of Council be approved; and

THAT By-Law 110 of 2017 being a by-law to appoint Council members to Committees and other Boards be approved.

SUMMARY

To provide Council with recommendations for Council and citizen appointments to Boards and Committees.

BACKGROUND

Council appointments to the Parks and Recreation Advisory Committee and Accessibility Committee have been made on a staggered term in order to ensure continuity on the committees. As a result of this policy, the term of certain members of the noted committees expires at the end of 2017. The upcoming committee vacancies have been advertised in accordance with the Recruitment and Appointment to Committees and Boards Policy. Applications were due to the Clerk by November 17, 2017.

In addition, Council member appointments to the Committee of Adjustment and Parks and Recreation Committee also require renewal to the end of the Council term.

The 3 members of Committee Selection Panel have met and reviewed the public applications for the vacant committee seats. Applications were evaluated based on the information submitted including experience, policy guidelines and community representation as recommended in the terms of reference for the committees.

The Committee Selection Panel is able to recommend two (2) community members to fill the vacancies on the Parks and Recreation Committee. The Accessibility Committee has three (3) vacancies and the Committee Selection Panel is only able to recommend one appointment due to a lack of applications. Staff will re-advertise the two (2) remaining positions and an additional report and recommendation will come back to Council.

ALTERNATIVES TO CONSIDER

There are no alternatives to consider.

RECOMMENDED ACTIONS

It is recommended that the appointment by-law be approved.

FINANCIAL IMPACT

There is no financial impact to these appointments.

CONSULTATION

Committee Selection Panel

Attachments:

By-Law 109 of 2017

By-Law 110 of 2017

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW 109 of 2017

A By-law to Appoint Members of the Public to Committees of Council

- WHEREAS:** Council for the Municipality of Lambton Shores deems it desirable to appoint members of the public to the committees of the Council;
- AND WHEREAS:** The appointed Committee Selection Panel of the Municipality of Lambton Shores has received and considered the applications of such members to be appointed;
- THEREFORE:** The Council of the Corporation of the Municipality of Lambton Shores enacts that the following persons be appointed to the Committees of Council for the term as indicated in this By-law;

1. Committee of Adjustment and Property Standards Committee

Steve Robinson, Mac Gilpin, Diane Hales, Bill Gordon, Jean Dorey and Ian Fleming be appointed for the term ending November 30, 2018.

2. Accessibility Advisory Committee

Noreen Croxford, Bill Bentley and Jordy Speake be appointed for the term ending December 31, 2018.

Tabetha Burley be appointed for the term ending December 31, 2020.

3. Parks and Recreation Advisory Committee

Jerry Bongers, Kevin Bryson and Kandis Tieman be appointed for the term ending December 31, 2018.

Jamie Colliver and Christopher Misch be appointed for the term ending December 31, 2020.

THAT By-law Number 115 of 2016 is hereby repealed.

READ a FIRST and SECOND TIME this 12th day of December, 2017

READ a THIRD TIME and FINALLY PASSED this 12^H DAY of DECEMBER, 2017

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW 110 of 2017

A By-law to Appoint Council Members to Committees and Other Boards

WHEREAS: The Municipality is responsible to appoint Council members to serve on various boards and committees;

AND WHEREAS: Council has approved the appointment of Council members to various Committees of Council and other Boards;

THEREFORE: The Council of the Corporation of the Municipality of Lambton Shores enacts as follows;

THAT the following Council members are appointed to serve on Committees and Boards as follows:

For the term of January 1, 2017 to November 30, 2018:

Accessibility Advisory Committee	Rick Goodhand
Bi-Municipal	Bill Weber Dave Maguire Gerry Rupke Alternate – Doug Cook
Bluewater Recycling	Dan Sageman
Conservation Authority Ausable Bayfield	Township of Warwick Representative
Conservation Authority St. Clair	Gerry Rupke
Court of Revision	Dan Sageman Gerry Rupke Ronn Dodge James Finlay Jeff Wilcox
Forest B.I.A.	Doug Cook
Lake Huron Water	James Finlay Bill Weber, Alternate
Lambton Area Water	Rick Goodhand Bill Weber, Alternate

Parks and Recreation
Advisory Committee

Ronn Dodge

Pinery Cemetery

Dan Sageman

Property Standards

Jeff Wilcox

Committee Selection Panel

Bill Weber
Doug Cook
Dan Sageman

KSPFN Committee

Bill Weber
Doug Cook
Ronn Dodge

For the term January 1, 2018 to December 31, 2018:

Committee of Adjustment

Jeff Wilcox

THAT By-Law 116 of 2016 is hereby repealed.

READ a FIRST and SECOND TIME this 12th day of December, 2017.

READ a THIRD TIME and FINALLY PASSED this 12th DAY of DECEMBER, 2017.

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd

THE MUNICIPALITY OF LAMBTON SHORES

Report CL 39-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council

FROM: Stephanie Troyer-Boyd, Clerk

RE: Information on the Court of Revision for the Golf Course Drain

RECOMMENDATION:

THAT Report CL 39-2017 providing information on the Court of Revision for the Golf Course Drain be received for information.

SUMMARY

The Drainage Act, R.S.O. 1990 requires that a “Court of Revision” be held prior to the passing of a by-law to authorize drainage works.

The “Court of Revision” for the Golf Course Drain is scheduled during the regular Council meeting with the following members sitting as the “Court”:

Ronn Dodge, Dan Sageman, Gerry Rupke, James Finlay and Jeff Wilcox.

BACKGROUND

At the meeting held November 7, 2017 Council held the “Consideration” on the Golf Course Drain, during which, a review of the report on the proposed drainage works was conducted. At that time, the report was accepted as presented; the authorizing by-law given two readings, and the Court of Revision was scheduled. Notice of the Court of Revision, which included the time and date of the sitting of the Court, was sent to all affected residents with a copy of the provisional by-law.

The notice of the Court of Revision advises an owner of land assessed for the drainage works that they may appeal to the Court of Revision on any of the following grounds:

- Any land or road has been assessed an amount that is too high or too low;
- Any land or road that should have been assessed has not be assessed; and/or
- Due consideration has not been given to the use being made of the land.

It is a requirement of the Drainage Act that any appeal is sent to the Municipality ten (10) days in advance of the Court date, which allows the Engineer time to review the issues and prepare a response for each appeal which would include his recommendation. At the meeting when the Engineer’s report is presented, the appellant is also provide an opportunity to state his case.

The last date to submit appeals for this drain was December 2, 2017 and no appeals were received.

In the event a person attends the Court of Revision and asks to register an appeal the Court members will need to decide whether or not to allow the appeal to be heard. If the appeal is significant, it may be necessary to adjourn the Court and refer the appeal to the engineer.

Role of the Court of Revision if there is an appeal:

The role of the Court of Revision is to hear the appeals, and make decisions as to the validity of the appeal. If an appeal is determined to be valid, the assessment charged to the individual landowner can be reduced by an amount to be determined by the Court.

There are two options for reallocating the costs; the costs can be added to the Municipal portion or the Court can reassign the costs to the other ratepayers.

If the costs are reassigned to the other ratepayers, it will be necessary to adjourn the Court of Revision, notify owners of the change in their costs, and hold another sitting of the Court of Revision to give the ratepayers an opportunity to appeal their new assessment. All changes must be by resolutions, and sample resolutions are attached to this report.

Any decision that is made is subject to an appeal to the Ontario Drainage Tribunal, and therefore, must be justifiable.

ALTERNATIVES TO CONSIDER

This Court of Revision process is a statutory process, held under the Drainage Act, R.S.O. 1990, which does not provide an alternated.

RECOMMENDED ACTIONS

There must be 40 days between the mailing of the notice of the Court of Revision and the passing of the by-law, and therefore, the recommendation is that the Court of Revision recommends to Council that By-law 100-2017 be read and third time and passed, once the 40 day appeal period has elapsed. (January 23, 2018 Council meeting.

FINANCIAL IMPACT

There is no financial impact to the Municipality

CONSULTATION

The requirements of the Drainage Act, R.S.O. 1990 were reviewed.

ATTACHMENTS

1. Resolutions for the Court of Revision

Resolutions for the Court of Revision

If at the Court of Revision there are no appeals than the following resolution can be brought forward:

“THAT the Court of Revision recommends to the Council for the Municipality of Lambton Shores that the by-law authorizing the Lake Smith No. 1 Drainage Works be approved, once the 40 day appeal period has elapsed.”

In the event of an appeal the following two resolutions can be made:

“THAT the assessment on Lot ??? Roll # ??? for the Lake Smith No. 1 Drainage Works be reduced to ??? from the original report and that the drainage schedule be reassessed to accommodate the change, and that the Court of Revision adjourn to provide notice of the revision to all the assessed owners.”

Or alternatively:

“THAT the assessment on Lot ??? Roll # ??? for the Lake Smith No. 1 Drainage Works be reduced to ??? from the original report, and that the balance is added to the assessment charged to the Municipality.”

THE MUNICIPALITY OF LAMBTON SHORES

Report TR 38-2017

Council Meeting Date: December 12, 2017

TO: Mayor Weber and Members of Council

FROM: Janet Ferguson, Treasurer

RE: 2018 Proposed Development Charges - Public Meeting

RECOMMENDATION:

THAT Report TR-38-2017 regarding the 2017 Development Charges Background Study and proposed 2018 Development Charge By-law be received.

SUMMARY

This report provides Council with information for the Public Meeting for the 2017 Development Charges Background Study.

BACKGROUND

Lambton Shores has had a Development Charge (DC) by-law since 2006. Since this time updated studies and by-laws have been completed with the current by-law expiring on December 31, 2017.

Early in 2017 a request for proposal (RFP) was completed and the consulting firm of B.M. Ross and Associates Limited was awarded the project of providing a new DC background study and by-law. In May, Council participated in an education session on DC's and subsequently provided input for possible projects to include. At the November 7th, 2017 Council meeting, Council approved the 2017 Development Charges Background Study presented by B.M.Ross.

Following the legislated process in the DC Act, the study was posted in each office and on the Municipal website. Legislation requires that this information be posted for 60 days prior to passage of the bylaw. The public meeting scheduled for December 12th provides an opportunity for the public to provide feedback for Council's consideration. BMRoss will be in attendance and will provide the attached presentation for Council and the public.

Once Council has received public feedback and/or provided any direction for change on December 12th, the by-law will be finalized for passage on January 16th. Once passed, notice of passing is issued and as per the DC Act the 40 day appeal process begins.

Once the by-law is passed, the charges are implemented immediately. The proposed by-law is drafted similar to the existing one which has a reduction for commercial and industrial development to one third of the calculated charge in the core urban areas of Arkona, Forest, Grand Bend and Thedford.

ALTERNATIVES TO CONSIDER

As noted in the BMRoss presentation, Council sets the DC rate. The background study calculates the maximum rate that can be charged; however, Council has the option to set a rate at or below the maximum charge but not above. Council also has the options of phasing in charges or exempting types of development similar to the current by-law.

If Council wishes to make changes to the by-law direction in resolution format is required.

RECOMMENDED ACTIONS

That Council receives Report TR-38-2017 regarding the 2017 Development Charges Background study and proposed by-law.

FINANCIAL IMPACT

There is no financial impact by receiving this report. The consultants cost for this process was included in the 2017 budget.

The financial impact to the Municipality for the projects identified will depend on the level of DC rate, timing of the projects and final project cost for implementation.

CONSULTATION

B.M. Ross & Associates

ATTACHMENTS

1. B.M. Ross and Associates Presentation
2. Proposed Draft By-law

Municipality of Lambton Shores Development Charges Public Meeting

December 12, 2017

Agenda

- Background on Development Charges
- Lambton Shores Development Charges
 - 2012 Development Charge Projects
 - Growth and Development
 - 2017 Development Charge Projects
 - Current Development Charges
 - 2018 Development Charges
- Legislative Requirements
- Next Steps


What are Development Charges?

- A tool available to allow municipalities to recover capital costs associated with infrastructure put in place to service growth.
- Development Charges Act was put in place in 1989.
- The Act sets out the specific rules and process that must be followed to enact a Development Charges bylaw. This includes completing a Background Report to support the type of projects collected for, and amount of charges. It must be updated every 5 years.
- Idea is that **‘growth pays for growth’** so that the existing tax payers are not bearing the cost of servicing growth.

DC-Ineligible Project Types

- Can't collect development charges for:
 - Cultural and entertainment facilities
 - Tourism facilities
 - Parkland acquisition
 - Hospitals
 - Municipal administration centres
 - Landfills

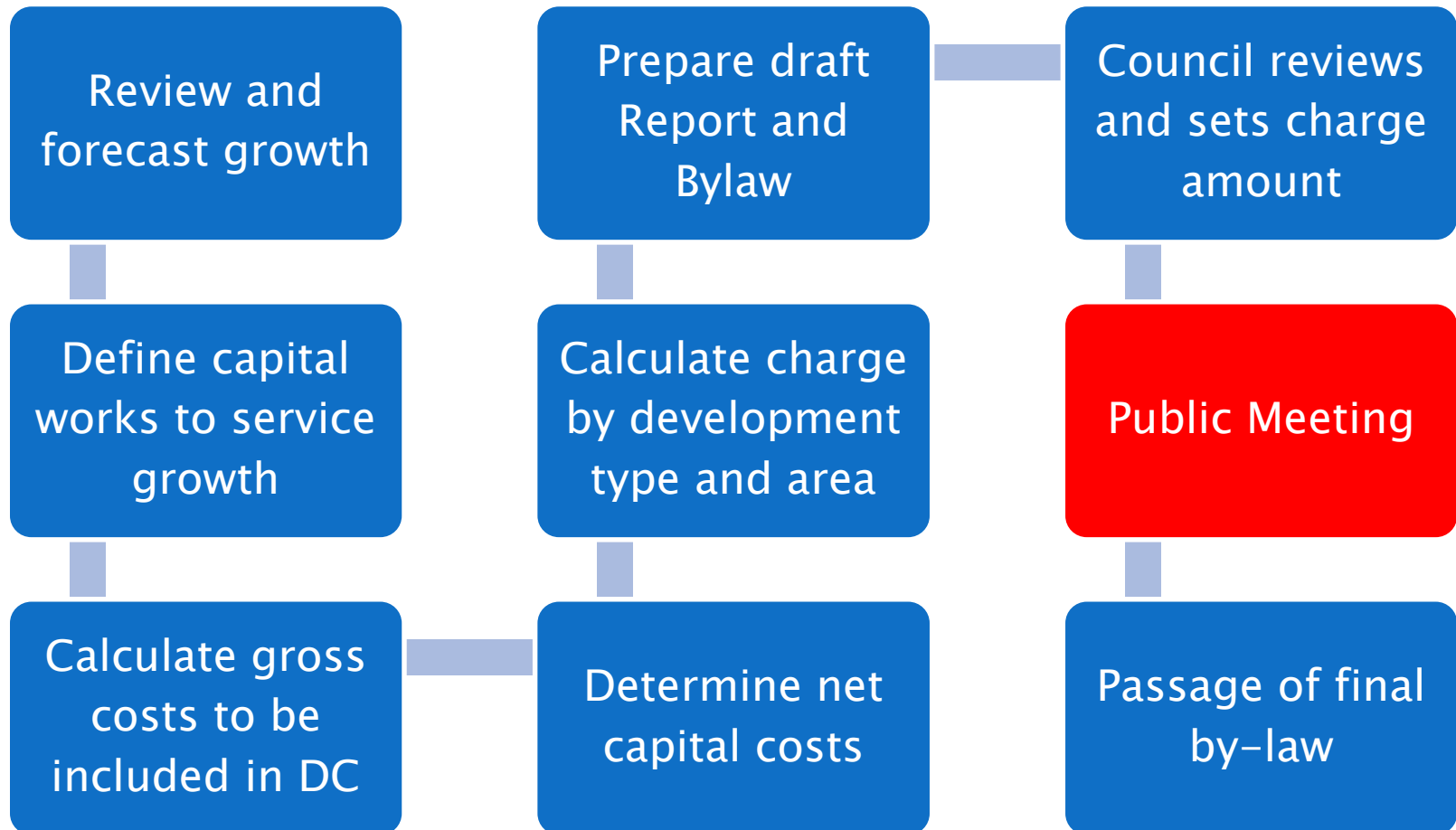
Eligible Project Types

Hard Services	Soft Services
<ul style="list-style-type: none">• Water Infrastructure• Wastewater Infrastructure• Stormwater Infrastructure• Roads• Waste Diversion• Police Services	<ul style="list-style-type: none">• Fire Protection Services• Parks• Library• Recreation• Administration/Capital Growth Studies  <p>These types of projects have a mandatory 10% reduction in capital costs</p>

DC Eligible Capital Costs

- Capital costs that can be collected for through development charges include:
 - costs to acquire and improve land
 - costs to acquire, construct or improve buildings and structures
 - costs of rolling stock (useful life of 7+ years)
 - costs of furniture and equipment (other than computer equipment)
 - costs of development-related studies (including the DC Background Study)
 - interest and financing costs

Development Charge Process



Calculating DCs

1. Forecast Growth (Residential and Non-Residential)
2. Identify projects that service/benefit growth
3. Identify capital costs
4. Subtract: grants/subsidies, benefit to existing development, statutory 10% for soft services
5. Allocate to residential and non-residential development
6. Divide by growth to get DC per capita

Setting DCs

- Council ultimately determines what the Development Charges are set at
- Under the DCA Councils can:
 - Exempt or reduce DCs for specific types of development. Currently in Lambton Shores ICI charges reduced to 1 / 3 of calculated rate.
 - Can phase in charges

Lambton Shores Development Charges

- By-law 138 of 2012 was the previous Development Charge By-law. Was passed on December 17, 2012.
- Expires on December 31, 2017
- A new by-law is required

2018 DC Forecasts

- Population Growth

Year	Seasonal Population	Permanent Population	Total
2016	7,763	10,631	18,394
2017	7,815	10,700	18,515
2022	8,073	11,047	19,120
2027	8,383	11,394	19,777
2032	8,591	11,740	20,331
2037	8,851	12,086	20,937
5-year change	258	347	605
10-year change	568	694	1,262
20-year change	1,036	1,386	2,422

2018 DC Forecasts

- Residential Growth

Year	Usually Occupied Units			Seasonal Units	Total Units
	Single and Semi Detached	Multiples	Apartments		
2016	4,125	275	390	2,218	7,008
2017	4,155	276	390	2,233	7,054
2022	4,306	283	392	2,306	7,287
2027	4,457	289	393	2,380	7,519
2032	4,607	295	395	2,454	7,751
2037	4,757	302	397	2,529	7,985
5-year change	151	7	2	73	233
10-year change	302	13	3	147	465
20-year change	602	26	7	296	931

2018 DC Projects

Project	Description	Estimated cost
DC Study (2017, 2022)	Collect for current and subsequent development charges background studies	\$52,778
Strategic Plan Update (2019, 2024)	Collect for 5-year strategic plan updates	\$60,000
Shores Rec. Centre Debt	Collect for the principal of the debt for the 2009 construction of the Shores Recreation Centre	\$7,721,439.35
Shores Rec. Centre Interest	Collect for the interest associated with the debenture for the construction of the Shores Recreation Centre	\$2,382,691.15
South Bend Trail	Trail extension	\$438,000
Grand Bend Rotary Trail	Trail extension	\$414,000
Ipperwash Trail	New trails	\$2,000,000
Cut Bridge	Pedestrian bridge	\$500,000
Ipperwash Community Park	The Municipality is planning to develop a community park in the Ipperwash area. The park is expected to include a small community centre, parking lot, and playground	\$1,000,000

2018 DC Project (con't)

Project	Description	Estimated cost (before grants etc.)
One-Ton Truck	Addition to existing fleet	\$80,000
Tandem with Plow	Addition to existing fleet	\$300,000
GB Arterial Upgrades	Project includes bridge widening, work on approaches, traffic signals, street lights and addition of multi-use lanes	\$8,808,000
Highway 81	Project includes roadwork, sidewalks, street lights and signage to support increased traffic resulting from development	\$720,000
Klondyke Road Upgrade	Upgrade Klondyke Road to support increased traffic resulting from growth	\$1,175,000
GB Works Depot	New 2,800 sq.ft public works depot near Grand Bend	\$617,500
Expansion of Wastewater Plant	Construction of a wastewater treatment plant, upgrading pumping station, feasibility study of servicing West Bosanquet	\$18,644,035.18
Forest Wastewater	Add a sand filter and rerate the Forest Sewage Treatment Plant. This will increase capacity by 400 m ³ /day.	\$250,000
Water System	Construction of the water system	\$26,613,565

Current Development Charges

Service	Residential	Non-Residential		
	Single & Semi-detached	Wind Turbine	Commercial/ Institutional (per m ² of Gross Floor Area)	Industrial (per m ² of Gross Floor Area)
Municipal Wide Services				
Roads and Related	\$1,410	\$1,410	\$3.99	\$3.99
Other Transportation	\$170	–	\$0.54	\$0.54
Fire	\$9	\$9	\$0.04	\$0.04
Outdoor Recreation	\$334	–	\$0.22	\$0.22
Indoor Recreation	\$440	–	\$0.32	\$0.32
Library	\$284	–	\$0.22	\$0.22
Administration	\$123	\$123	\$0.40	\$0.40
Total – Municipal Wide	\$2,770	\$1,542	\$5.72	\$5.72
Water and Wastewater Service Areas				
Water	\$4,918	–	\$13.05	\$13.05
Wastewater	\$2,295	–	\$5.03	\$5.03

2018 Calculated DCs

Service Category	Residential Charge (per unit)	Non-Residential		
	Single & Semi-Detached	Wind Turbine (per turbine)	Commercial / Institutional (per sqm of gross floor area)	Industrial (per sqm of gross floor area)
Municipal Wide Services				
Administration	\$ 122.80	\$ 122.80	\$ 1.29	\$ 1.29
Indoor Recreation	\$ 560.22	--	\$ 2.47	\$ 2.47
Outdoor Recreation	\$ 1,934.76	--	\$ 8.55	\$ 8.55
Transportation	\$ 3,302.54	\$ 3,302.54	\$ 25.13	\$ 25.13
Municipal Wide Total	\$ 5,920.32	\$ 3,425.34	\$ 37.44	\$ 37.44
Wastewater – Forest Service Area	\$ 468.00	--	\$ 3.49	\$ 3.49
Wastewater – Grand Bend, West Bosanquet Service Area	\$ 2,041.34	--	\$ 15.23	\$ 15.23
Water Service Area	\$ 5,206.85	183 --	\$ 38.86	\$ 38.86

Current and 2018 Comparison – Single Family Dwelling

Service	2017 DC	2018 DC
Roads and Related	\$1,410.00	\$3,302.54
Other Transportation	\$170.00	\$0
Fire	\$9.00	\$0
Outdoor Recreation	\$334.00	\$1,934.76
Indoor Recreation	\$440.00	\$560.22
Library	\$284.00	\$0
Administration	\$123.00	\$122.80
Total – Municipal Wide	\$2,770.00	\$5,920.32
Water	\$4,918.00	\$5,206.85
Wastewater – GB and West Bosanquet	\$2,295.00	\$2,041.35
Wastewater – Forest	–	\$468.00

Reasons for DC changes

- Addition of new projects
- Expanded scope of old projects
- Removal of old projects
- Updating projects costs of old projects

DC Rate Comparison

	Single and Semi Detached Unit Development Charge
Wasaga Beach	\$19,992
Saugeen Shores	\$14,799
Kincardine	\$8,826 phased to \$13,689 (in 2020)
North Perth (Listowel)	\$12,238
North Middlesex (Parkhill)	\$10,970 reduced to \$5,247 (in 2017)
Plympton-Wyoming	\$ 9,127
Lucan-Biddulph (Lucan)	\$ 6,400
St. Clair	\$ 4,250
South Huron (Exeter)	\$ 3,537

Legislative Requirements

- Public Meeting
- Background Report
 - Must be available 60 days prior to passage of the by-law.
 - Available since November 17 at Municipal Offices and online
- Draft By-law
 - Must be available 2 weeks before Public Meeting
 - Has been available at Municipal Offices and online

Next Steps

- Provide staff and Council with feedback received
- Pass Bylaw
- Notice of Passage of By-law and Appeal Period
 - 40 day appeal period after passage
 - Must issue Notice of Passage (not later than 20 days after passage) stating end of appeal period.



