

Regular Council Meeting
AGENDA

Tuesday, August 13, 2019, 7:00 pm
Tecumseh Town Hall - Council Chambers
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

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| 17. | Notices of Motion | |
| 18. | Next Meeting | |
| | Tuesday, September 10, 2019 | |
| | 7:00 pm Regular Council Meeting | |
| 19. | Adjournment | |

Minutes of a Regular Meeting of
The Council of the Town of Tecumseh

Tecumseh Council meets in regular public session on Tuesday, July 23, 2019 in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 7:00 pm.

1. Order

The Mayor calls the meeting to order at 7:00 pm.

2. Moment of Silence

The Members of Council and Administration observe a moment of silence.

3. National Anthem

The Members of Council and Administration observe the National Anthem of O Canada.

4. Roll Call

Present:

Mayor

Deputy Mayor

Councillor

Councillor

Councillor

Councillor

Gary McNamara

Joe Bachetti

Bill Altenhof

Brian Houston

Tania Jobin

Rick Tonial

Absent:

Councillor

Andrew Dowie

Also Present:

Chief Administrative Officer

Director Parks & Recreation Services

Director Public Works & Environmental Services

Director Information & Communication Services

Director Planning & Building Services

Director Financial Services & Chief Financial Officer

Director Corporate Services & Clerk

Deputy Fire Chief

Manager Planning Services

Manager Strategic Initiatives

Manager Recreation Programs & Events

Administrative Assistant to the Director Corporate
Services & Clerk

Margaret Misek-Evans

Paul Anthony

Phil Bartnik

Shaun Fuerth

Brian Hillman

Tom Kitsos

Laura Moy

Chad Mactier

Chad Jeffery

Lesley Reeves

Kerri Rice

Sue White

5. Disclosure of Pecuniary Interest

There is no pecuniary interest declared by a Member of Council.

6. Minutes**Motion: RCM - 211/19**

Moved by Councillor Rick Tonial
 Seconded by Councillor Tania Jobin

That the minutes of the July 9, 2019 Regular Meeting of Council and the minutes of the July 9, 2019 Public Meetings of Council, as were duplicated and delivered to the members, are adopted.

Carried

7. Supplementary Agenda Adoption

The Mayor advised that a supplementary agenda item has been added with Report CS-2019-19 Request for Noise By-Law Exemption - Beach Grove Golf and Country Club.

Motion: RCM – 212/19

Moved by Councillor Joe Bachetti
 Seconded by Councillor Brian Houston

That the supplementary agenda be approved.

Carried

8. Delegations**a. Council Compensation Review Committee and Marianne Love, M. L. Consulting**

The Mayor introduced Marianne Love, M. L. Consulting, the consultant hired to assist with the Council compensation review.

Ms. Love introduced the following members of the Council Compensation Review Committee: Dwayne Ellis, Marian Drouillard, and Fiona Bryden. Messrs. Joey Jraige and Jules Champoux were unable to be present.

Ms. Love presented a PowerPoint presentation on the final report summary of the 2019 Review of Compensation for Elected Officials. She notes that the Council Compensation Review Committee was established by Council to review Council Compensation in 2019. She had been retained to undertake a comparative analysis of compensation for Elected Officials using an identified set of municipal comparators, facilitate the Review Committee and make appropriate recommendations to Council.

The primary objective was to conduct an overall review of the total compensation package for the Mayor, Deputy Mayor and Members of Council and make recommendations on the elements of total compensation for implementation in 2019.

The review considers the compensation provided by comparator municipalities, the adequacy of current benefit entitlement, provision of technology and staff resources, and tax treatment; and considers current work-load, level of responsibility and commitment required of the Mayor and Members of Council.

Motion: RCM - 213/19

Moved by Deputy Mayor Joe Bachetti
 Seconded by Councillor Bill Altenhof

That Report CS-2019-14 Council Compensation Review be brought forward on the agenda for discussion.

Carried

Motion: RCM - 214/19

Moved by Councillor Brian Houston
 Seconded by Councillor Tania Jobin

That the base pays for the Mayor, Deputy Mayor and Councillor positions be adjusted to offset the removal of the 1/3 tax free treatment, effective January 1, 2019, and that the adjustment be removed in the event that the Canada Revenue Agency (CRA) provision is repealed;

And that the base pays for the Mayor, Deputy Mayor and Councillor positions be adjusted annually using the percentage adjustment provided for the Management/Non-union Salary Grid;

And further that the economic adjustment for the Mayor, Deputy Mayor and Councillor positions in 2019, and future years, be varied to normalize the base pay for the three positions in order to be more aligned with the comparator practice and the 65th percentile (100% of the economic adjustment for the Mayor, 50% for Councillors and 25% for Deputy Mayor);

And furthermore that an external review be conducted once every four years during the term of Council using a Community Advisory Committee, a Consultant and comparator data;

And furthermore over that the comparator municipalities for the next Council compensation review be changed when the comparators for the Management/Non-union compensation change.

And furthermore over that a more itemized Annual Statement of Council Remuneration be given.

Carried

b. Director Parks and Recreation, Paul Anthony, and Manager Recreation Programs and Events, Kerri Rice

Re: 2019 Tecumseh Corn Fest

The Director Parks & Recreation and Manager Recreation Programs & Events present some exciting changes to the Corn Festival being introduced in August 2019.

9. Communications - For Information

a. Town of Lakeshore dated June 18, 2019

Re: Notice of the Passing of a Zoning By-Law Amendment

b. Town of Lakeshore dated June 25, 2019

Re: Notice of Complete Application and Public Meeting

c. Town of Kingsville dated July 5, 2019

Re: Support for New Regional Hospital in Windsor-Essex

d. The College of Physicians and Surgeons of Ontario dated July 8, 2019

Re: Nominate an Outstanding Ontario Physician in Your Community

e. Local Planning Appeal Tribunal dated July 17, 2019

Re: Del Duca Industrial Park Ltd.

Motion: RCM - 215/19

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Tania Jobin

That Communications - For Information A through E as listed on the Tuesday, July 23, 2019 Regular Council Agenda are received.

Carried

10. Communications - Action Required**a. CN Rail dated June 28, 2019****Motion: RCM - 216/19**

Moved by Councillor Brian Houston
Seconded by Councillor Bill Altenhof

Whereas Public - Rail Safety Week is to be held across Canada and the United States from September 23 to 29, 2019;

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas CN has requested Town Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is hereby resolved that The Corporation of the Town of Tecumseh supports national Public - Rail Safety Week, to be held from September 23 to 29, 2019.

Carried

11. Committee Minutes**a. Cultural and Arts Advisory Committee - June 17, 2019****Motion: RCM - 217/19**

Moved by Councillor Rick Tonial
Seconded by Councillor Bill Altenhof

That the June 17, 2019 minutes of the Cultural and Arts Advisory Committee, as were duplicated and delivered to the Members of Council, are accepted.

Carried

b. Heritage Committee - June 17, 2019**Motion: RCM - 218/19**

Moved by Councillor Brian Houston
Seconded by Deputy Mayor Joe Bachetti

That the June 17, 2019 minutes of the Heritage Committee, as were duplicated and delivered to the Members of Council, are accepted.

Carried

c. Joint Health and Safety Advisory Committee - June 26, 2019 and July 2, 2019

Motion: RCM - 219/19

Moved by Councillor Brian Houston
Seconded by Councillor Bill Altenhof

That the June 26, 2019 and July 2, 2019 minutes of the Joint Health and Safety Advisory Committee, as were duplicated and delivered to the Members of Committee, are accepted.

Carried

d. Senior Advisory Committee - June 27, 2019

Motion: RCM - 220/19

Moved by Councillor Tania Jobin
Seconded by Councillor Bill Altenhof

That the June 27, 2019 minutes of the Senior Advisory Committee, as were duplicated and delivered to the Members of Council, are accepted.

Carried

e. Youth Advisory Committee - June 17, 2019

Motion: RCM - 221/19

Moved by Councillor Brian Houston
Seconded by Councillor Rick Tonial

That the June 17, 2019 minutes of the Youth Advisory Committee, as were duplicated and delivered to the Members of Council, are accepted.

Carried

12. Reports

a. Corporate Services & Clerk

1. CS-2019-14 Council Compensation Review

Report CS-2019-14 Council Compensation Review was moved forward on the agenda to Delegations for discussion and consideration.

2. CS-2019-19 Request for Noise By-Law Exemption - Beach Grove Golf and Country Club

Motion: RCM - 222/19

Moved by Councillor Brian Houston
Seconded by Councillor Rick Tonial

That Beach Grove Golf and Country Club, located at 14134 Riverside Drive, be granted an exemption from the Town's Noise By-law No. 2002-07, as amended, on Friday, July 26, 2019, and Friday, August 23, 2019, to permit music entertainment until 11:30 pm;

And that the area residents be informed by Beach Grove Golf and Country Club of this exemption from the Noise By-law, and Administration communicate the exemption to the OPP;

And further that concerns and/or complaints respecting the emission of sound, resulting from the entertainment, are to be monitored.

Carried

3. CS-2019-22 Appointment of an Integrity Commissioner

Motion: RCM - 223/19

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Bill Altenhof

That Report No. CS-2019-22 regarding the Appointment of an Integrity Commissioner be received;

And that Mr. Robert Swayze be appointed as the Integrity Commissioner for The Corporation of the Town of Tecumseh (Town) for the purpose of investigating complaints related to the Code of Conduct for Members of Council, Committees and Local Boards Policy No. 63 as adopted by By-law No. 2014-01 (Code of Conduct), and as otherwise may be amended;

And further that By-law No. 2019-55 being a by-law to authorize the Mayor and the Clerk to execute a renewal Retainer Agreement between the Town and Robert Swayze for the term January 1, 2020 through March 31, 2023 be adopted.

Carried

4. CS-2019-23 Committee of Adjustment Appointment

Motion: RCM - 224/19

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Brian Houston

That the resignation of Jason Jolicoeur from the Committee of Adjustment be accepted;

And that Councillor Bill Altenhof be appointed to fill the vacancy on the Committee of Adjustment temporarily, pending applications being received and considered in accordance with the Town's Committee/Local Board Application and Appointment Policy No. 4.

Carried

b. Financial Services

1. FS-2019-08 Taxes Receivable - June 2019

Motion: RCM - 225/19

Moved by Councillor Brian Houston
Seconded by Councillor Rick Toniai

That Report FS-2019-08 Taxes Receivable – June 2019 be received for information.

Carried

c. Planning & Building Services

1. PBS-2019-22, D19 VALTEC, Valente Condo Development, Final Recommendation to Council

Motion: RCM - 226/19

Moved by Councillor Brian Houston
Seconded by Councillor Rick Toniai

That a by-law having the effect of amending the Tecumseh Official Plan land use designation for a 1.08 hectare (2.68 acre) parcel of land situated at the northeast corner of the Tecumseh Road/Southfield Drive intersection (11870 Tecumseh Road), by establishing a new site-specific policy in the "General Commercial" designation, in order to facilitate the development of the lands for a six-storey apartment building consisting of 97 residential dwelling units and in keeping with PBS-2019-11 and PBS-2019-22, be adopted;

And that a by-law having the effect of amending the Tecumseh Zoning By-law 1746 for a 1.08 hectare (2.68 acre) parcel of land situated at the northeast corner of the Tecumseh Road/Southfield Drive intersection (11870 Tecumseh Road), from “General Commercial Zone (C3)” to a new site-specific “General Commercial Zone (C3-15)”, in order to facilitate the development of the lands for a six-storey apartment building consisting of 97 residential dwelling units and in keeping with PBS-2019-11 and PBS-2019-22, be adopted.

Carried

2. PBS-2019-23 D11 PETTEC, Harbour Club Condos (Petretta Construction), Execution of Site Plan Control Agreement

Motion: RCM - 227/19

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Brian Houston

That a by-law authorizing the execution of the “2593430 Ontario Limited (Petretta Construction)” site plan control agreement, satisfactory in form to the Town’s Solicitor, which allows for a five-storey, 64-unit condominium dwelling, along with associated underground parking, at-grade parking, boat slips, landscaping, outdoor amenity areas and on-site services/works on a 1.3 hectare (3.2 acre) property located on the north side of Tecumseh Road (14328-14346 Tecumseh Road), approximately 45 metres east of its intersection with Brighton Road, be adopted, subject to the following occurring prior to the Town’s execution of the Agreement:

1. the final stormwater management design and stormwater management calculations and associated site service drawings and supporting documentation being approved by the Town;
2. the final photometric lighting plan being approved by the Town;
3. the Owner executing the site plan control agreement; and
4. the Owner posting security for performance pursuant to paragraph 6.1 of the agreement.

And that the execution of such further documents as are called for by the site plan control agreement approved above including, but not limited to, the execution of the acknowledgement/direction required to register the site plan control agreement on title to the lands and such other acknowledgements / directions for any related transfers or real property registrations contemplated by the site plan control agreement, by the Mayor and Clerk, be authorized;

And further that the giving of notice of intent to pass a by-law to remove the Holding (H) symbol in accordance with the provisions of the *Planning Act* for the subject lands to change the zoning from “Holding Residential Type Three (H) R3-13” to “Residential Type Three (R3-13)” upon execution of the site plan control agreement by the Owner, be authorized.

Carried

3. PBS-2019-24 Bill 108, Bill 108 – More Homes, More Choice Act, 2019, Posting of Draft Bill 108 Regulations

Administration is asked to send the Association of Municipalities of Ontario a copy of Report PBS-2019-24 Bill 108 – More Homes, More Choice Act, 2019, Posting of Draft Bill 108 Regulations.

Motion: RCM - 228/19

Moved by Councillor Brian Houston
 Seconded by Councillor Rick Tonial

That PBS-2019-24, *Bill 108 – More Homes, More Choice Act, 2019*, Posting of Draft Bill 108 Regulations, be received;

And that PBS-2019-24 be submitted to the Province through the Environmental Registry of Ontario as comments from the Town of Tecumseh on Draft Bill 108 Proposed Regulations under the *Planning Act* and the *Development Charges Act*.

Carried

d. Public Works & Environmental Services**1. PWES-2019-02 Disaster Mitigation and Adaptation Fund****Motion: RCM - 229/19**

Moved by Councillor Bill Altenhof
 Seconded by Councillor Brian Houston

That Administration be authorized to submit an Expression of Interest and the Full Application to the federal government for funding under the Disaster Mitigation and Adaptation Fund (DMAF) for the following projects:

1. Scully & St. Mark's Storm Pump Station Improvements
2. P.J. Cecile Storm Pump Station Improvements

And that Administration be authorized to complete any business case(s), application(s), and/or to provide all information/documentation as required in order to constitute the application under DMAF;

And further that the Treasurer be authorized to sign any required documents necessary to complete the Expression of Interest and the Full Application to DMAF;

And furthermore that the Mayor and Clerk be authorized to sign any documents/agreements (if required) for the Expression of Interest and Full Application to DMAF, in a form satisfactory to the Town's Solicitor, financial content satisfactory to the Town's Treasurer and technical content satisfactory to the Town's Engineer.

Carried

2. PWES-2019-03 Rail Safety Improvement Program - Funding**Motion: RCM - 230/19**

Moved by Councillor Brian Houston
 Seconded by Councillor Rick Tonial

That Administration be authorized to submit an application to the federal government for funding under the Rail Safety Improvement Program – Infrastructure, Technology and Research Funding (RSIP-ITR) for the VIA Rail Crossing at Lesperance Road (Chatham Mile 99.31).

And that Administration be authorized to complete any business case(s), application(s), and/or to provide all information/documentation as required in order to constitute the application to RSIP-ITR;

And further that the Treasurer be authorized to sign any required documents necessary to complete the application to RSIP-ITR;

And furthermore that the Mayor and Clerk be authorized to sign any documents/agreements (if required) for the application to RSIP-ITR, in a form satisfactory to the Town's Solicitor, financial content satisfactory to the Town's Treasurer and technical content to the Town's Engineer.

Carried

3. PWES-2019-18 - Subsequent Connection to a Municipal Drain

Motion: RCM - 231/19

Moved by Councillor Brian Houston
Seconded by Councillor Rick Toniai

That the Report prepared by Gerard Rood, P. Eng. of Rood Engineering Inc., dated May 23, 2019, including Appendix REI-A and REI-B, for the connection of drainage works to the Colchester Townline Drain (Drain) for 7981 Howard Ave. (Report) be received;

And that the connection of drainage works for the parcel at 7981 Howard Ave. into the Colchester Townline Drain, be approved as set out in the Report;

And further that By-law No. 2019-56 being a by-law to approve the Report and amendments to the Engineer's assessments set out in By-law No. 78-32 be adopted;

And further that a copy of By-law No. 2019-56 be sent to the Town of Amherstburg and the affected landowner of 7981 Howard Ave.

Carried

4. PWES-2019-31 Sylvestre Drive Sanitary Sewer Extension, Municipal Class EA

Motion: RCM - 232/19

Moved by Councillor Rick Toniai
Seconded by Councillor Brian Houston

That Report PWES-2019-31 Sylvestre Drive Sanitary Sewer Extension, Municipal Class Environmental Assessment Schedule B, Filing the Notice of Study Completion be received;

And that the Notice of Study Completion be advertised in the local newspaper and the Town's social media accounts to initiate the mandatory 30-day public review period.

Carried

5. PWES-2019-41 Tar and Chip Tender Award 2019

Motion: RCM - 233/19

Moved by Councillor Rick Toniai
Seconded by Councillor Bill Altenhof

That the sole tender from Shepley Road Maintenance Ltd. in the amount of \$218,500 plus non-rebatable HST, for the 2019 Tar and Chip Tender, be approved;

And that the Mayor and Clerk be authorized to enter into a contract for the services with Shepley Road Maintenance Ltd.;

And further that, should the final costs of the 2019 Tar and Chip Program exceed the approved budgeted amount of \$200,000, the overage be funded from the Roads Lifecycle Reserve.

Carried

13. By-Laws**Motion: RCM - 234/19**

Moved by Councillor Brian Houston
Seconded by Councillor Rick Tonial

That By-Law 2019-54 being a by-law to provide for the repair and improvements to the Wellwood Drain;

That By-Law 2019-55 being a by-law to appoint Robert J. Swayze as the Integrity Commissioner for The Corporation of the Town of Tecumseh pursuant to Sections 9, 10, 11 and 223.3 of the *Municipal Act, 2001* S.O. 2001, c 25, as amended;

That By-Law 2019-56 being a by-law to authorize a subsequent connection to the Colchester Drain under Section 65 of the Drainage Act, R.S.O. 1997 c. D. 17;

That By-Law 2019-57 Amendment No. 40 to the Official Plan for The Town of Tecumseh for those lands in the former Town of Tecumseh;

That By-law 2019-58 being a by-law to amend By-Law 1746, the Town's Comprehensive Zoning By-Law for those lands in the former Town of Tecumseh (Planning File: D19 VALTEC - 11870 Tecumseh Road);

Be given first and second reading.

Carried

Motion: RCM - 235/19

Moved by Councillor Brian Houston
Seconded by Councillor Tania Jobin

That By-Law 2019-55 being a by-law to appoint Robert J. Swayze as the Integrity Commissioner for The Corporation of the Town of Tecumseh pursuant to Sections 9, 10, 11 and 223.3 of the *Municipal Act, 2001* S.O. 2001, c 25, as amended;

That By-Law 2019-56 being a by-law to authorize a subsequent connection to the Colchester Drain under Section 65 of the Drainage Act, R.S.O. 1997 c. D. 17;

That By-Law 2019-57 Amendment No. 40 to the Official Plan for The Town of Tecumseh for those lands in the former Town of Tecumseh;

That By-law 2019-58 being a by-law to amend By-Law 1746, the Town's Comprehensive Zoning By-Law for those lands in the former Town of Tecumseh (Planning File: D19 VALTEC - 11870 Tecumseh Road);

That By-Law 2019-42 being a by-law to provide for the repair and improvements to the Lachance Drain;

Be given third and final reading.

Carried

14. Unfinished Business

The Members receive the Unfinished Business listing for Tuesday, July 23, 2019.

It is noted that some items on the Unfinished Business listing date back to 2018. Council requests that those items be addressed in the near future.

15. New Business**Legion Invitation**

The Tecumseh Legion located on Lesperance Road extends an invitation to their pig roast being held on Saturday, July 27, 2019.

Pedestrian Crossing

A suggestion is made for flags to be located at strategic crossings, such as Riverside Drive at Lakewood Park, to provide greater visibility of pedestrians.

Geese at Lakewood Park

In response to an inquiry, the Director Parks & Recreation advises the flashing lights were not a deterrent for the geese at Lakewood Park. Administration is looking into the use of trained dogs and other methods to deter geese.

Dog Excrement

Administration is asked to look into placing more 'poop' bags at Lakewood Park and greater enforcement of the Poop N Scoop By-law.

16. Motions**a. In-Camera Meeting**

There was no closed meeting.

b. Confirmation By-Law 2019-59**Motion: RCM - 236/19**

Moved by Councillor Brian Houston

Seconded by Councillor Bill Altenhof

That By-Law 2019-59 being a by-law to confirm the proceedings of the Tuesday, July 23, 2019, regular meeting of the Council of The Corporation of the Town of Tecumseh be given first, second, third and final reading.

Carried

17. Notices of Motion

There are no notices of motion presented to Council.

18. Next Meeting**Tuesday, August 13, 2019**

6:30 pm - Court of Revision re: Wellwood Drain

7:00 pm - Regular Council Meeting

19. Adjournment

Motion: RCM - 237/19

Moved by Councillor Rick Toniai
Seconded by Councillor Bill Altenhof

That there being no further business, the Tuesday, July 23, 2019 meeting of the Regular Council now adjourn at 8:24 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk

Minutes of a Public Meeting of
The Council of the Town of Tecumseh

Tecumseh Council meets in public session on Tuesday, July 23, 2019, in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 6:30 pm.

1. Call to Order

The Mayor calls the meeting to order at 6:30 pm.

2. Roll Call

| | |
|---|----------------------|
| Present: | |
| Mayor | Gary McNamara |
| Deputy | Mayor Joe Bachetti |
| Councillor | Bill Altenhof |
| Councillor | Brian Houston |
| Councillor | Tania Jobin |
| Councillor | Rick Tonial |
| Absent: | |
| Councillor | Andrew Dowie |
| Also present: | |
| Chief Administrative Officer | Margaret Misek-Evans |
| Director Public Works & Environmental Services | Phil Bartnik |
| Director Financial Services & Chief Financial Officer | Tom Kitsos |
| Director Corporate Services & Clerk | Laura Moy |
| Drainage Superintendent/Engineering Technologist | Sam Paglia |
| Administrative Assistant to Director Corporate Services & Clerk | Sue White |

3. Disclosure of Pecuniary Interest

There is no pecuniary interest declared by a Member of Council.

4. Introduction and Purpose of Meeting

The purpose of the meeting is to hear comments from any affected landowners on the proposed drainage works, as set out in the Drainage Report filed May 8, 2019 for the repair and improvement of the Wellwood Drain.

5. Delegations

There are no delegations present.

6. Communications

- 1. Essex Region Conservation Authority dated June 13, 2019**
Re: Wellwood Drain

2. Notice of Consideration dated May 27, 2019

Re: Wellwood Drain

Motion: PCM - 43/19

Moved By Councillor Tania Jobin
Seconded By Councillor Brian Houston

That Communications - For Information 1 through 2 as listed on the Tuesday, July 23, 2019 Public Council Meeting Agenda are received.

Carried

7. Reports**1. PWES-2019-33 Request to Consider Engineer's Report - Wellwood Drain****Motion: PCM - 44/19**

Moved By Councillor Rick Tonial
Seconded By Deputy Mayor Joe Bachetti

That the Drainage Report and Specifications for the Wellwood Drain (Drainage Report) as prepared by Mr. Dennis R. McCready, P. Eng., of RC Spencer Associates Inc., dated May 8, 2019 be received;

And that notice be given to all affected landowners of the Court of Revision to be held on Tuesday, August 13, 2019 at 6:30 p.m. in accordance with Section 46(1) of the *Drainage Act*, subject to adoption of the provisional by-law.

Carried

8. Adjournment**Motion: PCM - 45/19**

Moved By Councillor Brian Houston
Seconded By Councillor Bill Altenhof

That there being no further business, the Tuesday, July 23, 2019 meeting of the Public Council Meeting now adjourn at 6:35 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk



Youth & Senior Advisory Committees

Presentation to Town Council
August 13, 2019



Presentation Outline

- 1) Introduction of Senior Advisory and Youth Advisory Committee Members
- 2) Committee Mandates
- 3) Committee Accomplishments
- 4) Committee Initiatives
- 5) Questions and/or Comments



Meet the Members: Senior Advisory Committee

Members:

- Paul Morand(Chair)
- Gabrielle McMillan (Vice-Chair)
- Dara Pfeifer O' Connor
- Nancy Tennant
- Dorothy Nagy
- Suzanne Beneteau
- Loretta Stoyka Henderson
- Councillor Rick Tonial



Meet the Members: Youth Advisory Committee

- Brendan Froese (Chair)
- Suzie Sawicki (Vice Chair)
- Kristi Koutros (Treasurer)
- Tamsyn King (Secretary)
- Ava Ruuth
- Michael Altenhof
- Jacob Altenhof
- Kurtis Hengl Lachance
- Tia-Lynne McCann
- Cameron Skinner
- Councillor Rick Tonial

YAC & SAC positions are held for the term of Council.



SENIOR ADVISORY COMMITTEE (SAC)

The purpose of the SAC is to:

- provide advice to Council and Administration of the Town on issues that affect area seniors;
 - work with Town departments, agencies and organizations for the purpose of improving the quality of life for senior residents in Tecumseh;
 - solicit input and act as a public forum for issues that affect local seniors; and
 - identify barriers of access to seniors to Town services and programs.
- The Senior Advisory Committee is comprised of members over the age of 60.
 - The Committee meets on the fourth Thursday of every month at 6:00 pm.



YOUTH ADVISORY COMMITTEE (YAC)

The purpose of the YAC is to:

- provide advice to Council and Administration of the Town on issues that affect area youth; and
 - work with Town departments, agencies and organizations that are involved in youth initiatives.
- The Youth Advisory Committee is comprised of area youth between the ages of 13-23.
 - The committee meets on the third Monday of every month at 4:30 pm.



SAC 2018 Accomplishments

- **Ontario Sport and Recreation Communities Fund** – received grant funding for a ‘Senior Fitness Around Town’ program for seniors to increase their physical activity and help them lead engaged, active and healthy lifestyles in a recreational environment;
 - Approx. 92 older adults and seniors participated in once a week physical activity over four (4) six-week sessions
 - Activities included disc golf, pickleball, aquafit, yoga, fitness, urban poling and tai chi and related equipment was provided to encourage lifelong enjoyment
 - Participants also received nutrition, sun care safety and fall prevention education during each of the six-week sessions
 - Grant funds were also utilized to purchase City of Windsor Pool & Fitness Memberships for indoor physical opportunities during the winter months, Zumba Memberships and Tecumseh Leisure Pool Summer Memberships for 2019
- **Seniors Community Grant Program Education Workshops** – concluded the funding program in support of a pilot partnership program with Life After Fifty (LAF) which provided LAF Memberships and social events/programs to Tecumseh seniors



SAC

2018 Accomplishments Cont'd

- **Fall Prevention Clinic (FPC)** – hosted a FPC on August 10 in partnership with the Windsor-Essex County Health Unit;
 - Each 30 minute screening assesses an individual on what might be putting them at risk for falling, educates them on how to reduce the risk of falling and connects them with community resources.
- **Education Workshops** – hosted a Nutrition education workshop on November 9 at the Golden Age Club;
 - The In-Store Dietitian at Zehrs Manning Road, together with the Zehrs Pharmacist discussed healthy eating and medical services available to seniors.
 - The workshop was well-received and provided informative information to Tecumseh older adults and seniors



SAC 2019 Initiatives

- **Seniors Community Grant** – made application for a series of ‘Lunch ‘N Learns’ on a variety of workshop topics such as Art Therapy, Powers of Attorney, Senior Safety, etc., to educate and help reduce social isolation. Older adults & seniors would attend monthly workshops, receive lunch and have an opportunity to interact with their peers, if successful.
- **SAC Logo** – commissioned services to design a SAC logo to readily identify & associate the SAC’s initiatives and events.
- **Fall Prevention Clinic (FPC)** – following success of last year’s FPC, in partnership with the Windsor-Essex County Health Unit, a FPC was held on January 17, 2019 & another FPC is scheduled for November 7 at the Golden Age Club.
- **Tecumseh Corn Festival** – hosting a booth on Seniors Day to engage seniors on what education topics, as well as other senior initiatives that are of interest via survey.
- **Education Workshops** – continue education and awareness workshop coordination on various topics, including Elder Abuse.



YAC 2018 Accomplishments

- **Earth Day** - organized a 'hands on' children's activity at Lakewood Park as part of the Town's Earth Day event on April 22, 2018. Painting supplies were provided for kids to decorate clay pots and plant seedlings to bring home and grow.
- **Rock & Swim** – sponsored a DJ to enhance the Rock & Swim on June 29, 2018 at the Tecumseh Leisure Pool as a kick-off to the summer season.
- **Outdoor Movie Night** – hosted & funded an inaugural Outdoor Movie Night on July 7 at the Town Centre Park for family-friendly entertainment. Complimentary popcorn was also provided courtesy of YAC.
- **Recreation Events** – assisted the Recreation Department with planned activities for the Family Day & Canada Day Celebrations, Community Bonfire & Marshmallow Roast, Christmas in Tecumseh and Breakfast with Santa events.



YAC 2018 Accomplishments – Cont'd

- **Family Game Night (FGN)** – sponsored & supervised monthly FGNs, in the Fall, at the Tecumseh Arena to provide families an opportunity to 'power down' from technology and engage in a variety of board games. A total of 204 persons attended the Sept. – Nov. FGNs.
- **Social Media** – ran a social media contest to help bring awareness & generate followers for the YAC Facebook & Twitter pages and provided Town prize packs to the winners.
- **Youth Career Fair (YCF)** – based on the success of the 2017 inaugural YCF, YAC determined to make it an annual event;
 - Hosted the YCF on November 7, 2018 in the Auditorium at I'Essor High School where approx. 375 students participated
 - The YCF provided an opportunity for youth to meet & interact with twenty (20) various sectors of employment, such as Canada Border Services Agency, OPP, St. Clair College Fire Services, University of Windsor, Workforce WindsorEssex and the Town of Tecumseh



YAC 2019 Initiatives

- **RBC Future Launch Community Challenge** – make application for a Wellness Fair and Teen Photovoice Project
 - The Wellness Fair would be held near post-secondary & secondary exam time to provide students with a ‘stress relief’ day of activities such as study guide sessions, mindfulness breathing techniques, meditation/yoga, massage therapy, refreshments, etc.
 - The Teen Photovoice Project engages youth to express their perspective on issues they believe are important & empower them to create change in the community by using photography as the medium. Youth would learn photography skills & be tasked with various themes to capture community images for discussion and display.
- **Youth Career Fair (YCF)** – explore enhancing the YCF with potential partnership opportunities and continuing to increase number of student & vendor participants.
- **Event Sponsorship & Participation** – partnering with the Recreation Department to provide a number of family-friendly activities, including:
 - Family Day & Canada Day Celebrations, End of Summer Concert with Bonfire / Marshmallow Roast & Fireworks, Christmas in Tecumseh & Santa Parade, along with Breakfast with Santa
 - Sponsoring a DJ for the Rock N’ Swim Pool Party at the Tecumseh Leisure Pool & monthly Family Game Nights in the Fall/Winter
 - Hosting Outdoor Movie Night on July 20 for community enjoyment
- **Local Government Week (LGW)** – provide collaboration and ideas for engaging local youth to participate in LGW.



QUESTIONS AND/OR COMMENTS?





HEALTH, SAFETY AND ENVIRONMENTAL MANAGEMENT TRAINING AND CONSULTING SERVICES

INTRODUCTION



KEEPING YOU & YOUR EMPLOYEES "OUT OF HARM'S WAY"

- ❖ Majors McGuire Inc. has been a recognized leader in Health & Safety, Supporting businesses throughout Windsor, Essex County, Chatham-Kent and beyond for over 20 years.
- ❖ Construction, Industrial, Commercial, Agribusiness, Healthcare sectors.
- ❖ Provide businesses with the knowledge, training and best practice business models they need to conform to industry-leading levels of on-the-job safety.
- ❖ We support small businesses, large corporations, multiple sites.
- ❖ MMI provides the appropriate level of support for your organization to ensure you are kept *"Out of Harm's Way"*.

INTRODUCTION

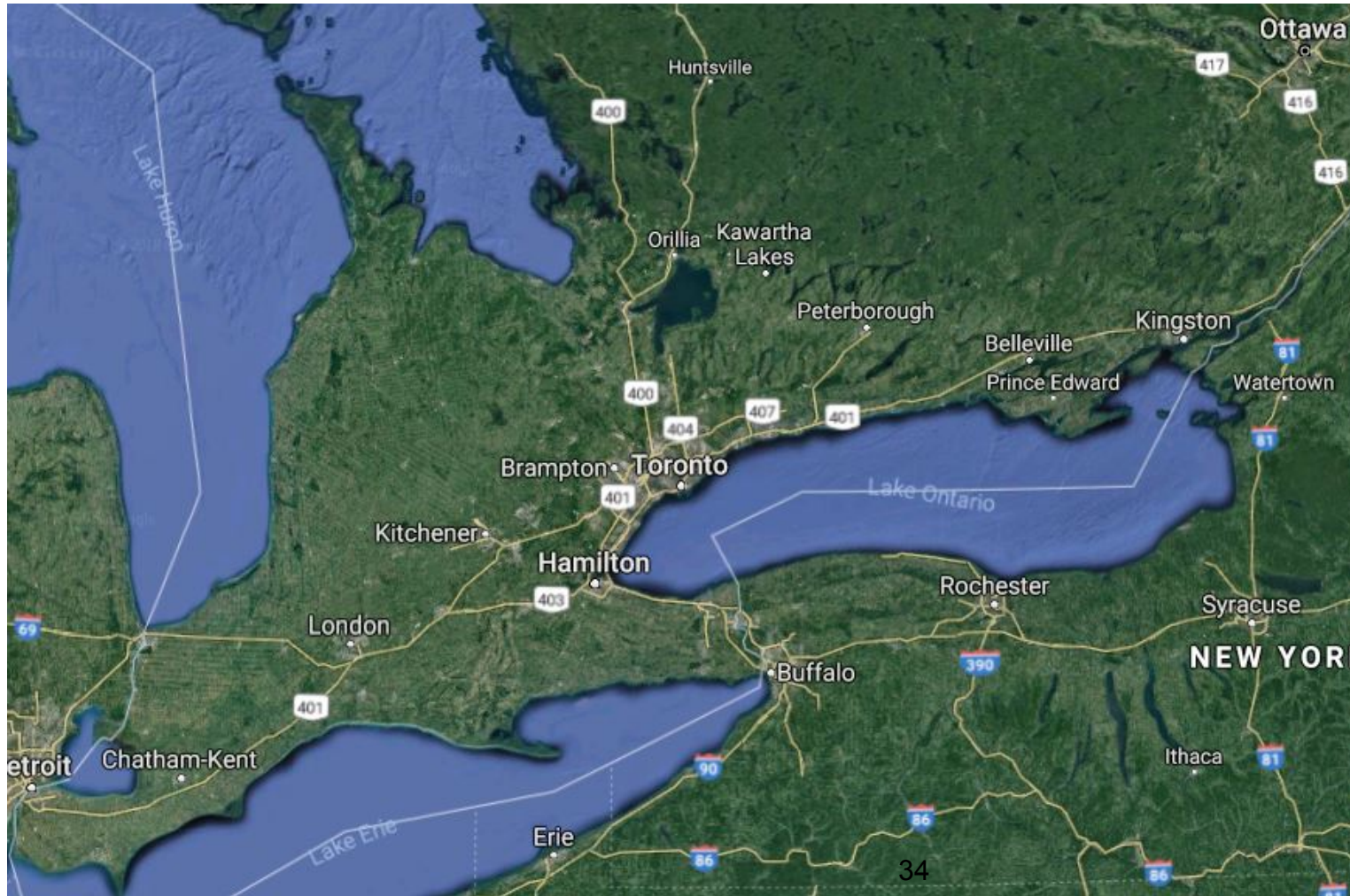


Today, we are the largest Safety Training Provider and Health & Safety Consultant west of London, with Training Facilities located throughout South Western Ontario.

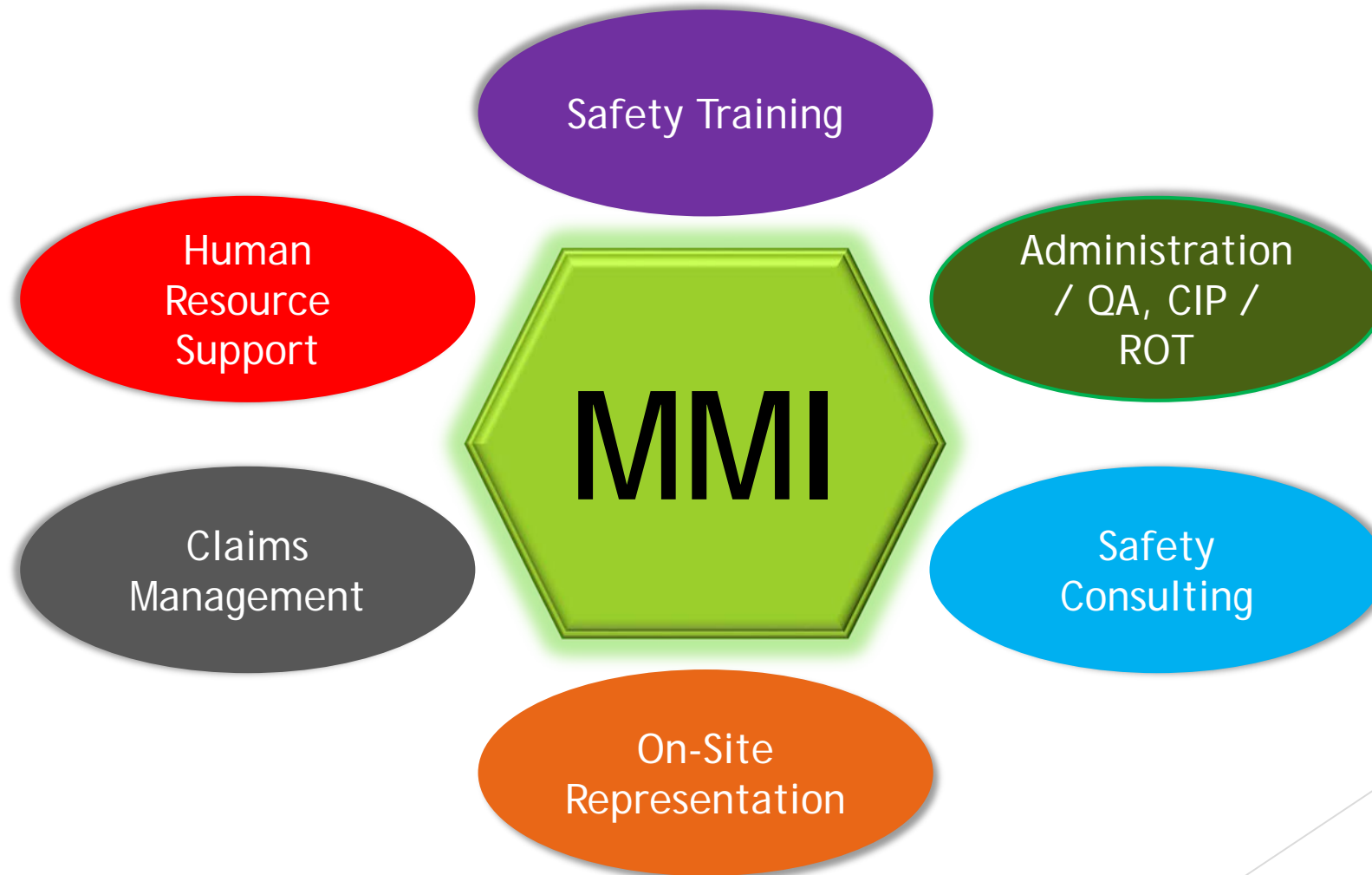


INTRODUCTION

Due to the strategic location of key team members, we are also able to support a significant region of Ontario.



BUSINESS MODEL COMPONENTS



BUSINESS MODEL COMPONENTS

SAFETY TRAINING



BUSINESS MODEL COMPONENTS

SAFETY TRAINING



MMI offers many Safety Training Programs to meet the requirements of the Construction, Industrial, Agribusiness, Commercial sectors.

- ❖ Chief Prevention Officer (CPO) Approved Training Provider for Working At Heights and Working At Heights Refresher Training.
- ❖ Technical Standards Safety Authority (TSSA) Approved Training Provider for Propane Construction Heater and Torches.
- ❖ Training facilities located in Windsor, Leamington, Wallaceburg, Ingersoll.
- ❖ **YOUR** Facility
- ❖ Records Of Training - "SkillsPass"

www.majorsmcguire.com

BUSINESS MODEL COMPONENTS

SAFETY TRAINING



THE TEAM

- ❖ The key to MMI's success over the past 20 years and our continued expansion is the diversity of experiences and variety of backgrounds of our team of highly experienced Health & Safety professionals.
- ❖ Former Fire Fighters, Paramedics, Safety Representatives, Human Resource Manager, Construction Project Manager and more.
- ❖ All of our team members have "miles" – personal experiences in dealing with and resolving a comprehensive range of Health and Safety-related situations.
- ❖ Expert knowledge and industry experience.
- ❖ Ability to relate to business-specific circumstances.
- ❖ Draw upon team skillsets and Provincial Regulatory Authorities.
- ❖ Many of our Training programs combine classroom Theory with Practical "hands-on" demonstration for a comprehensive learning experience.

BUSINESS MODEL COMPONENTS



SAFETY CONSULTING



BUSINESS MODEL COMPONENTS

SAFETY CONSULTING

Wide range of Safety Consulting Services;

- ▶ Critical Injury / Accident Investigation Support
- ▶ Environmental & Industrial Hygiene Services
- ▶ Fire Safety Consultant
- ▶ Health & Safety Manuals (Policies & Procedures)
- ▶ Human Resource Policies & Procedures / Employee Policy Manuals
- ▶ ISN Compliance
- ▶ Joint Health & Safety Committee Representation or Assistance
- ▶ MOL Orders - Support & Guidance for Compliance & Closure
- ▶ On Site Safety Representation
- ▶ Ontario Traffic Manual - Book 7
- ▶ WSIB Injury / Accident Assistance / Claims Management
- ▶ Workplace Violence & Harassment Investigation & Support



MOL ORDERS



BUSINESS MODEL COMPONENTS

SAFETY CONSULTING

MOL Orders - Support & Guidance For Compliance & Closure

Ministry of Labour Inspectors may visit workplaces for many reasons;

- ❖ Response to complaints or work refusal,
- ❖ Incidents of injury, death,
- ❖ Arrive unannounced depending on which sector of business they are targeting.
- ❖ Issue "Time"-related or "Forthwith" Orders to attain compliance or,
- ❖ Order that the operation of your business cease immediately until compliance is achieved.
- ❖ Dealing with the MOL following an incident can be a traumatic and stressful experience and potentially involve multiple visits.

Majors McGuire's team of Consultants will support you through this process to quickly comply with all orders to provide you with peace of mind that you have executed your due diligence and are protecting your workers and your business.

ON-SITE REPRESENTATION



BUSINESS MODEL COMPONENTS



On-Site Representation

- ▶ Supervise safety in your workplace and/or jobsites for you.
- ▶ Develop safety plans and train all workers for compliance.
- ▶ Ensure compliance with Legislation and Regulations through daily, weekly and monthly inspections.
- ▶ Manage all safety-related information and protocols, to keep the workplace safe, including Mandatory Postings, Safety Talks, Reporting.
- ▶ Site Specific Safety Plan
- ▶ Meets Designated Safety Representation Requirement

BUSINESS MODEL COMPONENTS

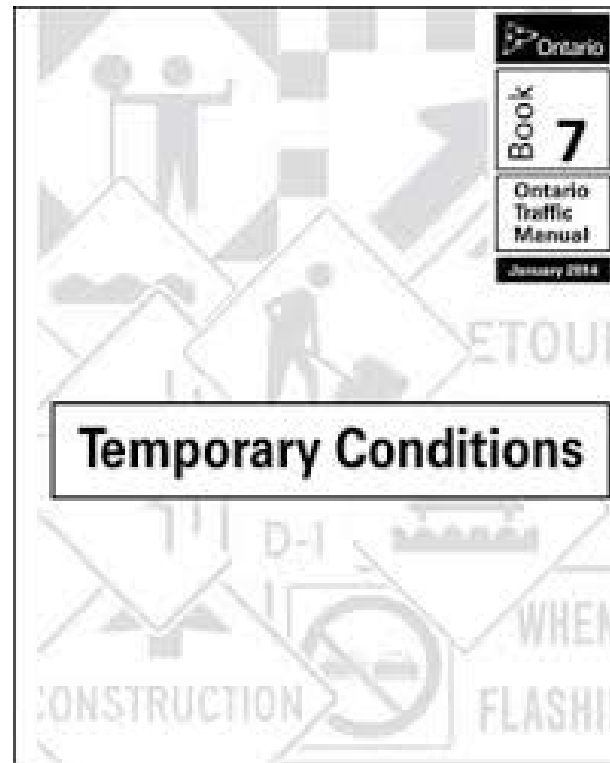


On-Site Representation (cont'd)

- ▶ Daily Pre-Work Co-ordination Meetings (HSR / JHSC)
- ▶ Inspections
 - ▶ Identify Unsafe Work Conditions
 - ▶ Observe Work Practices
 - ▶ Reinforce Expectations
 - ▶ Provide real-time solutions to maintain schedule & budget
- ▶ Identify Hazards not yet Controlled
- ▶ Administer Enforcement Uniformly

BUSINESS MODEL COMPONENTS

ONTARIO TRAFFIC MANUAL BOOK 7



BUSINESS MODEL COMPONENTS



Ontario Traffic Manual - Book 7

- ❖ Consultative, planning and blueprint preparation service for contractors undertaking work in the Public Right Of Way (ROW).
- ❖ Meet with you or your contractor to understand the nature, location and duration of the work to be undertaken and prepare a traffic management layout that meets the legislated requirements of Ontario Traffic Manual Book 7.
- ❖ This layout will be suitable for submission to the Local Municipality having jurisdiction for their review and approval and allows the contractor to;
 - ❖ Demonstrate compliance,
 - ❖ Exercise their due diligence and
 - ❖ Mitigate liability issues associated with working in the Public ROW.

ISN COMPLIANCE



BUSINESS MODEL COMPONENTS

ISN Compliance (International Suppliers Network)

- ❖ Global resource for helping connect qualified contractors and suppliers.
- ❖ Allows hiring clients to easily connect with safe, qualified contractors who meet their safety and compliance standards.
- ❖ Our Consultants work with Contractors and submit their company's Health & Safety information on their behalf so they remain compliant.
- ❖ Benefits!



WORKPLACE VIOLENCE AND HARASSMENT



BUSINESS MODEL COMPONENTS



Workplace Violence & Harassment

- ❖ Serious issue in the workplace and creates a very stressful and unpleasant work environment for those affected.
- ❖ Many employees are reluctant to report cases of violence or harassment for fear of reprisal or that their employer will downplay the importance and severity of the situation.
- ❖ We will work with you and your employer and support you every step of the way while maintaining your privacy to ensure a safe, healthy and enjoyable work environment.

BUSINESS MODEL COMPONENTS



WSIB Injury / Accident / Claims Assistance

- ❖ Help workplace parties receive fair treatment in the decision-making process at the WSIB that will impact you directly.
- ❖ Our hands-on service allows businesses to focus on the daily tasks of operating their business without the hassle and added expenses of managing your WSIB costs and claim forms.
- ❖ We offer comprehensive on-site and off-site full administration service programs to control costs.

BUSINESS MODEL COMPONENTS

HUMAN RESOURCE SUPPORT



BUSINESS MODEL COMPONENTS

HUMAN RESOURCE SUPPORT

Definition: “*Human Resource Management (HRM) is the term used to describe formal systems devised for the management of people within an organization*”.



QUALITY ASSURANCE & CONTINUOUS IMPROVEMENT PROGRAMS



QUALITY ASSURANCE & CONTINUOUS IMPROVEMENT PROGRAMS



Provincial and Federal Regulatory Authorities mandate the requirement for Training Providers to maintain effective QA and CIP Programs.

MMI maintains continuous QA and CIP through annual reporting, policies & procedures and Internal Upgrade protocols to ensure;

- ❖ Training Programs and Materials are current and accurate
- ❖ Team members are up to date with the latest Legislation, amendments to Regulations, CSA Standards.
- ❖ We provide the highest level of service to our Clients.
- ❖ Confidence in ensuring compliance with all applicable legislated requirements.





RECEIVED JUL 24 2019

July 18, 2019

VIA EMAIL & REGULAR MAIL

Mayor Marc Bondy
Town of LaSalle
5950 Malden Road
LaSalle, ON
N9H 1S4

A large, stylized handwritten signature in black ink, likely belonging to a representative of the Windsor Utilities Commission.

Dear Mayor Bondy,

RE: Reintroduction of Fluoridation

I am writing on behalf of the Windsor Utilities Commission (WUC) to update the Town of LaSalle on the addition of fluoride to Windsor's Drinking Water System. As you may know, ENWIN Utilities Ltd. is contracted by the Windsor Utilities Commission in production, distribution and administration of the water system.

In accordance with the Fluoridation Act R.S.O 1990, where a waterworks system is operated for two or more municipalities, the addition of fluoride cannot occur until a majority of such municipalities have passed a by-law directing WUC to do so. WUC currently services the Towns of LaSalle and Tecumseh and the City of Windsor. Therefore, two out of the three municipalities were required to pass a by-law to reintroduce fluoride into the drinking water system, in order for WUC to proceed down this path.

WUC has now received the by-laws from both the City of Windsor and the Town of Tecumseh (see attached) and therefore, WUC will be proceeding with the reintroduction of fluoride into the drinking water system as per the Fluoridation Act R.S.O 1990. There are, however; many steps required before that can take place. WUC has recently started its implementation plan which consists of conducting a treatability study, selecting a source fluoride additive, consulting with various government bodies, amending our drinking water license and permit, designing, installing and commissioning the new fluoride storage and delivery system. We anticipate this will take approximately 18 months to complete and we expect to begin fluoridating the drinking water system in the third quarter of 2020.

WUC will continue to update the Town of LaSalle on its progress through its regular Permanent Joint Staff Liaison Committee (PJSLC) meetings and regular communications with Town administration. Should you have any questions on the above or would like further information, please contact me at grossi@enwin.com or at 519-791-5799.



Sincerely,
ENWIN UTILITIES LTD.

A handwritten signature in black ink, appearing to be "G. Rossi", written over a horizontal line.

Garry Rossi, P. Eng
Vice President, Water Operations

Attachments: Windsor City Council Decision & By-Law Number 35-2019
Town of Tecumseh Recommendation & By-Law Number 2019-35

Cc: Joe Milicia, CAO – Town of LaSalle
Peter Marra, Director of Public Works – Town of LaSalle
Mayor Drew Dilkens, Chair WUC Board of Commissioners
Mayor Gary McNamara – Mayor, Town of Tecumseh
Helga Reidel, President & CEO – ENWIN Utilities Ltd.



RECEIVED

JUL 25 2019

Town of Tecumseh

FORM 1

THE PLANNING ACT, R.S.O. 1990

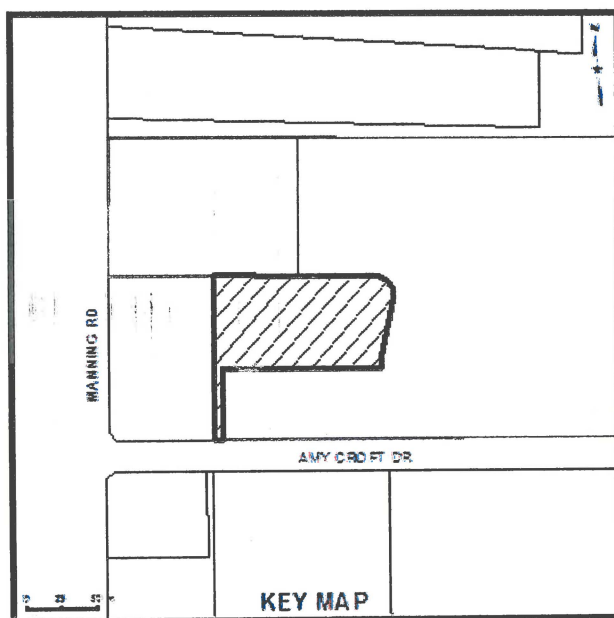
NOTICE OF THE PASSING OF A ZONING BY-LAW AMENDMENT BY
THE CORPORATION OF THE TOWN OF LAKESHORE

TAKE NOTICE that the Council of the Corporation of the Town of Lakeshore has passed By-law 81-2019 on the 16th day of July, 2019, under Section 34 of the Planning Act, R.S.O. 1990.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting or make written submissions to the Council of The Corporation of the Town of Lakeshore before the proposed Zoning By-law Amendment is adopted, the person or public body is not entitled to appeal the decision of the Council of The Corporation of the Town of Lakeshore to the Local Planning Appeal Tribunal. **IF A PERSON OR PUBLIC BODY** does not make oral submissions at a public meeting or make written submissions to the Council of The Corporation of the Town of Lakeshore before the Zoning By-law Amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party. An appeal to the Land Planning Appeal Tribunal in respect of the By-law may be completed by filing with the Clerk of the Town of Lakeshore not later than the **7th of August, 2019**, a notice of appeal setting out the objection to the By-law and the reasons in support of the objection accompanied by the required fee of \$300.00 made payable to the Minister of Finance.

An explanation of the purpose of the by-law, describing the lands to which the by-law applies, and a key map showing the location of the lands to which the by-law applies, are detailed below. The complete By-law and any associated information is available for inspection in my office during regular office hours.

DATED at the Town of Lakeshore this 18th day of July, 2019.



Information or questions may be directed to:

Maureen Emery Lesperance, CPT
Senior Planning Technician
Town of Lakeshore
419 Notre Dame Street
Belle River ON N0R 1A0

PHONE: 519-728-1975 x 286
FAX: 519-728-4577
EMAIL: mlesperance@lakeshore.ca

EXPLANATORY NOTE

By-law 81-2019 affects the "Subject (hi-lighted) Lands" in the Key Map, above. The parcel is located at 0 Amy Croft Drive (Part Lots 2 & 3, Conc. WPC, Parts 1 and 3, Plan 12R27653) in the former Community of Maidstone, now within the Town of Lakeshore. In effect, By-law 81-2019 rezones the subject lands to a site "MU-30, Mixed Use Exception 30" zone which shall provide the following reliefs: maximum gross floor area of 5,896.2 m²; maximum height of 21.34 metres; minimum of two (2) loading spaces and minimum parking space width of 2.9 metres as it relates to the permitted use of a "hotel".

July 19, 2019

James Sylvestre Developments Ltd.
1865 Manning Road
Tecumseh, Ontario
N8N 2L9
(519) 735-6606

Sent via Email

Laura Moy, Director of Corporate Services & Clerk
For: Mayor and Member of Council
Town of Tecumseh
917 Lesperance Rd
Tecumseh, ON, N8N 1W9

RE: Development Charges Background Study dated June 13, 2019

Thank you for the opportunity to review and comment on the subject Study. The comments provided during the Public Meeting of July 09, 2019 are formally submitted below with some additional post-meeting input.

It is our understanding that the Development Charges By-law (DC By-law) is scheduled to be adopted on August 13, 2019. Receipt of a response to the inquiries contained in this letter in advance of this meeting is greatly appreciated.

The DC By-law is proposing a **25%** [\$13,936 to proposed \$17,472] increase on single detached dwelling units and **57%** [\$4.27/sqft to proposed \$6.72/sqft] increase on non-residential development.

1. A recent article in the Windsor Star "Windsor Area among nation's construction hot spots" July 10, 2019 highlights the 4th highest region for "growth in the value of building permits issued over the last year".

As noted in the DC report, the DC bylaw remains in effect for a 5year period which has to account for variations in both expenditures and new growth.

- a. A post-meeting question we would like to pose is to inquire if the historical analysis has been done to confirm that the approach being proposed rings true over the previous 5years. Simply put – how representative are the projected values for **Total Gross Expenditures** and **Net Costs to be recovered from Development Charges** over the life of the previous DC By-

law and has this analysis been used to inform the % increase in the Development Charges being recommended.

- b. The Essex Region Conservation Authority has responded to the global impacts of our changing natural environment. This has resulted in relatively overnight amendments to the approach to stormwater management and severely increased newly imposed restrictions. These unanticipated impacts are being felt not only by municipal governments, but are also being addressed at great additional cost by Developers who are at various stages of development proposals.

It is our request that not only the magnitude but also the timing of the DC increase take into consideration this unexpected expense by evaluating opportunities for a reduction and/or staged approach to the Development charges.

2. The **Reduction for Benefit to Existing Development** is explained at a high level on p 4-10 of the Development Charges Background Study document. On this basis, we had anticipated a greater Benefit to Existing Development for new facilities within existing/fully built-out areas of our Town. I've included a GoogleMaps image of the example provided during the public meeting for ease of reference. The surrounding area appears to be fully built-out.

Manning Road -St Gregory's Road to Riverside Drive E.



As an example, when referring to the tables of Infrastructure Costs Included in the Development Charges Calculation, the following information is presented:

- p5-12. *Active Transportation/* Project No. 1 - Manning-St Gregory's to Riverside (Bike Lanes) A Gross Capital Cost Estimate of \$331,300 has a **10%** deduction for Benefit to Existing Development.
- p5-11 *Roads, Sidewalks and Streetlighting* - This same road segment appears again as Project No. 1 with a deduction of **84%** for Benefit to Existing Development.
- p5-3 *Indoor and Outdoor Recreation Services/* Project No. 5 - Lakewood Park Master Plan Improvements A Gross Capital Cost Estimate of \$2,150,000 has **0%** deduction for Benefit to Existing Development.

We appreciate the offer to investigate this allocation in advance of the meeting scheduled to adopt the bylaw. We further request that if an alternate approach to identifying the reduction for benefit to existing development is subsequently recommended, that this be considered for application across the full list of projects contained within the tables of the report.

3. **Appendix E: Local Service Policy** outlines infrastructure that is included as a development charge project vs those that are funded through a development agreement. Our root concern with this Appendix is its inappropriate use as a tool for the reallocation of direct developer responsibility. We are proposing that Appendix E be replaced with a document that matches existing practices. The amendments being proposed merit the transparency afforded by direct public engagement. An example opportunity may be during the process to adopt the upcoming Draft Development Manual which we understand to be currently in progress.

A more detailed/section-by-section outline of our immediate concerns is appended to this letter.

- i. Of separate concern and as communicated at the public meeting, under the **Parkland Development** Section of Appendix E, bullet 3 states:
"Runoff from the development property shall not drain into the park unless approved by the Director of Public Works and Environment Services."

This statement limits the flexibility of engineering designs in addressing the new and challenging stormwater management criteria.

As the recipients of the Wege Small Cities Sustainability Best Practices Award from the Great Lakes and St Lawrence Cities Initiative (media article attached) for incorporating a major stormwater protection resource hidden within Lakewood Park, it is counterintuitive to now layout policies within the DC Study that deter future designs which would demonstrate the same successful environmental stewardship and sustainability practices.

Furthermore, we would like to confirm at this time that this statement does not restrict or prohibit future developments from including the MRSPA from benefiting from a similar type of design.

4. **Bill 108** – It is our understanding that since the Town of Tecumseh DC by-law will be passed after May 02, 2019, it will be affected by the proposed changes. Of particular interest is the **Payment in Installments over Five Years** as described on p1-6 in the Development Charges Background Study document. This is viewed as a tremendous benefit for developers with the Town of Tecumseh to be able to immediately leverage the use of 6 annual installments for the payment of development charges.