Questions

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW NUMBER X 201X

BEING A BY-LAW FOR THE IMPOSITION OF DEVELOPMENT CHARGES

WHEREAS the Municipality of Lambton Shores will experience growth through development and re-development;

AND WHEREAS development and re-development require the provision of physical and social services by the Municipality of Lambton Shores;

AND WHEREAS Council desires to ensure that the capital cost of meeting growth-related demands for, or burdens on, municipal services does not place an excessive financial burden on the Municipality of Lambton Shores or its existing taxpayers, while at the same time ensuring new taxpayers contribute no more than the net capital cost attributable to providing the current level of municipal services;

AND WHEREAS subsection 2(1) of the Development Charges Act, 1997 c. 27 (hereinafter called "the Act") provides that the Council the Municipality of Lambton Shores may impose development charges against land to pay for increased capital costs required because of increased needs for services;

AND WHEREAS the Council of The Corporation of the Municipality of Lambton Shores has given Notice on November 22, 2017 according to section 12 of the Development Charges Act, 1997, of its intention to pass a by-law under Section 2 of the said Act;

AND WHEREAS the Council of the Municipality of Lambton Shores has heard all persons who applied to be heard no matter whether in objection to, or in support of, the development charge proposal at a public meeting held on December 12, 2017 and subsequently at a Council Meeting on January 16, 2018;

AND WHEREAS the Council of the Municipality of Lambton Shores had before it a report entitled Municipality of Lambton Shores 2017 Development Charges Background Study dated November 9, 2017 prepared by B. M. Ross and Associates Limited, wherein it is indicated that the development of any land within the Municipality will increase the need for services as defined herein;

AND WHEREAS the Council of the Municipality of Lambton Shores on November 7, 2017 approved the applicable Development Charge Background Study, inclusive of the capital forecast therein, in which certain recommendations were made relating to the establishment of a development charge policy for the Municipality of Lambton Shores pursuant to the Development Charges Act, 1997;

AND WHEREAS the Council of the Municipality of Lambton Shores on **DATE**, determined that no additional public meeting was required to be held as part of the approval process.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES ENACTS AS FOLLOWS:

1. INTERPRETATION

1.1. In this by-law, the following items shall have corresponding meanings:

"Act" means the Development Charges Act, as amended, or any successor thereof;

"agricultural processing establishment" shall mean use of land and/or buildings or structures for the processing of products derived from agricultural uses, as defined in this By-law. These shall include such products as seed, grain, feed and forage processing, storage and transport, fruit and vegetable storage and treatment, livestock and poultry assembly, sales and transport, a cheese factory, an egg grading station, a saw mill, an abattoir and a dead stock removal facility;

"apartment unit" means any residential unit within a building containing more than four dwelling units where the units are connected by an interior corridor;

"bedroom" means a habitable room which can be used as sleeping quarters, but does not include a bathroom, living room, dining room or kitchen;

"board of education" has the same meaning as set out in the Education Act, R.S.O. 1990, Chap. E.2, as amended, or any successor thereof;

"bona fide farm uses" means the proposed development will qualify as a farm business operating with a valid Farm Business Registration Number issued by the Ontario Ministry of Agriculture, Food and Rural Affairs and be assessed in the Farmland Realty Tax Class by the Ontario Property Assessment Corporation;

"Building Code Act" means the *Building Code Act*, S.O. 1992, as amended, or any successor thereof;

"capital cost" means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or by others on behalf of and as authorized by the municipality or local board:

- (a) to acquire land or an interest in land, including a leasehold interest;
- (b) to improve land;
- (c) to acquire, lease, construct or improve buildings and structures;
- (d) to acquire, construct or improve facilities including;
 - (i) furniture and equipment other than computer equipment, and
 - (ii) material acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act, R.S.O. 1990, Chap. P.44, as amended, or any successor thereof; and
 - (iii) rolling stock with an estimated useful life of seven years or more.
- (e) to undertake studies in connection with any matter under the Act and any of the matters in clauses (a) to (d) above, including the development charge background study required for the provision of services designated in this By-law within or outside the municipality, including interest on borrowing for those expenditures under clauses (a) to (e) above that are growth-related;

"commercial" means any use of land, structures or buildings for the purposes of buying or selling commodities and services, but does not include industrial or agricultural uses, but does include hotels, motels, motor inns and boarding, lodging and rooming houses; for certainty also includes greenhouse – commercial;

"core business areas" as defined in Schedules "D-1" to "D-4"

"Council" means the Council of the municipality;

"development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that the effect of increasing the size of usability thereof, and includes redevelopment;

"development charge" means a charge imposed pursuant to this By-law;

"dwelling unit" means any part of a building or structure used, designated or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use;

"existing" means the number, use and size that existed as of the date this by-Law was passed;

"greenhouse - commercial" means a building or structure used for the growing of flowers, plants, shrubs, trees and similar vegetation which are not necessarily transplanted outdoors on the same lot containing such a building or structure, but are sold directly from such lot at wholesale or retail;

"greenhouse - farm large scale" means an agricultural use in which the predominant economic activity involves the growing of plant materials in large scale greenhouses for subsequent replanting or sale but shall not include retail sale from the property;

"gross floor area" means:

- (a) in the case of a residential building or structure, the total area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit from any other dwelling unit or other portion of a building; and
- (b) in the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for:
 - (i) a room or enclosed area within the building or structure above or below that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that service the building;
 - (ii) loading facilities above or below grade; and
 - (iii) a part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use.

"industrial" means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehousing club;

"institutional" means land, buildings, structures or any part thereof used by any organization, group or association for promotion of charitable, educational or benevolent objectives and not for profit or gain;

"Local Board" means a school board, public utility, commission, transportation commission, public library board, board of park management, local board of health, board of commissioners of police, planning board, or any other board, commission, committee, body or local authority established or exercising any power or authority under any general or special Act with respect to any of the affairs or purposes, including school purposes, of the Municipality of Lambton Shores or any part or parts thereof;

"local services" means those services, facilities or things which are under the jurisdiction of the Municipality and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under Sections 41, 51 or 53 of the Planning Act, R.S.O. 1990, Chap. P. 13, as amended, or any successor thereof;

"multiple dwellings" means all dwellings other than single-detached, semi-detached and apartment unit dwellings;

"Municipality" means the Corporation of the Municipality of Lambton Shores;

"municipality" means the area within the geographic limits of the Municipality of Lambton Shores;

"non-residential use" means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use;

"Official Plan" means the Official Plan adopted for the Municipality, as amended and approved;

"owner" means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;

"place of worship" means that part of a building or structure that is exempt from taxation as a place of worship under the *Assessment Act*, R.S.O. 1990, Chap. A.31, as amended, or any successor thereof;

"rate" means the interest rate established weekly by the Bank of Canada based on Treasury Bills having a term of 91 days;

"regulation" means any regulation made pursuant to the Act;

"Residential Dwelling" means a building, occupied or capable of being occupied as a home, residence or sleeping place by one or more persons, containing one or more Dwelling Units but not including motels, hotels, tents, truck campers, tourist trailers, mobile camper trailers or boarding, lodging or rooming houses;

"residential use" means the use of a building or structure or portion thereof for one or more Dwelling Units. This also includes a Dwelling Unit on land that is used for an Agricultural Use;

"row dwelling" means a building containing three or more attached dwelling units in a single row, each of which dwelling units has an independent entrance from the outside and is vertically separated from any abutting dwelling unit;

"semi-detached dwelling" means a building divided vertically into two dwelling units each of which has a separate entrance and access to grade;

"service" means a service designated in Schedule "A" to this By-law, and "services" shall have a corresponding meaning;

"servicing agreement" means an agreement between a landowner and the Municipality relative to the provision of municipal services to specified land within the municipality;

"single detached dwelling unit" means a residential building consisting of one dwelling unit and not attached to another structure;

"wind turbine" means a part of a system that converts energy into electricity, and consists of a wind turbine, a tower and associated control or conversion electronics. A wind turbine and energy system may be connected to the electricity grid in circuits at a substation to provide electricity off-site for sale to an electrical utility or other intermediaries; and

"Zoning By-Law" means the Zoning By-Law of the Municipality of Lambton Shores, or any successor thereof passed pursuant to Section 34 of the Planning Act, S.O. 1998.

2. DESIGNATION OF SERVICES

2.1. The categories of services for which development charges are imposed under this By-law are as follows:

- (a) Administration
- (b) Indoor Recreation
- (c) Outdoor Recreation
- (d) Transportation
- (e) Wastewater
- (f) Water

2.2. The components of the services designated in section 2.1 are described in Schedule "A".

3. APPLICATION OF BY-LAW RULES

Development charges shall be payable in the amounts set out in this By-law where:

- (a) the lands are located in the area described in section 3.2; and
- (b) the development of the lands requires any of the approvals set out in subsection 3.4(a).

Area to Which By-law Applies

3.1. Subject to section 3.3, this By-law applies to all lands in the Municipality of Lambton Shores whether or not the land or use thereof is exempt from taxation under s. 13 of the *Assessment Act*.

3.2. Subject to section 3.3, the municipal wide services provided on Schedule B to this by-law will be imposed individually on development. Water charges will be imposed within the water service areas. Wastewater charges will be imposed within the wastewater service areas as shown in Schedules C-1, C-2 and C-3.

3.3. Notwithstanding clause 3.2 above, this by-law shall not apply to lands that are owned by and used for the purposes of:

- (a) the Municipality or a local board thereof;
- (b) a board of education; or
- (c) The Corporation of the County of Lambton or local board thereof.

Approvals for Development

3.4. (a) Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires:

- (i) the passing of a Zoning by-law or of an amendment to a Zoning by-law under section 34 of the *Planning Act*;
- (ii) the approval of a minor variance under section 45 of the *Planning Act*,
- (iii) a conveyance of land to which a by-law passed under subsection 50(7) of the *Planning Act* applies;
- (iv) the approval of a plan of subdivision under section 51 of the *Planning Act*;
- (v) a consent under section 53 of the *Planning Act*;
- (vi) the approval of a description under section 50 of the *Condominium Act*, R.S.O. 1990, Chap. C.26, as amended, or any successor thereof; or
- (vii) the issuing of a permit under the Building Code Act in relation to a building or structure.

(b) No more than one development charge for each service designated in subsection 2.1 shall be imposed upon any lands, buildings or structures to which this By-law applies even though two or more of the actions described in subsection 3.4(a) are required before the lands, buildings or structures can be developed.

(c) Despite subsection 3.4(b), if two or more of the actions described in subsection 3.4(a) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.

Exemptions

3.5. Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to:

- (a) an enlargement to an existing dwelling unit;
- (b) one or two additional dwelling units in an existing single detached dwelling;
or
- (c) one additional dwelling unit in any other existing residential building.

3.6. Notwithstanding section 3.5(b), development charges shall be imposed if the total gross floor area of the additional one or two units exceeds the gross floor area of the existing dwelling unit.

3.7. Notwithstanding section 3.5, development charges shall be imposed if the additional unit has a gross floor area greater than:

- (a) In the case of a semi-detached or row dwelling, the gross floor area of the existing dwelling unit; and
- (b) In the case of any other residential building, the gross floor area of the smallest dwelling unit contained in the residential building.

3.8. Exemption for Industrial Development

3.8.1 Notwithstanding any other provision of this by-Law, no development charge is payable with respect to an enlargement of the gross floor area of an existing industrial where the gross floor area is enlarged by 50 percent or less.

3.8.2 If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction as determined as follows:

1. determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement; and
2. divide the amount determined under Subsection (1) by the amount of the enlargement.

3.9. For the purpose of Section 3.8 herein, "existing industrial building" is used as defined in the Regulations made pursuant to the Act.

3.10. Other Exemptions:

Notwithstanding the provision of this by-law, development charges shall not be imposed with respect to:

- (a) Lands, buildings or structures used or to be used for a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the *Assessment Act*;
- (b) A public hospital receiving aid under the Public Hospitals Act, R.S.O. 1990, Chap. P.40, as amended, or any successor thereof;
- (c) The development of non-residential farm buildings constructed for bona fide farm uses, which qualify as a farm business, being that which operates with a valid Farm Business Registration Number and is assessed in the Farmland Realty Tax Class;
- (d) The lands used by a University or College, where such lands are used for university/college or university/college related purposes;
- (e) A temporary building or structure which is constructed, erected or placed on land for a continuous period of time not exceeding one (1) year;
- (f) A building or structure or part thereof which is naturally and normally incidental to or subordinate in purpose or both, and exclusively devoted to a residential use, building or structure;
- (g) Any lots where the developing landowner has paid the water or wastewater development charge or a charge under by-law 64 of 2002, or a similar by-law for one of the former communities, will not pay the development charge for that service;
- (h) For development in the core business areas of Grand Bend, Forest, Thedford and Arkona, as shown in Schedules D-1, D-2, D-3 and D-4, the lesser of the amounts set out in section 3.11(b) and 3.12(b) or 33.4% of the charges set out in Schedule 'B' to this by-law, will be imposed;

- (i) Agricultural processing establishments are exempt from the charges for all services;
- (j) Greenhouse - farm large scale buildings are exempt from the charges for all services;
- (k) For Greenhouse - commercial buildings, the area accessible to the public will be subject to the Commercial/Institutional charge whereas all other building areas are exempt from the charges.

Amount of Charges - Residential

3.11. The development charges set out in Schedule "B" to this By-law shall:

- (a) be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed-use building or structure, on the residential uses in the mixed use building or structure, according to the type of residential unit, and calculated with respect to each of the services according to the type of residential use; and
- (b) The following percentage of each service for residential uses, as provided in Schedule "B", shall be imposed:

Service	RESIDENTIAL				
	Year 1 January 1, 2018 to December 31, 2018	Year 2 January 1, 2019 to December 31, 2019	Year 3 January 1, 2020 to December 31, 2020	Year 4 January 1, 2021 to December 31, 2021	Year 5 January 1, 2022 to December 31, 2022
Municipal Wide Services					
Administration	100%	100%	100%	100%	100%
Indoor Recreation	100%	100%	100%	100%	100%
Outdoor Recreation	100%	100%	100%	100%	100%
Transportation	100%	100%	100%	100%	100%
Area Specific Services					
Water	100%	100%	100%	100%	100%
Wastewater – Forest Service Area	100%	100%	100%	100%	100%
Wastewater – Grand Bend, West Bosanquet Services Area	100%	100%	100%	100%	100%

Amount of Charges - Non-Residential

3.12. The development charges set out in Schedule "B" to this By-law shall:

- (a) be imposed on non-residential uses of lands, buildings or structures, and, in the case of a mixed use building or structure, on the non-residential uses in the mixed use building or structure, and calculated with respect to each of the services according to the total floor area of the non-residential use; and
- (b) The following percentage of each service for residential uses, as provided in Schedule "B", shall be imposed:

Service	NON-RESIDENTIAL				
	Year 1 January 1, 2018 to December 31, 2018	Year 2 January 1, 2019 to December 31, 2019	Year 3 January 1, 2020 to December 31, 2020	Year 4 January 1, 2021 to December 31, 2021	Year 5 January 1, 2022 to December 31, 2022
Municipal Wide Services					
Administration	33.4%	33.4%	33.4%	33.4%	33.4%
Indoor Recreation	33.4%	33.4%	33.4%	33.4%	33.4%
Outdoor Recreation	33.4%	33.4%	33.4%	33.4%	33.4%
Transportation	33.4%	33.4%	33.4%	33.4%	33.4%
Area Specific Services					
Water	33.4%	33.4%	33.4%	33.4%	33.4%
Wastewater – Forest Service Area	33.4%	33.4%	33.4%	33.4%	33.4%
Wastewater – Grand Bend, West Bosquet Services Area	33.4%	33.4%	33.4%	33.4%	33.4%

Reduction of Development Charges for Redevelopment

3.13. Despite any other provisions of this By-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 5 years prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:

- (a) in the case of a residential building or structure, or in the case of a mixed-use building or structure, the residential uses in the mixed use building or structure, an amount calculated by multiplying the applicable development charge under Section 3.11 by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and

- (b) in the case of a non-residential building or structure, or in the case of a mixed-use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under Subsection 3.12, by the gross floor area that has been or will be demolished or converted to another principal use;

provided that such amounts shall not exceed, in total, the amount of the Development Charges otherwise payable with respect to the redevelopment.

Time of Payment of Development Charge

3.14. Development charges imposed under this By-Law are calculated, payable, and collected upon issuance of a building permit for the development.

3.15. Despite Section 3.14, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

4. PAYMENT BY SERVICES

4.1. Despite the payment required under subsections 3.11 and 3.12, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service to which a development charge relates under this By-law.

5. INDEXING

5.1. Development charges imposed pursuant to this By-law may be adjusted annually, without amendment to this By-law, commencing on the 1st of January 2019 and each year thereafter, in accordance with the prescribed index in the Act.

6. CONFLICTS

6.1. Where the Municipality and an owner or former owner have entered into an agreement with respect to land within the area to which this By-law applies, and a conflict exists between the provisions of this By-Law and such agreement, the provisions of the agreement shall prevail to the extent that there is a conflict.

6.2. Notwithstanding section 6.1, where a development which is the subject of an agreement to which section 6.1 applies, is subsequently the subject of one or more of the actions described in subsection 3.4(a), an additional development charge in respect of the development permitted by the action shall be calculated, payable and collected in accordance with the provisions of this By-Law if the development has the effect of increasing the need for services, unless such agreement provides otherwise.

7. SCHEDULES

7.1. The following schedules shall form part of this By-Law:

Schedule "A" - Components of Services Designated in section 2.1

Schedule "B" - Residential and Non-Residential Development Charges

Schedules "C-1", "C-2", "C-3" - Wastewater Development Charge Service Areas

Schedules "D-1" to "D-4" - Core Business Area Maps

8. SEVERABILITY

8.1. If, for any reason, any provision of this By-law is held to be invalid, it is hereby declared to be the intention of Council that all the remainder of this By-Law shall continue in full force and effect until repealed, re-enacted, amended or modified.

9. DATE BY-LAW IN FORCE

9.1. This By-Law shall come into effect at **DATE**.

10. DATE BY-LAW EXPIRES

10.1. This By-Law will expire at 11:59 PM on **DATE** unless it is repealed by Council at an earlier date.

11. EXISTING AND AMENDING BY-LAW REPEALED

11.1. This By-law hereby repeals By-law Number 138 2012 as of 11:59 pm, **DATE**.

ENACTED and PASSED THIS **DATE**

SCHEDULE “A” TO THE BY-LAW

COMPONENTS OF SERVICES DESIGNATED IN SUBSECTION 2.1

100% Eligible Services

Water

- Treatment, storage and distribution

Wastewater

- Treatment and collection

Transportation

- Roads, sidewalks, streetlights, traffic controls
- Bridges, culverts
- Rolling stock, equipment
- Facilities

90% Eligible Services

Outdoor Recreation

- Parkland development
- Parkland amenities
- Park trails

Indoor Recreation

- Recreation facilities

Administration

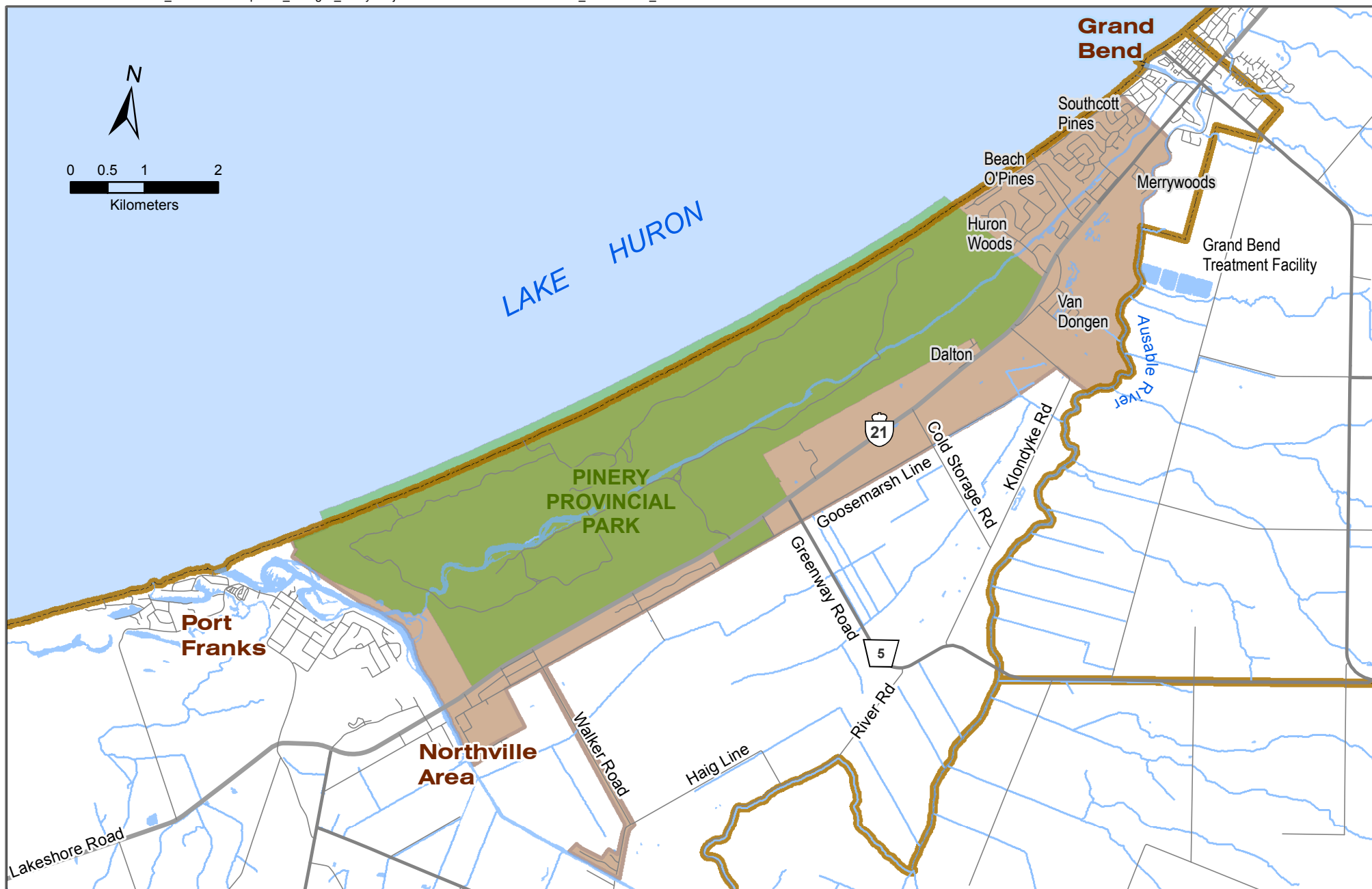
- Growth-related studies

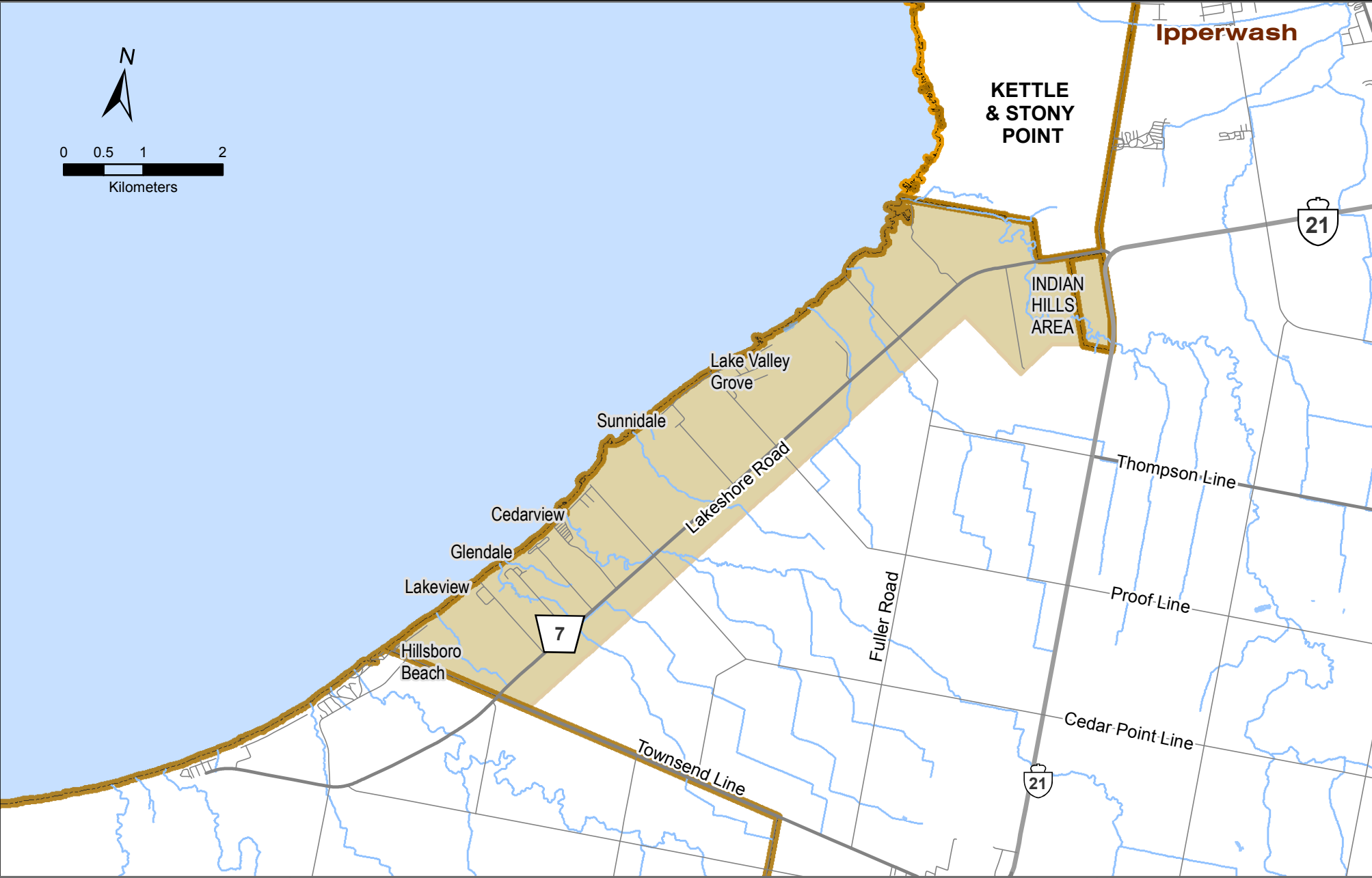
SCHEDULE “B” TO THE BY-LAW

RESIDENTIAL AND NON-RESIDENTIAL DEVELOPMENT CHARGES

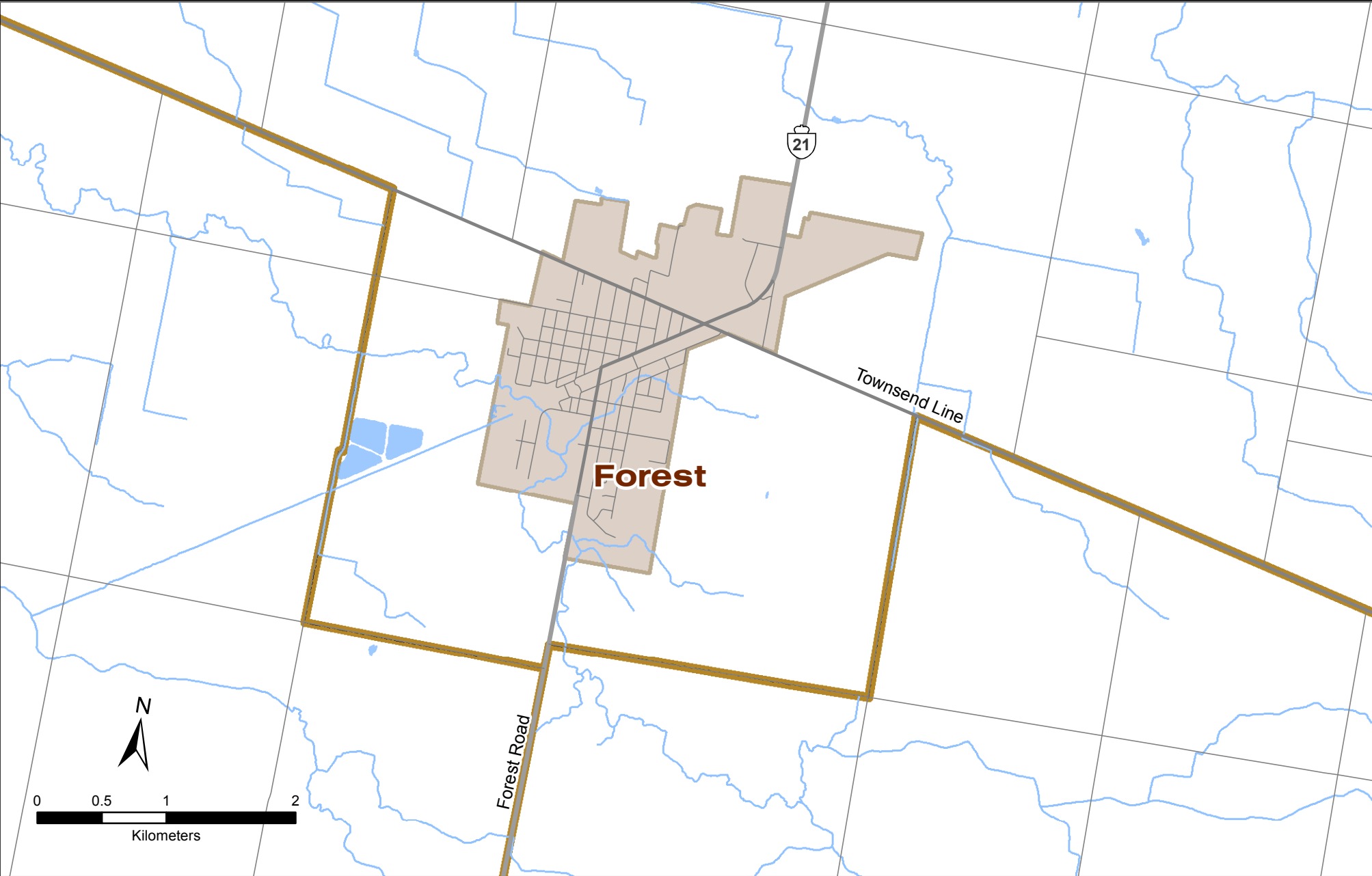
Service Category	Residential Charge (per unit)				Non-Residential		
	Single & Semi-Detached	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Other Multiples	Wind Turbine (per turbine)	Commercial/ Institutional (per sqm of gross floor area)	Industrial (per sqm of gross floor area)
Municipal Wide Services							
Administration	\$ 122.80	\$ 87.12	\$ 66.12	\$ 108.63	\$ 122.80	\$ 1.29	\$ 1.29
Indoor Recreation	\$ 560.22	\$ 397.42	\$ 301.66	\$ 495.58	--	\$ 2.47	\$ 2.47
Outdoor Recreation	\$ 1,934.76	\$ 1,372.52	\$ 1,041.79	\$ 1,711.52	--	\$ 8.55	\$ 8.55
Transportation	\$ 3,302.54	\$ 2,342.82	\$ 1,778.29	\$ 2,921.47	\$ 3,302.54	\$ 25.13	\$ 25.13
Municipal Wide Total	\$ 5,920.32	\$ 4,199.88	\$ 3,187.86	\$ 5,237.20	\$ 3,425.34	\$ 37.44	\$ 37.44
Wastewater – Forest Service Area ¹	\$ 468.00	\$ 332.00	\$ 252.00	\$ 414.00	--	\$ 3.49	\$ 3.49
Wastewater - Grand Bend, West Bosanquet Service Area ²	\$ 2,041.35	\$ 1,448.13	\$ 1,099.19	\$ 1,805.81	--	\$ 15.23	\$ 15.23
Water Service Area	\$ 5,206.85	\$ 3,693.75	\$ 2,803.69	\$ 4,606.06	--	\$ 38.86	\$ 38.86

^{1,2} Serviced areas and expansion areas as noted in Schedule C-1, C-2, and C-3

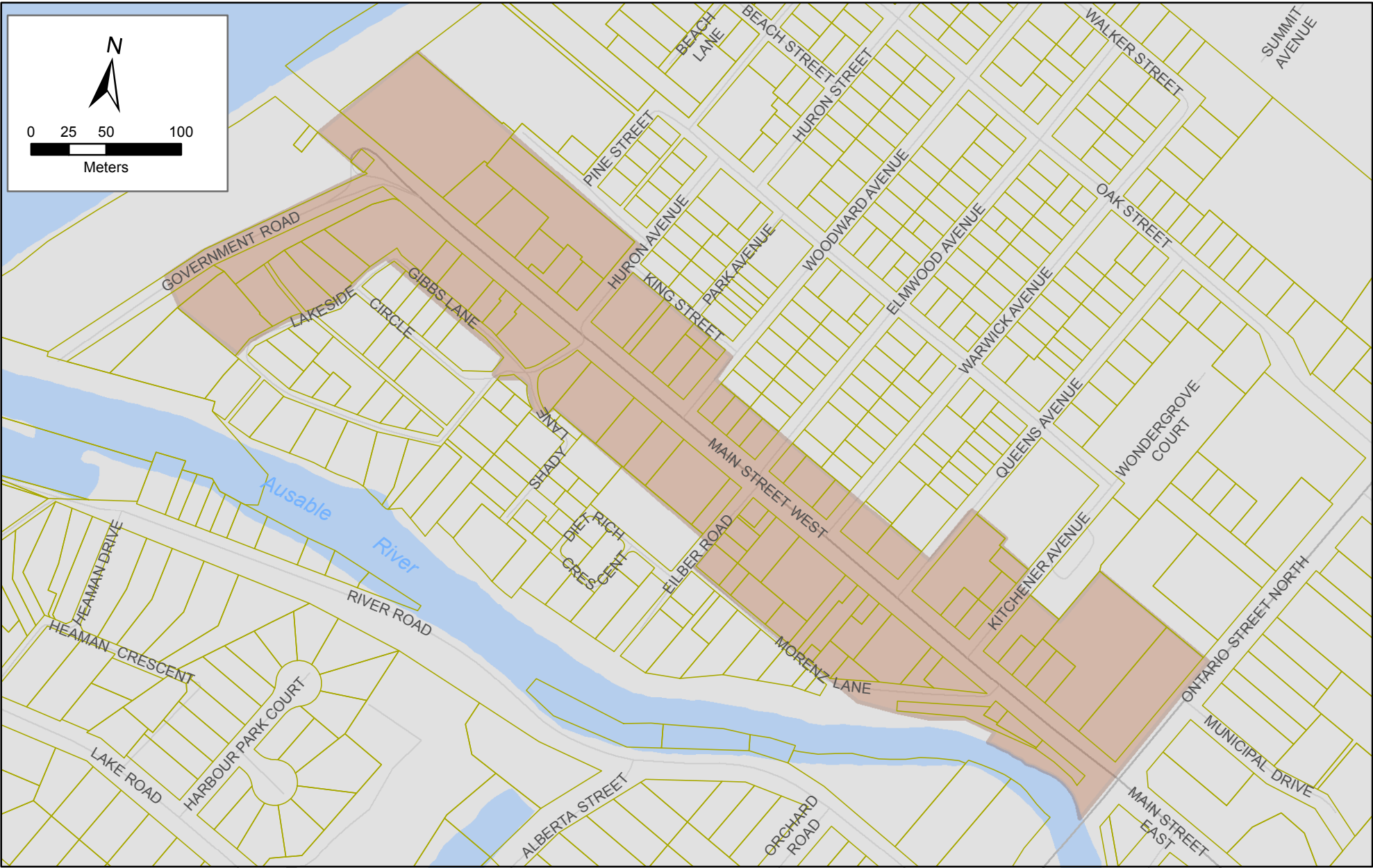




	SCHEDULE C-2 WEST BOSANQUET DEVELOPMENT CHARGE WASTEWATER SERVICE AREA	DATE October 2017	PROJECT No. 17157
		SCALE As Shown	SCHEDULE NO. C

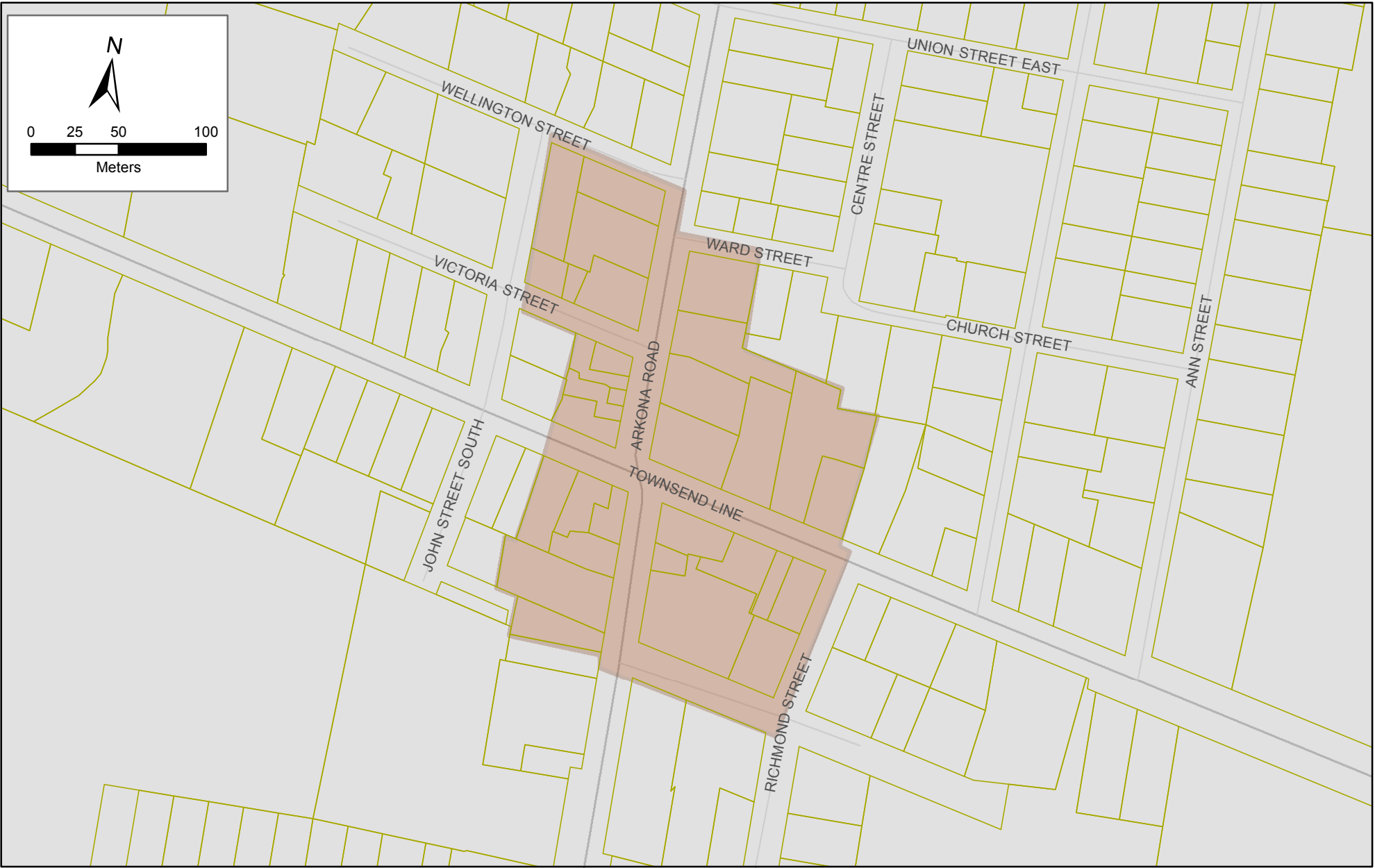


	SCHEDULE C-3 FOREST DEVELOPMENT CHARGE WASTEWATER SERVICE AREAS	DATE October 2017	PROJECT No. 17157
		SCALE As Shown	SCHEDULE NO. C



SCHEDULE D-1
GRAND BEND CORE BUSINESS AREA
209

DATE October 2017	PROJECT No. 17157
SCALE As Shown	SCHEDULE NO. D



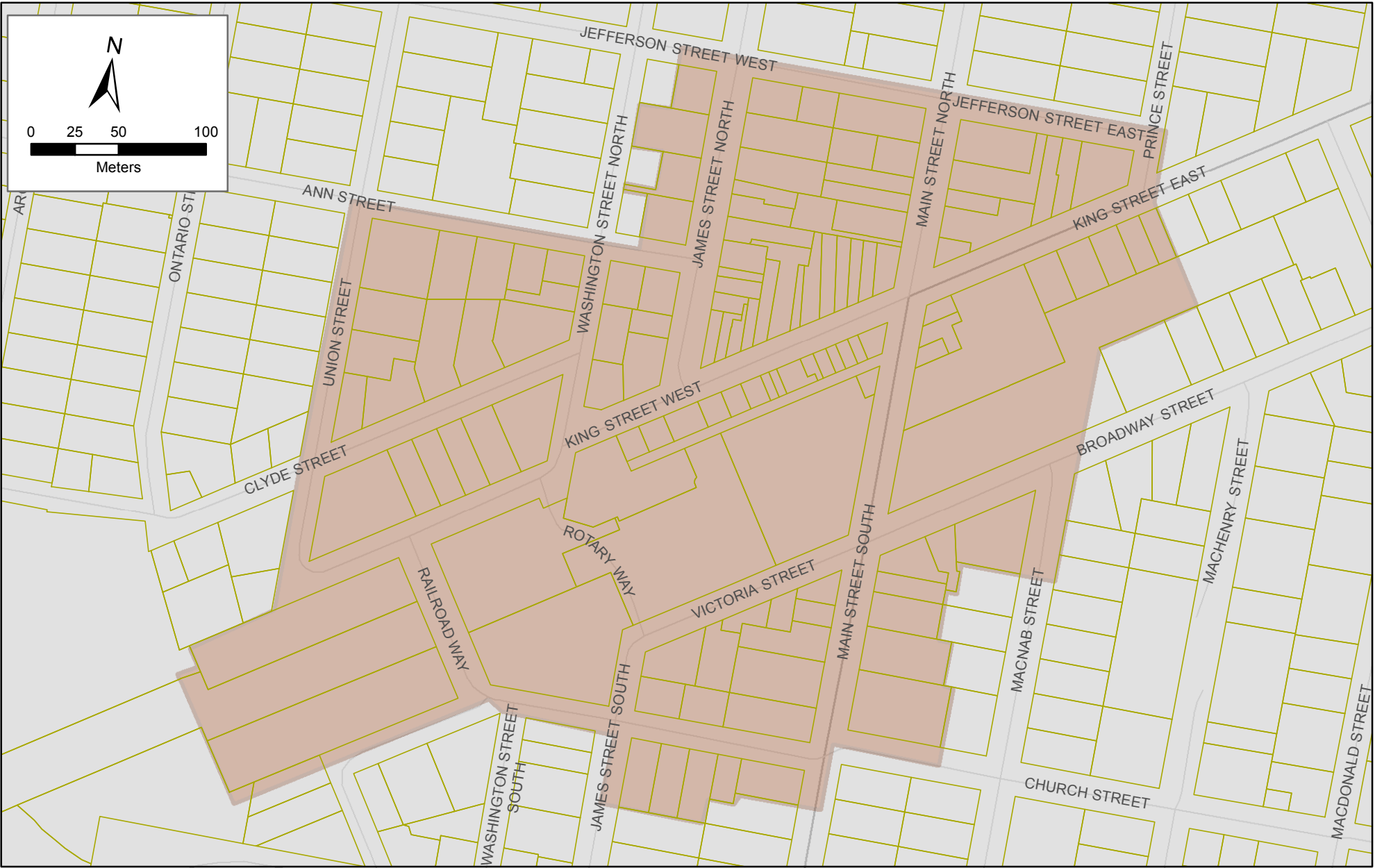
SCHEDULE D-2
ARKONA CORE BUSINESS AREA
210

DATE
October 2017

PROJECT No.
17157

SCALE
As Shown

SCHEDULE NO.
D



SCHEDULE D-3
FOREST CORE BUSINESS AREA
211

DATE October 2017	PROJECT No. 17157
SCALE As Shown	SCHEDULE NO. D



	SCHEDULE D-4 THEDFORD CORE BUSINESS AREA 212	DATE October 2017	PROJECT No. 17157
		SCALE As Shown	SCHEDULE NO. D

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

By-law 107 of 2017

Being a by-law to adopt an Emergency Management Plan and Program
for the Municipality of Lambton Shores

WHEREAS: Section 11(2)6 of *the Municipal Act S.O. 2001, C.25* (as amended) permits municipalities to pass by-laws regarding the health, safety and wellbeing of persons; and

WHEREAS: The *Emergency Management and Civil Protection Act R.S.O. 1990, c. E.9* (as amended) states that every municipality will formulate an emergency plan and shall develop and implement an emergency management program, both to be adopted by by-law; and

WHEREAS: Council for the Municipality of Lambton Shores deems it necessary and appropriate to adopt a revised Emergency Management Plan, which is a component of the overall Emergency Management Program;

THEREFORE: The Council of the Corporation of the Municipality of Lambton Shores enacts as follows:

1. That the Emergency Management Plan as contained in Schedule “A”, attached and forming part of this by-law, is hereby adopted.
2. That the appendices to Schedule “A” are confidential and held on file with the Clerk and subject to on-going and annual revision.
3. That Chris Martin is appointed as the Community Emergency Management Coordinator (CEMC) with delegated authority to make minor amendments to the Plan.
4. That the Emergency Management Program be reviewed annually and implemented in accordance with legislated standards and practices developed from time to time by Emergency Management Ontario.
5. That By-law 59-2003 is hereby repealed.
6. That this By-law shall come into force and take effect upon passing hereof.