Thank you for the opportunity to provide input and for the timely response in advance of the planned meeting so that we may be prepared to speak to the topic if required.

Sincerely,

A handwritten signature in blue ink, appearing to read "James and Jeannette Sylvestre", is written over a printed name.

James and Jeannette Sylvestre

James Sylvestre Developments Ltd.

Tecumseh wins award for stormwater system improvements



Lakewood North in Tecumseh, Ont. (Courtesy Town of Tecumseh)



CTV Windsor

Published Wednesday, June 26, 2019 11:03AM EDT

Last Updated Wednesday, June 26, 2019 6:53PM EDT

The Town of Tecumseh won a sustainability award.

Director parks and recreation services Paul Anthony presented council with the Wege Small Cities Sustainability Best Practices Award from the Great Lakes and St. Lawrence Cities Initiative at the council meeting Tuesday night.

The Award for Stormwater System Improvements in Lakewood Park was presented in person to Anthony and councillor Tania Jobin at the Annual General Meeting in Sheboygan, Wisconsin, June 4-7.

"When we purchased the land for Lakewood Park we had a vision for what it could be for the Town," said Tecumseh mayor Gary McNamara. "Many people don't realize the dual purpose the Park has. Here we have a major stormwater protection resource hidden in one of our beautiful parks. This award recognizes the work we have done to protect the environment, implement sustainable practices and demonstrate stewardship in everything we do."

The Wege Small Cities Sustainability Best Practices Award recognizes a small Cities Initiative member city in Canada or the U.S. working to protect the Great Lakes and St. Lawrence and improve the quality of the water resource for future generations.

The award encourages environmental stewardship for projects that balance economic, social and environmental aspects within the community that could be used as a best practice for other cities.

The project submitted by the Town was 'Lakewood Park and Stormwater System Improvements'. It resulted in the creation of a natural and sustainable stormwater management solution for Lake St. Clair within the boundaries of the Park.

Lakewood is a naturalized park area that incorporated construction of a new stormwater pumping station, improvements to the existing shoreline, revitalization of approximately 70 acres of park land and construction of a 640 m natural stormwater channel.

Town officials say the end result is a unique place for the community that protects the surrounding area from overland flooding from the lake and during high volumes of rainfall.

"Lakewood Park is not just a jewel for the Town with respect to recreation opportunities and facilities," said Anthony. "It serves double duty as a place to store excess water during high volume rain events as it is released in the surrounding ground and pumping station. This project allowed us to respond to the effects of climate change with a beautiful natural area that can be used year round."

The award includes a \$5,000 prize which will be used to fund dedicated benches along the multi-use trails in the park. Within the Park itself, the Town has also used grant funding to install a Disc Golf Course, Adult Exercise Equipment, a climbing rock and paved multi-use trails.

Letter ITEM 3

Appendix E: Local Service Policy

- a. The previous DC Report Appendix for Local Service Policy contained the following essential statement that is no longer included:

"Note: for any and all of the above the Town may facilitate cost sharing agreements."

We question the removal of this statement and are requesting its reinsertion.

- b. We would like clarification regarding **Section A. Services Related to a Highway 6) b)**. The full clause is copied below for ease of reference:

b) Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, **located within or linking to non-arterial road corridors internal to development**: direct developer responsibility under s.59 of D.C.A (as a local service).

The language in clause a) is clear for arterials, County roads and provincial highways and similarly clear for non-arterials external to the development in clause c).

Please provide clarification for Clause b).

- c. **Section B. Stormwater Management** contains new and amended clauses that create points requiring further discussion.
 - i. Clause 1) allocates responsibility for the design and construction of stormwater management facilities that fulfill the municipal objective for larger, regional facilities to the "developing land owners".

By their description – a larger, regional facility is likely to cross multiple land owners. Municipalities that take a leadership role for the design and construction responsibility are more likely to create an environment of progress for development and avoid stagnation. While it is agreed that cost sharing across benefiting developing land owners is appropriate, allocating the responsibility for design and construction to developers is likely to result in immense red tape and delay.

- ii. Previous versions of the Local Service Policy committed to invoking "best efforts clauses" for oversizing. Clause 2) states the municipality "...**may facilitate** cost recovery from other benefitting developments/landowners..."

This clause in conjunction with the requirement for a regional facility gives rise to equity concerns and reservations regarding the Developer's role in front-ending regional municipal infrastructure.

We would like to request to maintain status quo on this item and defer these important discussions to the Draft Development Manual and/or individual Subdivision Agreements.

- d. We would like to draw particular attention to **Section C. Parkland Development** 2) Parkland
 - a) Parkland Development for parks internal to development.
 - i. The Planning Act Section 51.1(1) provides guidelines for the upset limits for rate of parkland conveyed or dedicated that may be imposed by the approval authority. These vary between 2% and 5% of the land included in the plan and are the current approach to Parkland requirements within Development Agreements.

Items 1-9 outline new base conditions to be imposed on the Developer within a development agreement that greatly exceed the current standard for the region and obligate the Developer to maintain a fully graded, grassed and (when deemed appropriate by the Municipality) fenced park facility “until construction commences”.

It is unclear what the liability to the Developer is in a pseudo-completed greenspace that has not yet been assumed by the Municipality.

It is our most sincere request to have these conditions removed from this document. More appropriate opportunities exist to negotiate these terms such as within the Development Manual currently being drafted, within an individual Subdivision Agreement, or as part of the future adoption of a Communities Benefits Charge when the legislation receives royal assent.

This is consistent with neighbouring communities, keeps development within the Town of Tecumseh regionally competitive and preserves the separation between private and public operation of public spaces.

- ii. [reiterated from letter] Of separate concern and as communicated at the public meeting, **bullet 3.** under this same section states “Runoff from the development property shall not drain into the park unless approved by the Director of Public Works and Environment Services.” This statement limits the flexibility of engineering designs in addressing the new and challenging stormwater management criteria.

As the recipients of the Wege Small Cities Sustainability Best Practices Award from the Great Lakes and St Lawrence Cities Initiative (media article attached) for incorporating a major stormwater protection resource hidden within Lakewood Park, it is counterintuitive to now layout policies within the DC Study that deter future designs which would demonstrate the same successful environmental stewardship and sustainability practices.

Furthermore, we would like to confirm at this time that this statement does not restrict or prohibit future developments from including the MRSPA from benefiting from a similar type of design.

e. Section E Water and Sanitary Sewers 2) Sanitary Sewer

- i. Clause b) marginal costs for sewers exceeding 375mm and/or 5m depth were previously covered by DC's. The current proposal has removed the limits of 5m depth or greater. This is more appropriately considered on an individual basis since the reason necessitating the increased depth can vary and may include servicing requirements for surrounding lands. An adjustment is recommended to preserve this flexibility.
- ii. Clause e) addresses Pumping Stations by differentiating between those within or external to the Water and Wastewater Master Plan.

In previous versions minor pump stations were a direct developer responsibility vs major pumping stations were covered by DCs.

It is agreeable that a pump station that serves multiple developments owned by the same developing land owner would be the direct developer responsibility however when the pump station is serving lands for more than one developing land owner – coordinating involvement by the municipality is typically crucial to the process.



July 22, 2019

Dear Head of Council:

RE: Provincial Policy Statement Review – Draft Policies

I am writing today to announce that my ministry is launching a consultation on proposed policy changes to the **Provincial Policy Statement (PPS)**. The PPS is an important part of Ontario's land use planning system, setting out the provincial land use policy direction.

Municipalities play a key role in implementing these policies through local official plans, zoning by-laws and other planning decisions. The Planning Act requires that decisions on land use planning matters be "consistent with" the Provincial Policy Statement policies.

The government is consulting on draft policy changes to:

- Encourage the development of an increased mix and supply of housing
- Protect the environment and public safety
- Reduce barriers and costs for development and provide greater predictability
- Support rural, northern and Indigenous communities
- Support the economy and job creation

The proposed PPS policy changes support the implementation of [More Homes, More Choice: Ontario's Housing Supply Action Plan](#). The Action Plan includes a series of distinct but coordinated initiatives to address housing supply, including a review of the Provincial Policy Statement. The proposed PPS changes work together with other recent changes to the land use planning system – including to the Planning Act through [Bill 108, More Homes, More Choice Act, 2019](#) (once proclaimed) and [A Place to Grow: Growth Plan for the Greater Golden Horseshoe](#).

For more information about the consultation, please visit <http://www.mah.gov.on.ca/Page215.aspx> where you will find:

- A link to the posting on the Environment Registry of Ontario (ERO #019-0279), including the proposed Provincial Policy Statement and questions to consider
- Information on how to provide comments

The consultation is open for 90 days and closes on October 21, 2019.

I look forward to hearing your ideas on the proposed changes to the Provincial Policy Statement.

If you have any questions about the consultation, please contact the ministry at planningconsultation@ontario.ca or by calling 1-877-711-8208.

Sincerely,



Steve Clark
Minister

c: Planning Head and/or Clerks



MUNICIPALITY OF THE TOWN OF LAKESHORE JUL 30 2019
NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING
 An application to amend the Lakeshore Zoning By-law 2012-cum-seh

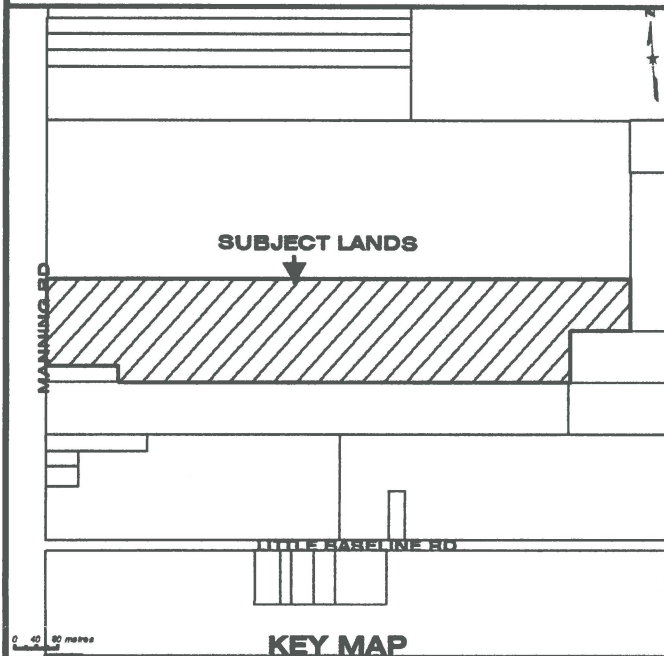
PURPOSE OF PROPOSED AMENDMENT

File No: ZBA-14-2019

Location: 1894 Manning Rd (County Rd 19) (Pt Lts 5 & 6, Conc. WPC, Pt Part 1, 12R4864)

The municipality is considering an application to amend the Town of Lakeshore Zoning By-law under the provisions of Section 34 of the Planning Act, R.S.O. 1990. The agent Terry Orr, on behalf of the property owner Jeanne Orr, has applied for a zoning by-law amendment to amend the current "UR-3, Urban Reserve Exception 3" zone to permit an additional (1) accessory building / agricultural pole barn, with a maximum height of 7 metres (23 feet). The agricultural pole barn cannot be used for housing animals.

A concept plan of the proposed accessory structure location is attached to the back of this notice.



PUBLIC MEETING

TAKE NOTICE that the Council of the Corporation of the Town of Lakeshore will hold a public meeting to provide interested parties the opportunity to make comments, identify issues and provide additional information relative to the proposed Amendment.

The public meeting will be held on:

Tuesday, August 13th, 2019 at 6:00 p.m.
 Town of Lakeshore Council Chambers
 419 Notre Dame Street, Belle River

COMMENTS OR QUESTIONS?

ANY PERSON may attend the Public Meeting to make written or verbal representation in support of or in opposition to the proposed Zoning By-law Amendment. Written submission regarding the proposed Zoning By-law Amendment can be made to **Maureen Emery Lesperance, CPT, Senior Planning Technician**, Town of Lakeshore, Development Services Office, 419 Notre Dame Street, Belle River, Ontario, N0R 1A0, facsimile 519-728-4577, telephone 519-728-2700, ext. 286 or email (please include your mailing address) mlesperance@lakeshore.ca. **IF YOU WISH TO BE NOTIFIED** of Council's decision regarding the proposed Zoning By-law Amendment, you must make a written request to **Maureen Emery Lesperance, CPT, Senior Planning Technician**, at the address shown above and such request must include the name and address to which such notice should be sent.

ADDITIONAL INFORMATION relating to this matter is available for review at the Municipal Office during regular office hours. (8:30 a.m. to 4:30 p.m.) *We cannot guarantee the exact time the application will be considered by Council as the time varies depending on the number of items on the agenda and the complexity of each application brought forward.*

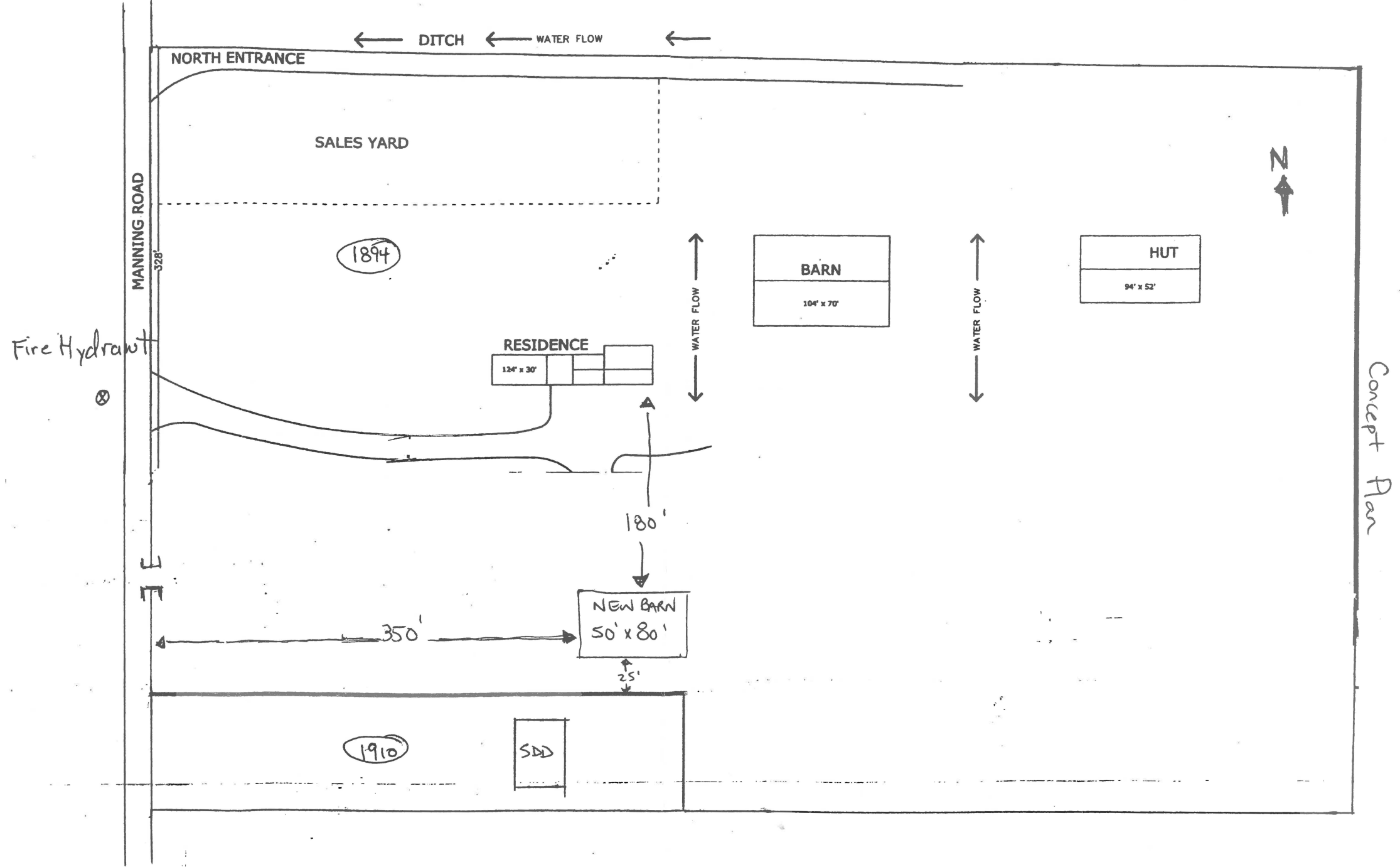
SUBMISSIONS

ALL PERSONS RECEIVING NOTICE of this meeting will receive a Notice of Passing of a By-law including appeal procedures. Any other person who wishes to receive a Notice of Passing in respect of the proposed zoning by-law amendment must make a written request to the **Municipal Clerk, Town of Lakeshore, 419 Notre Dame Street, Belle River ON, N0R 1A0**.

IF A PERSON OR PUBLIC BODY would otherwise have an ability to appeal the decision of the Town of Lakeshore to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Municipal Clerk of the Town of Lakeshore before the proposed Zoning By-law Amendment is passed, the person or public body is not entitled to appeal the decision.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting or make written submissions to the Municipal Clerk of the Town of Lakeshore before the proposed Zoning By-law Amendment is passed, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

DATED AT THE TOWN OF LAKESHORE THIS 25th DAY OF JULY, 2019.



Minutes of a Regular General Meeting of the Town of Tecumseh Business Improvement Area (TOTBIA)

A Regular General Meeting of the Town of Tecumseh BIA (TOTBIA) Members held as of Wednesday, *July 10, 2019* at 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-7)

CALL TO ORDER

The meeting is called to order at 6:04 p.m. by Candice Dennis, Chair

(TOTBBM –2-7)

ROLL CALL

| | |
|------------|-------------------|
| Chair | Candice Dennis |
| Vice Chair | Joseph Fratangeli |
| Director | Elisa Braccio |
| Director | Linda Proctor |
| Director | Scott Harris |
| Director | Michael Kennedy |
| Councilor | Andrew Dowie |

| | | |
|----------|-----------|----------------|
| Regrets: | Treasurer | Paul Bistany |
| | Director | Jules Champoux |
| | Director | Brian Houston |
| | Director | Shane Meloche |

| | | |
|---------------|-------------|-------------|
| Minute Taker: | Coordinator | Paula Rorai |
|---------------|-------------|-------------|

(TOTBBM – 3-7)

DISCLOSURE OF PECUNIARY INTEREST - No disclosure at this meeting.

(TOTBBM – 4-7)

DELEGATIONS – Tecumseh Pickleball, Malinda Hebert explains the game and invites Directors to participate in first Tecumseh Corn Festival Pickleball Tournament on August 11, 2019 at the Tecumseh Recreation Complex and Arena; time to be determined. Three Directors signed up: Michael Kennedy, Scott Harris and Joe Fratangeli.

(TOTBBM – 5-7)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

Motion: (BBM-42/19) Moved by: L. Proctor
Second by: M. Kennedy

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on June 12, 2019 be approved as distributed.

APPROVED.

CARRIED.

5.2 **LETTERS FROM** – Nothing at this time.

(TOTBBM – 6-7)

REPORTS

6.1 **CHAIR REPORT** – C. Dennis informs

6.1.1 Currently working with other BIAs and Chamber of Commerce organizations within Windsor/Essex sharing ideas, procedures, methodologies, etc.

- 6.1.2 Summarized June meeting with CAO regarding BIA and MOU. CAO asked for copy of BIA Strategic Plan and Constitution and was sent both along with 2019 Budget. There will be a follow up meeting with CAO and Board would like additional information on several examples of pricing for service level agreements.
- 6.1.3 Would like to pursue ordering and selling Town and BIA license plate covers; which Council may approve.
- 6.1.4 On July 9, 2019, P. Rorai accepts new contract and Coordinator job description will be posted by next week.

6.2 TREASURER REPORT: P. Bistany reports on the following month end financials:

| Tecumseh BIA | | |
|--|--|----------------------|
| 2019 Month End Financials | | |
| Treasurer's Report for the period ending: | | June 30, 2019 |
| BIA Operating Account (8111130) | Bank Balance stands at: | \$ 55,101.71 |
| Outstanding Payables | see detail page | \$ 2,242.98 |
| Outstanding Receivables | see detail page | |
| BIA Ledger Balance stands at: | | <u>\$ 52,858.73</u> |
| BIA Reserve Account - | Balance last month | \$ 34,474.08 |
| | Interest | \$ 87.83 |
| | Transfer from Operating (see NOTE) | |
| | | <u>\$ 34,561.91</u> |
| BIA Petty Cash | stands at: | 844.22 |
| <u>Total BIA Current Assets :</u> | | <u>\$ 88,264.86</u> |
| Tecumseh Dollars | Current Outstanding | \$ 17,460.00 |
| BIA Liabilities and Equity : | from Sage 50 report | \$ 90,360.23 |
| <u>Total BIA Liabilities and Equity :</u> | | <u>\$ 107,820.23</u> |
| Year To Date Levy Tax Requisition: | 1st Quarter @ March 31 | \$ 27,250.00 |
| for 2019 | 2nd Quarter @ June 30 | \$ 31,250.00 |
| | 3rd Quarter @ September 30 | \$ - |
| | 4th Quarter @ December 31 | \$ - |
| Total Levy received to Date: | | <u>\$ 58,500.00</u> |

| Tecumseh Business Improvement Area | | | | |
|---|--|-------------------------------|--------------------|-----------------|
| BIA Operating Account - # 8111130 | | | 30-Jun-19 | |
| Outstanding Payments | | | | |
| 1977 | Paula Rorai | 1,096.84 | | |
| 1978 | Shoreline Week | 132.89 | | |
| 1979 | Zehrs | 420.00 | | |
| 1980 | 71934, Shoreline Week | 593.25 | | |
| | | | \$ 2,242.98 | |
| Outstanding Receivables | | | | |
| | | | \$ - | |
| Operating Account - activity | | (Invoices paid in this month) | | |
| Date | Reference | Detail | DR | CR |
| Jun 01, 2019 | 2019/06/01, Anne Rigo | 1972 | 0.00 | 48.14 |
| Jun 04, 2019 | Monarch Office Supply Inc.: Brother Wireless Laser Printer | 1968 | 0.00 | 326.57 |
| Jun 04, 2019 | Shoreline Week: Ask The Experts - May 2019 | 1969 | 0.00 | 791.00 |
| Jun 04, 2019 | 431, Things Made by Jade | Cash | 50.00 | 0.00 |
| Jun 04, 2019 | Rev. of J236. Corr. is J283. | ADJCash | 0.00 | 50.00 |
| Jun 04, 2019 | Brand Dead | 302 | 80.00 | 0.00 |
| Jun 05, 2019 | 9021162, Kelcom | 1974 | 0.00 | 68.57 |
| Jun 05, 2019 | 3600, Town of Tecumseh | 1975 | 0.00 | 45.00 |
| Jun 06, 2019 | Paula Rorai | 1970 | 0.00 | 1,096.84 |
| Jun 06, 2019 | Anne Rigo | 1971 | 0.00 | 387.76 |
| Jun 06, 2019 | 2019-1st QTR Rebate HST | Deposit | 1,469.62 | 0.00 |
| Jun 06, 2019 | MB Realms Entertainment | 303 | 80.00 | 0.00 |
| Jun 10, 2019 | Kristie Sabga | 300 | 160.00 | 0.00 |
| Jun 10, 2019 | Sign Language - Farmhouse Signs | 301 | 50.00 | 0.00 |
| Jun 11, 2019 | 20190611, Petty Cash | 1973 | 0.00 | 800.00 |
| Jun 11, 2019 | 434, Poppy & Peonies | Cash | 80.00 | 0.00 |
| Jun 17, 2019 | 06212019, Suzie Green | 1976 | 0.00 | 600.00 |
| Jun 17, 2019 | 442, Athy Bourque | Cash | 160.00 | 0.00 |
| Jun 17, 2019 | 443, Kristie Sabga | 431 | 160.00 | 0.00 |
| Jun 17, 2019 | 444, Alan Panik | 460 | 160.00 | 0.00 |
| Jun 17, 2019 | 445, Maureen Pasnik | 461 | 160.00 | 0.00 |
| Jun 17, 2019 | 169, Mike Smith | 169 | 320.00 | 0.00 |
| Jun 20, 2019 | Paula Rorai | 1977 | 0.00 | 1,096.84 |
| Jun 25, 2019 | 440, Mary Dowie | 755 | 160.00 | 0.00 |
| Jun 25, 2019 | 441, Mike Smith | Cash | 160.00 | 0.00 |
| Jun 26, 2019 | Shoreline Week | 1978 | 0.00 | 132.89 |
| Jun 26, 2019 | Baby Envy Boutique | 294 | 80.00 | 0.00 |
| Jun 26, 2019 | Wellwise by Shoppers Drug Mart | 295 | 80.00 | 0.00 |
| Jun 26, 2019 | Windsor Essex Children's Aid Society | 296 | 50.00 | 0.00 |
| Jun 26, 2019 | Goodlife Fitness | 297 | 80.00 | 0.00 |
| Jun 26, 2019 | Zehrs | 1979 | 0.00 | 420.00 |
| Jun 26, 2019 | Tecumseh Dollars | 298 | 822.00 | 0.00 |
| Jun 27, 2019 | 446, Good Vibes Beauty Space | Cash | 50.00 | 0.00 |
| Jun 28, 2019 | Town of Tecumseh - BIA Levy - 2nd QTR 2019 | Deposit | 31,250.00 | 0.00 |
| Jun 28, 2019 | 71934, Shoreline Week | 1980 | 0.00 | 593.25 |
| Jun 30, 2019 | BIA Operating (10500) | Bank Interest | 63.15 | 0.00 |
| | | | 35,724.77 | 6,456.86 |

Motion: (BBM-43/19) Moved by: J. Fratangeli
Second by: E. Braccio

THAT the Month End Treasurer's Report as of June 30, 2019 be accepted and approved as distributed and filed for audit.
CARRIED.

APPROVED.

6.3 COORDINATOR REPORT – P. Rorai reports

6.3.1 Membership Statistics –

- New businesses in the BIA area:
 - Food Basics -
- Members closed/moved/new owners/names:
- Total Number of Members currently open/established for business in the Tecumseh BIA:
 - Open – 402
 - Empty Units/Bldgs. - 44
 - Empty Lots/– 17
 - Property Owners – 138
 - Grand Total - 601

6.3.2 Grand Openings for Members – Currently there is one grand opening(s) scheduled:

6.3.3 Welcome Wagon – waiting to hear back from the representative.

6.3.4 Home-Base Business Report – nothing currently.

6.4 COUNCIL REPORT – Andrew Dowie reports on some of the items from the Council Meeting

- Multi-use Sports plex - Council approved option A, which was a slighted revised building exterior while maintaining all the requested inside amenities, the estimated cost was \$54.05M, which after upper level funding of 73%, this equals a 1.43% levy tax increase.
- Transit service will be moved in July from the current Sobey's Plaza (located in Lakeshore) to a new stop at the newly opened Food Basics plaza.
- Our Stormwater Master plan is now complete, recommending numerous upgrades and solutions to all areas of Tecumseh, north of 42, which are serviced by our pumping stations.
- Council also approved the Mulberry Drive pathway extension, in partnership with the City of Windsor, we are paying for our portion in Tecumseh on Mulberry to Southfield Drive.
- Rotary Fish fry was approved for Lakewood Park, both License to serve and noise by-law exemption for September 6th.

Items on the July 9th RCM Agenda:

- Plan of Condominium for the new Puds Marina Petretta development – no commercial space
- 6pm Public meeting for the proposed changes and updates to our Development Charges by-law
- Fire Chief Pitre is retiring
- 2020 Budget Deliberations - an item for the board to be aware of the proposed 2020 Business Plan and Budget Timetable, as follows,
 - Council consultation September 10, 2019 – NOTE: this is the time for the BIA to ask Council for any fees to be waived i.e. street closures, park fees, etc. BEFORE Sept 30th.
 - Public engagement September 12-30, 2019
 - Table proposed business plan and budget November 12, 2019
 - Council deliberations November 19, 2019
 - Council consideration and adoption December 10, 2019
- Council approves BIA ordering and selling Town/BIA logo license plate covers; with Trademark Agreement and proof of design.

6.5 COMMITTEE REPORTS

6.5.1 Marketing Committee – The Tecumseh Life 2019 Spring/Summer Magazine was distributed to Board and the public on June 15, 2019. Magazine looks great, Members like the special advertising discount and have signed up to advertise in the Fall/Winter already. Over \$800 Tecumseh Dollars have been purchased due to the ad in this issue. It is recommended to subsidize Members' advertising in the Shoreline Tecumseh 2019 Holiday Guide.

6.5.2 Membership Committee

6.5.2.1 Tecumseh Dollar Program – J. Champoux reports on the current Tecumseh Dollar report.

| Tecumseh Dollar Report - June 30, 2019 | | | |
|---|---------------------|----------------|-----------------|
| | | | |
| | | | |
| Redeemed | | \$ | 2,465.00 |
| Total 2019 Issued (One YR Expiry Date) | | \$ | 1,195.00 |
| | | | |
| Sold (No Expiry Date) | Value | Revenue | Net Cost |
| | \$ 4,700 | \$ 3,782 | \$ 918 |
| | | | |
| Current Outstanding | | | |
| 2019 | \$ 5,915.00 | | |
| 2018 issued \$10 | \$ 4,950.00 | | |
| 2018 issued \$5 | \$ 205.00 | | |
| 2017 issued \$10 | \$ 1,290.00 | | |
| 2017 issued \$5 | \$ 250.00 | | |
| 2016 issued | \$ 950.00 | | |
| 2015 issued | \$ 1,350.00 | | |
| 2014 Issued | \$ 910.00 | | |
| 2013 Issued | \$ 490.00 | | |
| Winter "Special" 2011 | \$ 180.00 | | |
| 2011-12 Regular | \$ 970.00 | | |
| Total Outstanding | \$ 17,460.00 | | |
| | | | |
| | | | |

6.5.2.2 Board asks J. Champoux to create Facebook ads asking the public to use old style Tecumseh Dollars as they will become null and void as of December 31, 2019.