READ a FIRST and SECOND TIME this 12th DAY of DECEMBER, 2017.

READ a THIRD TIME and FINALLY PASSED this 12th DAY of DECEMBER, 2017.

MAYOR – Bill Weber



THE MUNICIPALITY OF
LAMBTON SHORES

Municipality of Lambton Shores EMERGENCY MANAGEMENT PLAN

Revised November, 2017



Table of Contents

Executive Summary
Background

Part 1 - Introduction

- 1.1 What is an Emergency?
- 1.2 Definitions
- 1.3 Aim
- 1.4 Emergency Management Program Committee
- 1.5 Emergency Notification System
- 1.6 Emergency Operations Centre
- 1.7 Map of Emergency Operation Centre

Part 2 - Declaration & Termination of an Emergency

- 2.1 Action Prior to Declaration
- 2.2 Declaration
- 2.3 Termination
- 2.4 Procedure of Notification for Declaration and Termination

Part 3 - Emergency Operations Control Group

- 3.1 Composition and Structure
- 3.2 Group Responsibilities
- 3.3 Individual Responsibilities
- 3.4 Emergency Site Manager

Part 4- Emergency Response Group Resources (Support Group)

- 4.1 Composition
- 4.2 Group Responsibilities
- 4.3 Individual Responsibilities

Part 5 – Media and Public Information

- 5.1 Aim
- 5.2 Public Information
- 5.3 Public Inquiries
- 5.4 Media Centre
- 5.5 Press Release/Conference

Part 6 - Evacuation Plan

- 6.1 Emergency Reception Centres
- 6.2 Emergency Reception Centres - Maps

Part 7 - Plan Maintenance

- 7.1 Program Maintenance
- 7.2 Annual Review
- 7.3 Delegated Authority
- 7.4 Public Education
- 7.5 Plan Maintenance and Revisions
- 7.6 Testing of Plan
- 7.7 Departmental Procedures

Executive Summary

The Municipality of Lambton Shores' Emergency Plan was developed and is maintained in order to protect residents, businesses and visitors. To do so, the Municipality requires a coordinated emergency response by a number of agencies under the direction of the Municipal Emergency Control Group. This plan serves as a guideline to provide key officials, agencies and departments in the initial response to an emergency in our Communities. This plan also details their respective responsibilities during an emergency. The aim of our plan is to make provision for the extraordinary arrangements and measures that may be taken to protect the health, safety, welfare, environment and economic health of the community.

The *Emergency Management and Civil Protection Act* is the legal authority for the Municipality of Lambton Shores' Emergency Program. The *EM & CP Act* states that the Head of Council may declare that an emergency exists in the Municipality or any part thereof and may take such action and make such orders as he/she considers necessary and are not contrary to law. The plan enables a centralized, controlled and coordinated response to emergencies in the Municipality of Lambton Shores and meets the legislated requirements of the *Emergency Management and Civil Protection Act*.

The Lambton Shores Emergency Plan is available on the Municipality's website at www.lambtonshores.ca. The document is available for viewing and in other accessible formats and with communication supports as soon as practicable and upon request.

Background

Section 3 of the *Emergency Management and Civil Protection Act* states that every Municipality shall formulate an emergency plan governing the provision of necessary services during an emergency and the procedures under and the manner in which employees of the municipality and other persons will respond to the emergency.

Section 2.1 provides that every municipality shall develop and implement an emergency management program and the council of the municipality shall by By-law adopt the emergency management program. The Plan is one component of the overall program.

The *Emergency Management and Civil Protection Act* further states that: "No actions or other proceedings lies or shall be instituted against a member of council, an employee of a municipality, a minister of the Crown or a Crown employee for doing any act or neglecting to do any act in good faith in the implementation or intended implementation of an emergency management program or an emergency plan or in connection with an emergency."

Part 1 – Introduction

- 1.1 What is an Emergency?
- 1.2 Definitions
- 1.3 Aim
- 1.4 Emergency Management Program Committee
- 1.5 Emergency Notification System
- 1.6 Emergency Operations Centre
- 1.7 Map of Emergency Operations Centre

1.1 What is an Emergency?

An emergency is defined in the *Emergency Management and Civil Protection Act* as “a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease, or other health risk, an accident or an act whether intentional or otherwise.” Depending on the nature or magnitude of the situation, a coordinated response by a number of agencies may be required. These emergencies are distinct from the normal, day-to-day operations carried out by the first response agencies such as police, fire or ambulance and would likely:

- Be widespread and catastrophic.
- Require a coordinated, multi-agency response and commitment of local and possibly external (i.e. Provincial) resources.
- Require a substantial expenditure of funds or borrowing of specialized equipment and resources for the response and recovery.

If a situation meets any of the above criteria, the *Emergency Management and Civil Protection Act* gives the Head of Council of any municipality (i.e. Mayor or Warden) in Ontario, the authority to declare an emergency. Only the Head of Council (or Premier of Ontario) may declare an emergency. For the purposes of emergency planning, the County of Lambton is considered an “upper tier municipality”, and works closely with all its local municipalities in this regard.

1.2 Definitions

Citizen Inquiry Representative: 211 will serve as the citizen Inquiry Representative in the event of an emergency.

Community Emergency Management Coordinator (CEMC): The Community Emergency Management Coordinator or designated alternate is responsible for the

maintenance, revision and distribution of this plan, as well as coordinating emergency exercises and meetings of the Emergency Operations Control Group.

Emergency Information Officer (EIO): The Emergency Information Officer is responsible for coordinating and executing the Media Information Centre. The main task for the Officer is to ensure that the release of information to the public is done in a timely and truthful fashion and that only the Mayor or otherwise appointed elected official makes such announcements.

Emergency Management Program: means a program developed under Section 2.1 or 5.1 of the *Emergency Management and Civil Protection Act*.

Emergency Operations Centre (EOC): The location where the Control Group meets to discuss the emergency situation.

Emergency Operations Control Group (EOCG): The group of officials that provide direction to the emergency management operations within the whole or parts thereof of the Municipality, and ensures coordination between all agencies involved.

Emergency Plan: means a plan formulated under Section 3, 6, 8 or 8.1 of the *Emergency Management and Civil Protection Act*.

Emergency Site Manager (ESM): This person ensures that the emergency site is well organized and that all agencies share information and work harmoniously with one another. The Emergency Site Manager provides the Municipal Control Group with necessary information on the site operation.

Evacuation Centre: An evacuation centre is a facility which will provide temporary care and shelter to persons displaced by an emergency.

Head of Council: The Mayor of the Municipality is the Head of Council.

Media Information Centre: As established by the Emergency Information Officer, the location where members of the media can gather to collect updated information and release, and will also be the site at which the Mayor or otherwise appointed elected official will conduct interviews.

Perimeter: The inner perimeter is the area designated to enclose the actual emergency site. The outer perimeter is the area designated to enclose and completely encircle the emergency area. This area will include the inner perimeter and leave

ample area for setting up emergency centres and rescue operations. It includes the first-aid and casualty clearing stations.

1.3 Aim

The aim of this plan is to make provisions for the extraordinary arrangements and measures that may have to be taken to safeguard the health, safety, welfare and property of the inhabitants of Lambton Shores, by the efficient deployment of the Municipality's services, agencies resources and personnel to deal with that emergency.

1.4 Emergency Management Program Committee

Mandate of the Emergency Management Program Committee: The Emergency Management Program Committee shall be established for the purpose of advising Council on the development and implementation of the municipality's Emergency Management Program.

Committee Responsibilities

The Committee shall:

- Conduct an annual review of the municipality's Emergency Management Program and shall make recommendations to Council for its revision if necessary.
- Advise the Council on the development and implementation of the municipality's Emergency Management Program.

The members of the Emergency Management Program Committee are:

Mayor

CEMC

Chief Administrative Officer

Director of Community Services

Fire Chief

Other members may be added to the Committee as may be deemed necessary

Meetings are to be held at least once per year.

Reporting Requirements

Committee minutes are to be provided to the Clerk for insertion on the Council's Agenda. Recommendations for Council's consideration are to be presented to Council in a report format.

Financial Planning

The Committee's proposed budget items are to be submitted to the Clerk by October 15th in each year for discussion in the draft budget.

1.5 Emergency Notification System

The CEMC or alternate is responsible for activating the Emergency Notification System. The system is designed to notify all members of the Emergency Operations Control Group. The CEMC or alternate has home, business and cellular telephone numbers for all members of the EOCG and has a protocol in place for contacting these members.

In the event of a breakdown in the landline and/or cellular telephone system, the CEMC or alternate will contact members by direct contact by a member of the Community Services or By-law Enforcement staff, who will drive to the member's home, business or other designated location and pick the member up.

In the event of blizzard or extreme winter conditions arrangements will be made with members of the local Snowmobile Club to directly contact and if necessary deliver the members to the EOC.

1.6 Emergency Operations Centre (EOC)

The primary Emergency Operations Centre is located at 9575 Pt Franks Road, Thedford Ontario. The facility is located at the Northville Municipal Complex with a controlled access. The EOC is equipped with tables, and chairs and staff have been advised on how the room should be set up in the event of an emergency. The EOC has its own kitchen and food preparation and storage area, its own washroom facilities (*male & female*) and has a standby generator to ensure that there is a source of power. This facility provides enhanced security and breakout meeting rooms.

The equipment currently available in the EOC is as follows:

- Tables and chairs for responders work stations.
- Flip Charts – available if needed
- White Boards
- Area Maps
- LED Projector & Screen/Flatboard
- Smart TV
- Clock
- Emergency Storage Boxes
- Telephone (*land line*)

- Computer Hook up
- Community Services Radio System (*available*)

Alternate locations for the EOC can be determined at the time of the incident and if necessary can be established at:

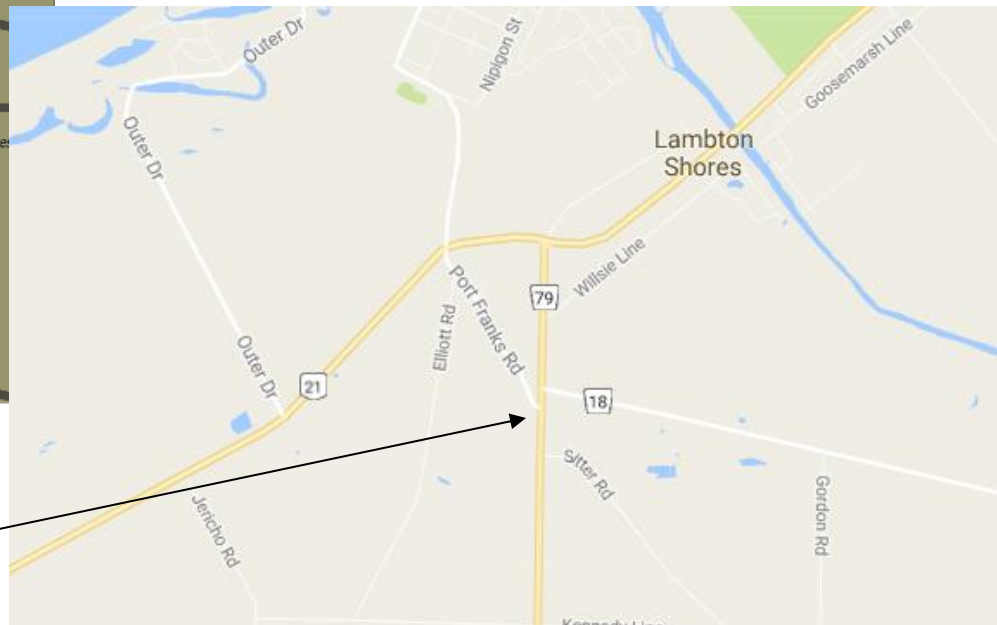
- The Shores Recreation Centre, Main Floor Meeting Room
7883 Amtelecom Parkway, Forest
- Grand Bend Municipal Office
4 Ontario Street, Grand Bend
- Thedford Village Complex
109 Pearl Street, Thedford

1.7 Map of Emergency Operations Centre



Lambton Shores Emergency Operations Centre

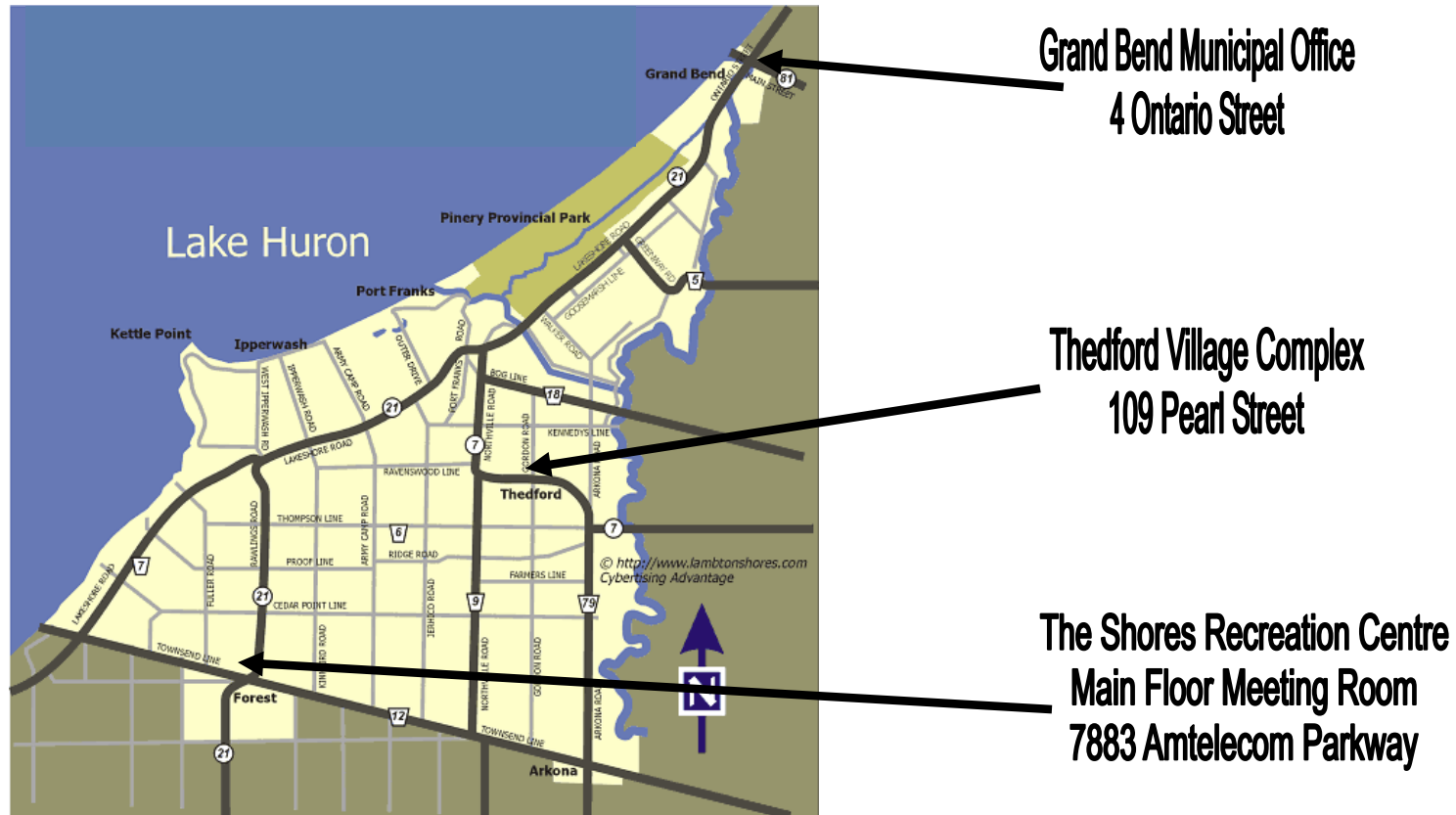
Located in Northville



Northville Municipal Office
9575 Pt Franks Road
Theodford

Lambton Shores

Alternate Emergency Operations Centres



Part 2 – Declaration & Termination of an Emergency

- 2.1 Action Prior to Declaration
- 2.2 Declaration
- 2.3 Termination
- 2.4 Procedure of Notification for Declaration and Termination

2.1 Action Prior to Declaration

When an emergency exists, but has not yet been declared to exist, Municipal employees may take such action(s) under this Emergency Plan as is necessary to protect the lives and property of the inhabitants of Lambton Shores.

2.2 Declaration

Pursuant to The Emergency Management & Civil Protection Act, RSO 1990 c. E.9, the Mayor or Acting Mayor of the Municipality of Lambton Shores, as the Head of Council, is responsible for declaring that a municipal emergency exists. This decision is usually made in consultation with other members of the EOCG.

When an emergency has been officially declared to exist within any area of the former Villages of Arkona, Grand Bend and Thedford and the former Towns of Forest and Bosanquet, the residents will be notified. The local radio stations, the local cable T.V. network, and the use of a vehicle travelling throughout the areas with an outdoor loudspeaker system (*if available*), will provide information to all area residents as it becomes available. The Lambton Shores' website and social media (Facebook and Twitter) will be utilized.

Radio and television stations are generally locally oriented and broadcast into Sarnia-Lambton and London areas. In the event of an emergency, they may be valuable resources for advising the public of the status of the emergency and for giving instructions regarding appropriate precautions or actions to be taken. Also the use of the electronic reader boards in Grand Bend and Forest, along Highway 21, would be informative for those driving along the highway.

2.3 Termination

A municipal emergency may be declared terminated at any time by:

- (a) The Mayor or Acting Mayor, or
- (b) The Lambton Shores Council, or
- (c) The Premier of Ontario

2.4 Procedure of Notification for Declaration and Termination

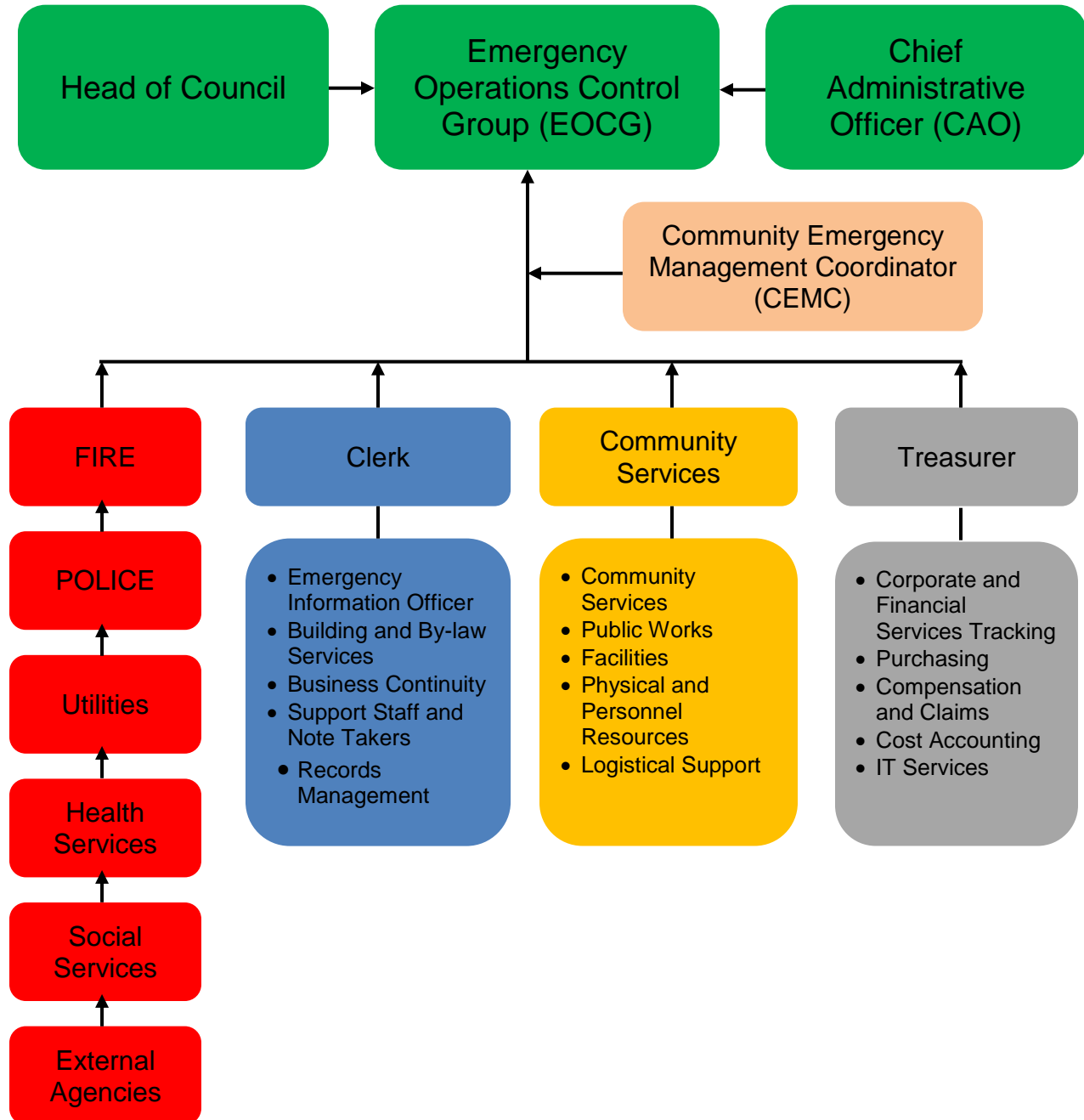
Upon such declaration or termination, the Mayor will notify:

- a) The Solicitor General of Ontario, via Emergency Management Ontario
 - i. 24/7 POC 1-866-314-0472 Fax 1-416-314-0474
 - ii. OPP General Headquarters 705-329-6950
- b) The Lambton Shores Council Members
- c) The County Warden as appropriate
- d) The public, via the local media (*in written form*)
- e) Neighbouring municipal officials, as required

Part 3 – Emergency Operations Control Group

- 3.1 Composition and Structure
- 3.2 Group Responsibilities
- 3.3 Individual Responsibilities
- 3.4 Emergency Site Manager

3.1 Composition and Structure



3.2 Group Responsibilities

The role of the Emergency Operations Control Group (EOCG) has been described as ‘strategic’ in contrast to the ‘tactical’ role of the Emergency Site Management Team. Strategic response is planned to address the longer term and considers a broader scope than the immediacy of site management/response. The EOCG should support the Emergency Site Manager (ESM) with the human and material resources needed at the site. The detail of the operation at the emergency site should be delegated to the ESM. *(The duties of the Emergency Site Manager are outlined and included in the “Individual Responsibilities” Section.)*

The EOCG is primarily mandated to address the ongoing, or potentially expanding threat to the broader community, including the health, safety and well-being of persons; property and infrastructure; essential services; the environment; the local economy, and to instil a level of confidence to the public.

The function of the EOCG is to support the emergency site team and to ensure the continuity of municipal services outside the perimeter of the emergency site(s). Their focus, in addition to providing logistic support such as equipment, human resources and media relations, should also involve the coordination of external agencies whose involvement may be necessary.

The EOCG, operating within emergency management guidelines developed by the municipality, is also mandated to consider the “big picture” and what will be required over the next few hours, days, or months, including the implementation of a recovery plan and the development of strategies to meet their objectives.

Responsibilities of the EOCG include:

- (a) Advise the head of council whether an emergency should be declared, and what part of the municipality should be designated as the emergency area;
- (b) Notify Emergency Management Ontario of declared or impending emergencies;
- (c) Ensure an Emergency Site Manager (ESM) is appointed;
- (d) Activate the community’s emergency response plan;
- (e) Recommends the expenditure of money;

- (f) Manage information, including maintenance and retention of an events log and records pertaining to expenditures;
- (g) Maintain a log outlining decisions made and actions taken;
- (h) Manage emergency information;
- (i) Coordinates the movement of equipment and resources beyond the immediate emergency site(s);
- (j) Recommends evacuations as necessary;
- (k) Discontinues utilities or services on a wide scale;
- (l) Coordinates the use of municipal resources;
- (m) Arranges extra resources (*human & material*);
- (n) Liaise with other municipalities and other levels of government, including the activation of mutual assistance agreements;
- (o) Recommends the termination of the state of emergency, when appropriate;
- (p) Implements a recovery strategy; and
- (q) Participates in post-emergency debriefings including any follow-up actions and reports.
- (r) Addressing Critical Incident Stress Management.

3.3 Individual Responsibilities

- 3.3.1 Mayor
- 3.3.2 Community Emergency Management Coordinator (CEMC)
- 3.3.3 Chief Administrative Officer (CAO)
- 3.3.4 Director of Community Services
- 3.3.5 OPP Detachment Commander
- 3.3.6 Clerk/Emergency Information Officer (EIO)
- 3.3.7 Treasurer
- 3.3.8 Fire Chief

3.3.1 Mayor: Upon learning of a potential emergency, the Mayor (*or alternate*) should consider the possible need to activate the emergency response plan and, if warranted, he or she should call for the assembly of the Emergency Operations Control Group. Thereupon he or she will report to the Designated Emergency Control Centre to sit as Chairperson of the Emergency Operations Control Group and to perform the following functions:

- (a) Chair meetings of the EOCG;
- (b) Declare an EMERGENCY to exist;
- (c) Declare any EVACUATION deemed necessary by the EOCG;
- (d) Ensure the Solicitor-General of Ontario has been notified of the declaration of emergency; via EMO 1-866-314-0472
- (e) Request assistance from neighbouring municipalities and/or senior levels of government when required;
- (f) Approve news releases and public announcements;
- (g) Terminate the emergency at the appropriate time and ensure all concerned have been notified.

3.3.2 Community Emergency Management Coordinator (CEMC): The functions and responsibilities of this position are:

- (a) Provide the Emergency Operations Control Group (EOCG) with information and advice on matters relating to the Municipal Emergency Response Plan and emergency management practices in general.
- (b) Serve as the primary Municipal contact for the Office of the Fire Marshal and Emergency Management (OFMEM) and the Provincial Emergency Operations Centre (PEOC).
- (c) Activate and setup the Emergency Operations Centre (EOC).
- (d) Ensure the security and safety protocols are in place for the EOC.
- (e) Ensure that a communication link is established between the EOCG and the Incident Commander (IC).

- (f) Ensure that all members of the EOCG have the necessary plans, resources, supplies, maps and equipment.
- (g) Ensure that the Province is notified of any declaration and terminations of emergency.
- (h) Liaise with other local CEMCs and community support agencies, as required.
- (i) Ensure that the sequential meeting cycle is met by the EOCG and related documentation is maintained and kept for future reference.
- (j) Manage the EOC records and logs for debriefings and post-emergency reporting.

3.3.3 Chief Administrator Officer (CAO): The Administrator of the Municipality of Lambton Shores will perform the duties and responsibilities of an “Operations Officer”, as such he will:

- (a) Organize and supervise the Emergency Operations Centre;
- (b) Chairs the EOCG in the absence of the Mayor;
- (c) Advise the Head of Council on administrative and operational matters;
- (d) Assist the EOCG in the preparation of public announcements, requests for public assistance and directions for the public action on such matters as evacuation, potability of water or other health and safety matter.

3.3.4 Director of Community Services: Upon learning of a potential emergency, the Community Services Official should consider the possible need to activate the emergency response plan and advise the Mayor (*or alternate*) or the Administrator that the alert system should be triggered. Thereupon he will report to the Municipality of Lambton Shores EOC to sit as a member of the EOCG and perform the following functions and responsibilities:

- (a) Direct all community Services personnel to stand by for deployment and direct that deployment if necessary;
- (b) Provide and arrange for all logistical and personnel support to site.
- (c) Coordinate actions required to protect and preserve sewers, bridges, roads, and other public structures;

- (d) Maintain liaison with utility companies and other resources, make recommendations to the EOCG for the discontinuation of any utility, public or private, where necessary in the interest of public safety, and arrange for the reestablishment of essential services at the conclusion of an emergency;
- (e) Make recommendations and as necessary arrange for the demolition of unsafe structures;
- (f) Assists with set up EOC and provided logistical support as may be required; and
- (g) Sets up and provides logistical support to evacuation centres. Including maintaining agreement with Red Cross for volunteers in facilities.

3.3.5 O.P.P. Detachment Commander: Upon learning of a potential emergency, the O.P.P. Detachment Commander should consider the possible need to activate the emergency response plan and advise the Mayor (*or alternate*) or Administrator (*or alternate*) that the alert system should be triggered. Thereupon he will report to the Municipality of Lambton Shores Municipal Office to sit as member of the EOCG and perform the following functions and responsibilities:

- (a) To provide the Mayor with information and advice on law enforcement matters;
- (b) If appropriate, appoint an “emergency site manager” to control operations at the scene of the emergency until the CEG has met and had an opportunity to analyse the situation;
- (c) Seal off the area concerned and control traffic where necessary to facilitate the movement of emergency vehicles in conjunction with other responding agencies;
- (d) Control and, if necessary, disperse crowds within the emergency area;
- (e) Conduct evacuation of the public in the emergency area when advised to do so by the EOCG;
- (f) Where local resources are not sufficient to deal with the situation, and outside assistance is needed, call for such assistance in accordance with the Police Emergency Plan;
- (g) Arrange for maintenance of law and order in temporary facilities, e.g. evacuation centres;

- (h) Protect property in the emergency area from looting; and
- (i) Advise the coroner in the event of fatalities and perform whatever additional responsibilities may be necessary under the Coroner's Act.

3.3.6 Clerk/Emergency Information Officer: The functions and responsibilities of the positions are:

- (a) Coordinate the dissemination of information to the public through the Municipal Office communication centres and County 211.
- (b) Ensure decisions made and actions taken by the ECG are recorded;
- (c) Ensure that maps and status boards are kept up to date;
- (d) Provide a process for registering ECG members and maintaining a ECG member list;
- (e) Initiate the operation and staffing of switchboard at the community offices, as the situation dictates, and ensuring operators are informed of ECG members' telephone numbers in the EOC;
- (f) Arrange for printing of material, as required;
- (g) Coordinate the provision of clerical staff including the Emergency Note Taker to assist in the Emergency Operations Centre, as required;
- (h) Upon direction by the Mayor or CAO, ensure that all Council are advised of the declaration and termination of declaration of the emergency;
- (i) Upon direction by the Mayor or CAO, arrange special meetings of council, as required, and advising members of Council of the time, date, and location of the meetings;

3.3.7 Treasurer: The functions and responsibilities of the positions are:

- (a) Provide information and advice on financial matters as they relate to the emergency;
- (b) If necessary, liaise with the Treasurer/Directors of Finance of neighbouring communities;

- (c) Ensure that records of expenses are maintained for future claim purposes;
- (d) Set up financial protocols for the Departmental Emergency Response.

3.3.8 Fire Chief: Upon learning of a potential emergency, the fire chief (*or alternate*) should consider the need for possible activation of the Emergency Plan and advise the Mayor (*or alternate*) or Administrator that the alert system should be triggered. Thereupon he will report to the Municipality of Lambton Shores Municipal Office to sit as a member of the ECG and perform the following functions and responsibilities:

- (a) To provide the Mayor with information and advice on fire fighting and rescue matters;
- (b) If appropriate, appoint an “emergency site manager” to coordinate operations at the scene of an emergency;
- (c) Inform the Mutual Aid Fire Coordinator and trigger mutual aid arrangements for the provision of additional firefighting manpower and equipment if needed;
- (d) Determine if additional or specific equipment is needed and recommend possible sources of supply, e.g. breathing apparatus, protective clothing, etc.; and
- (e) Provide assistance to other municipal departments and agencies and be prepared to take charge or contribute to non-firefighting operations if necessary, e.g. rescue, first-aid, casualty collection, etc.

3.4 Emergency Site Manager

The Emergency Site Manager is the designated manager of emergency response at the site or sites of an emergency. The Emergency Site Manager's purpose is to co-ordinate and oversee the response to an emergency at the scene. The initial Emergency Site Manager is usually the senior Police Official at the scene, and these persons are also the most likely to assume this position on a longer term basis. Depending upon circumstances these responsibilities may shift to another member of the responders at the scene

Relationship between Emergency Site Manager and Emergency Operations Control Group (EOCG)

There is a very important relationship between the Emergency Site Manager and the Emergency Operations Control Group. The Emergency Site Manager is the “eyes and ears” for the EOCG, which is located away from the site at the Emergency Operations Centre.

The role of the EOCG is that of long term contingency planning, policy making and most importantly support for the emergency site team. It is therefore essential that factual and timely information be passed between these two groups.

Theoretically, the only information that comes from the site to the EOCG should be communicated by the Emergency Site Manager.

The Emergency Site Manager and the EOCG must always be working towards a common goal, which is doing everything in their power to mitigate the effects of the emergency. The Emergency Site Manager has one of the most significant roles in the overall emergency response.

Responsibilities – Emergency Site Manager The following are among the duties which the Emergency Site Manager may be required to perform, in directing the actions of the emergency response team, in the course of an emergency:

- (a) Establish a command post as soon as possible from which all information shall be disseminated from the emergency site;
- (b) Maintain a thorough knowledge of available resources, both human and material;

- (c) Manage the personnel, maintain the morale and provide for the needs of those involved in the emergency response at the site, such as providing meals, fuel, special equipment etc.;
- (d) Obtain vital information about the situation at hand;
- (e) Maintain good communication among those on the site and also between the site and external links such as the Emergency Operation Centre;
- (f) Conduct pre-planning to anticipate the next stage in an operation;
- (g) Establish a recognised line of authority early at the emergency site;
- (h) Be aware of the legal authority of the various authorities to undertake actions and avoid jurisdictional disputes;
- (i) Conserve resources and use only those necessary to accomplish a task; and
- (j) Promote co-operation and co-ordination among all responding agencies.

Lambton Shores Emergency Operations Control Group Initial Meeting Checklist

Action or Direction		Remarks
<input type="checkbox"/>	Activate all or part of the Emergency Management Plan (EMP) – refer to individual Critical Infrastructure if necessary.	
<input type="checkbox"/>	Activate the EOC to the appropriate level of operation.	Consider staffing for next 24-38 hours, security, food etc.
<input type="checkbox"/>	Undertake notifications as set out in the Emergency Management Plan	See Part 1.5, of the Lambton Shores EMP (i.e. EMO, local municipalities).
<input type="checkbox"/>	Confirm the appointment of the EOC Chair (the CAO, or if absent the Deputy or acting alternate).	See Part 3.3.1, of the Lambton Shores EMP.
<input type="checkbox"/>	Determine if all required members of the EOCG are present and if additional advisers of the EOCG are required	See Part 3 of the Lambton Shores EMP if necessary.
<input type="checkbox"/>	Ensure that the scene has appointed an Incident Commander (IC) – this will most often be done at the scene, before the EOCG has even assembled.	
<input type="checkbox"/>	Determine the immediate and the potential long-term requirements of the emergency scene from the Incident Commander.	One of the primary functions of the EOCG is to support the emergency scene.
<input type="checkbox"/>	Determine which areas are affected by the emergency – define the emergency site(s).	Use hard-copy or electronic mapping.
<input type="checkbox"/>	Obtain reports from all agencies / departments. Ensure that delivery of essential services is maintained / resumed as quickly as possible in a coordinated fashion. Consider the needs of specific areas or facilities.	Lambton Shores departments may need to enact business continuity plans.
<input type="checkbox"/>	Keep minutes for all meetings, record the names of everyone present at meetings, record all significant events, decisions and actions in a log and events board.	Records are essential! Use the EOCG Notebooks for every meeting and the EOC Events Log Sheet.
<input type="checkbox"/>	Determine and prioritize tasks and examine the availability of local and outside resources.	Look at the deployment of resources and set priorities. Refer to the individual Critical Infrastructure.
<input type="checkbox"/>	Determine strategies to resolve / manage the emergency.	Ensure that minutes and records of decisions are taken.
<input type="checkbox"/>	Consider making a Declaration of Emergency if resources are inadequate, or if extraordinary actions are being taken. Place EMO on notice when the EOC is activated, even if a Declaration is not made.	Review the Declaration of Emergency Checklist and complete Declaration Form if necessary
<input type="checkbox"/>	Develop a media strategy and quickly issue media release(s).	See Part 5 of the Lambton Shores EMP if necessary.
<input type="checkbox"/>	Set the time and location for the next EOCG meeting before ending each meeting. Utilize tele-conferencing to include external agencies and stakeholders, if necessary	Implement an “Operations Cycle.” Initially, there should be no more than one hour between meetings.

Part 4 – Emergency Response Group Resources

- 4.1 Composition
- 4.2 Group Responsibilities
- 4.3 Individual Responsibilities

4.1 Composition

The Emergency Response Group may consist of:

- Hydro One
- Union Gas
- CH2M HILL OMI
- Peoples Telephone / Amtelecom / EastLink
- Execulink Telecom
- Hay Communications
- Building Inspector
- County of Lambton – E.M.S.
- County of Lambton – Roads
- County of Lambton – Social Services
- Community Health Services
- Provincial Ministries:
 - Emergency Management Ontario
 - Ministry of the Environment
 - Ministry of Natural Resources

4.2 Group Responsibilities

The Emergency Response Group represents a “go to” list of resource representatives that the Municipality can approach for technical and other forms of support as may be necessary. The individual representatives are essentially responsible for specific areas of the municipal infrastructure or other emergency resource.

The Emergency Operations Control Group may if necessary request that the representative of the various infrastructure or emergency resources attend and sit in on the Control Group strategy sessions to provide such technical advice as may be required.

4.3 Individual Responsibilities

There are no assigned responsibilities for these resource representatives other than to provide an advisory resource to the Emergency Operations Control Group and to maintain a communication linkage with their respective operations as may be required.

Individual responders should have their own protocols and plans.

Part 5 – Media and Public Relations

- 5.1 Aim
- 5.2 Public Information
- 5.3 Public Inquiries
- 5.4 Media Centre
- 5.5 Press Release/Conference

5.1 Aim

The aim of the public information plan is to ensure an effective working arrangement with the media for the prompt dissemination of vital information to the residents and other directly interested parties and to assist the Emergency Control Centre to make informed decisions and manage issues effectively.

5.2 Public Information

The public information plan's objective is to ensure that accurate information is provided to the public through the media in a timely manner so that they are kept up to date at all times and to provide information on emergency phone numbers, evacuation routes and evacuation shelters on an ongoing basis through the media.

Public Information is available through:

- Radio/TV news
- Lambton Shores' website – banner alert and news/email blasts
- Facebook
- Twitter
- Electronic Reader Boards – permanent (municipally owned)
- Variable Messaging Signs – 2 portable
- Activate 211 – see County of Lambton Emergency Plan – Part 6 Emergency Information / Public Notification Plan – Public Inquiry Supervisor, Page 3
- MyCNN (Lambton County)

5.3 Public Inquiries

The public information plan provides for the establishing of Public Inquiries Centres in the Municipality's sub offices and ensures that staff are trained to suitably handle calls from the media or concerned family and friends, direct offers of assistance to the appropriate emergency personnel, and act immediately upon distress calls.

The plan also ensures that inquiry phone numbers are published/announced by the media and instructs the media to announce that inquiries regarding location of evacuees should be directed to the evacuation shelter, and provide the appropriate phone number. *(This information should be published at regular intervals.)*

The plan also makes provision for providing the Inquiries Staff with all media updates so that they can handle calls from the press and establishes media monitoring in the EOC to ensure that correct and up to date information is being provided to the general public.

5.4 Media Centre

The public information plan provides for the establishment of a “Media Centre” at the Thedford Village Complex, 109 Pearl Street (corner of Pearl & Main Streets), Thedford and ensures that the media are provided with informational material and technical support as may be necessary. Arrange for the prompt release of emergency public information. The plan also ensures that information is **not** released to the media unless pre-approved by the Public Information Officer and the Emergency Centre Group (EOCG) Manager.

5.5 Press Release/Conference

Set up press conferences with the Mayor and EOCG Manager.

Part 6 – Emergency Response Centres

- 6.1 Emergency Reception Centres
- 6.2 Emergency Reception Centres - Maps

6.1 Emergency Response Centres

There are nine (9) designated emergency response centres throughout Lambton Shores outlined as follows:

Arkona Area

Arkona Seniors Hall – 7355 Arkona Road, Arkona – 519-828-3931
Contact Randy Shaw.

This facility consists of a public hall and meeting facility is includes meal preparation facilities and public washrooms. Capacity: 60. **** This facility is equipped with emergency generator capacity in the event of power outages***

Arkona Community Centre – 16 Smith Street, Arkona – 519-828-3947
Contact Randy Shaw

This facility consists of the former Arkona Public School and includes access to public washrooms. There is no emergency power system and no food preparation facilities available at this facility. Capacity: Community Room – 40 and the Meeting Room – 30.

Forest Area

Forest Canadian Legion – 58 Albert Street, Forest – 519-785-5357

This facility consists of a large banquet hall, a small meeting area, meal preparation facilities and public washrooms. **** This facility is equipped with emergency generator capacity in the event of power outages***

The Shores Recreation Centre – 7883 Amtelecom Parkway, Forest – 519-786-5371 Contact Randy Shaw

This facility consists of a large gymnasium, and canteen as well as access to washroom and meal preparation facilities.
Capacity – Concrete Pad 1,200 – Stands 700, Standing room 300

Grand Bend Area

Grand Bend Legion – 8 Ontario Street North, Grand Bend – 519-238-2120

Contact – President Gerry Bezaire

This facility consists of a large meeting room, meal preparation facilities and public washrooms.

**** This facility is equipped with emergency generator capacity in the event of power outages***

Grand Bend School – 15 Gill Road, Grand Bend – 519-238-2091

Contact Randy Shaw

This facility consists of classroom, a large gymnasium as well as public washrooms.

Capacity – Gymnasium 200, Community Room 40

Pt. Franks Area

Pt. Franks Community Centre – 9997 Port Franks Road, Port Franks – 519-243-3733

Contact Randy Shaw

This facility consists of several large meeting rooms as well as meal preparation facilities. Capacity: Optimist Hall – 240, West Wing – 240.

**** This facility is equipped with emergency generator capacity in the event of power outages***

Thedford Area

The Legacy Centre – 16 Allen Street, Thedford, 519-296-4878

Contact Randy Shaw

This facility includes the arena and large meeting hall, there are meal preparation facilities available here as well as public washrooms. Thomas Capacity – Concrete Pad-1,000, Seating/Standing area-600, Hall-350.

****This facility is equipped with emergency generator capacity in the event of power outages.***

Bosanquet School – 8766 Northville Road, Thedford, 519-296-4962

This facility is a public school that consists of classrooms, and a gymnasium. There are public washroom facilities available here but no emergency power supply.

6.1 Emergency Response Centres – Maps

Lambton Shores Emergency Response Centres

Arkona

Arkona Seniors Hall **X**

Arkona Community Centre **X**

Forest

Forest Canadian Legion **X**

The Shores Recreation Centre **X**

Grand Bend

Grand Bend Canadian Legion **X**

Grand Bend School **X**

Port Franks

Port Franks Community Centre **X**

Thedford

The Legacy Centre **X**

Bosanquet Central School **X**



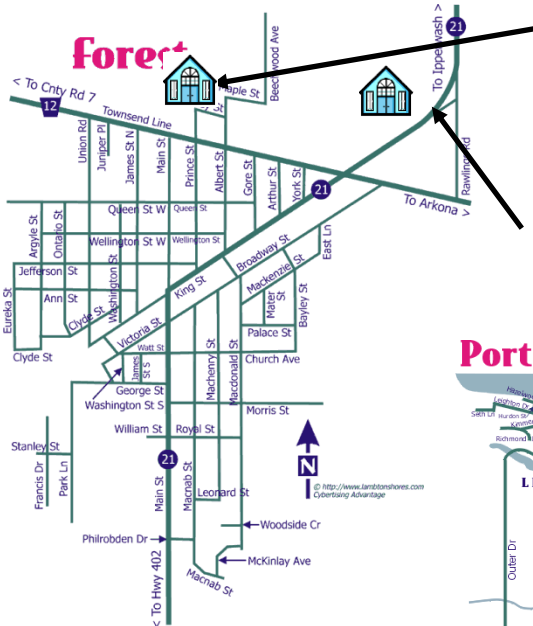
Grand Bend & Area

Arkona

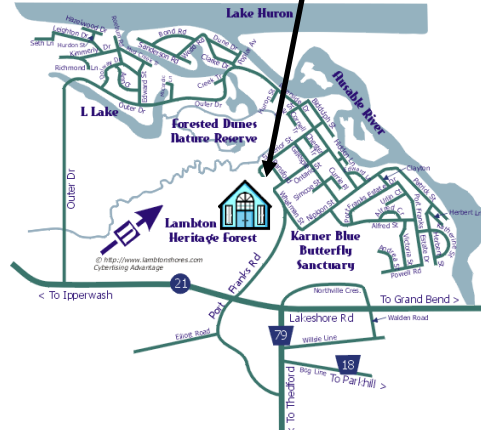


Lambton Shores Emergency Response Centres

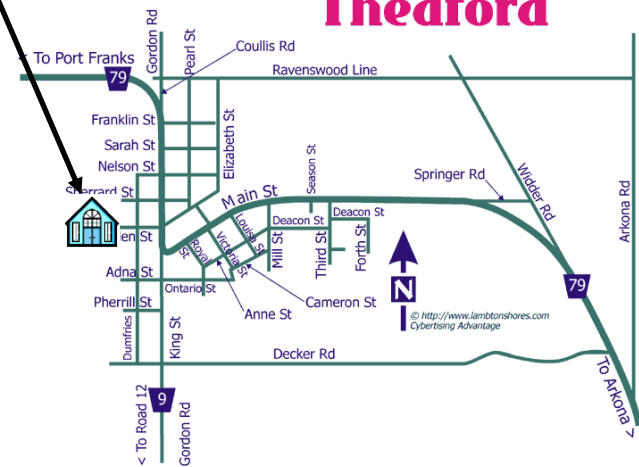
Forest



Port Franks & Northville



Thedford



Part 7 – Emergency Program and Plan Maintenance

- 7.1 Program Maintenance
- 7.2 Annual Review
- 7.3 Delegated Authority
- 7.4 Public Education
- 7.5 Plan Maintenance and Revisions
- 7.6 Testing of Plan
- 7.7 Departmental Procedures

7.1 Program Maintenance

The Emergency Management Program will be maintained by the Emergency Management Program Committee (EMPC).