6.5.2.3 Board requests the Coordinator keep track of all Members who do not accept Tecumseh Dollars.

6.5.2.4 Discussion on the outstanding Tecumseh Dollars amount was reiterated and confirmed that the current Tecumseh Dollar Program will be discounted as of December 31, 2019 and a new design, program, name will go into effect as of January 1, 2020. Reasonable notice will be given to the public that current Tecumseh Dollars that do not have a one-year expiry date will have until December 31, 2019 to use and Members to be reimbursed.

6.5.2.5 Associated Membership – Nothing at this time.

6.5.3 Streetscaping Committee

6.5.3.1 Bike Repair Stations – Parks & Rec sent maps on where the two repair stations will be installed. Should be completed by the end of June and then schedule a public announcement presenting the stations in each park.

6.5.3.2 Bike Racks – 15 bike racks have been ordered and delivery is expected at the end of June.

6.5.4 Events Committee

6.5.4.1 Night Market – June Night Market was a great success, over 800 people attended, feedback from vendors, property owners and Members was very positive.

6.5.4.2 BIA Christmas Party – Date is Saturday, November 23, 2019 at Beach Grove Golf & Country Club. M. Kennedy has offered to sponsor the BIA at Beach Grove.

6.5.5 Office Relocation Committee

- 6.5.5.1** Lease Agreement Template – Anticipating a draft copy of the lease agreement for space at 12122 Tecumseh Rd. Current Property Owner has quoted \$5k for conference table, chairs and one desk
- 6.5.5.2** P. Rorai contacted Cogeco to cancel contract as of August 31, 2019. Was informed to call back with the unit number for the BIA at the new location for 911 calls and Canada Post. This information needs to be included in the lease agreement.
- 6.5.5.3** Waiting to receive quotes from four moving companies.
- 6.5.5.4** A. Dowie will inquire if relocation date can be extended.

(TOTBBM – 7-7)

UNFINISHED BUSINESS

- 8.1 Memorandum of Understanding – differ until further notice.
- 8.2 Membership Notice – Received feedback from Town Treasurer and there has been no status change from MPAC on the privacy of information restrictions; the Town cannot provide personal information from MPAC's database. The public is free to view the Town's property tax roll at Town Hall. The property tax roll does include owner name and mailing address of all properties in town.
- 8.3 Bookkeeping – BIA office has received quote from Zero and invoice from By the Book. Board recommends to contract By The Book till after the office relocation.
- 8.4 Corporate Credit Card – required information by WFCU was forward to the Finance Department; waiting confirmation of guarantee with the Town. B. Houston offers to contact WFCU for additional information.
- 8.5 Way Finding Signage – Board agrees to differ this project until 2020.
- 8.6 BIA Parkette Memorial Bench – ON July 4th, members of Council, Town Administration, current and past Board Directors, BIA staff, family and friends attended the unveiling of the bench in the Parkette and Shoreline Tecumseh will publish a group picture and the article honoring both E. Tope and A. Baillargeon.

(TOTBBM – 9-7)

NEW BUSINESS

- 9.1 Board asks for quotes and layout design for license plate covers with the tag line: 'Tecumseh Town. Life in Motion
- 9.2 Pickleball Tournament – BIA Board/Members vs. Town Council/Staff

(TOTBBM – 11-7)

NEXT MEETING

The TOTBIA next regular general meeting is scheduled on **Wednesday, August 14, 2019 at 6:00 PM** in Lacasse Conference Room, 1189 Lacasse Blvd., Tecumseh, ON

(TOTBBM – 12-7)

ADJOURNMENT

Motion: (BBM- 46/19)

Moved by: E. Braccio

Second by: J. Fratangeli

THAT there being no further business, the July 10, 2019 regular general meeting of the TOTBIA Board of Management be adjourned at 7:30 PM.

CARRIED.

APPROVED.

Candice Dennis, Chair

Paula Rorai, Coordinator

Minutes of the Youth Advisory Committee
for the Corporation of The Town of Tecumseh

A meeting of the Youth Advisory Committee for the Town of Tecumseh was scheduled to be held on July 15, 2019, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 4:30 pm.

1. Call to Order

The meeting was adjourned at 4:45 pm due to a lack of quorum. No discussion was held and no decisions were made.

2. Roll Call

Present:

Councillor
Secretary
Treasurer
Vice-Chair
Member

Rick Tonial
Tamsyn King
Kristi Koutros
Suzie Sawicki
Ava Ruuth

Also Present:

Manager Committee & Community Services

Christina Hebert

Absent:

Member
Member
Chair
Member
Member
Member

Jacob Altenhof
Michael Altenhof
Brendan Froese
Kurtis Hengl Lachance
Tia-Lynne McCann
Cameron Skinner

3. Disclosure of Pecuniary Interest

4. Delegations

5. Communications

a. Youth Advisory Committee Minutes - April 15, 2019

b. Youth Advisory Committee Minutes - May 27, 2019

c. Youth Advisory Committee Minutes - June 17, 2019

Motion: YAC - 13/19

That the minutes of the April 15, 2019, May 27, 2019 and June 17, 2019 meeting of the Youth Advisory Committee as were duplicated and delivered to the Committee members, are accepted.

d. City of Windsor News Release Re: Calling All young Artists

e. Local Leaders: Think Globally, Act Locally Event

Think Globally, Act Locally Website

Motion: YAC - 14/19

That Communications - For Information D through E as listed on the July 15, 2019 Youth Advisory Committee Agenda are received.

6. Reports

7. Unfinished Business

- a. Local Government Week**
- b. Recreation Events**
 - a. Canada Day Celebrations
 - b. Outdoor Movie Night
 - c. Tecumseh Corn Festival

8. New Business

- a. RBC Future Launch Community Challenge Grant**

9. Next Meeting

The next meeting of the Youth Advisory Committee will be held on September 16, 2019.

10. Adjournment**Motion: YAC - 15/19**

That there being no further business, the July 15, 2019 meeting of the Youth Advisory Committee now adjourn at _____ pm.

Brendan Froese, Chair

Suzie Sawicki, Vice-Chair

Minutes of the Heritage Committee
for the Corporation of The Town of Tecumseh

A meeting of the Heritage Committee for the Town of Tecumseh was scheduled to be held on July 15, 2019, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 6:00 pm.

1. Call to Order

The meeting was adjourned at 6:15 pm due to a lack of quorum. No discussion was held and no decisions were made.

2. Roll Call

Present:

Councillor
Chair
Vice-Chair
Member

Bill Altenhof
Chris Carpenter
Marian Drouillard
Rita Ossington

Also Present:

Manager of Committee & Community Services

Christina Hebert

Absent:

Member
Member
Member
Member

Rhonda Dupuis
Dwayne Ellis
Charles Gray
John Levesque

3. Disclosure of Pecuniary Interest

4. Delegations

5. Communications

a. Heritage Committee Minutes - June 17, 2019

Motion: HC - 18/19

That the minutes of the June 17, 2019 meeting of the Heritage Committee as were duplicated and delivered to the Committee members, are accepted.

6. Reports

7. Unfinished Business

a. Heritage Property Listing

1. 2725 Highway # 3
2. St. Mark's Church
3. Lakewood Golf Course

b. Tecumseh Heritage Articles

c. Municipal Heritage Committee Workshop

8. New Business

9. Next Meeting

The next meeting of the Youth Advisory Committee will be held on September 16, 2019.

10. Adjournment

Motion: HC - 19/19

That there being no further business, the July 15, 2019 meeting of the Heritage Committee now adjourn at _____ pm.

Chris Carpenter, Chair

Marian Drouillard, Vice-Chair

Minutes of the Cultural and Arts Advisory Committee
for the Corporation of The Town of Tecumseh

A meeting of the Cultural & Arts Advisory Committee for the Town of Tecumseh was scheduled to be held on July 15, 2019, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 7:00 pm.

1. Call to Order

The meeting was adjourned at 7:15 pm due to a lack of quorum. No discussion was held and no decisions were made.

2. Roll Call

Present:

Councillor
Member
Member
Member

Bill Altenhof
Marian Drouillard
Rita Ossington
Kyrsten Solcz

Also Present:

Manager of Committee & Community Services

Christina Hebert

Absent:

Chair
Member
Vice-Chair
Member

Rhonda Dupuis
Dwayne Ellis
Charles Gray
Christopher McNamara

3. Disclosure of Pecuniary Interest

4. Delegations

5. Communications

a. Cultural and Arts Advisory Committee Minutes - June 17, 2019

Motion: CAAC - 14/19

That the minutes of the June 17, 2019 meeting of the Cultural and Arts Advisory Committee as were duplicated and delivered to the Committee members, are accepted.

6. Reports

7. Unfinished Business

a. Culture Days

b. Municipal Culture Grant Funds

8. New Business

9. Next Meeting

The next meeting of the Cultural & Arts Advisory Committee will be held on September 16, 2019.

10. Adjournment

Motion: CAAC - 15/19

That there being no further business, the July 15, 2019 meeting of the Cultural and Arts Advisory Committee now adjourn at _____ pm.

Rhonda Dupuis, Chair

Charles Gray, Vice-Chair



The Corporation of the Town of Tecumseh

Chief Administrative Officer

To: Mayor and Members of Council

From: Margaret Misek-Evans, Chief Administrative Officer

Date to Council: August 13, 2019

Report Number: CAO-2019-05

Subject: Municipal Modernization Fund Allocation

Recommendations

It is recommended:

That Council endorse the overall expenditure plan outlined in Attachment 2 to Report CAO-2019-05 for the one-time Municipal Modernization Fund received from the Province of Ontario;

And that Town Administration be authorized to proceed with implementation of the expenditure plan subject to Council approval of specific items as required;

And further that Council authorize Municipal Modernization Fund expenditures of up to \$50,000 for the purchase, installation and annual support and maintenance fees (2019 and 2020) of eSCRIBE software and hardware required to implement Council meeting webcasting as per Report CS-2019-10.

Background

On March 20, 2019, the Town of Tecumseh was advised by the Ministry of Municipal Affairs and Housing that the government was providing a one-time payment in the 2018-19 fiscal year to support small and rural municipalities in their efforts to become more efficient and reduce expenditure growth over the longer term. The Town received a payment of \$620,201 as an unconditional investment to help modernize service delivery and reduce future costs. Recommended use of the funds included: service delivery reviews, development of shared services agreements and capital investments. While the funds are unconditional, it is anticipated that a reporting out on the use of funds will be expected and also that the funds should be used in the near term. The Ministry's correspondence forms Attachment 1.

Comments

The Senior Management Team has reflected on the funds and their optimal use to achieve the efficiencies suggested by the Ministry. We have deliberated on the Team's suggestions and reached consensus on an expenditure plan with both operational and capital items for Council's review and approval. Attachment 2 contains the items recommended by staff, along with high level descriptions and cost estimates. The alignment of the projects with the Council-approved Strategic Plan is also indicated. Ministry staff have reviewed the list in Attachment 2 and concur that the projects are in keeping with the intent of the one-time funding allocation.

Subject to Council's approval of this overall expenditure plan, specific items will be brought to Council for consideration as required by the Purchasing Policy and as they are refined relative to context, vendor and price. Further, where possible, opportunities for cost-sharing partnerships will be explored such as the proposed electric vehicle charging station for example. The purpose of the overall plan in Attachment 2 is to ensure staff's recommendations are aligned with Council's expectations prior to proceeding with detailed planning and procurement.

Notwithstanding the above, Council is reminded that the livestreaming of Council meetings was the subject of a report earlier this year wherein Council passed the following resolution (RCM - 134/19):

That the Webcasting and Closed Captioning Modules offered by eSCRIBE be approved in principle;

And that a multi-camera view be provided;

And further that the 2019 pro-rated cost for the Webcasting and Closed Captioning Modules, as well as the cost for implementation and purchase of the cameras and the 2020 annual support and maintenance be considered for funding from the Municipal Modernization Fund when a report is presented to Council on the proposed use of this Fund.

Administration has refined the cost of all components required to install the multi-camera view and have a revised estimate of \$50,000 for this project. Since this report was presented to Council, Administration has received a design and quotation for a multi-camera solution for Council meeting webcasting. The original estimate of \$10,000 did not include a video switcher or commercial grade cameras. Total cost for a professional installation of the required video equipment is now estimated at \$35,000.

Consultations

Ministry of Municipal Affairs and Housing
All Departments

Financial Implications

In March 2019, the Town of Tecumseh received \$620,201 in unanticipated grant funding from the Province of Ontario. This unconditional, one-time payment, from the Municipal Modernization Fund, is intended to help modernize service delivery and reduce future costs. Administration has identified several candidate projects that are expected to improve services provided to residents and generate efficiencies (Attachment 2).

Funds will be allocated according to each project, however it is noted that the cost estimates are high level and will require refinement through the procurement process. Some projects may be higher or lower, once actual quotes are received and some may benefit from partner funding. Administration will track project costs against the overall amount of the Fund in order to ensure expenditures do not exceed \$620,201.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input checked="" type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input checked="" type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input checked="" type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration and recommended for submission by the Chief Administrative Officer.

Reviewed by:

Shaun Fuerth, BCS
Director Information & Communication Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|---|
| 1 | Ministry of Municipal Affairs and Housing Letter Dated March 20, 2019 |
| 2 | Candidate Projects |

From: Minister (MMAH) <minister.mah@ontario.ca
Sent: March-20-19 9:14 AM
To: Gary McNamara <gmcnamara@tecumseh.ca
Subject: A message from Minister Steve Clark

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Télééc. : 416 585-6470



March 20, 2019

Your Worship
Mayor Gary McNamara
Town of Tecumseh
gmcnamara@tecumseh.ca

Dear Mayor McNamara:

Our government for the people was elected to restore trust, transparency and accountability in Ontario's finances. As you know, the province has undertaken a line-by-line review of our own expenditures, and we have been clear that we expect our partners, including municipalities, to take steps to become more efficient as well.

Municipalities play a key role in delivering many provincial services that people across Ontario rely on. Taxpayers deserve modern, efficient service delivery that puts people at the centre and respects hard-earned dollars.

Transforming service delivery and identifying more modern, efficient ways of operating is critical and complex work. As Minister of Municipal Affairs and Housing, I recognize that many of Ontario's small and rural municipalities may have limited capacity to plan and manage transformation, depending on the resources they have available and how far they have moved on their own modernization agendas.

That is why we are providing a one-time payment in the 2018-19 fiscal year to support small and rural municipalities' efforts to become more efficient and reduce expenditure growth in the longer term.

To ensure that this investment is targeted to where it is needed most, municipal allocations are based on a formula, which takes into consideration the number of households in a municipality and whether it is urban or rural.

While this investment is unconditional, it is intended to help modernize service delivery and reduce future costs through investments in projects such as: service delivery reviews, development of shared services agreements, and capital investments. Our government believes that municipalities are best positioned to understand the unique circumstances and determine where and how this money is best spent.

I am pleased to share that Town of Tecumseh receive a one-time payment of \$620,201 which will flow in this fiscal year.

Staff from our regional Municipal Services Offices will be in touch in the coming days for your acknowledgement of this letter and to discuss any questions that you might have. I encourage you to work with ministry staff as you begin to think about the best way to proceed for your community. The Municipal Services Offices can offer advice and point to examples that may be helpful as you contemplate local solutions. In the future, we would be interested to hear about your modernization success stories.

Thank you once again for your commitment to demonstrating value for money. I look forward to continuing to work together to help the people and businesses in communities across our province thrive.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

Attachment 2:
Municipal Modernization Fund
Candidate Projects

| No. | Project | Description | Strategic Priority (SP) Alignment | Est. Cost |
|-----|---------------------|---|---|-----------|
| 1. | Town Hall Expansion | Council chamber expansion and audio/visual improvements in addition to Council Meeting webcasting; as per the Council-approved Town Hall renovation plan. Expansion of Council Chambers will provide additional space for public attendance, as well as multi-functionality for large meeting space and public receptions. | SP 2 Sustainable Infrastructure SP 5 Leadership & Good Governance | \$75,000 |
| 2. | Town Hall Expansion | As an enhancement to customer service, the installation of a self-service kiosk with an interactive electronic terminal for public use is planned in the renovated Town Hall Lobby. | SP 4 Continuous Improvement | \$5,000 |
| 3. | Town Hall Expansion | Installation of an electric vehicle charging station at the municipal campus will provide a new customer service for residents and visitors with electric vehicles. In partnership with Essex Power, a Level 3 fast charger similar to the one installed at the Amherstburg Recreation Centre will be explored for installation at Town Hall. | SP 4 Continuous Improvement | \$65,000 |
| 4. | Town Hall Expansion | With the Town Hall expansion, there will be additional complexity in building systems between existing and new; an upgraded Building Maintenance System will assist in monitoring systems for optimal operations, energy efficiency and occupant comfort. | SP 4 Continuous Improvement | \$50,000 |
| 5. | Town Hall Expansion | With Town Hall expansion there will be more internal office space without direct access to natural light. The installation of solar tubes in the internal areas (existing and new) will improve access to natural lighting, provide for a 'greener' building and reduce utility costs. | SP 4 Continuous Improvement | \$25,000 |

| No. | Project | Description | Strategic Priority (SP) Alignment | Est. Cost |
|------------|---------------------------------|--|--|------------------|
| 6. | Council Meeting Webcasting | As per Report CS-2019-10, the cost of procurement, implementation and annual support and maintenance for 2019 and 2020 for a multi-camera set-up; price change due to quote for commercial grade cameras. | SP 5 Leadership & Good Governance | \$50,000 |
| 7. | Online property tax inquiry | Financial software application through Vadim to restore functionality for residents to look up their tax accounts online; restoration of functionality was removed due to security risks. Vadim has updated the application so that it is now secure. Restoration of this functionality will improve customer service, reduce customer complaints and increase efficiency. | SP 4 Continuous Improvement | \$7,000 |
| 8. | Cityworks Work Order Management | Administration is migrating to the use of Cityworks for registering, tracking and completing customer service inquiries and complaints; next phase is to implement a work order module to be used with Cityworks Service requests to allow staff to efficiently process resident requests in a timely manner. | SP 4 Continuous Improvement | \$20,000 |
| 9. | Water Oasis Payment solution | The Town maintains two bulk water depots at Fire Station 2 in Oldcastle and the Public Works yard on Lacasse. The intent is to upgrade these depots with a Water Oasis payment solution so users do not have to come to Town Hall to pay for bulk water before accessing it, saving time and money for all parties. | SP 4 Continuous Improvement | \$20,000 |
| 10. | Online permit payment | To augment improvements in customer service on the Town's new website, an additional module will be added to allow on-line payments for various Town services (alarms, permits, inspections). | SP 4 Continuous Improvement | \$2,000 |
| 11. | Organizational Review | It has been quite some time since the Town undertook a review of its municipal organizational structure, the last being in 2009 when an external consultant reviewed the Engineering, Public Works and Parks & Recreation functions. At that time, the consultants advised that a broader reorganization of the Town's administrative | SP 4 Continuous Improvement SP 5 Leadership & Good Governance | \$45,000 |

| No. | Project | Description | Strategic Priority (SP) Alignment | Est. Cost |
|-----|-------------------------------|---|-----------------------------------|-----------|
| | | structure should be considered. Since that time, some internal initiatives have been undertaken, such as the Customer Service Study undertaken in 2015. It is now time to undertake a broader review through the Senior Management Team, supported by external consulting services. Objectives will include but are not limited to: finding efficiencies through service re-alignment and performance measurement, enhancing citizen engagement, exploring opportunities for shared services, accommodating new responsibilities (i.e., asset management plan administration, Development Charge administrative changes through Bill 108) and recommending opportunities for employee career development and succession planning. | | |
| 12. | Corporate Dashboard Reporting | In keeping with the identified strategy in the Corporate Strategic Plan to commit to performance measurement, staff are investigating an integrated reporting tool for municipal services that will link to implementation of the strategic plan as well as municipal operations. Such a tool can assist in identifying efficiencies through the use of Town data and experience. The efficacy of corporate dashboards will be explored as part of the organizational review. | SP 5 Leadership & Good Governance | \$55,000 |
| 13. | Mobile Technology | To increase efficiency of our mobile operations such as public works, facilities, building inspection and by-law enforcement, the use of mobile technology will allow staff to access municipal data in real-time (Cityworks, as-built drawings, email) from remote/mobile locations. The intent is to equip eight vehicles with iPads and mounts as follows: Building/By-law (2), Facilities (2), Public Works (3) and Parks (1). | SP 4 Continuous Improvement | \$20,000 |

| No. | Project | Description | Strategic Priority (SP) Alignment | Est. Cost |
|-----|---|---|---|-----------|
| 14. | Speed Control Devices | Public Works & Engineering Services intend to purchase two solar-powered radar units that will allow for the real-time collection of traffic data without the need for in-road sensors. New radar products have the ability to detect the lane position of vehicles, allowing the monitoring of two lanes of traffic travelling in the same direction. | SP 4 Continuous Improvement | \$10,000 |
| 15. | ConsignO Cloud Digital Signature Software | Digital signature software provides the ability for municipal administrators to sign electronic documents digitally easily, quickly and securely. Through their secured software, the program verifies the signer's identity before the signature is added and preserves the authenticity of the document through controlled access and tracking. This software can easily be integrated with other computer programs that are currently utilized for Council agendas and minutes preparation. Using this technology supports the Town's collaborative approach to streamlining processes to be more efficient, reducing costs for document storage, and safeguarding the integrity of municipal electronic records in a legally reliable manner. | SP 4 Continuous Improvement | \$2,000 |
| 16. | Community LED signs | Currently, there are three Community Electronic LED Sign Message Displays located at the Arena, Town Hall (both Ward 3) and Fire Hall #2 (Ward 5). In order to more uniformly promote Town activities with the public, staff are recommending installation of two additional Community Electronic LED Sign Message Displays at Lakewood Park north (covering Wards 2 & 3) and McAuliffe Park (covering Ward 4 and the northern portion of Ward 5). The estimated cost of the infrastructure sign base and quality LED sign displays is approximately \$65,000 per sign. | SP 3 Community Health & Wellness SP 4 Continuous Improvement | \$130,000 |

| No. | Project | Description | Strategic Priority (SP) Alignment | Est. Cost |
|------------|-----------------------------|--|---|------------------|
| 17. | Public Wi-Fi | To better serve the public within our public spaces, improvements to the municipal network will facilitate the ability to offer additional free public Wi-Fi at various municipal locations such as Lakewood Park north and Green Acres Community Centre. | SP 3 Community Health & Wellness SP 4 Continuous Improvement | \$10,000 |
| 18. | Citizen Satisfaction Survey | As per past practice, the Town has conducted citizen satisfaction surveys every two years. A new survey is due in Fall, 2019. | SP 4 Continuous Improvement | \$15,000 |
| 19. | Community Engagement | Creating meaningful opportunities for public engagement is an identified strategy in the Corporate Strategic Plan. Staff are investigating online tools to promote community engagement on a user-friendly platform that can be seamlessly integrated with the Town's new website. | SP 5 Leadership & Good Governance | \$14,000 |

Total

\$620,000



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: August 13, 2019

Report Number: CS-2019-07

Subject: 2020 December Holiday Schedule

Recommendations

It is recommended:

That the Tecumseh Town Hall Offices **close** for the 2020 December Holiday Season from Thursday, December 24, 2020, through to and including Friday, January 1, 2021.

Background

Article 12.04 of the Collective Agreement between The Corporation of the Town of Tecumseh and CUPE 702.2 - Inside Full-time Staff (Collective Agreement) states that:

“If the Corporation intends to shut down its operations between Christmas and New Year’s, it shall advise the employees and the Union before May 1 of each year. In the event of such shutdown the employees may choose to take non-holiday days as vacation, lieu time or unpaid leave.”

In prior years, Council has authorized the closing of the Tecumseh Town Hall Offices (Town Hall) from Christmas Eve through to and including New Year’s Day, subject to staff utilizing vacation, banked overtime, float, or unpaid leave days for any non-statutory holidays.

Approval of the 2020 December Holiday Schedule and Town Hall closure is being requested at this time to permit the 2020 Essex-Windsor Solid Waste Authority (EWSWA) Collection Calendar to include all holidays and the dates on which the Town Hall is closed. The EWSWA Calendar starts development in the fall of each year in order to be ready for distribution in the following January.

The 2020 Council Meeting and Holiday Calendar is also being developed by the Corporate Services & Clerk's Department and will be the subject of a separate upcoming report to Council.

Comments

The following are paid holidays, in accordance with the Collective Agreement:

- Christmas Eve (Thursday, December 24, 2020);
- Christmas Day (Friday, December 25, 2020);
- Boxing Day (Saturday, December 26, 2020);
- New Year's Eve (Thursday, December 31, 2020); and
- New Year's Day (Friday, January 1, 2021).

The Collective Agreement states in Article 12.02:

"If a paid holiday falls on a Sunday, the holiday will normally be observed on the following Monday, and if a paid holiday falls on a Saturday, the holiday will normally be observed on the preceding Friday."

CUPE 702.2 has agreed to the Boxing Day holiday, which falls on a Saturday, being observed on the following Monday, December 28, 2020, in light of the Friday being the Christmas Day holiday.

In order to close Town Hall during the Christmas and Holiday Season in 2020 from Thursday, December 24, 2020, through to and including Friday, January 1, 2021, it will be necessary for staff to utilize two (2) days of either vacation, banked overtime, float or unpaid leave, on Tuesday, December 29, 2020 and Wednesday, December 30, 2020.

The following table depicts the 2020 Holidays and observance days which have been described.

December 2020

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|-------------------|-------------------|-------------------|------------------------|------------------------|----------|
| 20 | 21 Office Open | 22 Office Open | 23 Office Open | 24 Christmas Eve | 25 Christmas Day | 26 |

January 2021

| Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------------------|------------------------|------------------------|-------------------------|------------------------|----------|
| 27 | 28 Boxing Day | 29 Office Closed | 30 Office Closed | 31 New Year's Eve | 1 New Year's Day | 2 |

Closing Town Hall during the Christmas and Holiday Season is appreciated by staff. Conflicts with vacation requests and schedules are also avoided. Notwithstanding the foregoing, staff may submit requests to their respective department Directors for consideration to other leave time around the holidays.

Advance notice of Town Hall closure during the December Holiday Season is given to the public through advertisements in the local newspaper(s), posted on the Town's website and through Social Media (Facebook and Twitter), and at each of the Town Hall entrances, as well as in the EWSWA Collection Calendar.

The telephone system is programmed to inform residents, who may call during the holidays, of emergency contact numbers for road, sewer or water problems.

Payments on overdue taxes can be made by automatic debit, telephone banking, post-dated cheques or left in the mail slot.

Residents have not complained or expressed concerns regarding the Town Hall closure during the December Holiday Season in prior years.

Consultations

CUPE Local 702.2 (Inside Full-Time)
CUPE Local 702.5 (Inside Part-time)
President and Vice-President

Financial Implications

There are no financial implications arising from this report.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input checked="" type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☐

Website ☒ Social Media ☒ News Release ☒ Local Newspaper ☒

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White
Administrative Assistant to Director Corporate
Services & Clerk

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|----------------------------|
| None | None |



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: August 13, 2019

Report Number: CS-2019-12

Subject: Closed Meeting Investigation Services

Recommendations

It is recommended:

That Report CS-2019-12 regarding Closed Meeting Investigation Services **be received**;

And that notice of termination **be given** to LAS before October 1, 2019, in accordance with the provision in paragraph 16 of the Agreement between The Corporation of the Town of Tecumseh and LAS to discontinue closed meeting investigation services effective January 1, 2020;

And further that closed meeting complaints **be investigated** by the Provincial Ombudsman, commencing January 1, 2020;

And furthermore that the funds in the Closed Meeting Reserve of \$17,500, **be reallocated** to the Integrity Commissioner Reserve.

Background

Section 239.2 of *The Municipal Act 2001, S.O. 2001, c.25*, (Act) as amended, allows a person to request an investigation as to whether the Municipality has complied with the requirements governing closed meetings.

An investigation into whether a Municipality or Local Board has complied with Section 239 of the Act, authorizing when meetings may be closed to the public, or Section 238(2) requiring a Municipality to pass a Procedural By-law, is to be conducted by:

- a) An investigator appointed by the Municipality; or
- b) The Ombudsman appointed under the Ombudsman Act, if the Municipality has not appointed an investigator.

Council has the discretion to appoint an investigator to deal with any investigation requests. If Council does not make such an appointment, a complaint will be investigated by the Provincial Ombudsman (Section 239.1 of the Act).

Comments

Three (3) options have been offered, in the past, to meet the Closed Meeting Investigator requirements of the Act:

- 1. Appoint Local Authority Services (LAS) as a Closed Meetings Investigator; a solution being offered by the Association of Municipalities of Ontario (AMO); or
- 2. Appoint a Closed Meeting Investigator under an independent contract; or
- 3. Do not appoint a Closed Meeting Investigator and rely upon the Provincial Ombudsman to investigate any complaints.

From 2008 to 2015, JGM Consulting (JGM) was appointed, under an independent contract, to provide closed meeting investigation services with an annual retainer of \$1,000.

The Town next appointed LAS as its Closed Meeting Investigator for meetings conducted in 2016, and in subsequent years to date, at an annual retainer of \$330.

The Agreement with LAS automatically renews in accordance with paragraph 16, which states:

... this Agreement shall automatically renew from year to year unless and until terminated by either Party upon ninety (90) days prior written notice on the same terms and conditions contained herein except that the retainer fee and investigation fee may be adjusted by LAS, in its sole discretion, acting reasonably.

Council once again has the option to:

- 1. Allow the Agreement with LAS to automatically renew to provide closed meeting investigation services;
- 2. Retain the services of an alternate Closed Meeting Investigator; or
- 3. Make no appointment allowing for the Ombudsman to investigate any closed meeting complaints after December 31, 2019.

Option 1 – Retain LAS Services

The Association of Municipalities of Ontario's (AMO) subsidiary company, LAS, supports municipalities and the broader public sector by delivering programs and services that leverage economies-of-scale and co-operative procurement efforts.

The LAS program is designed to offer an Investigator service that ensures:

- Municipal expertise
- Consistent quality
- Impartial, credible, confidential, and independent investigation processes
- Continuing education.