7.2 Annual Review

The Emergency Management Program will be reviewed at least annually by the EMPC. On an annual basis, the EMPC will also identify and assess the various hazards and risks to public safety that could give rise to emergencies and identify the facilities and other elements of the infrastructure that are at risk of being affected by emergencies.

7.3 Delegated Authority

Subject to Section 23 of the Municipal Act, minor amendments to the Plan are delegated to the Community Emergency Management Coordinator (CEMC) in conjunction with review by the EMPC. Such minor changes must ensure continued compliance with legislation and the spirit and intent of the overall plan adopted by Council through by-law.

7.4 Public Education

As required by the Emergency Management and Civil Protection Act, the Municipality of Lambton Shores has developed and implemented an emergency management program, which includes training programs and exercises with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities. In addition, the program includes public education on risks to public safety and on public preparedness for emergencies.

For instance, the Municipality of Lambton Shores encourages residents to have a 72-

hour emergency kit.

7.5 Plan Maintenance and Revisions

In order to achieve effective emergency response it is essential to have an up-to-date listing of procedures, or resources and of contact persons. Therefore, this Plan will be reviewed on a yearly basis on the anniversary of its adoption by Lambton Shores Council. Once updated, any changes will be forward to the affected agencies so that their plans and resource listings may be kept current as well. All updates and changes to the plan will be date noted.

7.6 Testing of Plan

In accordance with Provincial guidelines, the Municipality of Lambton Shores will conduct an annual exercise of the plan. The date time and location of the testing will be determined in January of each year. The testing exercise will give the Municipality the opportunity to review the plan itself, update the schedules of the plan to reflect changes in the critical infrastructure and risk assessment. If necessary or deemed worthwhile the Municipality may engage the services of a Consultant to assist in and facilitate the testing process.

7.7 Departmental Procedures

Each Municipal Department will develop operating procedures for events or circumstances requiring an organized response to the event.

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

By-law 108 of 2017

Being a by-law to appoint members to an
Emergency Management Program Committee

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- WHEREAS:** Pursuant to By-law No. 107 of 2017 the Corporation of the Municipality of Lambton Shores adopted its Emergency Management Program pursuant to, and for the purposes of, the *Emergency Management and Civil Protection Act* ("Act"); and
- WHEREAS:** The Act and Ontario Regulation 380/04 (Standards) requires Council to strike an Emergency Management Program Committee and appoints its members; and
- WHEREAS:** Council wishes to confirm the membership of the Emergency Management Program Committee;
- THEREFORE:** The Council of the Corporation of the Municipality of Lambton Shores enacts as follows:
1. That the following positions are hereby confirmed as members of the Emergency Management Program Committee defined in the Emergency Management Program:
Chief Administrative Officer
Community Emergency Management Coordinator
Mayor
Director of Community Services
Fire Chief
and other members as may be deemed necessary.
 2. That the Community Emergency Management Coordinator is hereby appointed Chair of the Emergency Management Program Committee.
 3. That this By-law shall come into force and take effect upon passing hereof.

READ a FIRST and SECOND TIME this 12th DAY of DECEMBER, 2017.

READ a THIRD TIME and FINALLY PASSED this 12th DAY of DECEMBER, 2017.

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW 109 of 2017

A By-law to Appoint Members of the Public to Committees of Council

- WHEREAS:** Council for the Municipality of Lambton Shores deems it desirable to appoint members of the public to the committees of the Council;
- AND WHEREAS:** The appointed Committee Selection Panel of the Municipality of Lambton Shores has received and considered the applications of such members to be appointed;
- THEREFORE:** The Council of the Corporation of the Municipality of Lambton Shores enacts that the following persons be appointed to the Committees of Council for the term as indicated in this By-law;

1. Committee of Adjustment and Property Standards Committee

Steve Robinson, Mac Gilpin, Diane Hales, Bill Gordon, Jean Dorey and Ian Fleming be appointed for the term ending November 30, 2018.

2. Accessibility Advisory Committee

Noreen Croxford, Bill Bentley and Jordy Speake be appointed for the term ending December 31, 2018.

Tabetha Burley be appointed for the term ending December 31, 2020.

3. Parks and Recreation Advisory Committee

Jerry Bongers, Kevin Bryson and Kandis Tieman be appointed for the term ending December 31, 2018.

Jamie Colliver and Christopher Misch be appointed for the term ending December 31, 2020.

THAT By-law Number 115 of 2016 is hereby repealed.

READ a FIRST and SECOND TIME this 12th day of December, 2017

READ a THIRD TIME and FINALLY PASSED this 12^H DAY of DECEMBER, 2017

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW 110 of 2017

A By-law to Appoint Council Members to Committees and Other Boards

WHEREAS: The Municipality is responsible to appoint Council members to serve on various boards and committees;

AND WHEREAS: Council has approved the appointment of Council members to various Committees of Council and other Boards;

THEREFORE: The Council of the Corporation of the Municipality of Lambton Shores enacts as follows;

THAT the following Council members are appointed to serve on Committees and Boards as follows:

For the term of January 1, 2017 to November 30, 2018:

Accessibility Advisory Committee	Rick Goodhand
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Bi-Municipal	Bill Weber Dave Maguire Gerry Rupke Alternate – Doug Cook
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Bluewater Recycling	Dan Sageman
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Conservation Authority Ausable Bayfield	Doug Cook
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Conservation Authority St. Clair	Gerry Rupke
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Court of Revision	Dan Sageman Gerry Rupke Ronn Dodge James Finlay Jeff Wilcox
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Forest B.I.A.	Doug Cook
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Lake Huron Water	James Finlay Bill Weber, Alternate
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Lambton Area Water	Rick Goodhand Bill Weber, Alternate
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Parks and Recreation
Advisory Committee

Ronn Dodge

Pinery Cemetery

Dan Sageman

Property Standards

Jeff Wilcox

Committee Selection Panel

Bill Weber
Doug Cook
Dan Sageman

KSPFN Committee

Bill Weber
Doug Cook
Ronn Dodge

For the term January 1, 2018 to December 31, 2018:

Committee of Adjustment

Jeff Wilcox

THAT By-Law 116 of 2016 is hereby repealed.

READ a FIRST and SECOND TIME this 12th day of December, 2017.

READ a THIRD TIME and FINALLY PASSED this 12th DAY of DECEMBER, 2017.

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW 111 of 2017

Being a By-law to Establish Various Fees and Charges or Services Provided by
the Municipality of Lambton Shores
(Fee By-law)

WHEREAS: Section 391 of the Municipal Act 2001, S.O. 2001, c.25 as amended authorizes a municipality to pass by-laws imposing fees or charges on persons for services and activities provided or done by or behalf of it, for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property including property under its control; and

WHEREAS: Section 69 of the Planning Act, S.O.1990, P.13 as amended, permits to the Council of a municipality pass by-laws to establish a tariff of fees for the processing of applications made in respect of planning matters; and

WHEREAS: Section 7 of the Building Code Act, S.O. 1992 c.23, as amended, permits the Council of a municipality to pass by-laws to require the payment on fees on applications for and on the issuance of permits and prescribing the amounts thereof;

THEREFORE: The Council of the Corporation of the Municipality of Lambton Shores enacts as follows;

1. Fees and charges are imposed in accordance to the attached:
Schedule A – Recreation
2. The fees and charges established by this by-law shall be due and payable in full without discount by cheque or cash at the time of submitting an application or prior to the request for service.
3. Fees or charges imposed by this by-law that are unpaid as required by this by-law are subject to an additional penalty charge calculated at 1.25% per month or any part thereof.
4. That By-Laws 23-2014, 34-2016 and 106-2016 are hereby repealed.
5. This By-law shall come in force and take effect on January 1, 2018.

READ a FIRST and SECOND TIME this 12th day of December, 2017.

READ a THIRD TIME and FINALLY PASSED this 12th DAY of DECEMBER, 2017.

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd

SCHEDULE A TO BY-LAW 111 OF 2017			
RECREATION			
<u>Arkona</u>		<u>2018</u>	<u>HST</u>
	Arkona Community Centre		
	Adult Meeting Room Per Hour	\$ 13.20	Extra
	Recreation Room Per Hour	\$ 13.20	Extra
	Utter Ball Park	<u>2018</u>	
	* No Charge for minor groups		
	Per hour without lights	\$ 17.00	Extra
	Per Hour with lights	\$ 28.40	Extra
	Per Tournament (3 day, includes use of pavilion and park)	\$ 203.55	Extra
	Per Tournament (3 day, includes pavilion, bar and entire park)	\$ 291.20	Extra
	Pavilion	<u>2018</u>	<u>HST</u>
	Per Day	\$ 50.85	Extra
	Pavilion Active Living Programs Per Hour	\$ 5.85	Extra
	Bar Per Day	\$ 40.95	Extra
	Arkona Seniors Hall		
	Contact Seniors to use		
<u>Forest</u>			
	The Shores Recreation Centre	<u>2018</u>	<u>HST</u>
	Ice Surface Non-Prime Per Hour	\$ 71.05	Extra
	Ice Surface Prime Minor Groups Per Hour	\$ 122.20	Extra
	Ice Surface Prime Adult Groups Per Hour	\$ 143.65	Extra
	Ice Surface Stat Holidays Minor Groups Per Hour (all day)	\$ 122.20	Extra
	Ice Surface Stat Holidays Adult Groups Per Hour (all day)	\$ 143.65	Extra
	Youth Camp Rate (Ice, Mtg Rm, Gym) Per Hour (daytime only)	\$ 108.27	Extra
	Public Skating Per Person	\$ 2.00	Incl.
	Public Skating Per Family	\$ 6.00	Incl.
	Public Skating Season Pass	\$ 40.00	Incl.
	Shinney Hockey Per Person	\$ 7.00	Incl.
	Skate Sharpening Per Sharpen	\$ 5.00	Incl.
	Concrete Pad Per Hour	\$ 43.70	Extra
	Concrete Pad (Minor Group) Rate Per Hour	\$ 36.95	Extra
	Concrete Pad Per Day	\$ 407.05	Extra
	Concrete Pad (Minor Group) Per Day	\$ 349.40	Extra

	Concrete Pad Per 3 Weekend (3 Days)	\$ 678.35	Extra
	Use of Concrete Pad for Commercial Sales-Auctions	\$1000 per day; \$500 for each additional part day	Extra
	Gymnasium Per Hour	\$ 27.60	Extra
	Lower Meeting Room Per Hour	\$ 13.20	Extra
	Upper Meeting Room Per Hour	\$ 13.20	Extra
	<i>Advertising</i>		
	Arena Board		
	1 Year Term	\$ 420.00	Extra
	3 Year Team	\$ 1,181.25	Extra
	5 Year Term	\$ 1,732.50	Extra
	Bench Door (per door)		
	1 Year Term	\$ 131.25	Extra
	3 Year Team	\$ 341.25	Extra
	5 Year Term	\$ 540.75	Extra
	Ice Resurfacers (1 year term)	\$ 840.00	Extra
	Ice Surface (5-year term required, rate is shown as per year)	\$ 264.00	Extra
	McRae Ball Park	<u>2018</u>	<u>HST</u>
	* No Charge for Minor Groups		
	Per hour without lights	\$ 17.00	Extra
	Per Hour with lights	\$ 28.40	Extra
	Per Tournament (3 day, includes use of pavilion and park)	\$ 203.55	Extra
	Coultis Ball Park	<u>2018</u>	<u>HST</u>
	* No Charge for Minor Groups		
	Per hour without lights	\$ 17.00	Extra
	Per Hour with lights	\$ 28.40	Extra
	Per Tournament (3 day, includes use of pavilion and park)	\$ 203.55	Extra
	Shipley Grove Soccer Field	<u>2018</u>	<u>HST</u>
	* No Charge for Minor Groups		
	Per Hour (no lights)	\$ 11.20	Extra
	Pavilion	<u>2018</u>	<u>HST</u>
	Per Day	\$ 50.85	Extra
	Pavilion Active Living Programs Per Hour	\$ 5.85	Extra

	Esli Dodge Conservation Area	<u>2018</u>	<u>HST</u>
	Gazebo Per Day	\$ 50.85	Extra
	Island Per Day	\$ 50.85	Extra
	Gazebo/Island Active Living Programs Per Hour	\$ 5.85	Extra
<u>Grand Bend</u>			
	Grand Bend Beach	<u>2018</u>	<u>HST</u>
	Main Beach and Observation Deck Daily Rental Fee - w/o hydro	\$ 258.40	Extra
	Main Beach and Observation Deck Daily Rental Fee - w/ hydro	\$ 297.25	Extra
	Event Application Fee	\$ 35.00	N/A
	Refundable Damage Deposit <300 people	\$ 200.00	N/A
	Refundable Damage Deposit >300 people	\$ 500.00	N/A
	North Beach Per Day	\$ 258.40	Extra
	Beach Gazebo Per Day	\$ 50.85	Extra
	Observation Deck Per Hour	\$ 44.05	Extra
	Grand Bend Community Stage (per performance)	\$ 50.85	Extra
	Active Living Programs Per Hour	\$ 5.85	Extra
	Grand Bend Public School/Community Centre	<u>2018</u>	<u>HST</u>
	Gymnasium Per Hour	\$ 19.80	Extra
	Community Room Per Hour	\$ 19.80	Extra
	Lions Park	<u>2018</u>	
	* No Charge for minor groups		
	Per hour without lights	\$ 17.00	Extra
	Per Hour with lights	\$ 28.40	Extra
	Per Tournament (3 day, includes pavilion and entire park)	\$ 203.55	Extra
	Pavilion Per Day	\$ 50.85	Extra
	Pavilion Active Living Programs Per Hour	\$ 5.85	Extra
	Klondyke Sports Park	<u>2018</u>	<u>HST</u>
	* No Charge for minor groups		
	Soccer Fields Per Hour	\$ 11.20	Extra
	Pavilion Per Day	\$ 50.85	Extra
	Pavilion Active Living Programs Per Hour	\$ 5.85	Extra
	Municipal Marina Fees	<u>2018</u>	<u>HST</u>
	<i>Non-Commercial</i>		

	under 24' per launch	\$ 15.80	Extra
	24' & over per launch	\$ 23.75	Extra
	Seasonal per season	\$ 238.75	Extra
	Seasonal PWC per season	\$ 232.85	Extra
	<i>Commercial</i>		
	under 24' per launch	\$ 23.75	Extra
	24' & over per launch	\$ 52.85	Extra
	Seasonal per season	\$ 1,193.75	Extra
	<u>Dockage</u>		
	<i>Seasonal</i>		
	Serviced per foot	\$ 73.75	Extra
	Less than 25', per season	\$ 1,728.40	Extra
	GB Love Docks per foot	\$ 60.90	Extra
	Less than 25', per season	\$ 1,230.65	Extra
	Unserviced per season	\$ 1,045.15	Extra
	<i>Transient</i>		
	Serviced per foot/per day	\$ 2.30	Extra
	Unserviced per foot/per day	\$ 1.90	Extra
	<u>Additional Charges</u>		
	<i>South Basin</i>		
	Hydro surcharge per night	\$ 10.60	Extra
	<i>Pumpout</i>		
	Personal service each	\$ 13.55	Extra
	<i>GB W/R keys</i>		
	Deposit each	\$ 20.40	Extra
	<i>Picnic Table</i>		
	Damage replace each	\$ 238.75	Extra
<u>Port Franks</u>			
	Port Franks Community Centre	<u>2018</u>	<u>HST</u>
	Optimist Hall Per Hour (includes kitchen & bar)	\$ 21.75	Extra
	West Wing Per Hour (includes kitchen)	\$ 20.35	Extra
	Optimist Hall Per Day (including kitchen and bar)	\$ 212.90	Extra
	West Wing Per Day (including kitchen)	\$ 203.55	Extra
	Optimist/West Wing Combined Per Hour (including Kitchen and Bar)	\$ 40.85	Extra
	Optimist/West Wing Combined Per Day (including Kitchen and Bar)	\$ 391.00	Extra
	Opt/WW Weekend Rate (Wedding) (rental from 5:00pm Friday to 12:00pm Sunday) - (including Kitchen and Bar)	\$ 497.65	Extra
	Damage Deposit (one hall)	\$ 50.00	N/A
	Damage Deposit (two halls)	\$ 100.00	N/A

	Optimist Meeting Room and Youth Centre Per Year	\$ 1,976.85	Extra
	Soccer per hour no lights (no charge for minor groups)	\$ 11.20	Extra
	Pavilion Per Day	\$ 50.85	Extra
	Pavilion Active Living Programs Per Hour	\$ 5.85	Extra
	Port Franks Marina	<u>2018</u>	<u>HST</u>
	<i>Non-Commercial</i>		
	under 24' per launch	\$ 15.80	Extra
	24' & over per launch	\$ 23.75	Extra
	Seasonal per season	\$ 238.75	Extra
	Seasonal PWC per season	\$ 232.85	Extra
	<i>Commercial</i>		
	under 24' per launch	\$ 23.75	Extra
	24' & over per launch	\$ 52.85	Extra
	Seasonal per season	\$ 1,193.75	Extra
	<u>Dockage</u>		
	<i>Seasonal</i>		
	Serviced per foot	\$ 73.75	Extra
	Less than 25', per season	\$ 1,728.40	Extra
	PF Luxury per season	\$ 2,735.75	Extra
	- plus per foot (length)	\$ 5.10	Extra
	Unserviced per season	\$ 1,045.15	Extra
	<i>Transient</i>		
	Serviced per foot/per day	\$ 2.30	Extra
	Unserviced per foot/per day	\$ 1.90	Extra
	<u>Additional Charges</u>		
	<i>PF entrance key</i>		
	Each	\$ 26.45	Extra
	<i>Picnic Table</i>		
	Damage replace each	\$ 238.75	Extra
	Pavilion Per Day	\$ 50.85	Extra
	Pavilion Active Living Programs Per Hour	\$ 5.85	Extra
<u>Thedford</u>			
	The Legacy Centre	<u>2018</u>	<u>HST</u>
	Ice Surface Non-Prime Per Hour	\$ 71.05	Extra
	Ice Surface Prime Minor Groups Per Hour	\$ 122.20	Extra
	Ice Surface Prime Adult Groups Per Hour	\$ 143.65	Extra
	Ice Surface Stat Holidays Minor Groups Per Hour (all day)	\$ 122.20	Extra
	Ice Surface Stat Holidays Adult Groups Per Hour (all day)	\$ 143.65	Extra

	Youth Camp Rate (Ice, Mtg Rm, Gym) Per Hour (daytime only)	\$ 108.27	Extra
	Public Skating Per Person	\$ 2.00	Incl.
	Public Skating Per Family	\$ 6.00	Incl.
	Public Skating Season Pass	\$ 40.00	Incl.
	Shinney Hockey Per Person	\$ 7.00	Incl.
	Skate Sharpening Per Sharpen	\$ 5.00	Incl.
	Concrete Pad Per Hour	\$ 43.70	Extra
	Concrete Pad (Minor Group) Rate Per Hour	\$ 36.95	Extra
	Concrete Pad Per Day	\$ 407.05	Extra
	Concrete Pad (Minor Group) Per Day	\$ 349.40	Extra
	Concrete Pad Per 3 Weekend (3 Days)	\$ 678.35	Extra
	<i>Advertising</i>		
	Arena Board		
	1 Year Term	\$ 420.00	Extra
	3 Year Team	\$ 1,181.25	Extra
	5 Year Term	\$ 1,732.50	Extra
	Bench Door (per door)		
	1 Year Term	\$ 131.25	Extra
	3 Year Team	\$ 341.25	Extra
	5 Year Term	\$ 540.75	Extra
	Ice Resurfacers (1 year term)	\$ 840.00	Extra
	Ice Surface (5-year term required, rate is shown as per year)	\$ 264.00	Extra
	Thomas Hall Per Hour	\$ 42.25	Extra
	Thomas Hall Per Hour 1/2 Hall	\$ 21.75	Extra
	Thomas Hall Per Day	\$ 392.00	Extra
	Thomas Hall Per Day 1/2 Hall	\$ 212.90	Extra
	Kitchen Fee	\$ 102.55	Extra
	Bar Fee	\$ 60.35	Extra
	Thomas Hall Weekend Rate (Wedding) (rental from 12:00pm Friday to 12:00pm Sunday)	\$ 844.65	Extra
	Refundable Damage Deposit (Hall,Kitchen,Bar)	\$ 250.00	N/A
	Refundable Damage Deposit (Hall,Kitchen only)	\$ 225.00	N/A
	Refundable Damage Deposit (Full Hall only)	\$ 100.00	N/A
	Refundable Damage Deposit (Half Hall only)	\$ 50.00	N/A
	Nursery School Room (per Month, no public use)	\$ 131.90	Extra

	Baseball per hour no lights (no charge for minor groups)	\$ 17.00	Extra
	Baseball tournament (3 day, includes use of entire park)	\$ 203.55	Extra
	Use of a Community Centre or Concrete Pad for Commercial Sales- Auctions	\$1000 per day; \$500 for each additional part day	Extra
	Thedford Village Complex	<u>2018</u>	<u>HST</u>
	Main Hall per hour (including kitchen)	\$ 20.35	Extra
	Main Hall per day (including kitchen)	\$ 203.55	Extra
	Damage Deposit	\$ 50.00	N/A
<u>All Outdoor Events</u>			
<i>*Fees/Damage Deposits established 2012-09-17 Policy 67 - Outdoor Events Policy</i>			
	Community and Private Events	<u>2018</u>	<u>HST</u>
	Application Fee	\$ 35.00	N/A
	Damage Deposit <300 people	\$ 200.00	N/A
	Damage Deposit >300 people	\$ 500.00	N/A

CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW 112 OF 2017

Being a By-law to amend By-law 1 of 2003
(Part Lot 19, Lake Road East Concession, Lakeshore Road - Schmid)

WHEREAS: The Council of the Corporation of the Municipality of Lambton Shores passed a comprehensive Zoning By-law 1 of 2003 on the 4th day of February, 2003; and

WHEREAS: Council deems it desirable to amend the said By-law; and

WHEREAS: A public meeting was held on the 16th day of May, 2017 under Section 34(12) of the Planning Act, R.S.O., 1990;

THEREFORE: The Council of the Corporation of the Municipality of Lambton Shores enacts as follows:

1. That Schedule "A" attached hereto (being a description of the lands affected by this By-law) is hereby declared to form part of this By-law.
2. Section 12.3 of By-law 1 of 2003 is hereby amended by adding the following thereto:

m) EXCEPTION 23 TO THE RESIDENTIAL - 6 (R6) ZONE

Notwithstanding any other provisions of this By-law to the contrary, on lands zoned Residential - 6.23 (R6-23) on Schedule "A-2" to this By-law and described as Part Lot 19, Lake Road East Concession (BQ), the following regulations shall apply:

PERMITTED USES

- a) Single Detached Dwelling; and
- b) Buildings, Structures and Uses Accessory to a Single Detached Dwelling

SITE REGULATIONS

- a) Minimum Lot Area 5.5 hectares
- b) Minimum Lot Frontage 20 metres
- c) See Section 12.2 for Balance of Site Regulations

SPECIAL PROVISIONS

- a) A detached accessory building with a maximum lot coverage of 100 m² shall be permitted in the front yard.
- b) No buildings or structures shall be constructed within the drip line of the trees.
- c) No building permit shall be issued for any buildings or structures in the Residential - 6.23 (R6-23) Zone until:
 - i. Approval is received from the Ministry of Natural Resources and all of the recommendations required in the Overall Benefit Permit are complied with;
 - ii. Survey pins marking the extent of the Residential - 6.23 (R6-23) Zone (excluding driveway) are installed to mark the boundary and prevent un-intentional encroachment into the adjacent wildlife habitat and Environmental Protection - Natural Conservation (EP-NC) Zone;
 - iii. A sediment control fence is erected around the Residential - 6.23 (R6-23) Zone to keep construction equipment within the development footprint, control silt within the site and provide a barrier to wildlife movement from the adjacent lands, such fence can be removed when construction is complete;
 - iv. A Woodland Stewardship Plan is submitted to the satisfaction of the Municipality, to direct long-term stewardship of the woodland including guidelines for
 - 1. landscaping in and around the proposed residence to avoid introduction for undesirable species, such as non-native and/or invasive plant;
 - 2. disposal of garden waste;
 - 3. recreational use of woodland; and
 - 4. removal of wood and debris from the woodland;
 - v. A Tree Saving Plan is submitted to the satisfaction of Municipality for the building envelope; and

- vi. A Septic Permit for a new septic system is obtained from The County of Lambton.
- d) If construction begins during the active period for large snakes in Ontario, visual snake salvage searches should be conducted after the erection of barrier fencing. All contractors working on site should be familiar with Eastern Hog-nosed Snake and Common Five-lined Skink and their habitats and should conduct daily site and equipment checks for reptiles. If a snake suspected of being an Eastern Hog-nosed Snake or a Five Lined Skink is observed, all work within 30m of the animal should immediately cease. The location of the animal should be monitored and MNR or a Qualified Biologist should be contacted to relocate the snake beyond the barrier fence within 250m of the site. The encounter should then be reported to MNR within 5 business days.
 - e) The construction site should be kept clean and free of debris, especially any thin flat objects (plywood, plastic) or piled debris.
 - f) No grading or construction should occur outside of the proposed development area (the R6-23 Zone), with the exception of any topsoil placement deemed necessary in order to protect the root zone of the edge tree species from damage during construction and to maintain the local drainage patterns adjacent to the natural features.
 - g) Tree clearing activities occur outside the breeding bird window of April 15 to August 9.
3. Schedule "A-2" to Zoning By-law 1 of 2003 is hereby amended by changing the zone symbol that applies to those lands as indicated on Schedule 'A' to this By-law from the:

"FUTURE DEVELOPMENT (FD)"

to

"RESIDENTIAL - 6.23 (R6-23)"

AND

"ENVIRONMENTAL PROTECTION - NATURAL CONSERVATION (EP- NC)"

4. This By-law shall come into force and effect pursuant to Section 34(21) or Section 34(30) of the Planning Act, R.S.O. 1990.