LAS offers this service because it is complementary to its existing program of providing services where value can be enhanced through group procurement, and because it helps municipal members demonstrate that they are mature, accountable orders of government, capable of managing their own affairs.

To deliver this program, LAS has contracted a third party, Amberley Gavel Ltd., to provide all investigation services. Amberley Gavel maintains a roster of experienced and trained individuals located across Ontario to provide required investigative services at the most reasonable cost.

Option 2 – Retain Alternate Services

The Town could seek to retain closed meeting investigation services through a Request for Proposal, pursuant to the Purchasing Policy No. 17.

Option 3 – Make No Appointment

In the event Council does not appoint a Closed Meeting Investigator, the Provincial Ombudsman will investigate requests regarding the conduct of meetings held after January 1, 2020.

The Ombudsman is an impartial Officer of the Ontario Legislative Assembly who is independent of government and political parties. The Ombudsman's office promotes fairness, accountability and transparency in the public sector by resolving and investigating public complaints and systemic issues within the Ombudsman's jurisdiction. The Ombudsman is appointed by an all-party committee of the Legislative Assembly for a five-year renewable term and his/her powers and authorities are set out in the Ombudsman Act.

The current Ombudsman is [Mr. Paul Dubé](#), who began his term on April 1, 2016.

The Ombudsman resolves and investigates more than 20,000 public complaints every year about Ontario government organizations and municipalities, universities and school boards, as well as French language services and child protection services. The Ombudsman recommends solutions to individual and systemic administrative problems.¹

Most cases are informally resolved and formal investigations are rare. Statistics for all complaints are reported in [Annual Reports](#), along with selected summaries of resolved cases. The Ombudsman does report publicly on formal investigations, often in special reports as well as in the Annual Report.

Summary

The provisions of the Act in respect of an investigation into whether a Municipality or Local Board has complied with Section 239 of the Act, authorizing when meetings may be closed to the public, or Section 238(2) requiring a Municipality to pass a Procedural By-law, have resulted in a number of investigations being undertaken throughout the Province.

Options 1 and 2 have a greater financial implication than Option 3.

The annual retainer fee of LAS is less than the annual retainer fee previously paid to JGM.

Renewal of the Agreement with LAS for meeting investigation services commits the Town to at least a further one-year term, ending December 31, 2020. Consideration of a renewal beyond December 31, 2020, could be considered before October 1, 2020.

The only cost incurred, to date, in relation to meeting investigation services is the annual retainer fee. LAS indicates that because of the education and information materials provided to LAS Program members, many will never encounter a closed meeting investigation; however, the average length of investigations completed in 2015-16 by LAS has been 10-12 hours.²

Consultations

Financial Services

LAS

Ministry of Municipal Affairs & Housing

¹ <https://www.ombudsman.on.ca/what-we-do/frequently-asked-questions>

² <https://www.las.on.ca/WhatWeDo/ClosedMeetingInvestigator.aspx>

Financial Implications

Option 1 – Retain LAS Services

LAS indicates the average meeting investigation takes 10-12 hours. At an hourly fee of \$250, an average investigation could cost \$2,500 to \$3,000. Any daily out-of-pocket expenses, or other daily costs (i.e: travel, mileage), would be additional costs.

The annual retainer is \$330.

An allocation of \$2,500 was included in the 2020 budget. The Town has not incurred costs for meeting investigation purposes. Unspent funds in any particular year are set aside in a reserve to offset a year(s) where investigation costs may be incurred and could exceed the annual budget allocation. At the November 8, 2011, Regular Meeting of Council, Resolution RCM-389/11 approved reallocating unused funds for Meeting Investigations to a reserve to a maximum of \$10,000.

The current reserve funds for meeting investigation services is at \$17,500.

Option 2 – Retain Alternate Services

The cost of retaining services through a Request for Proposal are unknown. The cost of retaining JGM was at an annual retainer of \$1,000. The hourly investigation fee was \$100, in addition to any daily out-of-pocket expenses or other daily costs (i.e: travel, mileage) incurred to conduct an investigation.

Option 3 – Make No Appointment

The Ombudsman services are currently cost-free to municipalities. Anyone can complain to the Ombudsman at no cost to complainants nor the organization that is the subject of a complaint.

The annual budget expense of \$2,500 would be saved.

By not appointing a closed meeting investigator commencing January 1, 2020, the funds in the closed meeting reserve fund could be transferred to the reserve fund for Integrity Commissioner Services (ICS). The reserve for ICS is currently at \$12,700. The cost of an investigation could well exceed the reserve dependent on the nature of the complaint.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input checked="" type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|----------------------------|
| None | None |



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: August 13, 2019

Report Number: CS-2019-18

Subject: Call for 2019 Award Nominations

Recommendations

It is recommended:

That Report CS-2019-18 regarding the nomination and selection process for Awards, **be received;**

And that paragraph 4.02 of the Awards Policy No. 2 **be amended** as follows:

4.02 A Special Meeting of Council (or a Committee comprised of Members of Council) will be held on the fourth Tuesday of November each year, either before or after the Regular Meeting of Council, in order that the members may review the nominations and select the award recipient for each of the awards;

And further that nominations received for the Awards **be considered** at a Special Meeting of Council (or a Committee comprised of Members of Council) to be held on Tuesday, November 26, 2019, at 6:00 pm;

Background

The Town's Awards Policy No. 2 (Awards Policy), sets out the process and timelines for submitting Nominations and selecting recipients each year for the Dr. Henri Breault Community Excellence Award (Dr. Breault Award), Donald "Donny" Massender Memorial Volunteer Award (Donny Massender Award) and the Senior of the Year Award.

Oversight of the Awards Policy and the calling of nominations is the responsibility of the Corporate Services & Clerk Department.

The Awards Policy includes a provision that the recipient of the annual Donny Massender Award be nominated for the Provincial June Callwood Outstanding Achievement Award for Volunteerism in Ontario and the Ontario Medal for Good Citizenship.

The annual recipient of the Tecumseh Senior of the Year Award is also nominated for the Ontario Senior of the Year Award and the Senior Achievement Award (Canada).

The purpose of this report is for information and to advise on the 2019 process for receiving nominations, in addition to the timelines for selection of award recipients.

Comments

Nominations

The Awards Policy requires nominations for the Dr. Henri Breault Award, Donny Massender Award and the Senior of the Year Award to be called annually in September by the Clerk.

In accordance with the Awards Policy, the Notice of Call for 2019 Nominations for each of the Awards will be posted to the Town's website and Social Media (Facebook and Twitter), advertised in the local media, delivered to local charitable and non-profit organizations and displayed on the Town's LED sign as well as posted in prominent locations in the Town's facilities (i.e. Town Hall, Tecumseh Arena and Cada Library Complex.)

The annual closing date for submitting nominations on the prescribed forms is October 31st as set out in the Awards Policy. Nominations can be submitted online or delivered to the Town Hall. The Nomination Form must be submitted together with the following supporting materials:

- a) Detailed contact information about the person being nominated;
- b) Detailed contact information about the person submitting the nomination;
- c) A summary (maximum 100 words) indicating how long the person submitting the nomination has known the nominee and the reasons believed the nominee is a worthy candidate;
- d) A detailed description of the nominee and his/her achievements including background/history;
- e) Written testimonials (original and signed) from at least two (2) additional persons who can attest to the value and impact of the nominee's achievements; and
- f) Additional information and material in support of the nomination (i.e. other testimonial letters that add substance to the nominee's achievements, publications, media stories, tributes, etc.) The additional materials should provide new information and insight into the nature of the nominee's achievements.

Nominees must be a resident of the Town of Tecumseh, or have lived in the Town. No person shall receive an Award posthumously, in keeping with the Awards Policy.

Award Selection Process

The process for selecting Award recipients is set out in the Awards Policy. The Awards Policy states, “all nominations will be considered by Tecumseh Council or a Committee appointed and comprised of Members of Council.”

The Awards Policy also states that a Special Meeting (or a Committee comprised of Members of Council) is to be scheduled on the second Tuesday of November, either before or after the Regular Meeting of Council, in order that the Members may review the Nominations and select a recipient for each of the Awards.

In light of the October 31st nomination deadline and the publication timelines for meeting agendas [i.e.: five days in advance of a meeting], it is recommended that the Awards Policy be amended as to allow the Special Meeting to be held on the fourth Tuesday of November.

It is recommended that consideration of the nominations be given by Council at a Special Meeting scheduled for Tuesday, November 26, 2019, at 6:00 pm.

The late Donny Massender’s wife is to be consulted on the selection of the Donny Massender Award.

Award Recipients Notification and Investiture

The Award recipients and the respective persons submitting their nominations are to be notified within five (5) working days of Council’s decision.

The Dr. Henri Breault Award, Donny Massender Award and the Senior of the Year Award will be presented to the recipients at the Volunteer Recognition event to be held during National Volunteer week in April 2020.

Other Award Nominations

The recipient of the Donny Massender Award will also be nominated for the June Callwood Outstanding Achievement Award for Volunteerism in Ontario. Nominations for the June Callwood Outstanding Achievement Award must be made by December 5th, annually. Recipients will be presented with the Award by the Ministry of Citizenship and Immigration during National Volunteer Week in April. The Donny Massender Award recipient will also be nominated for the Ontario Medal for Good Citizenship by the July 17th annual deadline.

The Ministry of Citizenship and Immigration also offers municipalities in Ontario an opportunity to honour one outstanding local Ontarian who, after the age of 65, has enriched the social, cultural or civic life of his or her community. The deadline for submitting nominations to the Ministry for the Senior of the Year Award is April 30th, each year. The nomination selected by Council for the 2020 Senior of the Year Award will be submitted to the Ministry.

Municipalities are notified by the Ministry prior to June of each year, as to the disposition of their nomination. The month of June has been identified by the Ministry Responsible for Seniors as “Seniors’ Month.”

Traditionally, the Senior of the Year Award is presented by Council at a regular public meeting during the month of June and the Award recipient has been recognized at the Corn Festival, as well as the Volunteer Recognition event.

The recipient of the Tecumseh Senior of the Year Award will also be nominated for the Senior Achievement Award (Canada) by the June 15th annual deadline.

Consultations

None

Financial Implications

The cost of notices for the Awards is included in the 2019 Budget.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
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| <input checked="" type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☐

Website ☒ Social Media ☒ News Release ☒ Local Newspaper ☒

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White
Administrative Assistant to Director Corporate Services & Clerk

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|----------------------------|
| None | None |



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: August 13, 2019

Report Number: CS-2019-20

Subject: Advisory and Statutory Committees
Call for 2020 Applications

Recommendations

It is recommended:

That a Notice of Call be issued for Applications for the:

- Committee of Adjustment;
- Tecumseh Accessibility Advisory Committee;
- Cultural & Arts Advisory Committee;
- Heritage Committee;
- Senior Advisory Committee; and
- Youth Advisory Committee;

And that a Special Meeting of Council be held on **Tuesday, November 26, 2019, at 6:00 pm**, to give consideration to the applications received before the October 31st deadline and to consider filling the vacancies on the above referenced committees.

Background

The Committee/Local Board Application and Appointment Policy No. 4 (Policy) establishes timelines for calling and receiving applications for Committees and Local Boards and a process for reviewing the applications, as well as selecting persons to be appointed to the respective Committees and Local Boards.

The term of Committee and Local Board appointments is the full term of Council.

The Policy requires that applications for appointments, to **fill any vacancies** that may occur for any Committee or Local Board in a non-election year, be called in September by the Clerk.

Notice of a Call for Applications to fill any vacancy on the Advisory Committees, Statutory Committees and Local Boards is to be posted on the Town's website and social media, advertised in the local media, displayed on the Town's LED signs and posted in prominent locations in the Town's facilities (i.e. Town Hall, Tecumseh Arena and Cada Library Complex).

In accordance with the Policy, persons wishing to be appointed to a Committee or Local Board must complete and submit a prescribed application form for the Committee or Local Board to which they are seeking an appointment. Application forms are to be submitted to the Clerk's Office on or before October 31st annually.

Applicants must be a resident, or owner/tenant of land in the Town of Tecumseh; a Canadian citizen; and at least 18 years of age, unless otherwise indicated (i.e. Youth Advisory Committee members must be 13-23 years and Senior Advisory Committee members must be at least 60 years).

Applicants may not be an employee of the Town, nor prohibited by law from voting in a municipal election.

Comments

A brief description of each of the Committees and Local Boards is given in the paragraphs that follow. Lists of the current Committee and Local Board Members, as well as Council Members who have been appointed to act as a liaison, have also been provided.

Committee of Adjustment

The Committee of Adjustment (CofA) is responsible for holding hearings under the *Planning Act R.S.O. 1990, c.P.13* (Planning Act) with respect to minor variances to the Town's Zoning By-law and applications for consents to severances which result in the creation of a new lot(s) or lot additions.

The *Planning Act* permits the council of the municipality, by by-law, to constitute and appoint a CofA for the municipality composed of such persons, not fewer than three (3), as the council considers advisable.

The members of the CofA, who are not members of a municipal council, shall hold office for the term of the council that appointed them, and the members of the CofA who are members of a municipal council shall be appointed annually.

The CofA for the Town is comprised of seven (7) members comprised of six (6) members from the public who are currently appointed for Council's term of office in accordance with the *Planning Act*. Councillor Bill Altenhof is currently appointed for the term ending December 31, 2019, or until such time as a new member is appointed.

The past practice by Council has been to appoint at least one member from each of the five (5) Wards.

Meetings of the CofA are regularly held once a month on the fourth Monday at 5:00 pm in the Council Chambers of Tecumseh Town Hall.

The following is a list of members on the Committee of Adjustment:

Committee of Adjustment

Council:

- Councillor Bill Altenhof (until December 31, 2019 or a new member is appointed)

Members:

- Tom Fuerth
- Tom Marentette
- Paul Morand
- Tony Muscedere
- Lori Chadwick
- Chris Carpenter

Applications will be requested to fill the position currently being held by Councillor Bill Altenhof.

Property Standards Committee

The Town's Property Standards By-law provides for a Property Standards Committee comprised of three (3) members. The members of this Committee are selected by Council from the Committee of Adjustment. The Property Standards Committee considers appeals from orders issued by the Property Standards Officer.

Meetings of this Committee are only required when someone appeals such an order.

The following is a list of members on the Property Standards Committee:

Property Standards Committee

- Paul Morand
- Tom Marentette
- Tony Muscedere

There are no current vacant positions on the Property Standards Committee.

Tecumseh Accessibility Advisory Committee

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) paragraph 29(1) requires municipalities with a population of not less than 10,000 to establish an Accessibility Advisory Committee to advise Council each year about the preparation, implementation and effectiveness of the municipality's Accessibility Plan, in addition to other obligations as established by the AODA.

Section 29(3) of the AODA requires that the majority of the members of the Committee be persons with disabilities.

The Tecumseh Accessibility Advisory Committee normally meets quarterly at 12:00 pm at Town Hall.

Currently, seven (7) members are appointed to the TAAC, four (4) of which are persons with disabilities. While the TAAC currently meets the composition requirement of the AODA, it is recommended that additional members, being persons with a disability, be sought for greater diversity.

The following is a list of members on the TAAC for the remaining term of Council:

Tecumseh Accessibility Advisory Committee

Council:

- Councillor Tania Jobin

Members:

- Mary Anne Askin
- Ron Doherty
- David Golden
- Ron Matsyek
- Catherine Rutherford
- Linda Stanczak

Cultural & Arts Advisory Committee

Tecumseh Council established a Cultural & Arts Advisory Committee (CAAC) under the following Terms of Reference:

- identify cultural activities and engagements encouraging community participation;
- obtain artwork depicting local diverse talents and landmarks in addition to the unique features of the Town, preserving the Town's various histories in the former municipalities of the Town of Tecumseh, Village of St. Clair Beach and Township of Sandwich South, and capturing the essence and spirit of the amalgamated Town;
- identify prominent locations within the Town for public display of artwork; and
- research grants and acquire donations for achieving such goals.

Meetings of the Committee are regularly held once a month on the third Monday at 7:00 pm at Town Hall.

There has not been a limit placed on the number of members that can be appointed to this Committee. The Committee welcomes new and diverse Members.

The following is a list of the current members of the CAAC:

Cultural & Arts Advisory Committee

Council:

- Councillor Bill Altenhof

Members:

- Marian Drouillard
- Rhonda Dupuis
- Dwayne Ellis
- Charles Gray
- Christopher McNamara
- Rita Ossington
- Kyrsten Solcz

Heritage Committee

The Heritage Committee is appointed under the *Ontario Heritage Act*. The Committee may advise on matters related to the Act and to properties in the Town that have cultural heritage value and which the Town may wish to protect from destruction or harmful change by passing of a Designation By-law as provided for in the *Ontario Heritage Act*.

Tecumseh Council is required, under the *Ontario Heritage Act*, to consult with its Heritage Committee during the designation/repeal-of-designation process for individual properties or districts and on applications to demolish/remove structures from, or otherwise alter designated properties.

Statutory role of the Municipal Heritage Committee:

- Designation - advise Council prior to the designation of a property;
- Repeal of Designation - advise Council prior to the repeal of a by-law or part thereof designating property;
- Amendment of Designation - advise Council prior to the amendment of a by-law or part thereof designating a property;
- Alteration of a Designated Property - advise Council on applications to alter a designated property where such proposed alteration may affect the reasons for designation as set out in the by-law designating the property;
- Demolition - advise Council on applications to demolish or remove any building or structure on designated property;

- Easements / Covenants - advise Council before the passing of by-laws providing for the entering into of easements or covenants with the owners of real property, or interests therein, for the conservation of buildings of historical or architectural value or interest; and
- Districts - advise Council before passing a by-law to define one or more areas to be examined for designation as a heritage conservation district.

Meetings of the Heritage Committee are regularly held once a month on the third Monday at 6:00 pm, at Tecumseh Town Hall.

There has not been a limit placed on the number of members that can be appointed to this Committee. The Committee welcomes new and diverse Members.

The following is a list of the current members of the Heritage Committee:

Heritage Committee

Council:

- Councillor Bill Altenhof

Members:

- Chris Carpenter
- Marian Drouillard
- Rhonda Dupuis
- Dwayne Ellis
- Charles Gray
- John Levesque
- Rita Ossington

Applications will be requested from the public interested in serving on the CAAC and/or Heritage Committees, in September, to expand and diversify composition.

Senior Advisory Committee

The first Senior Advisory Committee (SAC) was established in 2016. The purpose of the SAC is to provide advice to Council and Administration on issues that affect seniors in the community.

The SAC is comprised of members over the age of 60. Meetings are held at the Tecumseh Town Hall on the last Thursday of each month at 6:00 pm in the Council Chambers.

There has not been a limit placed on the number of members that can be appointed to this Committee.

The following is a list of the current members of the SAC:

Senior Advisory Committee

Council:

- Councillor Rick Tonial

Members:

- Suzanne Beneteau
- Loretta Stoyka Henderson
- Dorothy Nagy
- Gabrielle McMillan
- Paul Morand
- Dara Pfeifer O'Connor
- Nancy Tennant

Applications will be requested from qualified members of the public interested in serving on the SAC to expand the composition, in September.

Youth Advisory Committee

The establishment of a Youth Advisory Committee (YAC) was approved by Council as recommended in the Corporate Services & Clerk Report No. 26/15. The first YAC was appointed in 2016 to provide advice to Council and Administration on issues that affect area youth and works with Town departments, agencies and organizations that are involved in youth initiatives.

The YAC is comprised of youth between the ages of 13-23.

Meetings are held in the Council Chambers, of the Tecumseh Town Hall, on the third Monday of each month at 4:30 pm in the Council Chambers.

There has not been a limit placed on the number of members that can be appointed to this Committee. This Committee, at times, has difficulty in reaching quorum. In the past, Members have resigned due to school and other obligations during the term of appointment.

The following is a list of the current members of the YAC:

Youth Advisory Committee

Council:

- Councillor Rick Tonial

Members:

- Jacob Altenhof
- Michael Altenhof
- Brendan Froese
- Tamsyn King
- Kristi Koutros
- Kurtis Hengl Lachance
- Tia-Lynne McCann
- Ava Ruuth
- Suzie Sawicki
- Cameron Skinner

Applications will be requested from area youth interested in serving on the YAC to expand the composition, in September, and to fill potential future vacant positions in the Fall as a result of some members attending post-secondary education out of the area.

Business Improvement Area (BIA) Board of Management

This non-profit organization represents and promotes a defined geographic area of the Town as a business or shopping area (north of County Road 22). The Board also oversees the improvement, beautification and maintenance of municipally-owned land, buildings and structures in the area beyond that provided at the expense of the municipality generally.

The BIA is governed by a nine (9) member Board of Management comprised of two (2) Directors appointed directly by Council and seven (7) members of the BIA, selected by a vote of the membership of the improvement area. The Board is appointed for the term of Council. There are currently ten (10) members appointed to the Board. In the event of a resignation, the Board will return to its regular nine (9) member composition.

The BIA meets monthly on the second Wednesday of each month at 7:00 pm at the BIA Office.

The following is a list of the current Board members:

Business Improvement Area (BIA) Board of Management

Council:

- Councillor, Brian Houston
- Councillor Andrew Dowie (Liaison)

Members:

- Paul Bistany, Bistany Real Estate
- Elisa Braccio, Shopper Drug Mart
- Jules Champoux, CPCA, Life and Health Insurance Advisor

- Candice Dennis
- Scott Harris, TD Canada Trust
- Joseph Fratangeli, Good Vibes
- Michael Kennedy, Ingenuity Counsel
- Shane Meloche, Frank Brewing Co.
- Linda Proctor

There are currently no vacant positions on the Board.

Police Services Board

The Town currently contracts the services of the Ontario Provincial Police (OPP) for police protection within the community. This contract is administered by the Tecumseh Police Services Board (PSB).

The *Police Services Act* requires a municipality to appoint a Police Services Board. Tecumseh Council established a Police Services Board for the Town comprised of:

- the Head of Council (Mayor) or, if the Mayor chooses not to be a member of the Board, another Member of Council appointed by resolution;
- one Member of Council appointed by resolution;
- one person appointed by resolution of the Council, who is neither a member of the Council nor an employee of the Town; and
- two (2) persons appointed by the Lieutenant Governor in Council.

The responsibilities of the PSB are set out in the *Police Services Act*. The PSB is responsible for the provision of adequate and effective police services in the Town.

Meetings of the PSB are held in the Council Chambers of the Town Hall. The meetings are generally held bi-monthly on the second Thursday of the month at 4:30 pm.

The following is a list of the current PSB Members:

Police Services Board

Council 2019 - 2022

- Mayor Gary McNamara
- Deputy Mayor Joe Bachetti

Council Appointed Member

- Chris Hales

Lieutenant Governor Appointed Members

- Paul Sweet
- Marc Gomes

There are no current vacant positions on the PSB.

Essex Power Corporation Board of Directors

The Town of Tecumseh, along with the Towns of Amherstburg, LaSalle and the Municipality of Leamington, are the holders of record and the beneficial owners of issued and outstanding common shares in Essex Power Corporation. The municipalities entered into a Unanimous Shareholder Agreement, dated June 1, 2000, regarding certain aspects of the organization of the affairs of Essex Power Corp. and its subsidiaries and their respective rights and obligations to each other.

Article 3 of the Agreement sets out the structure for the Board of Directors and, in particular, paragraph 3.05 states that each Municipality shall ensure the election or appointment of Directors, and shall ensure at all times that one of its nominees is an elected municipal representative and that the other nominee is a non-elected member of the business community.

The Essex Power Corporation Board of Directors generally meets quarterly in the months of March, June, September and December. Meetings are usually held at the Essex Civic Centre, located at 360 Fairview Avenue West, Essex at 4:00 pm on a Wednesday.

It has been the practice of the municipalities to appoint their Mayor, or Deputy Mayor, as the elected municipal representative to the Essex Power Board.

The Applications for the Essex Power Board non-elected member of the business community, ask that applicants have an accounting and audit, academic, engineering and/or legal background, as well as experience working on a committee or task force.

The term of appointments of the non-elected member differs from the elected member's term of appointment. The purpose of the different terms is to provide some consistency for the Board and continuity of municipal representation.

The following is a list of members on the Essex Power Corporation Board of Directors:

Essex Power Corporation Board of Directors

- Mayor Gary McNamara (2019 - 2022)
- Tom Burton (until Dec. 31, 2020)

There is no vacancy to fill at this time.

Member Selection

In non-election years, all applications received to fill any Committee or Local Board vacancies are to be considered by Council, or a Committee appointed and comprised of Members of Council, on the fourth Tuesday in November, in accordance with the Policy.

In keeping with the Policy's selection process, applications are to be considered at a Special Meeting of Council on Tuesday, November 26, 2019 at 6:00 pm.

Consultations

None

Financial Implications

The cost of advertising and calling of Applications for the Committees is included in the 2019 budget.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input checked="" type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☐

Website ☒ Social Media ☒ News Release ☒ Local Newspaper ☒

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Sue White
Administrative Assistant to Director Corporate
Services & Clerk

Reviewed by:

Christina Hebert, BA (Hons), MA, Dipl. M.A.
Manager Committee & Community Services

Reviewed by:

Laura Moy, Dipl. M.M., CMMIII HR Professional
Director Corporate Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|----------------------------|
| None | None |



The Corporation of the Town of Tecumseh

Fire & Rescue Services

To: Mayor and Members of Council

From: Chad Mactier, Deputy Fire Chief

Date to Council: August 13, 2019

Report Number: FIRE-2019-07

Subject: Majors McGuire Confined Space Training Facility Rental

Recommendations

It is recommended:

That the Acting Fire Chief's report FIRE-2019-07 regarding Major McGuire's proposal to utilize the Town of Tecumseh Fire Department facilities for confined space rescue training **be received** as information.

Background

Confined spaces are those that are large enough to enter and perform work inside, have a limited or restricted means of entry or exit, and yet are not designed for continuous human occupancy. They are found in industrial settings, commercial facilities, hospitals, universities, and even on farms – and include various types of tanks, cargo holds on ships, silos, utility vaults, boilers, sewer and water manholes, elevator shafts, dumpsters, tunnels, and more. Death and injuries result from entrapment and drowning due to asphyxiation and toxic chemical exposure. In many of these incidents, it is not just the person entering the confined space who dies, but also the “rescuer” who may be unaware of the hazard.

Workers entering or working in confined spaces often face life-threatening hazards and, by law, employers must comply with applicable Occupational Health and Safety Act (OHSA) regulations to ensure personnel safety.

In 2016, construction was completed on a Confined Space Training facility at Tecumseh Fire Station 2 on Walker Road. Using concrete storm sewer pipe, it was engineered and constructed on the ground before being completely covered with soil. It has two means of entering/exiting from ground level and two means of entering/exiting from the top. In addition to materials for construction donated by a local pipe company, Dillon Consultants donated consulting and drawings. The only costs incurred were for installation of the facility.



Tecumseh Fire personnel, as a part of regular training requirements, utilize the Confined Space Training Facility for exercises.

Comments

Majors McGuire Inc. (MMI) are safety-training consultants that include hands-on workplace safety training in their curriculums. MMI has submitted a proposal to rent the Town of Tecumseh Fire Department's Confined Space training facilities to support Confined Space Rescue Training that they provide to organizations. Their proposal also requests the use of the training class room and audio/visual equipment.

In the past, Tecumseh Fire's Confined Space training facilities have been rented for training purposes by other local fire departments and organizations such as St. Clair College, FCA (Chrysler) and others.

Any use of the training facilities will be coordinated with the Town of Tecumseh Fire Department so that it shall not impact the day-to-day operations and needs of the Fire Department. MMI will provide adequate insurance coverage as recommended by the Town's insurer and name the Town as additional insured.

Consultations

None

Financial Implications

Rental fees are to be charged at the current rate detailed in the applicable Town of Tecumseh Administrative Fees and Charges By-Law at date of rental. The 2019 Administrative Fees and

Charges By-Law currently lists the Room Rental rate as \$142.84 plus HST and the Confined Space Building Rental as \$449.69 plus HST. Any requirement for staffing is to be charged at the current other duties hourly rate listed in the Firefighters' Association agreement.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input checked="" type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input checked="" type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
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Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Kathie Primeau
Clerk II Administrative Clerk

Prepared by:

Chad Mactier
Deputy Fire Chief

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|--|
| 1 | 1. Town of Tecumseh - Confined Space Rescue Proposal - Rev. 1 - 31-Jul-19 |



**Town of Tecumseh
917 Lesperance Road
Tecumseh, Ontario
N8N 1W9**

August 7, 2019 – Rev. 2

Attention: Margaret Misek-Evans, RPP, MCIP – Chief Administrative Officer

Proposal to Utilize the Town of Tecumseh Fire Department Facilities for Confined Space Rescue Training

Dear Ms. Misek-Evans

We thank you for the opportunity and are pleased to submit our proposal to rent the Town of Tecumseh Fire Department's Confined Space training facilities to support Confined Space Rescue Training for local Fire Departments and private / public organizations within our geographical area, including but not necessarily limited to Windsor-Essex and Chatham-Kent Counties.

Please note that this proposal is unsolicited by the Municipality of the Town of Tecumseh and has been prepared as a result of discussions initiated by Majors McGuire Inc. (hereafter referred to as "MMI") with the Town of Tecumseh Fire Department to explore the opportunity of providing Confined Space Rescue training to the organizations noted above.

Our proposal includes the following;

Facility and Equipment

- Rental of the Town of Tecumseh Fire Department Confined Space training facility and training room.
- MMI shall coordinate the provision of training program equipment and materials with Tecumseh Fire Department, including but not limited to;
 - Laptop containing Microsoft PowerPoint Training Programs and cables to connect to TV for presentation – provided by MMI.
 - Projector and screen, if necessary, to display the Training Program if the TV is not available – provided by MMI.
 - Equipment necessary for Confined Space Rescue, including harnesses, SCBA, respirators, gas monitoring, SKED, tripods, Rescuer Personal Kit, ropes, pulleys, carabiners, backboard, Stokes Basket & Bridle, First Aid Kits –provided by MMI for typical rescue scenarios. Specialized or unusual situations may involve discussions in advance with Tecumseh Fire Department and agreement of any associated costs for specialized equipment needs.
- Coordination of the use of the Confined Space and timing of the scheduling of training shall be coordinated with the Town of Tecumseh Fire Department directly.
- Timing of training shall be dependent upon Clients' requests for Confined Space Rescue Training.
- Timing of training shall be coordinated such that it shall not impact the day-to-day operations and needs of the Fire Department.

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- Rental cost of the Confined Space Facility and training room shall be in accordance with the Town of Tecumseh current rates.
- The requirement for Town / Fire Department staff to be present prior to, during and after scheduled training sessions shall be dependent upon the following criteria;
 - The Town of Tecumseh Municipal / legal requirements for rental of Municipal property.
 - Tecumseh Fire Department requirements for accommodating visitors on site, e.g. visitor sign-in and sign-out procedures, codes of conduct whilst on Fire Department premises, other protocols.
 - Coordination of access to the training room and Confined Space facility prior to commencement of training to allow MMI trainer to set up and prepare for the training program delivery.
 - Identifying areas of restricted access and non-authorized personnel during training, as well as smoking areas for participants if applicable or implementation of no smoking policy while on Tecumseh Fire Department premises.
 - Requirements for securing the facility upon completion of the training and MMI personnel leaving the facility.

Training Programs

The Confined Space Rescue Training Program is structured over a 4-day period targeting Fire Departments and other public / private organizations and consists of the following modules;

- **Online Supervision Training** – Mandatory participation and evidence of successful completion to be provided to MMI in advance of participating in Confined Space Rescue
- **Standard First Aid / Level C CPR (SFA / C) – 2-day training program.** Participants able to provide MMI with proof of current SFA / C training with an approved training provider may be excused from participating in this.
- **Fall Arrest Toolbox Talk / Lock Out – Tag Out (LOTO) toolbox Talk / Respirator Training and Fit-Testing** – ½-day training - Mandatory participation regardless of prior or current evidence of training.
- **Confined Space Entry and Awareness Training** – ½-day training - Mandatory participation regardless of prior or current evidence of training.
- **Confined Space Rescue Training** – 1-day training.

Special Notes & Exclusions:

- This proposal and the content therein remain the property of Majors McGuire Inc. and may not be copied or distributed to any third party without prior written consent from MMI.
- MMI Training programs are developed in conjunction with the requirements of the Occupational Health & Safety Act, applicable Ministry of Labour Regulations, CSA Standards, NFPA Standards and industry best practices.
- MMI is a CPO-Approved Training Provider for Working At Heights, approved by TSSA for propane construction heater CH-02 training up to 400,000 BTU and our Transportation of Dangerous Goods (TDG) training program meets WSIB requirements.

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- MMI operates a comprehensive Quality Assurance / Continuous Improvement Program series of protocols to ensure that all training programs, materials, equipment, information and instructions are in full compliance with current legislated requirements and the requirements of authorities having jurisdiction and reviewed and updated on a regular basis to ensure all information is up to date.
- The above QA / CIP program is led by a CRSP (Canadian Registered Safety Professional) team member, who is also a member of the Canadian Society of Safety Engineering.
- This proposal does not include the costs associated with the training programs identified, which will be quoted separately.
- This proposal does not identify costs associated with general and specific liability insurances. Discussions are ongoing with the relevant parties; however, we confirm that MMI can provide General Liability insurance coverage of \$5M, with the Town of Tecumseh noted as additional named insured.
- Minimum participant group size is 8, maximum is 24.
- For participant groups containing 8-12 participants, Majors McGuire Inc. shall provide one (1) trainer.
- For participant groups containing 13-24 participants, Majors McGuire Inc. shall provide two (2) trainers.
- Participant group size : trainer ratio is based upon guidelines from the Ontario Ministry of Labour.

Should you have any questions or require further clarification on any aspect of this proposal, please do not hesitate to contact the undersigned.

Sincerely,

Tim Pelling

Operations Manager

E-mail: tpelling@majorsmcguire.com

Ph: (519) 944-9999

Cell: (226) 350-7412



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Tom Kitsos, Director Financial Services & Chief Financial Officer

Date to Council: August 13, 2019

Report Number: FS-2019-09

Subject: Water and Sanitary billing and collection

Recommendations

It is recommended:

That performance of the Water and Sanitary billing and collection function for the Town continue to **be provided** by Essex Powerlines Corporation (EPC) for the 2019 and 2020 budget years;

And that the Water and Sanitary billing and collection function **be reviewed** by Administration for the 2021 budget year.

Background

Essex Powerlines Corporation (EPC) currently provides the Water and Sanitary billing and collection function for the Town for a fee and has done so since June 2000.

Administration had proposed during the 2018 budget process that the Water and Sanitary billing and collection function be brought in-house. Administration's proposal to bring this function in-house was driven by two factors: the Town's ability to service user needs and the cost to provide the service, whereby Administration proposed that user needs could be better serviced in-house and at a reduced cost.

Recognizing EPC as a valued partner, Council deferred the decision to bring this service in-house, allowing Administration and EPC an opportunity to work on service and cost improvements with the current business model.

Following this review period, Council considered the proposal once again along with proposed service and cost improvements under Financial Services Report No. FS-2018-10 and ultimately passed Motion RCM 229/18 at the Regular Council Meeting of July 24, 2018:

“THAT Administration extend the status quo with Water and Sanitary Sewer Billing for one year to allow Administration to evaluate the Town of LaSalle and Town of Amherstburg’s experience with transitioning to in-house billing.”

Comments

In the year following Council’s decision of July 24, 2018, Administration and EPC have continued to work towards service improvements with some levels of success.

EPC has provided Administration access to a reporting portal that allows Administration direct access to customer billing data, and has developed several reports that can be used to analyze customer count and usage data. This is a work in progress as analyses performed have identified the need to modify and/or refine some of the reports. EPC has committed to continue to refine the reports as necessary. Once refined, these reports will allow the Town to perform analytical reviews previously not available to the Town.

EPC has also committed to invest in a work order system that will integrate with the Town’s Cityworks system. This initiative should improve customer service response time and accuracy. This initiative has not yet commenced as the Town recently migrated to a new work order system in Q1 2019. Once the Town is satisfied that the implementation is complete and fully operational, EPC will be in a position to integrate systems with the Town.

Effective January 2019, the Town requested that monthly meter read files contain **all** Town accounts as opposed to reading several files monthly and bi-monthly based on customer code numbers. This request was made by the Town to enable more efficient and effective data analysis. EPC implemented this change and the Town is now collecting every read for every meter on a monthly basis. The report has inconsistencies and we continue to work with EPC to refine this function.

The frequency of customer billing has remained unchanged, i.e. monthly bills for residents in the EPC electricity service area and bi-monthly bills for residents in the Hydro One electricity service area. Council was not receptive to less frequent billing proposed as a cost-saving initiative with in-house billing.

Administration and EPC have also made improvements to the collections process to help reduce the write-off of bad debts. EPC now provides records of uncollected amounts to the Town on a monthly basis, which allows Administration to impose collection tools available to the Town, however not available to EPC. This improvement has been in place for 11 months and has helped to reduce the write-offs in that period from \$10,966 to \$3,609.

Overall, Administration and EPC have been able to effect noticeable improvements to customer service in the existing billing model. Continued efforts by both parties are necessary to ensure improvement initiatives in progress achieve desired outcomes.

With respect to the municipalities of LaSalle and Amherstburg and their respective transitions to in-house billing, LaSalle has now been performing in-house billing for over two and a half years and has achieved significant cost savings and customer service improvements and Amherstburg has received Council approval to transition to in-house billing, however has yet to initiate that change.

Consultations

Public Works & Environmental Services
Essex Power Corporation
Town of LaSalle
Town of Amherstburg

Financial Implications

At the July 24, 2018 RCM, EPC reduced the annual fee of the billing and collection service to \$165,000 effective July 1, 2018 to June 30, 2019 and committed to a further reduction to \$155,000 effective July 1, 2019 to June 30, 2020.

These reductions have effectively reduced this annual service fee by roughly 33% from the 2017 fee.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Environmental Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|----------------------------|
|------------------------------|----------------------------|

| | |
|------|--|
| None | |
|------|--|



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Tom Kitsos, Director Financial Services & Chief Financial Officer

Date to Council: August 13, 2019

Report Number: FS-2019-10

Subject: Budget Variance Report – June 2019

Recommendations

It is recommended:

That Financial Services Report # FS-2019-10, Budget Variance Report – June 2019, is received.

Background

All departments have reviewed second quarter actual results in order to identify and report on variances from budget. This analysis looks at both operating and capital budgets.

Directors were also asked to provide year-end projected results to determine if we expect to be in a surplus or deficit position at the end of the year.

Comments

Operating Fund

The 2019 Q2 Variance analysis projects a year-end surplus of \$331,000 (Tax Supported surplus \$183,000 and Rate Supported surplus \$148,000).

It is important to note that the projections are based on a number of estimates which can vary significantly prior to year-end.

In formulating estimates where there is a range of expected results, Administration used the lower end of the range in order to be conservative in our projections. Significant items of note include:

| Budget Item | Amount |
|--|---------------|
| Council – Health under budget due to lower enrolment numbers and claims. | (23,000) |
| Corporate Shared – Supplementary taxation revenue is expected to be under budget due to less than anticipated assessment growth. | 20,000 |
| Corporate Shared – Ontario Municipal Partnership Fund (OMPF) grant revenue unfavourable due to a decrease in allocation. | 8,000 |
| Corporate Shared – Ontario Specific Grants showing favourable variance due to receipt of OCLIF cannabis grant. | (17,000) |
| Corporate Shared – Provincial Offences Act (POA) fines revenue trending lower than budget. | 20,000 |
| Corporate Shared – With the Insurance RFP, new premiums were 25% less than anticipated. Therefore, Transfer from Reserve for budgeted insurance increases is not required. | 29,000 |
| Corporate Shared – Miscellaneous Service expected to come in under budget as the tax roll review was suspended pending in-house analysis. Reduces the corresponding transfer from reserve, so no net impact. | 0 |
| Corporate Shared – Tax write-off expense under budget due to lower assessment appeal activity. Larger favourable variance by year end possible. | (25,000) |
| Corporate Shared - Deficit forecast reflects the \$761,048 allocation of the 2018 surplus, which is offset by an opening surplus adjustment in the financial statement. | 0 |
| CAO – Overall wages and benefits over budget due to CAO retirement. | 7,000 |

| Budget Item | Amount |
|---|---------------|
| CAO - Forecasting a favourable variance in Professional Fees – Other due to lower than anticipated activity. | (26,000) |
| Financial Services – Wages and Benefits projected to be under budget due to temporary position vacancies and salary gapping. Retirement payout less than budget thereby reducing the corresponding Transfer from Reserve. | (68,000) |
| Financial Services – Professional Fee – Other expected to show variance due to policy review. | 15,000 |
| Corporate Services and Clerk - Professional Fee - Other anticipated to come in under budget. | (10,000) |
| Human Resources – Professional Fee – Legal expected to show unfavourable variance due to various employment matters. | 10,000 |
| Human Resources – Professional Fee – Other expected to be over budget re: Council compensation review. | 11,000 |
| Fire – Wages and Benefits under budget due to retirement. Potential for greater variance by year end depending on duration of vacancy. | (6,000) |
| Fire – Dispatch expense will show favourable variance due to reduction in monthly charge for radios. | (9,000) |
| Fire – Insurance expense significantly under budget due to much lower premiums resulting from the Insurance RFP. | (14,000) |
| Police – Alarm registration revenue coming in over budget due to greater volumes. | (6,000) |
| Building – Wages & Benefits are projected to be favourable due to temporary position vacancy. | (22,000) |

| Budget Item | Amount |
|---|---------------|
| By-law Enforcement – Wages & Benefits are projected to be favourable due to temporary position vacancy. | (10,000) |
| Roadways – Wages projected to be over budget largely due to staff overtime. | 22,000 |
| Roadways – Gasoline expense is expected to be over budget largely due to greater than estimated usage. | 10,000 |
| Roadways – Insurance expense significantly under budget due to much lower premiums resulting from the Insurance RFP. | (19,000) |
| Roadways – Vehicle Maintenance due to a few major repairs (transmission failure and replacement, cooling repair, vehicle overhaul etc.). | 40,000 |
| Street Lighting – Hydro rates came in less than budget estimates resulting in a favourable variance for Utilities – Hydro & Water. | (29,000) |
| Street Lighting – Maintenance Service is expected to come in over budget due to additional underground faults and pole repairs. | 14,000 |
| Storm Sewer System - Materials & Supplies anticipated to be over budget due to flooding supplies needed over and above what is required for general operational needs. Estimate is a placeholder; to be refined next variance analysis. | 71,000 |
| Storm Sewer System – Electricity costs projecting to be under budget due to lower commodity costs. | (10,000) |
| Storm Sewer System – Professional Fee – Engineer expected to show unfavourable variance due to engagement of consultants to review potential issues associated with high lake levels. | 12,000 |
| Storm Sewer System - Insurance expense significantly under budget due to much lower premiums resulting from the Insurance RFP. | (8,000) |

| Budget Item | Amount |
|---|---------------|
| Parks – OPA Green initiatives grant confirmed. | (10,000) |
| Parks – Wages & Benefits – Projected to be favourable as salaries were budgeted for full capacity, whereas actual hours are trending less than budget estimates. Benefit rates incurred are lower than anticipated. | (47,000) |
| Parks – Insurance projected as favourable as new premiums were 25% less than budgeted. | (7,000) |
| Arena – Ice rentals projected to be unfavourable due to less ice-time scheduled by major user groups. | 5,000 |
| Arena – Salaries & Benefits – Projected to be lower than budget due to temporary vacancy and lower benefit rates than anticipated. | (19,000) |
| Arena – Utilities – Hydro & Water are projected to be favourable due to the decrease in commodity costs. | (16,000) |
| Arena – Insurance projected to be favourable as new premiums are 25% lower than budgeted. | (16,000) |
| Pools – Canada Summer Jobs grant projected to be lower than originally budgeted. | 6,000 |
| Recreation Programs – Summer Day Camp forecasting a favourable variance due to a combination of higher than projected revenue as well as a favourable salaries & benefits variance. | (7,000) |
| Corn Festival – Booth Revenue expected to be lower than budgeted due to lower vendor participation than in previous years. | 5,000 |
| Planning and Zoning – Official Plan – Professional Fee Legal – anticipated to be under budget. Reduces reserve transfer so no net impact. | 0 |

| Budget Item | Amount |
|---|---------------|
| Planning and Zoning – Wages & Benefits – Projected to be favourable due to a temporary position vacancy, change in rate and allocation. | (22,000) |

Numerous accounts with favourable and unfavourable variances of under \$5,000 along with the above-noted items contribute to the estimated surplus.

Rate-Supported

Significant variations from budget are expected to be:

| Budget Item | Amount |
|--|---------------|
| Sanitary – There are no projected miscellaneous revenue to be incurred in 2019. | 5,000 |
| Sanitary – Wages and Benefits are projected to be under budget due to salary gapping. | (12,000) |
| Sanitary – Contract costs are projected to be unfavourable as the treatment cost budget did not factor in HST, which was recently determined applicable. | 34,000 |
| Sanitary – Utilities – Hydro & Water are projected to be favourable due to the decrease in commodity costs. | (5,000) |
| Sanitary – Grant expense are projected to be favourable compared to budget due to lower than anticipated interest in the backwater valve grant program. | (69,000) |
| Sanitary – Interfunctional charges are projected to be favourable to budget due to lower than anticipated labour support from public works. | (16,000) |
| Water – Lakeshore revenues are projected to be higher than budget due to greater non-residential consumption than expected. | (16,000) |
| Water – Wages and Benefits – are projected to be favourable due to | (40,000) |

| Budget Item | Amount |
|---|----------|
| salary gapping and labour hours trending under budget. | |
| Water – Vehicle Parts & Service – Projecting to be over budget due to an aging fleet. | 5,000 |
| Water – Professional Fees (Legal/Engineer/Other) - Projected to exceed budget due to the WUC bulk water purchase agreement mediation process. | 16,000 |
| Water – Insurance - projected to be favourable as new premiums were 25% less than budgeted. | (12,000) |
| Water – SCADA Maintenance projecting to be favourable compared to budget due to the change in service providers. | (6,000) |

Numerous accounts with favourable and unfavourable variances of under \$5,000 along with the above-noted items contribute to the estimated operating surplus for rate-supported departments of \$148,000.

Note: that a surplus increases the balance transferred to reserve funds to offset capital requirements.

Capital/Lifecycle

The Capital/Lifecycle analysis consists of reviewing the status of approved projects comparing approved funding to actual results. Items of note include:

- The tender for South Talbot Road Reconstruction and replacement of culverts 46 and 47 was awarded to Amico Infrastructures in the amount of \$2,056,935 excluding HST. Total project costs of \$2,555,460 are under the original estimate (PWES Report No. 2018-08) of \$2,935,500. The project will be in full construction the week of July 15th. Anticipated surplus is approximately \$381,000.
- The tender for North County Rd 11 Sanitary Sewer was awarded to Shearock Construction Group in the amount of \$1,199,000 excluding HST. Total project costs of \$1,577,500 are under the original estimate (PWES Report No.2018-08) of \$1,586,600. The project is expected to be substantially complete at the end of July. Anticipated surplus is approximately \$9,000.
- The tender for Rehabilitation of Bridges #1004, #1013 and #1014 was awarded to South Shore Contracting in the amount of \$518,915 excluding HST. Total project cost of

\$760,900 is over the original estimate (PWES Report No. 2018-08) of \$750,900. Anticipated project deficit is approximately \$10,000.

- The tender for the 2019 Supply of Vehicles was awarded to Amherstburg Chevrolet in the amount of \$78,463 excluding HST. Total cost of \$78,463 is over the original estimate (PWES Report No. 2019-07) of \$72,000 plus outfitting costs. Most of the allocation deficit will be offset by the surplus values received through auction for the respective vehicles being replaced. Anticipated deficit is approximately \$7,900.
- The tender for the McAuliffe Park Renovations was awarded to Vince Ferro Construction in the amount of \$326,289 excluding HST. Total project cost of \$368,852 is below the approved allocation (PRS Report No. 2018-23) of \$450,000. Construction is currently underway. Anticipated surplus is approximately \$81,000.
- The tender for the Supply of Parks Equipment was awarded to South Point Equipment in the amount of \$36,380 plus HST. The trade in value for the replacement mowers is \$17,000. Total costs are below the approved allocation (PWES 2019-07) of \$30,000. The mowers have been delivered and are in operation. Anticipated surplus is approximately \$10,600.
- The tender for the internal lining replacement of the Elevated Water Tower was awarded to Landmark Municipal Services. Total project cost of \$456,256 is below the approved allocation (PWES Report No. 2018-08) of \$470,000. The work has not been scheduled yet but is expected to be completed in the fall. Anticipated surplus is approximately \$13,700.
- The tender for the purchase of a Valve Maintenance trailer was awarded to Wachs Canada in the amount of \$76,460 excluding HST. Total cost of \$77,806 is below the approved allocation (PWES Report No. 2019-17) of \$85,000. The trailer has been delivered and is in use. Anticipated surplus is approximately \$7,200.
- The tender for Architectural Services Town Hall Expansion was awarded to Archon Architects in the amount of \$128,900 excluding HST. Total project cost of \$131,169 is below the approved allocation (CAO Report No. 2019-03) of \$160,000. The architects are in the process of producing construction drawings. Anticipated surplus is approximately \$28,800.
- The tender for Tar & Chip, which includes Crack Sealing, was awarded to Shepley Road Maintenance in the amount of \$218,500 excluding HST. Total project costs of \$222,346 are above the approved allocation (PWES Report No. 2018-08) of 200,000. The tender is based on estimated quantities. The final actual costs will be determined based on actual quantities required. The work is scheduled to be completed by August 31, 2019.
- The tender for Asphalt Paving was awarded to Coco Paving in the amount of \$1,041,000 excluding HST. Total project costs of \$1,059,322 are below the approved allocation (PWES 2018-08) of \$1,100,000. All asphalt paving work is scheduled to be completed no later than August 31, 2019. Anticipated surplus is approximately \$40,600.

Carry over projects continue while approvals for 2019 projects are ongoing. Project surplus/deficits reduce the amount of reserve funds required and are adjusted through increasing or decreasing the transfer from reserve.

Consultations

All Departments

Financial Implications

Although early forecasts indicate an operating surplus of \$331,000, it is important to note that projections are based on a number of estimates which can vary substantially prior to year-end. Administration will continue to closely monitor the budget. An update will be provided following our August Variance process.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Zora Visekruna, MBA
Financial Analyst

Prepared by:

Nick Meloche, CPA, BComm
Financial Analyst Revenue

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|---|
| 1 | 2 nd Quarter Operating Budget Variance Summary |

Town of Tecumseh
2nd Quarter Operating Variance Summary
Summary of All Units

Attachment 1

| Department | 2019 Approved Budget | 2019 Year End Forecast | 2019 Forecast Surplus/Deficit |
|---|----------------------|------------------------|-------------------------------|
| Tax Supported | | | |
| Council | 461,233 | 433,766 | -27,467 |
| Corporate Shared | -15,693,789 | -14,894,004 | 799,785 |
| Administration | 3,001,463 | 2,931,654 | -69,809 |
| Fire | 1,273,669 | 1,235,176 | -38,493 |
| Police | 3,329,322 | 3,311,132 | -18,190 |
| Conservation Authority | 270,520 | 271,542 | 1,022 |
| Building | 182,933 | 146,831 | -36,102 |
| Other Protection | 96,718 | 96,686 | -32 |
| Emergency Measures | 28,750 | 26,505 | -2,245 |
| Public Works | 2,095,634 | 2,135,884 | 40,250 |
| Transit | 84,152 | 84,373 | 221 |
| Storm Sewers | 417,504 | 480,334 | 62,830 |
| Garbage Collection/Disposal | 1,458,500 | 1,458,500 | 0 |
| Golden Age Club | 15,800 | 13,750 | -2,050 |
| Parks | 1,418,902 | 1,353,894 | -65,008 |
| Arena | 637,973 | 581,042 | -56,931 |
| Pool | 102,632 | 107,648 | 5,016 |
| Recreation Other | 39,700 | 40,712 | 1,012 |
| Libraries & Culture | 55,438 | 62,012 | 6,574 |
| Planning & Zoning | 722,946 | 700,633 | -22,313 |
| Tax Supported | | 578,070 | 578,070 |
| Opening Surplus (shown under Corp. Shared) | | -761,048 | -761,048 |
| Total Tax Supported 2019 Budget Variance | | -182,978 | -182,978 |
| Rate Supported¹ | | | |
| Sanitary Sewers | | -79,192 | -79,192 |
| Waterworks System | | -68,599 | -68,599 |
| Total Rate Supported | | -147,791 | -147,791 |
| Total Summary of All Units | | -330,769 | -330,769 |

¹Sanitary Sewer and Waterworks System overall budgets each net to \$0. A favourable variance increases the amount transferred to the reserve fund, thereby adding to the funds available for capital purposes.



The Corporation of the Town of Tecumseh

Planning & Building Services

To: Mayor and Members of Council

From: Brian Hillman, Director Planning & Building Services

Date to Council: August 13, 2019

Report Number: PBS-2019-27

Subject: Tecumseh Transit Service (TTS)
January to June 2019 Status Report
OUR FILE: T03 TTS

Recommendations

It is recommended:

That PBS-2019-27 – Tecumseh Transit Service (TTS), January to June 2019 Status Report, **be received**.

Background

The Tecumseh Transit Service (TTS) is now mid-way into its tenth year of operation since it was introduced to the northerly urban area of the Town in December of 2009. The TTS operates on a recently revised circuitous route with a one-hour headway covering 30 kilometres and 43 stops. This revised route was introduced in May of 2018 after an extensive public consultation process that resulted in some bus stop locations being removed and others added in an attempt to minimize delays in service. The Town manages the service but contracts out the operation and maintenance of the two Town-owned buses to First Student Canada (FSC).

As has been identified in previous reports, the TTS route is accessible to approximately 65 percent of the population of Tecumseh. Accessibility is based on being within a 400-metre walking distance to a bus stop. Within the northerly settlement area (former Tecumseh, former St. Clair Beach and the northern portion of the Tecumseh Hamlet), 72 percent of the population have reasonable access to the service. When only the urban area north of County Road 22 is considered, the route is accessible to nearly 90 percent of the population. Since its

inception, the TTS has served over 237,000 riders and has undergone some significant changes in an effort to improve the service.

The purpose of this Planning Report is to provide Council with a ridership and revenue overview of the Tecumseh Transit Service (TTS) for the first six months (January to June) of the 2019 calendar year.

Comments

January to June 2019 Ridership and Revenue Analysis

Ridership Statistics

Monthly ridership averages for the first six months of 2019 ranged from 81-107 riders per day, with the average daily ridership peak of 107 passengers per day occurring in the month of May (see Figure 1 below). These figures represent a small increase in ridership levels compared with the same period for 2018.

Figure 1
Average Daily Ridership by Month
2018 and January to June 2019

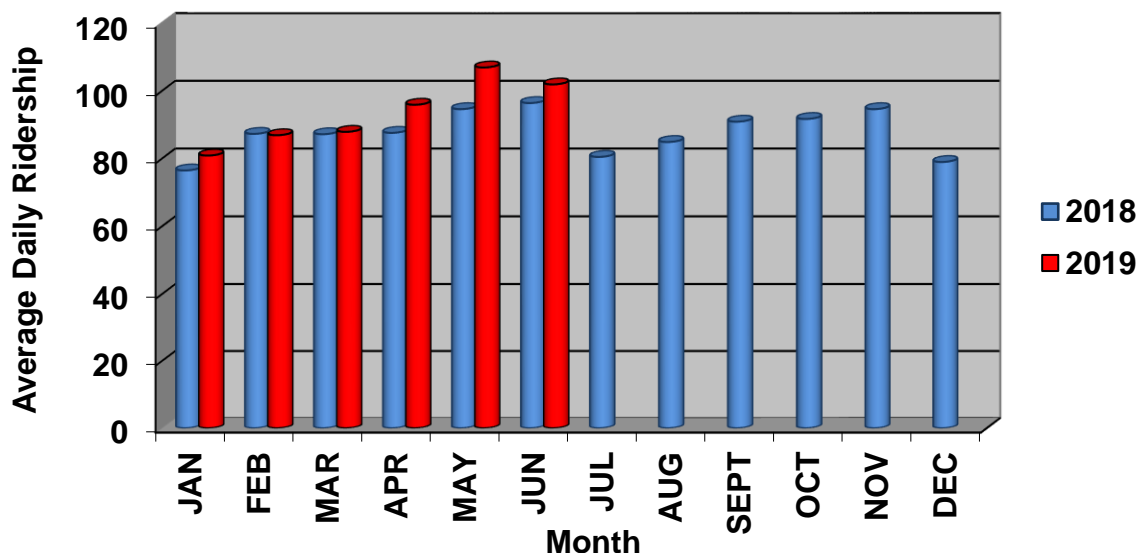


Figure 2 below illustrates ridership levels in the form of total monthly ridership from January 2018 to the end of June 2019. The highest monthly ridership in the first six months of 2019 was recorded in May when a total of 2,879 passengers boarded the TTS. This is the second highest monthly ridership level for the TTS since its inception, approaching the highest ever of 3,015 riders in November of 2012. For comparison purposes, the 2018 total monthly ridership high of 2,511 occurred in June. Overall, total ridership increased by approximately 4.8% (or 672 riders) from January-June 2019 when compared against the same time period in 2018.