READ a FIRST and SECOND TIME this 12th DAY of DECEMBER, 2017.

READ a THIRD TIME and FINALLY PASSED this 12th DAY of DECEMBER, 2017.

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd

Municipality of Lambton Shores

SCHEDULE "A"

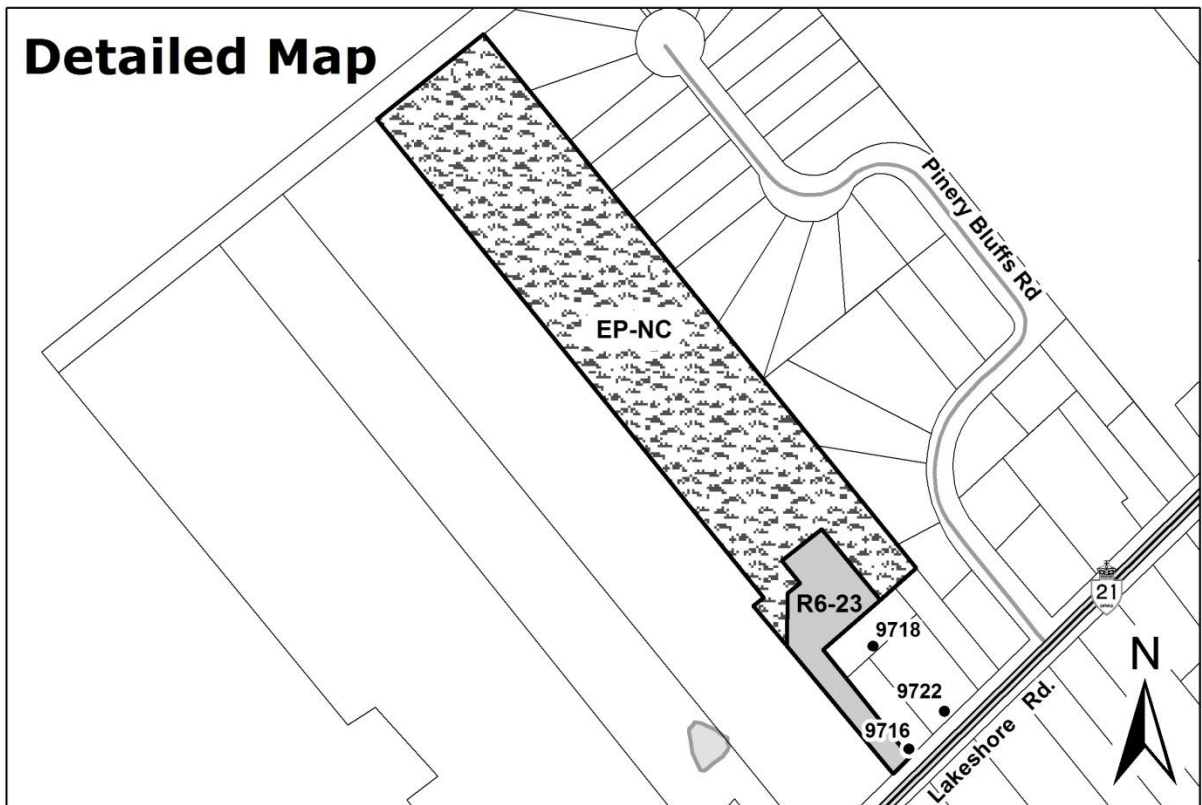
to By-law No. _____


Dated this _____ Day of _____, 2017


Signed: _____
Bill Weber, Mayor

Stephanie Troyer-Boyd, Clerk

Detailed Map



 Lands to be rezoned from Future Development (FD) Zone to a Residential-R6.23 (R6-23) Zone

 Lands to be rezoned from Future Development (FD) Zone to an Environmental Protection-Natural Conservation (EP-NC) Zone

APPLICANT: Christopher Schmid and Tammy Fleet-Schmid

LOCATION: CON LRE PT LOT 19
Lakeshore Road, geographic Township of Bosanquet, Lambton Shores

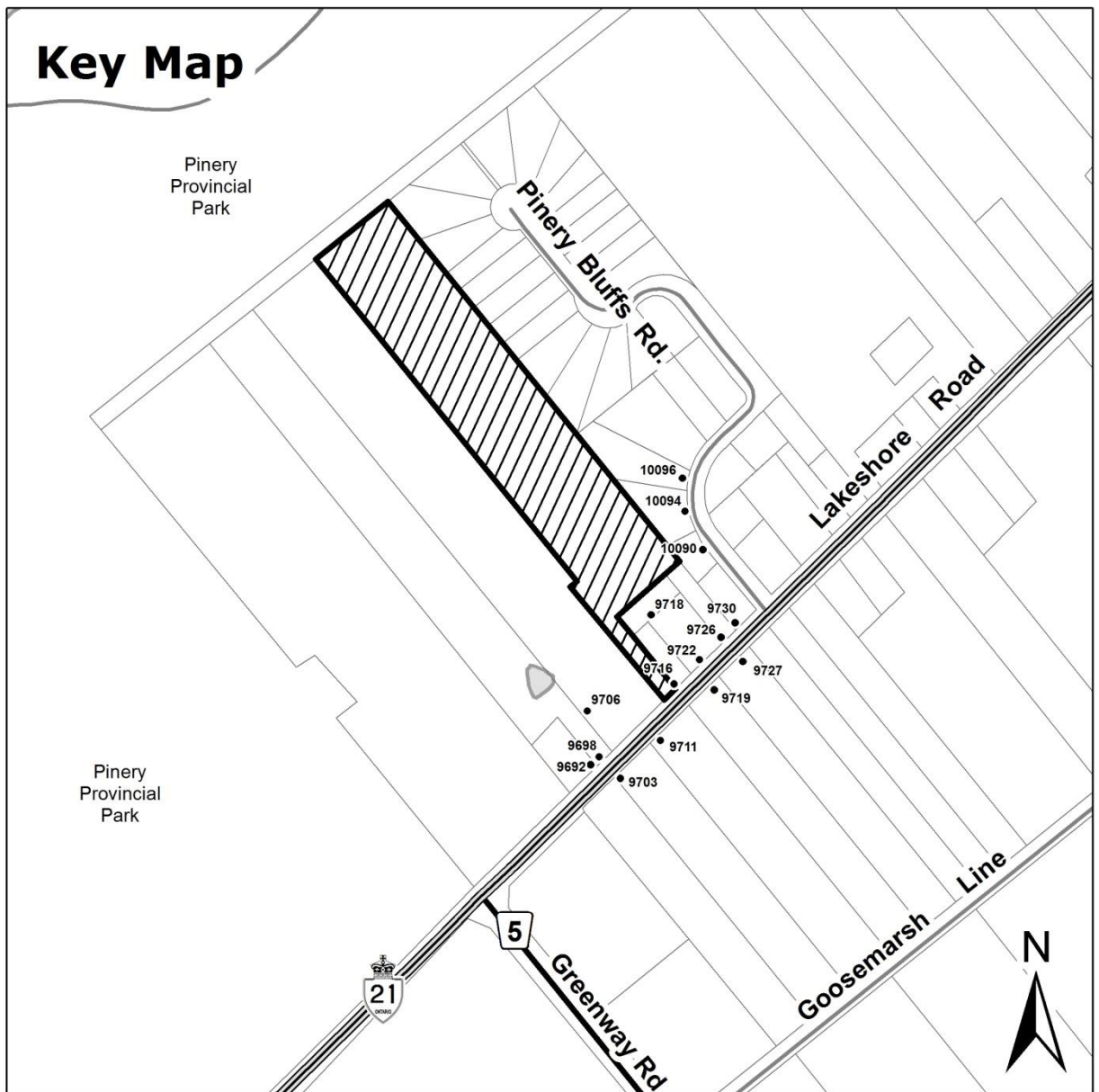
FILE: ZO-03/2016

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

ZONING BY-LAW 112 OF 2017

Explanatory Note

The purpose of this zoning by-law amendment is to amend the existing zoning on the lands from “Future Development (FD)” to “Residential - 6.23 (R6-23)” and “Environmental Protection - Natural Conservation (EP-NC)” to allow a new single detached dwelling and detached accessory buildings to be constructed on the lands within the “Residential - 6.23 (R6-23)” Zone.



SUBJECT AREA

APPLICANT:	Christopher Schmid and Tammy Fleet-Schmid
LOCATION:	CON LRE PT LOT 19 Lakeshore Road, geographic Township of Bosanquet, Lambton Shores
FILE:	ZO-03/2016

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW 113 OF 2017

Being a By-law to amend By-law 1 of 2003
Plan 433 Lot 109 West Parkway Drive, Ipperwash – John and Charles McLemont

WHEREAS: The Council of the Corporation of the Municipality of Lambton Shores passed a comprehensive Zoning By-law 1 of 2003 on the 4th day of February, 2003; and

WHEREAS: Council deems it desirable to amend the said By-law; and

WHEREAS: A public meeting was held on the 16th day of May, 2017 under Section 34(12) of the Planning Act, R.S.O., 1990;

THEREFORE: The Council of the Corporation of the Municipality of Lambton Shores enacts as follows:

1. That Schedule "A" attached hereto (being a description of the lands affected by this By-law) is hereby declared to form part of this By-law.
2. Section 12.3 of By-law 1 of 2003 is hereby amended by adding the following thereto:

z) EXCEPTION 25 TO THE RESIDENTIAL - 6 (R6) ZONE

Notwithstanding any other provisions of this By-law to the contrary, on lands zoned Residential - 6.25 (R6-25) on Schedule "A-5" to this By-law and described as Lot 109, Registered Plan 433 (BQ), the following regulations shall apply:

PERMITTED USES

- a) Single Detached Dwelling; and
- b) Buildings, Structures and Uses Accessory to a Single Detached Dwelling

SITE REGULATIONS

- a) Minimum Lot Area 2.4 hectares
- b) Minimum Lot Frontage 30 metres
- c) See Section 12.2 for Balance of Site Regulations

SPECIAL PROVISIONS

- a) No Buildings or structures shall be constructed within the drip line of the trees bordering the boundaries of the Residential - 6.25 (R6-25) Zone.
- b) No site alteration or tree removal is permitted on the lot until a building permit is obtained from the Municipality.
- c) No building permit shall be issued for any buildings or structures in the Residential - 6.25 (R6-25) Zone until:
 - i. Approval is received from the Ministry of Natural Resources and all of the recommendations required in the Letter to the Proponent are complied with;
 - ii. Survey pins marking the extent of the Residential – 6.25 (R6-25) Zone (excluding driveway) are installed to mark the boundary and prevent un-intentional encroachment into the Environmental Protection - Natural Conservation (EP - NC) Zone;
 - iii. A sediment control fence is erected around the Residential - 6.25 (R6-25) Zone to keep construction equipment within the development footprint, control silt within the site and provide a barrier to wildlife movement from the adjacent lands. Such fence can be removed when construction is complete;
 - iv. A geotextile barrier fence to prevent wildlife, in particular the eastern hognose snake and snapping turtle from entering the site shall be erected along boundaries of the Residential - 6.25 (R6-25) Zone, before construction begins and remain in place though out the active period of April 1 to October 31. The geotextile fence should be at least 0.8 meters high from grade at all locations and be continuously entrenched below the ground at all points .
 - v. A Tree Saving Plan and Landscaping Plan is submitted to the satisfaction of Municipality for the building envelope, which shall address the following:
 - 1. Identifies trees to be removed;
 - 2. Provides methods for protection of the Dwarf Chinquapin Oak on the edge of the building envelope;

3. Includes a suitable landscaping plan incorporating native understorey and sub canopy vegetation species;
- vi. A Septic Permit for a new septic system is obtained from The County of Lambton.
- d) If construction begins during the active period for large snakes and turtles in Ontario, visual snake and turtle salvage searches should be conducted after the erection of barrier fencing. All contractors working on site should be familiar with Eastern Hog-nosed Snake and Snapping Turtle, and their habitats and should conduct daily site and equipment checks for reptiles. If a snake or turtle is suspected of being an Eastern Hog-nosed Snake or a Snapping Turtle is observed, all work within 30m of the animal should immediately cease. The location of the animal should be monitored and MNRF or a Qualified Biologist should be contacted to relocate the snake beyond the barrier fence within 250m of the site. The encounter should then be reported to MNR within 5 business days.
- e) The construction site should be kept clean and free of debris. All thin flat objects such as plywood and/or plastics shall be stored up off the ground to prevent fauna from crawling underneath them.
- f) Tree clearing activities occur outside the breeding bird window of April 15 to August 9.
3. Schedule "A-5" to Zoning By-law 1 of 2003 is hereby amended by changing the zone symbol that applies to those lands as indicated on Schedule 'A' to this By-law from the:

"OPEN SPACE - 1 (OS1)"

to

"RESIDENTIAL - 6.25 (R6-25)"

AND

"ENVIRONMENTAL PROTECTION - NATURAL CONSERVATION (EP-NC)"

4. This By-law shall come into force and effect pursuant to Section 34(21) or Section 34(30) of the Planning Act, R.S.O. 1990.

READ a FIRST and SECOND TIME this 12th DAY of DECEMBER, 2017.

READ a THIRD TIME and FINALLY PASSED this 12th DAY of DECEMBER, 2017.

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd

Municipality of Lambton Shores

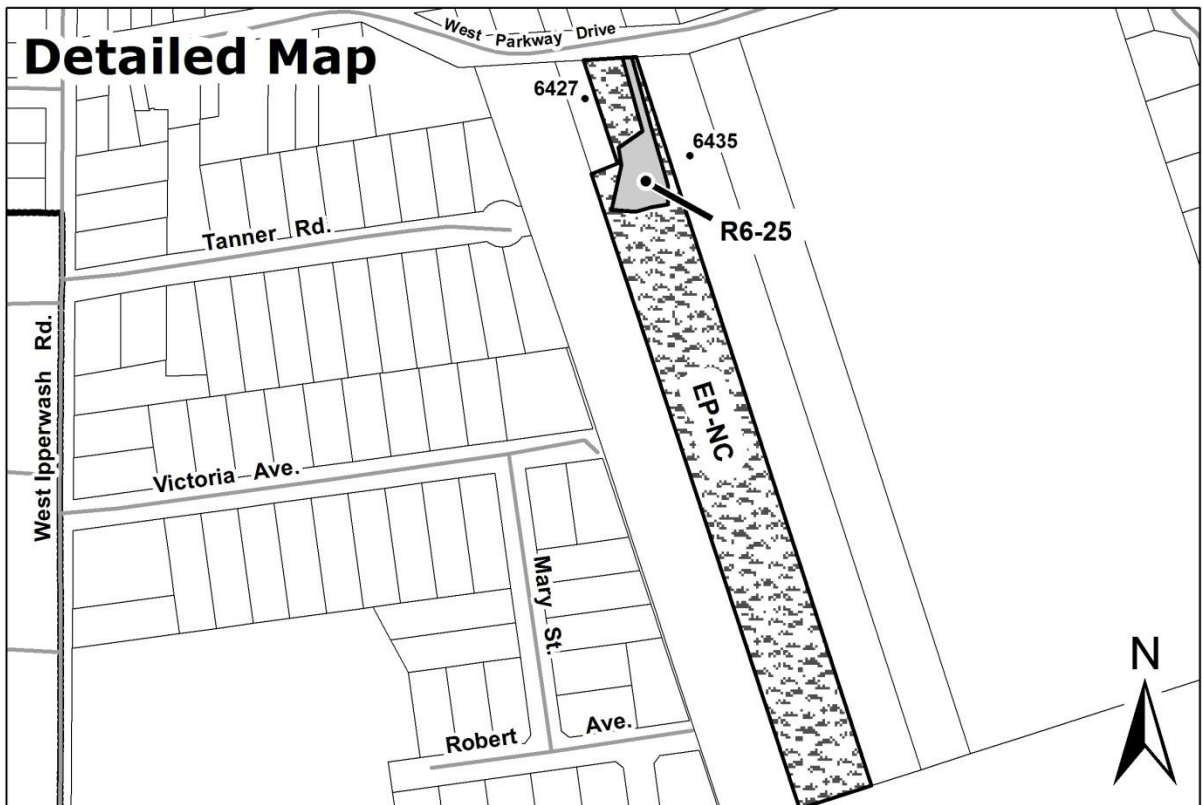
SCHEDULE "A"

to By-law No. _____


Dated this _____ Day of _____, 2017

Signed: _____
Bill Weber, Mayor

Stephanie Troyer-Boyd, Clerk



 Lands to be rezoned from Open Space 1 (OS1) Zone to a Residential-R6.25 (R6-25) Zone

 Lands to be rezoned from Open Space 1 (OS1) Zone to an Environmental Protection-Natural Conservation (EP-NC) Zone

APPLICANT: John M. McClemont and Charles J. McClemont

LOCATION: Plan 433 Lot 109
West Parkway Drive, Ipperwash, Lambton Shores

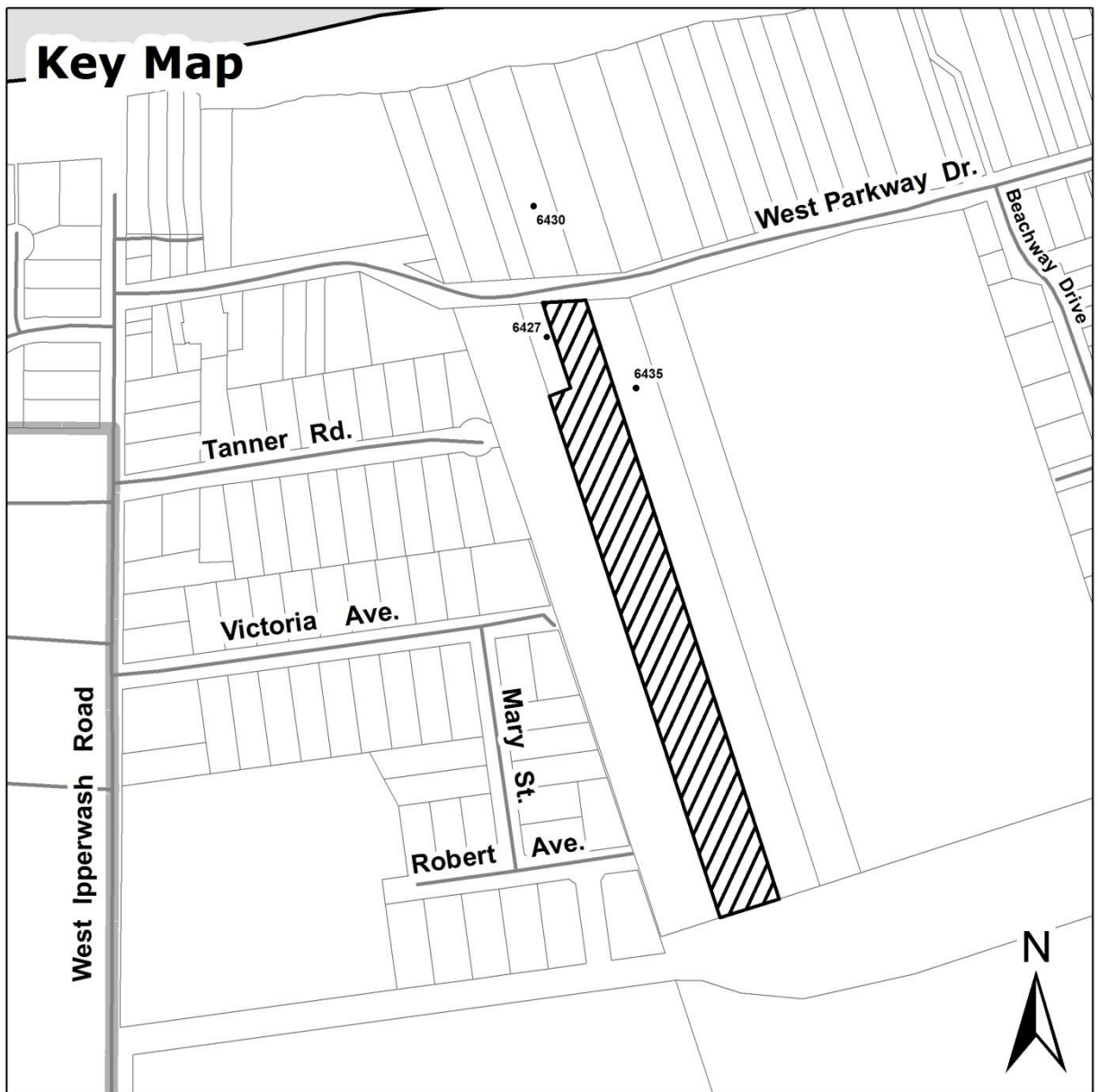
FILE: ZO-04/2017

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

ZONING BY-LAW 113 OF 2017

Explanatory Note

The purpose of this zoning by-law amendment is to amend the existing zoning on the lands from “Open Space - 1 (OS1)” to “Residential - 6.25 (R6-25)” and “Environmental Protection - Natural Conservation (EP - NC)” to allow a new single detached dwelling and detached accessory buildings to be constructed on the lands within the “Residential - 6.25 (R6-25)” Zone.



SUBJECT AREA

APPLICANT:	John M. McClemon and Charles J. McClemon
LOCATION:	Plan 433 Lot 109 West Parkway Drive, Ipperwash, Lambton Shores
FILE:	ZO-04/2017

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW 114 OF 2017

Being a By-law to amend By-law 1 of 2003
(7297 Arkona Road, Arkona Lions Club)

WHEREAS: The Council of the Corporation of the Municipality of Lambton Shores passed a comprehensive Zoning By-law 1 of 2003 on the 4th day of February, 2003; and

WHEREAS: Council deems it desirable to amend the said By-law; and

WHEREAS: A public meeting was held on the 28th day of November, 2017 under Section 34(12) of the Planning Act, R.S.O., 1990;

THEREFORE: The Council of the Corporation of the Municipality of Lambton Shores enacts as follows:

1. That Schedule "A" attached hereto (being a description of the lands affected by this By-law) is hereby declared to form part of this By-law.
2. Section 45.3 of By-law 1 of 2003 is hereby amended by adding the following thereto:

(d) Exception 4 to the Open Space - 2.4 (OS2-4)

Notwithstanding any other provisions of the By-law to the contrary, lands zoned Open Space - 2.4 (OS2.4) on Schedule "A-9" to this By-law and known as 7297 Arkona Road may be used only as a Private Park or a Public Park, including Buildings, Structures and Uses Accessory thereto, subject to a Record of Site Condition being registered in the Environmental Site Registry prior to any Private Park or Public Park being established on the lands.

3. Schedule "A-9" to Zoning By-law 1 of 2003 is hereby amended by changing the zone symbol that applies to those lands as indicated on Schedule 'A' to this By-law from the:

"COMMERCIAL- 2 (C2)"

to

"OPEN SPACE - 2.4 (OS2-4)"

3. This By-law shall come into force and effect pursuant to Section 34(21) or Section 34(30) of the Planning Act, R.S.O. 1990.

READ a FIRST and SECOND TIME this 12th DAY of DECEMBER, 2017.

READ a THIRD TIME and FINALLY PASSED this 12th DAY of DECEMBER, 2017.

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd

Municipality of Lambton Shores

SCHEDULE "A"

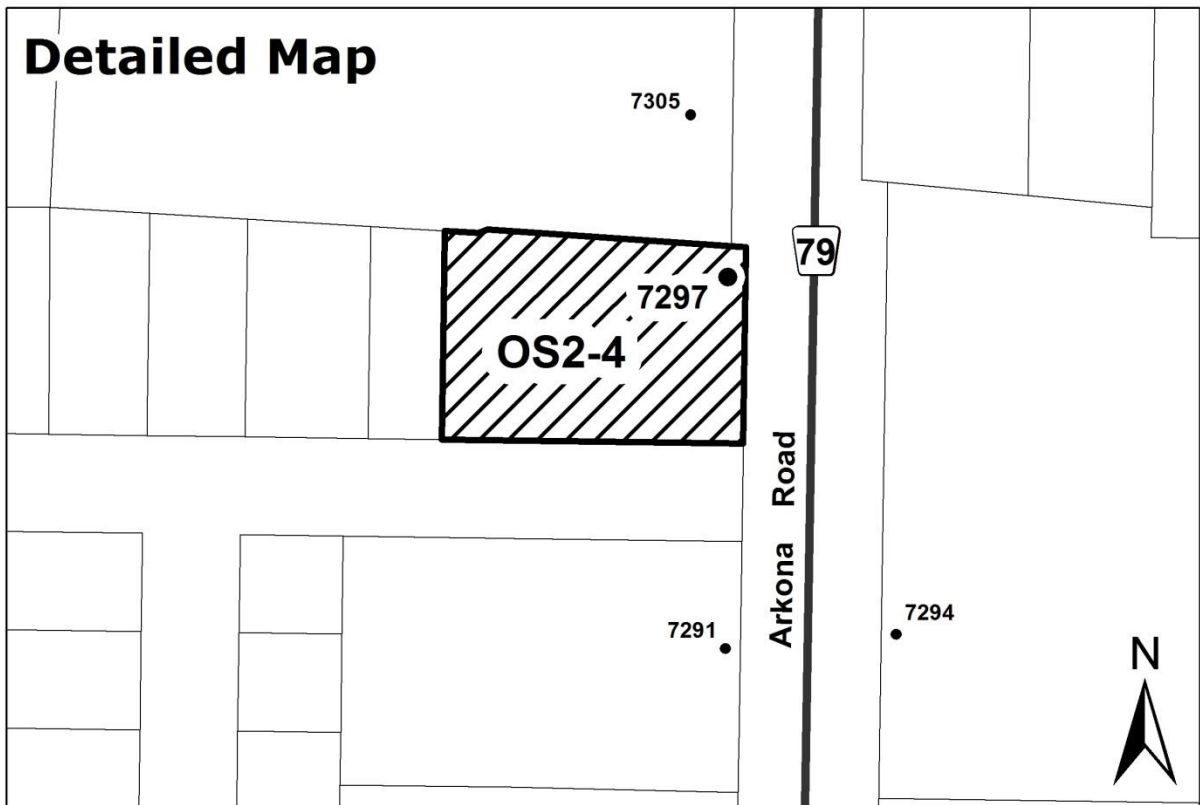
to By-law No. _____

Dated this _____ Day of _____, 2017

Signed: _____
Bill Weber, Mayor

Stephanie Troyer-Boyd, Clerk

Detailed Map



Lands to be rezoned from Commercial-2 (C2) Zone
to a Open Space - 2.4 (OS2-4) Zone

APPLICANT: Arkona Lions Club Inc.

LOCATION: PLAN 7 PT LOT 77 PT LOT 78 PT LOT 79 PT CLOSED LANE
7297 Arkona Road, Arkona, Lambton Shores

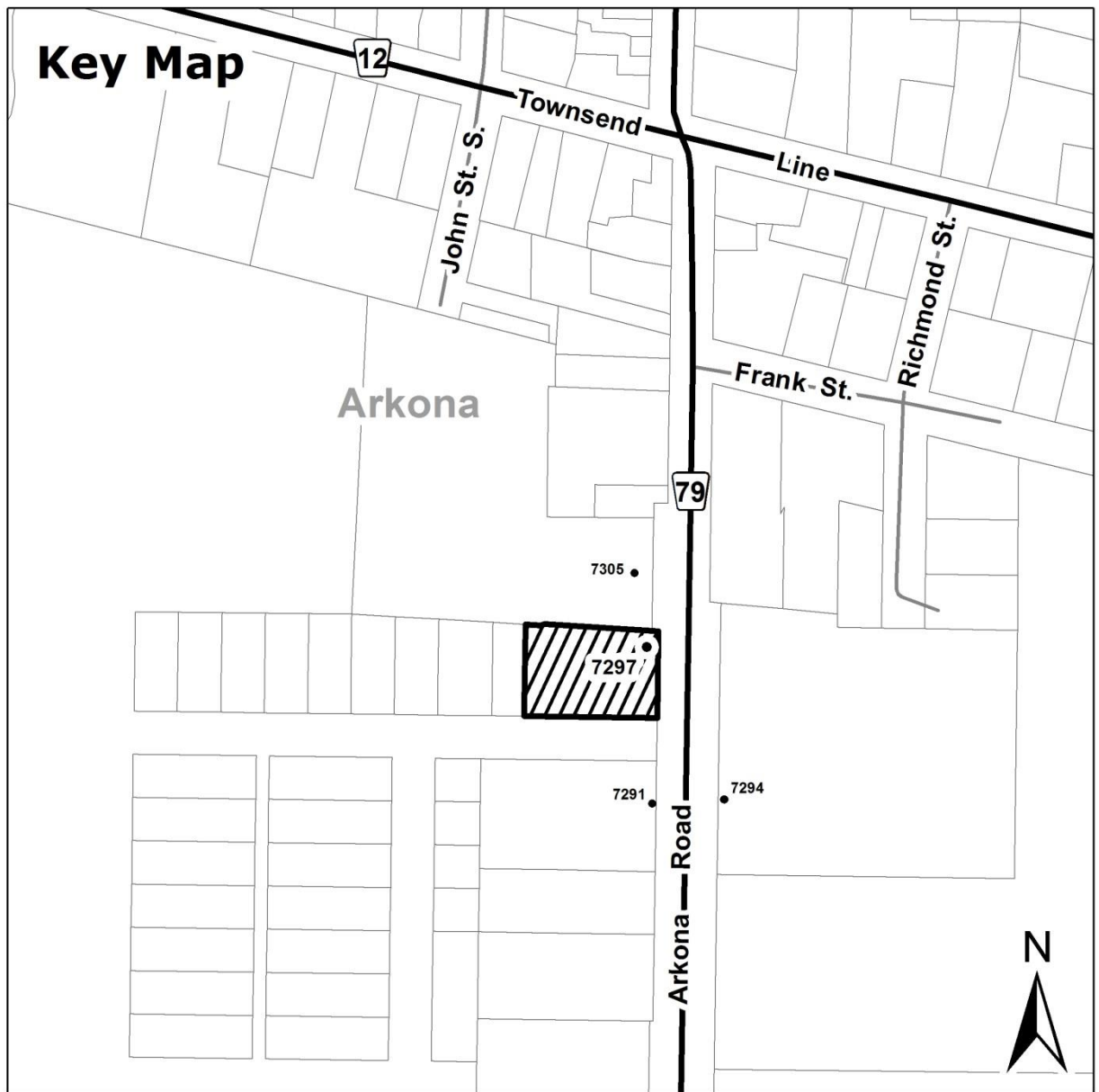
FILE: ZO-12/2017

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

ZONING BY-LAW 114 OF 2017

Explanatory Note

The purpose of this zoning by-law amendment is to amend the Commercial 2 (C2) zoning on lands known as 7297 Arkona Road, Arkona to an Open Space - 2.4 (OS2-4) to allow a Private or Public Park to be established on the lands including Buildings, Structures and Uses Accessory thereto subject to a Record of Site Conditions being registered in the Environmental Site Registry prior to any Private Park or Public Park being established on the lands.



SUBJECT AREA

APPLICANT: Arkona Lions Club Inc.

LOCATION: PLAN 7 PT LOT 77 PT LOT 78 PT LOT 79 PT CLOSED LANE
7297 Arkona Road, Arkona, Lambton Shores

FILE: ZO-12/2017

CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW 115 OF 2017

Being a By-law to amend By-law 1 of 2003
(101 Broadway Street – Nelya Inc. and Roelands)

WHEREAS: The Council of the Corporation of the Municipality of Lambton Shores passed a comprehensive Zoning By-law 1 of 2003 on the 4th day of February, 2003; and

WHEREAS: Council deems it desirable to amend the said By-law; and

WHEREAS: A public meeting was held on November 7, 2017 under Section 34(12) of the Planning Act, R.S.O., 1990;

THEREFORE: The Council of the Corporation of the Municipality of Lambton Shores enacts as follows:

1. That Schedule "A" attached hereto (being a description of the lands affected by this By-law) is hereby declared to form part of this By-law.
2. Section 7.3 of By-law 1 of 2003 is hereby amended by adding the following thereto:

m) EXCEPTION 13 TO THE RESIDENTIAL - 1 (R1) ZONE

Notwithstanding any other provisions of this By-law to the contrary, on lands zoned Residential - 1.13 (R1-13) on Schedule "A-8" to this By-law and known as 101 Broadway Street, Forest, the following regulations shall apply:

PERMITTED USES

- a) Single Detached Dwelling; and
- b) Buildings, Structures and Uses Accessory to a Single Detached Dwelling.

SITE REGULATIONS

- a) Minimum Lot Area 1800 m²
- b) Minimum Lot Frontage 40 metres
- c) See Section 7.2 for Balance of Site Regulations

SPECIAL PROVISIONS

- a) No residential use shall be established on the lands until an Environmental Site Assessment has been completed for the property and a Record of Site Condition is registered in the Environmental Site Registry.
 - b) All provisions of the Fire Code and Building Code are complied with.
3. Schedule "A-8" to Zoning By-law 1 of 2003 is hereby amended by changing the zone symbol that applies to those lands as indicated on Schedule 'A' to this By-law from the:

"COMMERCIAL - 2 (C2)"

to

"RESIDENTIAL - 1.13 (R1-13)"

4. This By-law shall come into force and effect pursuant to Section 34(21) or Section 34(30) of the Planning Act, R.S.O. 1990.

READ a FIRST and SECOND TIME this 12th DAY of DECEMBER, 2017.

READ a THIRD TIME and FINALLY PASSED this 12th DAY of DECEMBER, 2017.

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd

Municipality of Lambton Shores

SCHEDULE "A"

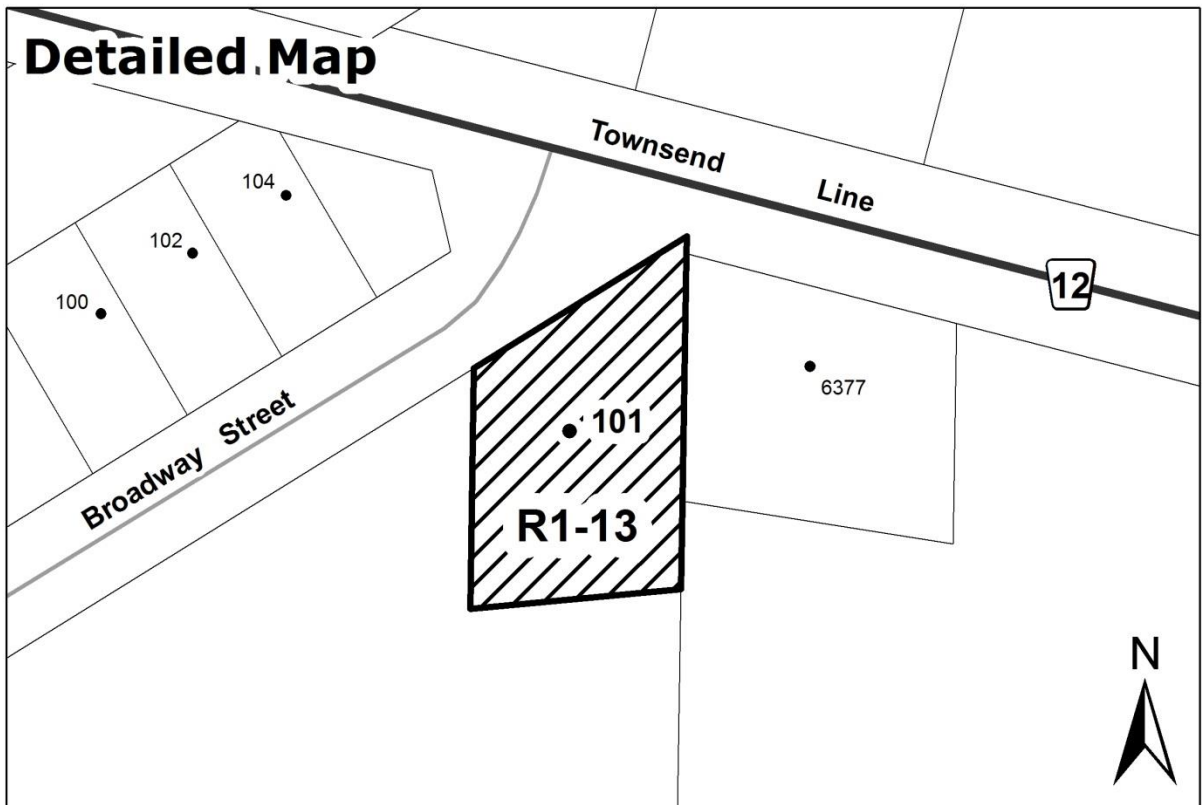
to By-law No. _____

Dated this _____ Day of _____, 2017

Signed: _____
Bill Weber, Mayor

Stephanie Troyer-Boyd, Clerk

Detailed Map



Lands to be rezoned from Commercial-2 (C2) Zone
to a Residential -1.13 (R1-13) Zone

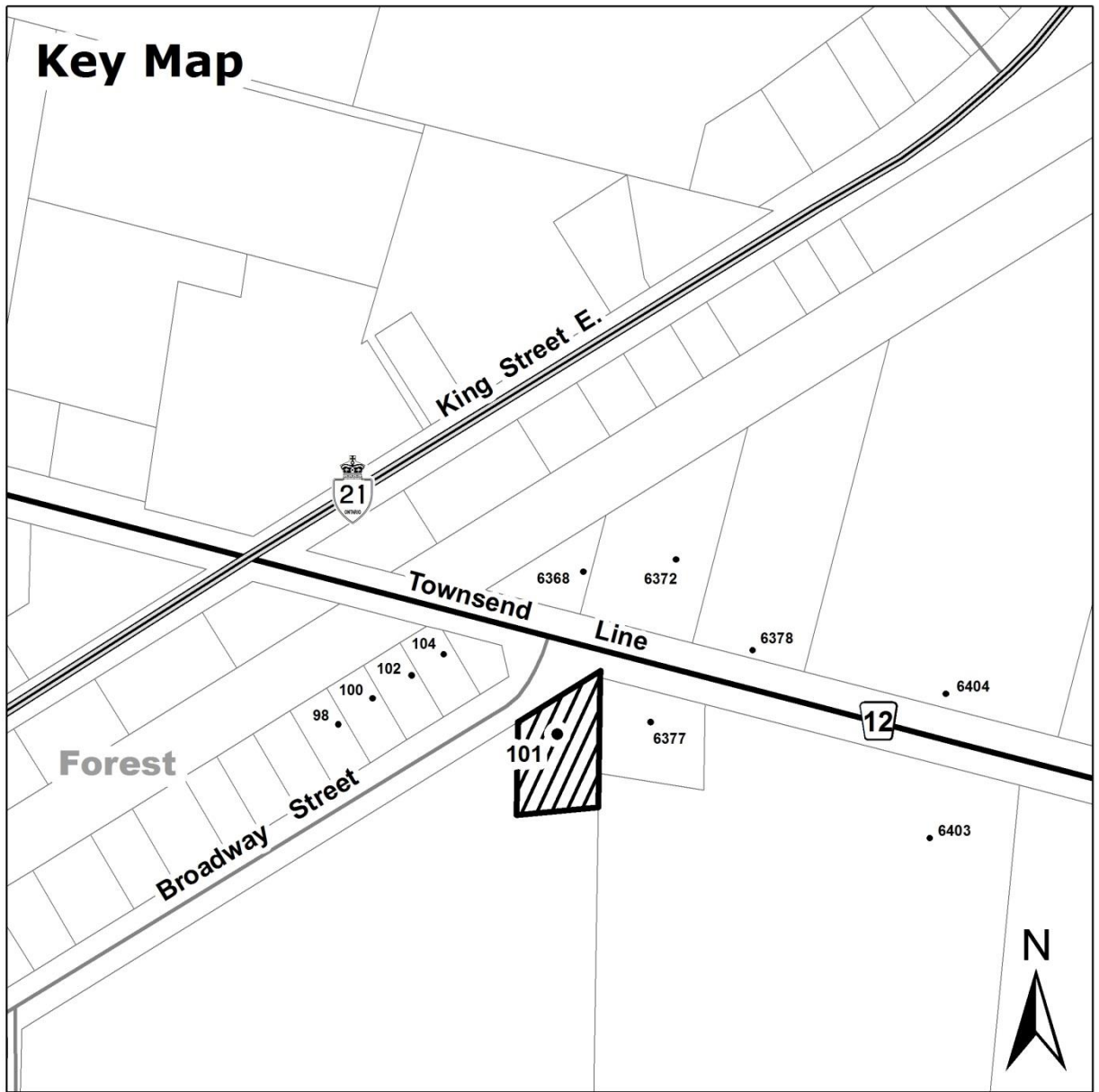
APPLICANT: Adrian Roelands (Owner - Nelya Inc.)
LOCATION: CON 8 NER W PT LOT 4 NW PT LOT 4
101 Broadway St., Forest, Lambton Shores
FILE: ZO-11/2017

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

ZONING BY-LAW 115 OF 2017

Explanatory Note

The purpose of this zoning by-law amendment is to amend the existing “Commercial - 2 (C2)” Zoning on the lands to a “Residential 1.13 (R1-13) Zone” to allow the former OPP Office to be converted to a single detached dwelling, subject to no residential use being established on the lands until an Environmental Site Assessment has been completed for the property and a Record of Site Condition is registered in the Environmental Site Registry and all provisions of the Fire Code and Building Code are complied with.



SUBJECT AREA

APPLICANT:	Adrian Roelands (Owner - Nelya Inc.)
LOCATION:	CON 8 NER W PT LOT 4 NW PT LOT 4 101 Broadway St., Forest, Lambton Shores
FILE:	ZO-11/2017

THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES

BY-LAW 116 OF 2017

A By-law of the Corporation of the Municipality of Lambton Shores
to confirm the proceedings of December 12, 2017

WHEREAS: It has been expedient that from time to time, the Council of the Corporation of the Municipality of Lambton Shores should act by resolution of Council; and

WHEREAS: It is deemed advisable that all such actions that have been adopted by a resolution of the Council be authorized by By-law;

THEREFORE: The Council of the Corporation of the Municipality of Lambton Shores enacts as follows;

THAT all actions of Council which have been authorized by a resolution of the Council and adopted in open Council and accepted by Council up to and including **December 12, 2017** be hereby confirmed; and

THAT the Mayor and the proper officials of the Municipality of Lambton Shores are hereby authorized and directed to do all things necessary to give effect to the approved actions or to obtain approvals where required, and to execute all documents as may be necessary in that behalf and the Clerk is hereby authorized and directed to affix the Corporate Seal to all such documents.

THAT any pecuniary interest declared during any Council meeting or Committee meeting is deemed to be in force and the same as though repeated in this by-law.

READ a FIRST and SECOND TIME this 12th day of December, 2017.

READ a THIRD TIME and FINALLY PASSED this 12TH DAY of DECEMBER, 2017.

MAYOR – Bill Weber

CLERK – Stephanie Troyer-Boyd