Figure 2
Total Monthly Ridership
2018 and January to June 2019

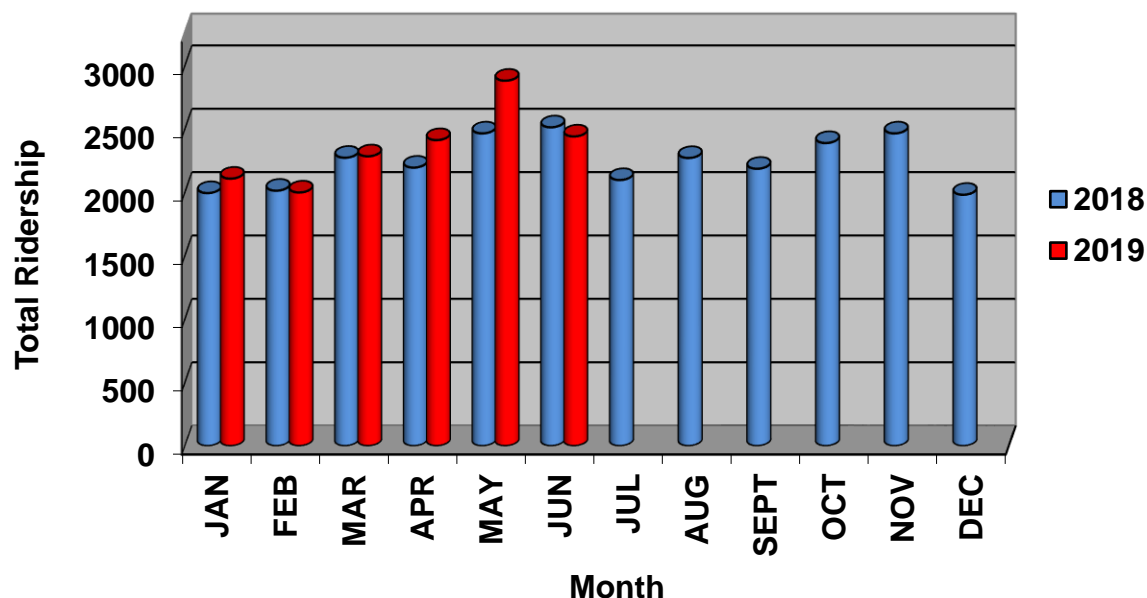


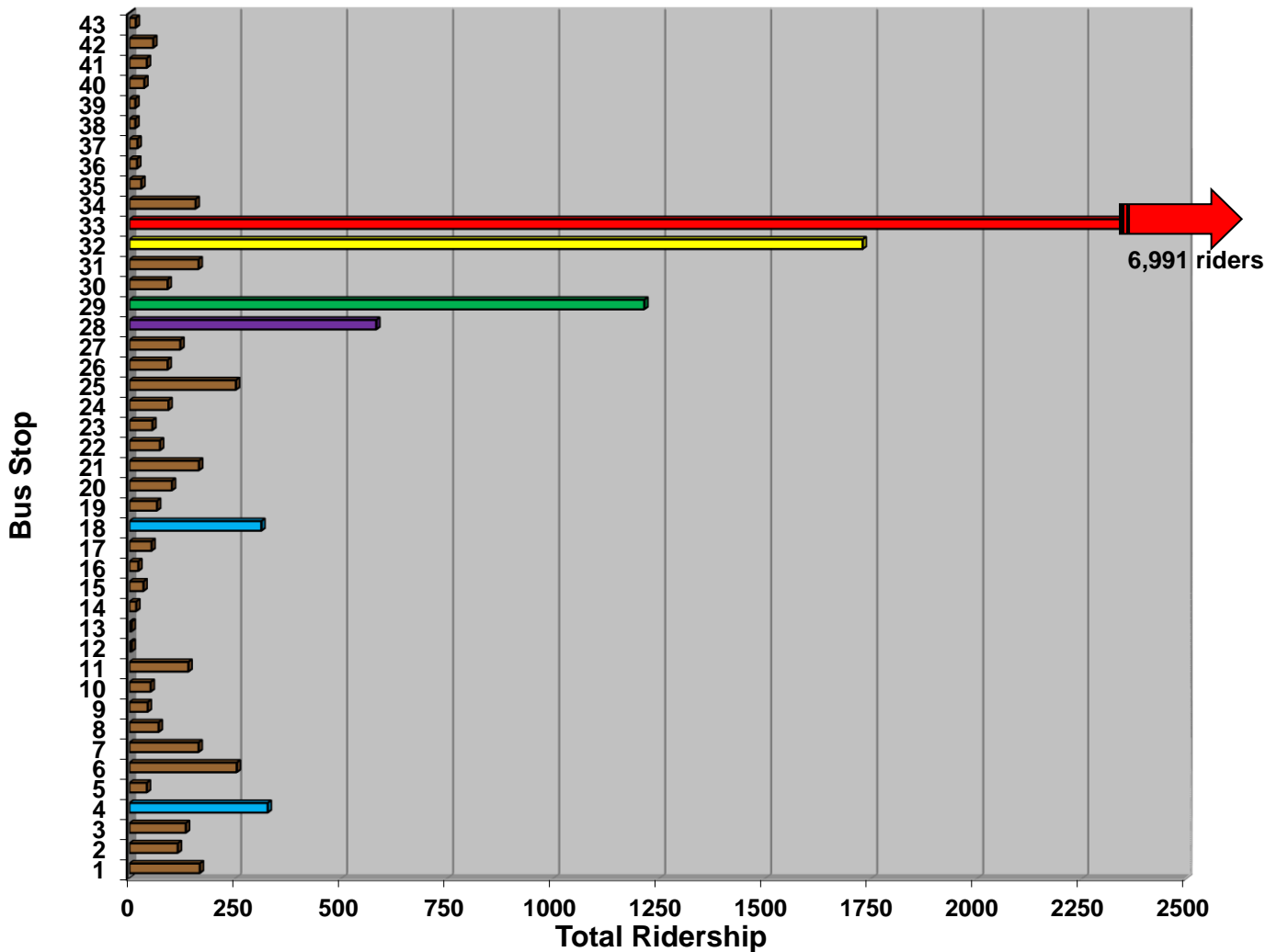
Figure 3 below and Attachment 1 illustrate ridership levels by bus stop for the first six months of 2019.

Similar to previous years, the bus stop at Tecumseh Mall (red bar) continues to be the most popular stop/destination with 6,991 passengers boarding the TTS bus at this location. This amount accounted for 49.5% of all passengers for the first six months of 2019.

The next most popular stops for this period were:

- the bus stop immediately preceding the Tecumseh Mall stop at Southfield Drive (yellow bar - 12.3% of passengers);
- the westbound bus stop at the Shawnee/Arbour intersection (green bar - 8.6% of passengers);
- the bus stop located at the municipal parking lot on Tecumseh Road (purple bar - 4.1% of passengers); and
- the Sobey's Plaza and Tecumseh Medical Plaza locations (blue bars – each with 2.2% of total passengers). It should be noted that the Sobey's Plaza stop has been relocated to the Food Basics grocery store in Tecumseh across Manning Road. Similar ridership numbers are anticipated at that stop.

Figure 3
Total Ridership by Bus Stop
January to June 2019



As illustrated in Figure 4 below, the TTS was in highest demand during the afternoon peak period between 2:00 p.m. to 4:00 p.m. accounting for 22.7% of the total ridership. The demand during this time period is largely attributed to student ridership. Ridership appears to be relatively consistent during the other hours of operation, with each hourly segment accounting for between five and nine percent of total ridership.

Figure 4
Total Ridership by Time of Day
January to June 2019

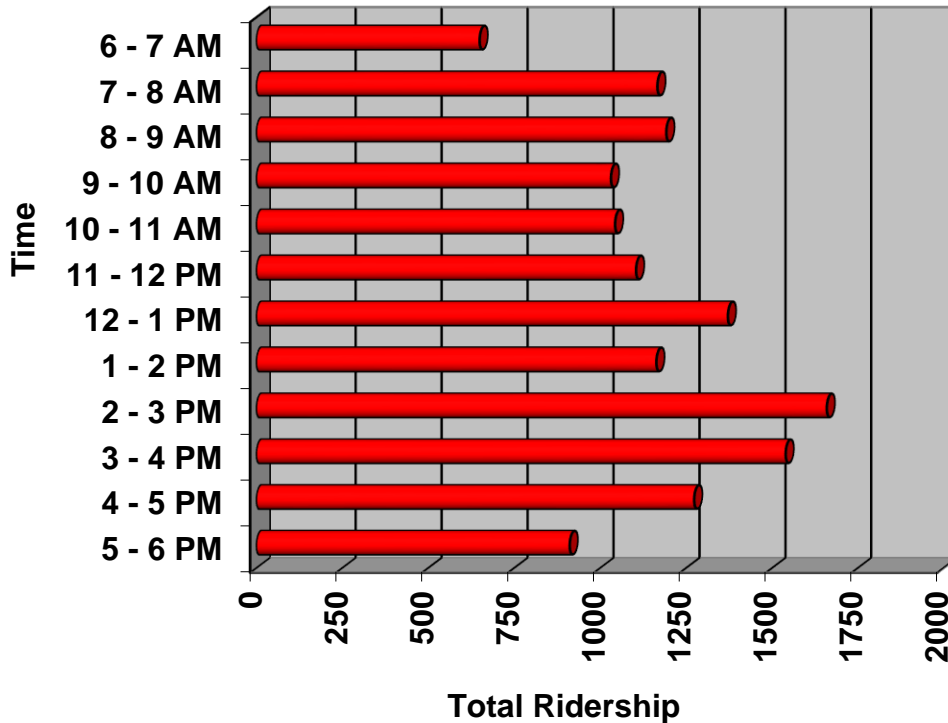
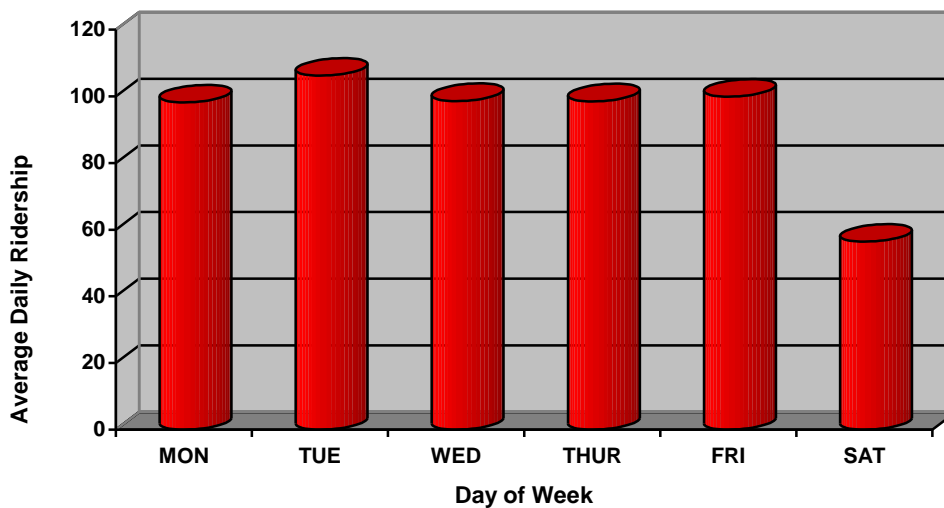


Figure 5 below illustrates that, with the exception of Saturday, there does not seem to be any significant differentiation amongst the days of the week on which people are using the transit system. Lower ridership on Saturdays is attributed to fewer students using the service on this day and to fewer places of employment being open.

Figure 5
Average Daily Ridership by Day of the Week
January to June 2019



Ridership Revenue

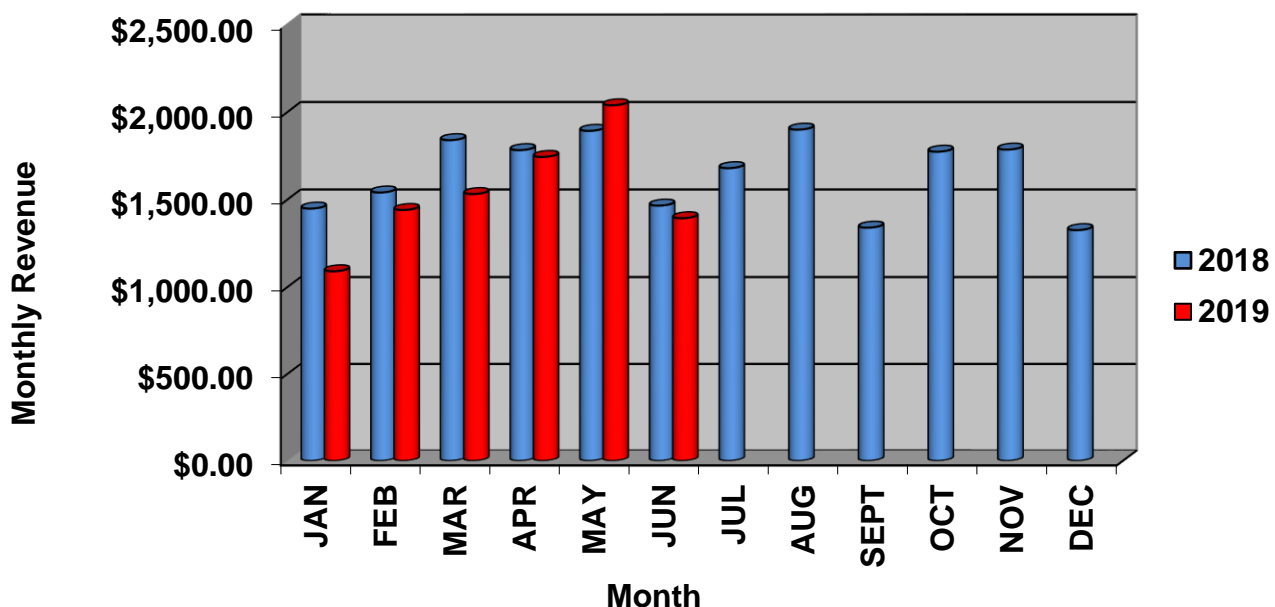
Figure 6 depicts a comparison of monthly total fare box revenues generated by the TTS from January 2018 to the end of June 2019. In 2018, the highest total monthly revenue was \$1,902 in August. It should be noted that the total for this month included an estimated \$115 generated from the Corn Festival Shuttle Service.

For the first six-month period of 2019, the highest monthly fare box revenue occurred in May, with a total of \$2,041.

Total monthly fare box revenues for the first six months of 2019 were \$9,256 (compared to \$9,986 for the first six months of 2018). Although most months generated fewer fares when compared to the same time period in 2018, an additional \$2,715 was also generated through the sale of 42 bus passes from January to June 2019 (compared to \$1,795 generated through the sale of 30 bus passes during the same period of 2018). Accordingly, the total revenue for the first six months of 2019 was \$11,971 (compared to \$11,781 in same period for 2018).

Of the 42 bus passes that were issued so far in 2019, 22 were student passes, 12 were adult passes and the remaining eight were senior passes. Riders with bus passes are primarily Tecumseh residents and students that use the TTS on a daily basis and, in some instances, multiple times per day.

Figure 6
Total Monthly Fare Box Revenues
2018 and January to June 2019



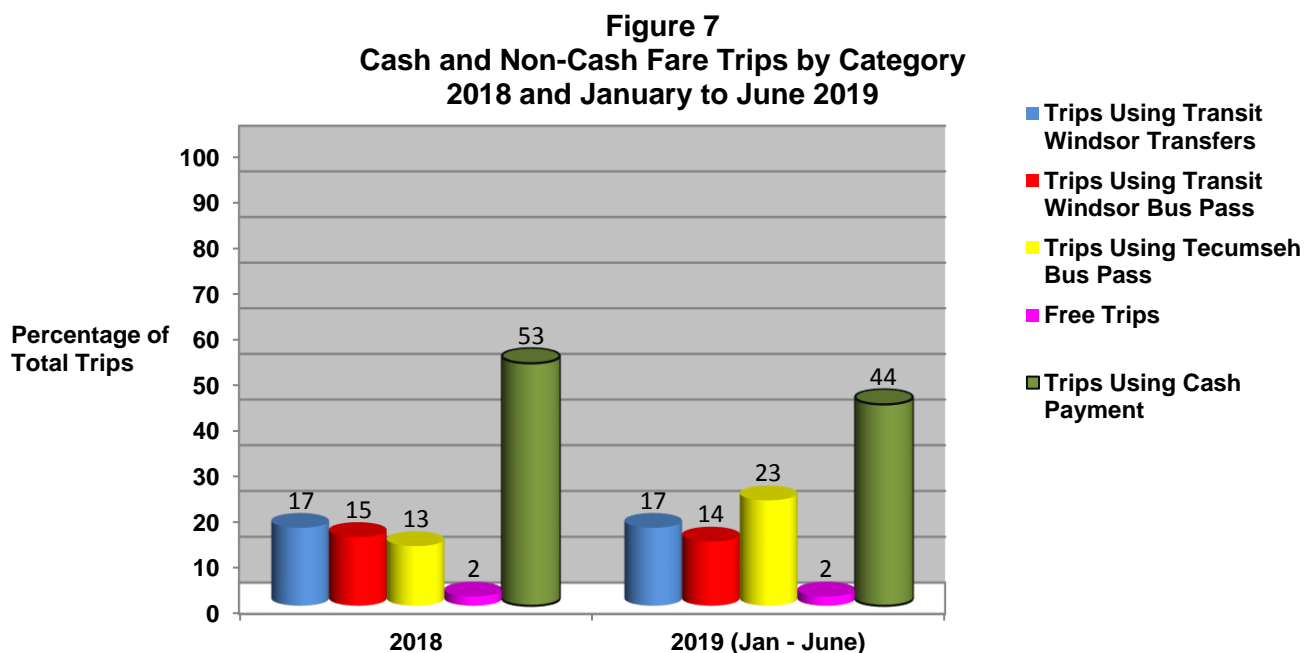
Two general boarding options exist for passengers using the bus: cash fare and non-cash fare payment. Non-cash fare includes the following categories:

- Transit Windsor transfer;
- Transit Windsor bus pass;
- Tecumseh Transit bus pass; or
- free riders (i.e. child under the age of five, blind persons, veterans and persons assisting a person with a disability)

Figure 7 below identifies the distribution of passengers based on category of fare payment.

As expected, the predominant methods of boarding at Tecumseh Mall were through the use of Transit Windsor transfers and Transit Windsor bus passes. For the first six months of 2019, Transit Windsor transfers accounted for 17% of total trips and 30% of all non-cash fare trips. These trips are primarily Tecumseh residents who pay an outbound fare (to get to Tecumseh Mall), continue into Windsor by using the Transit Windsor system, then return to Tecumseh by using the aforementioned transfer stub.

Trips using a Transit Windsor bus pass, which accounted for 14% of total trips and 25% of non-cash fare trips, represent trips by those who board the bus at Tecumseh Mall from the Transit Windsor system and take the bus into Tecumseh. These riders then pay the required fare when returning to Tecumseh Mall on the outbound trip back into the City of Windsor. These two boarding options continue to be valid only when boarding the bus at Tecumseh Mall.

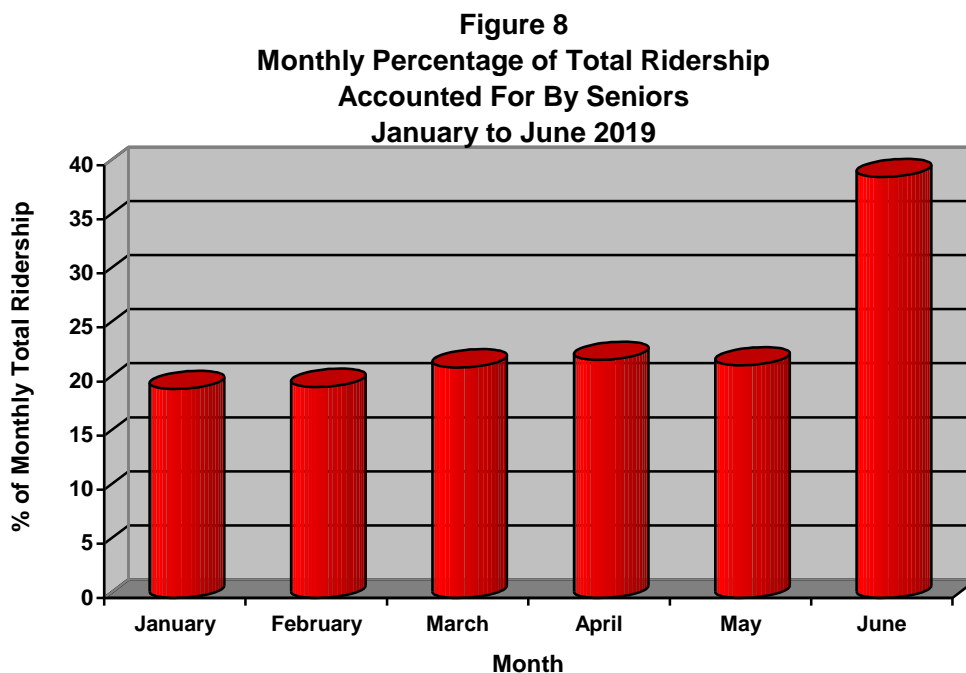


The first six months of 2019 saw a large increase in passengers using a Tecumseh Transit bus pass which provides access to the system at any stop. These passengers accounted for 23% of total trips and 41% of all non-cash fare trips (compared to 13% of total trips and 27% of all non-cash fare trips in 2018). These riders have purchased a monthly bus pass at the Town Municipal Office. It is Administration's understanding that an increase of student residents that attend schools in Windsor have accounted for this increase.

Free riders, which accounted for 2% of total trips in the first six months of 2019, include any child under the age of five, blind persons, veterans and persons assisting a person with a disability.

Tecumseh Transit Service Promotion

Once again, the TTS offered a promotion for the Town's seniors during the month of June (Seniors Month), allowing them to ride the TTS free for the entire month. Figure 8 below illustrates that the June promotion resulted in almost double the amount of seniors using the TTS. For the months of January to May 2019, seniors accounted for an average of 20.7% of total TTS rider. In the month of June, seniors accounted for 38.9% of the TTS ridership.



Summary

The TTS ridership levels for 2019 increased marginally over the 2018 levels. This increase may be attributed to route revisions implemented in mid-2018 to make the service more reliable and the purchase of new, kneeling buses to improve accessibility, safety and comfort for the ridership. The kneeling bus also provided for more efficient loading of wheelchair riders as it negates the need for the external lowering of a ramp on the rear of the older bus, which

takes more time. It is believed that these improvements, along with a promotional effort targeted at seniors assisted with increasing ridership numbers while providing a more effective and reliable transit service.

Consultations

First Student Canada

Financial Implications

None

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input checked="" type="checkbox"/> | Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Enrico DeCecco, BA (Hons), MCIP, RPP
Junior Planner

Reviewed by:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services

Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Planning & Building Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

1

Ridership by Bus Stop Map





The Corporation of the Town of Tecumseh

Planning & Building Services

To: Mayor and Members of Council

From: Brian Hillman, Director Planning & Building Services

Date to Council: August 13, 2019

Report Number: PBS-2019-28

Subject: 2019 Six Month Permit Report

Recommendations

It is recommended:

That Planning and Building Services Report No. PBS-2019-28, "2019 Six Month Permit Report," **be received.**

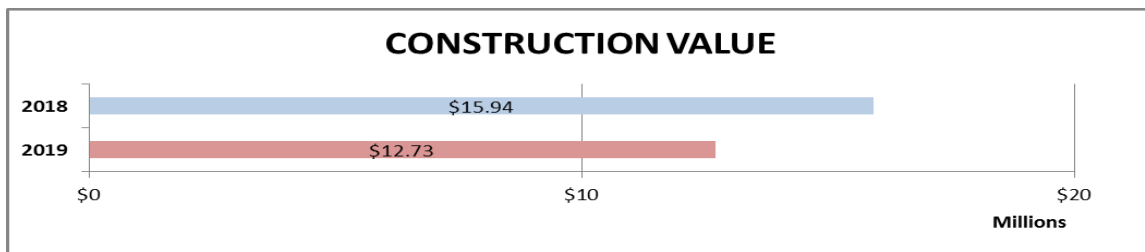
Background

This Report summarizes the permits issued for the first six months of 2019 (January-June) and compares the values against those of the same period of the previous year.

Comments

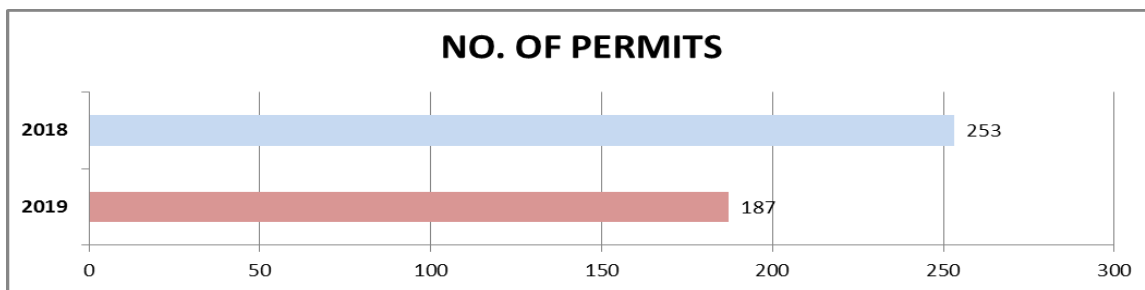
1. Construction Value:

The following chart summarizes the reported construction value of permits for the period. Construction value was reported at \$12,725,965, which is down by \$3,211,523 or 20 percent over last year. This is due in part to a late spring construction start. It is projected that there will be an increase in permit activity for the 3rd quarter.



2. Number of Permits:

The following chart summarizes the number of permits issued for the period. The number of permits is down by 66 units or 26 percent. 16 backwater valve permits were issued for the period.



3. Permit Types:

The following chart summarizes the number of permits issued by type for the period. A total of 15 new dwelling unit permits were issued, which resulted in 15 new residential units. For the same period last year there were 11 new residential units.

| Permit Activity | | |
|--|---------------|------------|
| Types of Permits | No of Permits | |
| | 2019 | 2018 |
| New Residential Buildings | 15 | 9 |
| New Multi-Residential Buildings | 0 | 1(2 units) |
| Residential Additions and Improvements | 69 | 112 |
| New Non-Residential Buildings | 2 | 3 |
| Non-Residential Additions and Improvements | 22 | 54 |
| Swimming Pools | 23 | 12 |
| Lot Grading | 3 | 3 |
| Fences | 14 | 23 |
| Signs | 3 | 10 |
| Portable Signs | 26 | 21 |
| Demolitions | 10 | 5 |
| Totals | 187 | 253 |

Consultations

None

Financial Implications

Total revenue for the period is \$96,361 which is 29 percent of the budgeted amount of \$334,800.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Mike Voegeli
Manager Building Services & Chief Building Official

Reviewed by:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|----------------------------|
| None | None |



The Corporation of the Town of Tecumseh

Planning & Building Services

To: Mayor and Members of Council

From: Brian Hillman, Director Planning & Building Services

Date to Council: August 13, 2019

Report Number: PBS-2019-26

Subject: 2019 Development Charges Study and By-law 2019-63
Results of Public Meeting and Final Recommendation
Our File: C01 DC2019

Recommendations

It is recommended, subject to giving due consideration to the public input received at the July 9, 2019 statutory public meeting:

That it be deemed that no further public meeting be required with respect to the 2019 Development Charges Study and By-law;

And that the 2019 Development Charges Background Study, dated June 13, 2019, as amended (if applicable), as prepared by Watson & Associates Economists Ltd, **be received and approved;**

And further that the capital projects included in the capital project listing set out in Chapter 5 of the 2019 Development Charges Background Study, dated June 13, 2019, as amended (if applicable), subject to annual review during the capital budget process, **be approved;**

And furthermore that the development charge approach to calculating wastewater charges on an urban-area basis and all other charges on a uniform Town-wide basis, **be continued;**

And further moreover that whenever appropriate, **request that** grants, subsidies and other contributions be clearly designated, by the donor as being to the benefit of existing development or new development, as applicable;

And further moreover that the assumptions contained in the 2019 Development Charges Background Study, dated June 13, 2019 as amended (if applicable), as an “anticipation” with respect to capital grants, subsidies and other contributions, **be adopted;**

And further moreover that the Local Service Policy, set out in Appendix E of of the 2019 Development Charges Background Study, dated June 13, 2019, as amended by PBS-2019-26, which has the effect of incorporating the requirements of Bill 73 and other legislative changes, **be received and approved;**

And further moreover that Development Charges By-law 2014-68, **be repealed;**

And further moreover that Development Charges By-law 2019-63, Option ___, “ A By-law for the imposition of development charges”, to be effective September 1, 2019 for the five (5) year period ending August 31, 2024, **be approved;**

And further moreover that should Council choose Option B - Phased-in Development Charge increase, the Development Charges revenue shortfall **be funded** from the Infrastructure Reserve.

Executive Summary

This report summarizes the process undertaken by the Town and its consultants, Watson & Associates Economists Ltd., to develop a new Development Charges By-law for residential and non-residential development in the urban and rural areas of the municipality. It also provides a summary of issues raised through the related stakeholder consultation process as well as an Administrative response to each of those issues. The recommendation includes two options for Council’s consideration: Option A – adoption of the Development Charges By-law with no phase-in of the charge; and Option B – adoption of the Development Charges By-law with a phased-in reduced charge for Year 1 of the five-year By-law.

Background

Development Charges

The purpose of development charges is to pay for growth-related capital costs that will be incurred by the Town as a result of new development. Development charges are to be established by by-law in accordance with the *Development Charges Act, 1997* (“the Act”). The Act requires the preparation of a background study that identifies anticipated future growth Town-wide and describes the services/infrastructure projects for which the Town will incur growth-related capital costs.

Existing Town of Tecumseh Development Charges By-law

The Town passed By-law 2014-68 on August 12, 2014 for the purpose of establishing and collecting a development charge in accordance with the provisions of the Act. A Background Study, as prepared by Administration with support by Watson & Associates Economists Ltd, was adopted by Council and it identified the maximum amount that could be charged within the by-law for residential and non-residential development.

The current Development Charges By-law will expire in accordance with the Act on August 31, 2019. The Town retained the services of Watson & Associates Economists Ltd to prepare a new Background Study and a new Development Charges By-law for Council's consideration. Although the project was co-managed by Planning Services and Financial Services, Senior Administration from all Town Departments have been involved in this process. A public meeting of Council was held on July 9, 2019 in accordance with the requirements of the Act to attain public comments and input on the Background Study and proposed new Development Charges By-law.

2019 Development Charges Background Study

The 2019 Development Charges Background Study identifies the maximum allowable charge, for both residential and non-residential growth, based on future identified needs for capital infrastructure that are to be provided on both a municipal-wide and urban area specific basis for services related to:

1. Municipal-Wide
 - Roads and Public Works
 - Fire Protection
 - Police
 - Administration
 - Water
2. Urban Area Specific
 - Waste Water
3. Urban Area Specific – Community Benefit-Related
 - Indoor and Outdoor Recreation Services
 - Libraries
 - Administration

The 2019 Background Study justifies the proposed charges as set out in the proposed Development Charges By-law. The following table provides a comparison of the existing and proposed development charges for both single detached dwellings and non-residential development.

| Development Type | Existing Charge | Proposed Charge |
|---------------------------------------|------------------------|------------------------|
| Single Detached Dwelling (Urban Area) | \$13,936 | \$17,472 |
| Single Detached Dwelling (Rural Area) | \$9,545 | \$12,901 |
| Non-Residential (Urban Area) | \$4.27/sq. ft. | \$6.72/sq. ft. |
| Non-Residential (Rural Area) | \$2.43/sq. ft. | \$4.71/sq. ft. |

Public Consultation Process

As noted above, on July 9, 2019, Council held a public meeting in accordance with the Act to attain public comments and input on the Background Study and proposed new Development Charges By-law. The public meeting was attended by Town Administration and staff from Watson & Associates Economists Ltd. Mr. Jeff Sylvestre, representing James Sylvestre Developments Ltd., also attended and provided verbal comments with regard to the Background Study. Subsequent to the Public Meeting, James Sylvestre Developments Ltd. provided a formal written submission on July 19, 2019 which summarized the verbal comments provided at the Public Meeting and also introduced new comments/questions related to the Background Study (see Attachment 1).

The purpose of this Report is to provide comments on the issues raised at the July 9, 2019 public meeting and in the subsequent written correspondence and recommend a course of action with respect to the proposed 2019 Development Charges Background Study and By-law.

Comments

Response to Issues Identified Through the Public Consultation Process

The following responses were developed jointly by Watson & Associates Economists Ltd. and Administration. The issues raised in the July 19, 2019 James Sylvestre Developments Ltd. correspondence are provided first, followed by our collective response.

Issue 1

“As noted in the DC report, the DC bylaw remains in effect for a 5-year period which has to account for variations in both expenditures and new growth.

A post-meeting question we would like to pose is to inquire if the historical analysis has been done to confirm that the approach being proposed rings true over the previous 5-years. Simply put - how representative are the projected values for Total Gross Expenditures and Net Costs to be recovered from Development Charges over the life of the previous DC By-law and has this analysis been used to inform the % increase in the Development Charges being recommended.”

Administrative Response 1

Over the past five years, the actual costs for projects have generally been higher than estimates provided in the last DC study. The actual costs of the projects may differ from the budgeted amounts as a result of actual tender prices, economy, etc.

The largest share of the overall DC increase is with respect to Services Related to a Highway. This increase can specifically be explained by the following factors:

- The capital costs identified in the 2014 DC background study were based on the 2009 capital costs and indexed to 2014-dollar values.
- In 2017, Dillon Consulting Ltd. was retained and completed a Transportation Master Plan which identified a new growth-related capital program and used more up-to-date benchmarking costs (i.e. materials, labour, tenders etc.).
- With this new Transportation Master Plan, a number of new projects were added to the capital program as there are more roads anticipated to be upgraded from a rural to an urban cross-section due to the anticipated growth.
- This new capital listing reflects the most up-to-date information provided in the Transportation Master Plan.

Issue 2

“The Essex Region Conservation Authority has responded to the global impacts of our changing natural environment. This has resulted in relatively overnight amendments to the approach to storm water management and severely increased newly imposed restrictions. These unanticipated impacts are being felt not only by municipal governments but are also being addressed at great additional cost by Developers who are at various stages of development proposals.

It is our request that not only the magnitude but also the timing of the DC increase take into consideration this unexpected expense by evaluating opportunities for a reduction and/or staged approach to the Development charges.”

Administrative Response 2

It is noted by Administration that the recent “Windsor/Essex Region Stormwater Management Standards Manual” completed by the Essex Region Conservation Authority, and adopted by the Town on June 25, 2019, was a four-year study which was a collaboration amongst all municipalities in Essex County and Windsor. The results of the study provide technical stormwater standards to ensure stormwater infrastructure is designed using the best available science, with consideration for local conditions, and to ensure consistent stormwater management practices are implemented throughout the Windsor/Essex Region to satisfy municipal stormwater obligations. All municipalities are utilizing the updated stormwater standards.

With respect to reductions in the DC quantum, Council may, at its discretion, provide for discounts, exemptions, or phase-ins of the DC amounts. One option Council may consider is to impose 50% of the increase at by-law passage (Year 1) and the remaining increase may come into effect after one year (Years 2-5). We would note that any discount, exemption, or phase-in implemented would have to be funded from other sources (i.e. taxes or water and wastewater rates). Should Council consider this phase-in option, we would suggest, for accounting purposes, using only the “Services Related to a Highway” component to implement the phase-in as this component represents approximately 95 percent of the overall increase to the development charge.

The following table represents the phased-in development charge in the event that Council determines it wants to utilize this approach.

| Development Type | Existing Charge | Phased-in Charge (Year 1) | Final Charge (Years 2-5) |
|---------------------------------------|------------------------|--------------------------------------|-------------------------------------|
| Single Detached Dwelling (Urban Area) | \$13,936 | \$15,805 | \$17,472 |
| Single Detached Dwelling (Rural Area) | \$9,545 | \$11,234 | \$12,901 |
| Non-Residential (Urban Area) | \$4.27/sq. ft. | \$5.87/sq. ft. | \$6.72/sq. ft. |
| Non-Residential (Rural Area) | \$2.43/sq. ft. | \$3.86/sq. ft. | \$4.71/sq. ft. |

Issue 3

“The Reduction for Benefit to Existing Development is explained at a high level on p 4-10 of the Development Charges Background Study document. On this basis, we had anticipated a greater Benefit to Existing Development for new facilities within existing/fully built-out areas of our Town. I've included a GoogleMaps image of the example provided during the public meeting for ease of reference. The surrounding area appears to be fully built-out.

As an example, when referring to the tables of Infrastructure Costs Included in the Development Charges Calculation, the following information is presented:

- i. p5-12. Active Transportation/ Project No. 1- Manning-St Gregory's to Riverside (Bike Lanes) A Gross Capital Cost Estimate of \$331,300 has a 10% deduction for Benefit to Existing Development.
- ii. p5-11 Roads, Sidewalks and Streetlighting -This same road segment appears again as Project No. 1 with a deduction of 84% for Benefit to Existing Development.
- iii. p5-3 Indoor and Outdoor Recreation Services/Project No. 5 - Lakewood Park Master Plan Improvements A Gross Capital Cost Estimate of \$2,150,000 has 0% deduction for Benefit to Existing Development.

We appreciate the offer to investigate this allocation in advance of the meeting scheduled to adopt the bylaw. We further request that if an alternate approach to identifying the reduction for benefit to existing development is subsequently recommended, that this be considered for application across the full list of projects contained within the tables of the report.”

Administrative Response 3

With respect to **items i) and ii)** of the concern raised above:

The Development Charges Act requires the consideration of the amount, type, and location of growth within the municipality and then to consider the servicing needs to accommodate that growth. With respect to “Services Related to a Highway”, the overall impact of this growth has been considered by the Tecumseh Transportation Master Plan (TTMP).

The TTMP has considered the growth in traffic arising from residential and non-residential growth within the municipality and has layered that traffic onto the existing transportation system. The increased traffic is then considered in light of the capacity of the existing system, and additional lanes of roads or the addition of other transportation modes are then identified to accommodate this increased traffic. Active transportation (i.e. multi-use trails, bike paths, and trails) are part of the transportation modes to accommodate this traffic increase.

The need for services related to a highway is assessed in detail within the 2017 TTMP. The purpose of the master plan is as follows:

“The TTMP provides an integrated and diverse transportation system for all residents and businesses that is safe, convenient, affordable and sustainable, and that facilitates the efficient movement of people and goods within the Town and to adjoining areas. The transportation system supports the goals and values of the Town, maintaining the rural and small-Town character, protecting the environment and natural heritage, and promoting sustainable economic growth.

The TTMP was developed around four core themes:

- Improve the integration of the existing transportation networks
- Provide networks to encourage and facilitate transportation by Active Modes
- Provide infrastructure to serve demands at preferred Performance Targets
- Provide transportation systems that serve all citizens”

As noted in 8.1.3 of the TTMP:

“The active transportation network will be improved in order to address the principles and goals of the TTMP and encourage sustainable transportation for all users. Accordingly, the role of active modes will be elevated, particularly for local trips within urban areas, which are well-suited towards active transportation. Central to this is the adoption of a complete streets framework and philosophy in the planning and design of streets.”

As per 10.2.2 of the TTMP:

“Trips by active modes are generally short, with many less than 2 km in length. Such trips are often thwarted by missing links within neighbourhoods and/or barriers that are difficult to cross. The connectivity of the active network impacts transit ridership, as active trips are critical connections to transit service. The Town should consider a program to pro-actively identify these missing links and prioritize their construction.

Significant new development is expected within the Town during the planning horizon. Active mode links will be required as a part of these new developments. The Town will review the proposed development plans to ensure that facilities are provided within neighbourhoods, that connections are made to transit service, and that connections are made to link the community to adjacent neighbourhoods and roads.”

As per the TTMP, active transportation has been introduced to reduce the need for additional lanes of roads. The cost per kilometer of active transportation paths/lanes is considerably cheaper than the cost of roadways. However, the active transportation lanes and paths must be part of an interconnected system. Hence, in some cases, the segment of the path/lane may pass existing developed areas.

As the active transportation system is adding capacity to the overall system, a high growth percentage was provided for all active transportation projects.

With respect to **item iii)** of the concern raised above:

Lakewood Park is considered a larger Community/Regional park for the municipality and as such, services the entire municipality. As a result of growth in the municipality, a number of new amenity items have been identified to be constructed in Lakewood park. As per staff report no. PRS-2018-23, the new amenities have been identified as a new pavilion and patio, new electronic sign, and a splash pad. Given Lakewood Park is a higher-order park that services the entire municipality and that the new amenities are expanding the services provided to accommodate growth, no benefit to existing development deduction was applied.

Issue 4

"Appendix E: Local Service Policy outlines infrastructure that is included as a development charge project vs those that are funded through a development agreement. Our root concern with this Appendix is its inappropriate use as a tool for the reallocation of direct developer responsibility. We are proposing that Appendix E be replaced with a document that matches existing practices. The amendments being proposed merit the transparency afforded by direct public engagement. An example opportunity may be during the process to adopt the upcoming Draft Development Manual which we understand to be currently in progress.

A more detailed/section-by-section outline of our immediate concerns is appended to this letter.

- i. Of separate concern and as communicated at the public meeting, under the Parkland Development Section of Appendix E, bullet 3 states:

"Runoff from the development property shall not drain into the park unless approved by the Director of Public Works and Environment Services."

This statement limits the flexibility of engineering designs in addressing the new and challenging stormwater management criteria.

As the recipients of the Wege Small Cities Sustainability Best Practices Award from the Great Lakes and St Lawrence Cities Initiative (media article attached) for incorporating a major stormwater protection resource hidden within Lakewood Park, it is counterintuitive to now layout policies within the DC Study that deter future designs which would demonstrate the same successful environmental stewardship and sustainability practices.

Furthermore, we would like to confirm at this time that this statement does not restrict or prohibit future developments from including the MRSPA from benefiting from a similar type of design.”

Administrative Response 4

Lands that are poised for development are subject to address the Quantity and Quality of their stormwater runoff in accordance with the applicable engineering standards and design criteria, which include:

- Stormwater Management Planning and Design Manual, Ministry of the Environment, March 2003;
- Windsor/Essex Region Stormwater Management Standards Manual, December 2018;
- Storm Drainage Master Plans; and
- Municipal Class Environmental Assessments

Administration believes that the statement:

“runoff from the development property shall not drain into the park unless approved by the Director of Public Works and Environmental Services”

provides additional flexibility on a case-by-case scenario for how stormwater is addressed in accordance with these standards, while ensuring the intended use of the park is not adversely impacted.

Issue 5

“Bill 108 - It is our understanding that since the Town of Tecumseh DC by-law will be passed after May 02, 2019, it will be affected by the proposed changes. Of particular interest is the Payment in Installments over Five Years as described on p1-6 in the Development Charges Background Study document. This is viewed as a tremendous benefit for developers with the Town of Tecumseh to be able to immediately leverage the use of 6 annual installments for the payment of development charges.”

Administrative Response 5

The statement is acknowledged. We would note that the provisions in Bill 108 with respect to payments in installments do not come into effect until the date of proclamation. There has been no specific date released by the Province, however, we might assume proclamation to be sometime this fall.

Issue 6

“The previous DC Report Appendix for Local Service Policy contained the following essential statement that is no longer included:

“Note: for any and all of the above the Town may facilitate cost sharing agreements.”

We question the removal of this statement and are requesting its reinsertion.”

Administrative Response 6

While not including this statement in the Local Service Policy does not prohibit the Town from utilizing cost-sharing agreements, it is recognized that this statement will be added back into a revised Local Service Policy document (see Attachment 2).

Issue 7

“We would like clarification regarding Section A. Services Related to a Highway 6) b). The full clause is copied below for ease of reference:

b) Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within or linking to non-arterial road corridors internal to development: direct developer responsibility under s.59 of DCA (as a local service).

The language in clause a) is clear for arterials, County roads and provincial highways and similarly clear for non-arterials external to the development in clause c).

Please provide clarification for Clause b).”

Administrative Response 7

Clause b) establishes that the works noted that are internal to the development are a direct developer responsibility and that any links to non-arterial road corridors (internal or external to the development) are a direct developer responsibility.

Issue 8

“Section B. Stormwater Management contains new and amended clauses that create points requiring further discussion.

- i. Clause 1) allocates responsibility for the design and construction of stormwater management facilities that fulfill the municipal objective for larger, regional facilities to the "developing landowners".

By their description - a larger, regional facility is likely to cross multiple landowners. Municipalities that take a leadership role for the design and construction responsibility are more likely to create an environment of progress for development and avoid stagnation. While it is agreed that cost sharing across benefiting developing landowners is appropriate, allocating the responsibility for design and construction to developers is likely to result in immense red tape and delay.

- ii. Previous versions of the Local Service Policy committed to invoking "best efforts clauses" for oversizing. Clause 2) states the municipality "...may facilitate cost recovery from other benefiting developments/landowners..."

This clause in conjunction with the requirement for a regional facility gives rise to equity concerns and reservations regarding the Developer's role in front-ending regional municipal infrastructure.

We would like to request to maintain status quo on this item and defer these important discussions to the Draft Development Manual and/or individual Subdivision Agreements."

Administrative Response 8

With respect to item i), the policy does not preclude the Town from being engaged in the design and construction of the stormwater management facility in the event that the owners are unable to do so. In fact, in the Manning Road Secondary Planning Area the selection of the preferred location and design of the stormwater management facility was lead by the municipality through a Municipal Class EA process but has not resulted in development proceeding to date.

As it relates to c) ii) the Town would refer to their new policy that establishes stormwater management facilities oversized for external development:

"the municipality may facilitate cost recovery from other benefiting developments/landowners through various means available by way of legislation".

Issue 9

"We would like to draw particular attention to Section C. Parkland Development 2)
Parkland

- a) Parkland Development for parks internal to development.
 - i. The Planning Act Section 51.1(1) provides guidelines for the upset limits for rate of parkland conveyed or dedicated that may be imposed by the approval authority. These vary between 2% and 5% of the land included in the plan and are the current approach to Parkland requirements within Development Agreements.

Items 1-9 outline new base conditions to be imposed on the Developer within a development agreement that greatly exceed the current standard for the region and obligate the Developer to maintain a fully graded, grassed and (when deemed appropriate by the Municipality) fenced park facility "until construction commences"

It is unclear what the liability to the Developer is in a pseudo-completed greenspace that has not yet been assumed by the Municipality.

It is our most sincere request to have these conditions removed from this document. More appropriate opportunities exist to negotiate these terms such as within the Development Manual currently being drafted, within an individual Subdivision Agreement, or as part of the future adoption of a Communities Benefits Charge when the legislation receives royal assent.

This is consistent with neighbouring communities, keeps development within the Town of Tecumseh regionally competitive and preserves the separation between private and public operation of public spaces."

Administrative Response 9

The Town is seeking a municipal-wide standard that is not easily achieved if negotiated at the time of each development proceeding (as requested). Necessary adjustments will be made to a new by-law when the Community Benefits Charge legislation takes effect.

Issue 10

"We would like to draw particular attention to Section C. Parkland Development 2)
Parkland

- a) Parkland Development for parks internal to development.
 - ii. [reiterated from letter] Of separate concern and as communicated at the public meeting, bullet 3. under this same section states "Runoff from the development property shall not drain into the park unless approved by the Director of Public Works and Environment Services." This statement limits the flexibility of engineering designs

in addressing the new and challenging stormwater management criteria.

As the recipients of the Wege Small Cities Sustainability Best Practices Award from the Great Lakes and St Lawrence Cities Initiative (media article attached) for incorporating a major stormwater protection resource hidden within Lakewood Park, it is counterintuitive to now layout policies within the DC Study that deter future designs which would demonstrate the same successful environmental stewardship and sustainability practices.

Furthermore, we would like to confirm at this time that this statement does not restrict or prohibit future developments from including the MRSPA from benefiting from a similar type of design.”

Administrative Response 10

Lands that are poised for development are subject to address the Quantity and Quality of their stormwater runoff in accordance with the applicable engineering standards and design criteria, which include:

- Stormwater Management Planning and Design Manual, Ministry of the Environment, March 2003;
- Windsor/Essex Region Stormwater Management Standards Manual, December 2018;
- Storm Drainage Master Plans; and
- Municipal Class Environmental Assessments

Administration believes that the statement of “runoff from the development property shall not drain into the park unless approved by the Director of Public Works and Environmental Services” provides additional flexibility on a case-by-case scenario for how stormwater is addressed in accordance with these standards, while ensuring the intended use of the park is not adversely impacted.

Issue 11

“Section E Water and Sanitary Sewers 2) Sanitary Sewer

- i. Clause b) marginal costs for sewers exceeding 375mm and/or 5m depth were previously covered by DC's. The current proposal has removed the limits of 5m depth or greater. This is more appropriately considered on an individual basis since the reason necessitating the increased depth can vary and may include servicing requirements for surrounding lands. An adjustment is recommended to preserve this flexibility.

- ii. Clause e) addresses Pumping Stations by differentiating between those within or external to the Water and Wastewater Master Plan.

In previous versions minor pump stations were a direct developer responsibility vs major pumping stations were covered by DCs.

It is agreeable that a pump station that serves multiple developments owned by the same developing landowner would be the direct developer responsibility however when the pump station is serving lands for more than one developing land owner-coordinating involvement by the municipality is typically crucial to the process.”

Administrative Response 11

With respect to sub-item i) Administration has reviewed this comment and is agreeable to reintroducing the wording “375mm and/or 5m depth”. As such, this will be reflected in the updated Local Service Policy document (see Attachment 2) to be presented to Council at the time of by-law approval.

With respect to sub-item ii), this issue will be addressed by adding in the following clause to the Local Service Policy:

“Note: for any and all of the above, the Town may facilitate cost-sharing agreements.”

Summary and Recommendations

Based on Council’s due consideration of the comments received from the public at the July 9, 2019 Public Meeting and subsequent written comments, along with the Administrative response to these comments, as noted in PBS-2019-26, it is recommended that no further public meeting is required. This Report outlined two approaches for Council’s consideration:

- Option A - No Phase-in of Development Charges
- Option B - Phased-in Charge (Reduced Charge for Year 1)

These options are outlined in the table below for all residential and non-residential development for both the urban and rural areas.

| Development Type | Existing Charge | Option A No Phase-in of Charge | Option B Phased-in Charge (Year 1) | Option B Final Charge (Years 2-5) |
|---|------------------------|---|---|--|
| Single Detached and Semi Detached Dwelling (Urban Area) | \$13,936 | \$17,472 | \$15,805 | \$17,472 |
| Single Detached and Semi Detached Dwelling (Rural Area) | \$9,545 | \$12,901 | \$11,234 | \$12,901 |
| Other Multiples (Urban Area) | \$8,650 | \$11,139 | \$10,056 | \$11,139 |
| Other Multiple (Rural Area) | \$5,923 | \$8,225 | \$7,142 | \$8,225 |
| Apartments 2+ Bedrooms (Urban Area) | \$7,427 | \$9,743 | \$8,785 | \$9,743 |
| Apartments 2+ Bedrooms (Rural Area) | \$5,086 | \$7,194 | \$6,236 | \$7,194 |
| Apartments Bachelor and 1 Bedroom (Urban Area) | \$5,632 | \$7,530 | \$6,781 | \$7,530 |
| Apartments Bachelor and 1 Bedroom (Rural Area) | \$3,857 | \$5,560 | \$4,810 | \$5,560 |
| Special Care/Special Dwelling Units (Urban Area) | \$4,802 | \$6,294 | \$5,676 | \$6,294 |
| Special Care/Special Dwelling Units (Rural Area) | \$3,288 | \$4,648 | \$4,030 | \$4,648 |

| Development Type | Existing Charge | Option A No Phase-in of Charge | Option B Phased-in Charge (Year 1) | Option B Final Charge (Years 2-5) |
|---------------------------------|------------------------|---|---|--|
| Non-Residential (Urban Area) | \$4.27/sq. ft. | \$6.72/sq. ft. | \$5.87/sq. ft. | \$6.72/sq. ft. |
| Non-Residential (Rural Area) | \$2.43/sq. ft. | \$4.71/sq. ft. | \$3.86/sq. ft. | \$4.71/sq. ft. |

The 2019 Development Charges Background Study and 2019 Development Charges By-law No. 2019-63, Option A or B, are recommended for approval in accordance with the above-noted comments and as more specifically detailed in the initial “Recommendation” section of this Report.

Consultations

Financial Services
 Public Works & Environmental Services
 Watson and Associates Economists Ltd.

Financial Implications

Development Charges are important to the Town’s long term plan for growth and development. Setting development charge rates at lower than calculated rates will result in the general tax base having to compensate for the revenue shortfall.

For illustrative purposes, the following tables compare DC revenue that would be generated by Options A and B with the following assumptions:

- 60,000 sq. ft. non-residential
- 10 urban single home permits issued
- 4 rural single home permits issued

Note: Assumptions based on 2018 activity

Proposed Development Charges

| Type | Option A No Phase-In | Option B Phased-In Charge Year 1 |
|-----------------|---------------------------------|---|
| Non-Residential | \$6.72 | \$5.87 |
| Single - Urban | \$12,901 | \$11,234 |
| Single - Rural | \$17,472 | \$15,805 |

Development Charge Revenue

| Type | Option A No Phase-In | Option B Phased-In Charge Year 1 |
|-----------------|---------------------------------|---|
| Non-Residential | \$403,200 | \$352,200 |
| Single - Urban | \$51,604 | \$44,936 |
| Single - Rural | \$174,720 | \$158,050 |
| Total | \$629,524 | \$555,186 |

Option B Phased-In Charge Year 1 generates approximately \$75,000 less than Option A. This revenue shortfall would be funded from the general tax base.

Actual results will be dependent on actual development activity, which can vary greatly year-to-year.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input checked="" type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Brian Hillman, MA, MCIP, RPP
Director Planning & Building Services

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Public Works & Environmental Services

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Environmental Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|---|
| 1 | James Sylvestre Developments Ltd., July 19, 2019 Correspondence |
| 2 | Revised Appendix E – Local Service Policy |

July 19, 2019

James Sylvestre Developments Ltd.
1865 Manning Road
Tecumseh, Ontario
N8N 2L9
(519) 735-6606

Sent via Email

Laura Moy, Director of Corporate Services & Clerk
For: Mayor and Member of Council
Town of Tecumseh
917 Lesperance Rd
Tecumseh, ON, N8N 1W9

RE: Development Charges Background Study dated June 13, 2019

Thank you for the opportunity to review and comment on the subject Study. The comments provided during the Public Meeting of July 09, 2019 are formally submitted below with some additional post-meeting input.

It is our understanding that the Development Charges By-law (DC By-law) is scheduled to be adopted on August 13, 2019. Receipt of a response to the inquiries contained in this letter in advance of this meeting is greatly appreciated.

The DC By-law is proposing a **25%** [\$13,936 to proposed \$17,472] increase on single detached dwelling units and **57%** [\$4.27/sqft to proposed \$6.72/sqft] increase on non-residential development.

1. A recent article in the Windsor Star "Windsor Area among nation's construction hot spots" July 10, 2019 highlights the 4th highest region for "growth in the value of building permits issued over the last year".

As noted in the DC report, the DC bylaw remains in effect for a 5year period which has to account for variations in both expenditures and new growth.

- a. A post-meeting question we would like to pose is to inquire if the historical analysis has been done to confirm that the approach being proposed rings true over the previous 5years. Simply put – how representative are the projected values for **Total Gross Expenditures** and **Net Costs to be recovered from Development Charges** over the life of the previous DC By-

law and has this analysis been used to inform the % increase in the Development Charges being recommended.

- b. The Essex Region Conservation Authority has responded to the global impacts of our changing natural environment. This has resulted in relatively overnight amendments to the approach to stormwater management and severely increased newly imposed restrictions. These unanticipated impacts are being felt not only by municipal governments, but are also being addressed at great additional cost by Developers who are at various stages of development proposals.

It is our request that not only the magnitude but also the timing of the DC increase take into consideration this unexpected expense by evaluating opportunities for a reduction and/or staged approach to the Development charges.

2. The **Reduction for Benefit to Existing Development** is explained at a high level on p 4-10 of the Development Charges Background Study document. On this basis, we had anticipated a greater Benefit to Existing Development for new facilities within existing/fully built-out areas of our Town. I've included a GoogleMaps image of the example provided during the public meeting for ease of reference. The surrounding area appears to be fully built-out.

Manning Road -St Gregory's Road to Riverside Drive E.



As an example, when referring to the tables of Infrastructure Costs Included in the Development Charges Calculation, the following information is presented:

- p5-12. *Active Transportation/* Project No. 1 - Manning-St Gregory's to Riverside (Bike Lanes) A Gross Capital Cost Estimate of \$331,300 has a **10%** deduction for Benefit to Existing Development.
- p5-11 *Roads, Sidewalks and Streetlighting* - This same road segment appears again as Project No. 1 with a deduction of **84%** for Benefit to Existing Development.
- p5-3 *Indoor and Outdoor Recreation Services/* Project No. 5 - Lakewood Park Master Plan Improvements A Gross Capital Cost Estimate of \$2,150,000 has **0%** deduction for Benefit to Existing Development.

We appreciate the offer to investigate this allocation in advance of the meeting scheduled to adopt the bylaw. We further request that if an alternate approach to identifying the reduction for benefit to existing development is subsequently recommended, that this be considered for application across the full list of projects contained within the tables of the report.

3. **Appendix E: Local Service Policy** outlines infrastructure that is included as a development charge project vs those that are funded through a development agreement. Our root concern with this Appendix is its inappropriate use as a tool for the reallocation of direct developer responsibility. We are proposing that Appendix E be replaced with a document that matches existing practices. The amendments being proposed merit the transparency afforded by direct public engagement. An example opportunity may be during the process to adopt the upcoming Draft Development Manual which we understand to be currently in progress.

A more detailed/section-by-section outline of our immediate concerns is appended to this letter.

- i. Of separate concern and as communicated at the public meeting, under the **Parkland Development** Section of Appendix E, bullet 3 states:
"Runoff from the development property shall not drain into the park unless approved by the Director of Public Works and Environment Services."

This statement limits the flexibility of engineering designs in addressing the new and challenging stormwater management criteria.

As the recipients of the Wege Small Cities Sustainability Best Practices Award from the Great Lakes and St Lawrence Cities Initiative (media article attached) for incorporating a major stormwater protection resource hidden within Lakewood Park, it is counterintuitive to now layout policies within the DC Study that deter future designs which would demonstrate the same successful environmental stewardship and sustainability practices.

Furthermore, we would like to confirm at this time that this statement does not restrict or prohibit future developments from including the MRSPA from benefiting from a similar type of design.

4. **Bill 108** – It is our understanding that since the Town of Tecumseh DC by-law will be passed after May 02, 2019, it will be affected by the proposed changes. Of particular interest is the **Payment in Installments over Five Years** as described on p1-6 in the Development Charges Background Study document. This is viewed as a tremendous benefit for developers with the Town of Tecumseh to be able to immediately leverage the use of 6 annual installments for the payment of development charges.

Thank you for the opportunity to provide input and for the timely response in advance of the planned meeting so that we may be prepared to speak to the topic if required.

Sincerely,

A handwritten signature in blue ink, appearing to read "James and Jeannette Sylvestre", is written over a horizontal line.

James and Jeannette Sylvestre

James Sylvestre Developments Ltd.

Tecumseh wins award for stormwater system improvements



Lakewood North in Tecumseh, Ont. (Courtesy Town of Tecumseh)



CTV Windsor

Published Wednesday, June 26, 2019 11:03AM EDT

Last Updated Wednesday, June 26, 2019 6:53PM EDT

The Town of Tecumseh won a sustainability award.

Director parks and recreation services Paul Anthony presented council with the Wege Small Cities Sustainability Best Practices Award from the Great Lakes and St. Lawrence Cities Initiative at the council meeting Tuesday night.

The Award for Stormwater System Improvements in Lakewood Park was presented in person to Anthony and councillor Tania Jobin at the Annual General Meeting in Sheboygan, Wisconsin, June 4-7.

"When we purchased the land for Lakewood Park we had a vision for what it could be for the Town," said Tecumseh mayor Gary McNamara. "Many people don't realize the dual purpose the Park has. Here we have a major stormwater protection resource hidden in one of our beautiful parks. This award recognizes the work we have done to protect the environment, implement sustainable practices and demonstrate stewardship in everything we do."

The Wege Small Cities Sustainability Best Practices Award recognizes a small Cities Initiative member city in Canada or the U.S. working to protect the Great Lakes and St. Lawrence and improve the quality of the water resource for future generations.

The award encourages environmental stewardship for projects that balance economic, social and environmental aspects within the community that could be used as a best practice for other cities.

The project submitted by the Town was 'Lakewood Park and Stormwater System Improvements'. It resulted in the creation of a natural and sustainable stormwater management solution for Lake St. Clair within the boundaries of the Park.

Lakewood is a naturalized park area that incorporated construction of a new stormwater pumping station, improvements to the existing shoreline, revitalization of approximately 70 acres of park land and construction of a 640 m natural stormwater channel.

Town officials say the end result is a unique place for the community that protects the surrounding area from overland flooding from the lake and during high volumes of rainfall.

"Lakewood Park is not just a jewel for the Town with respect to recreation opportunities and facilities," said Anthony. "It serves double duty as a place to store excess water during high volume rain events as it is released in the surrounding ground and pumping station. This project allowed us to respond to the effects of climate change with a beautiful natural area that can be used year round."

The award includes a \$5,000 prize which will be used to fund dedicated benches along the multi-use trails in the park. Within the Park itself, the Town has also used grant funding to install a Disc Golf Course, Adult Exercise Equipment, a climbing rock and paved multi-use trails.

Letter ITEM 3

Appendix E: Local Service Policy

- a. The previous DC Report Appendix for Local Service Policy contained the following essential statement that is no longer included:

“Note: for any and all of the above the Town may facilitate cost sharing agreements.”

We question the removal of this statement and are requesting its reinsertion.

- b. We would like clarification regarding **Section A. Services Related to a Highway 6) b)**. The full clause is copied below for ease of reference:

b) Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, **located within or linking to non-arterial road corridors internal to development**: direct developer responsibility under s.59 of D.C.A (as a local service).

The language in clause a) is clear for arterials, County roads and provincial highways and similarly clear for non-arterials external to the development in clause c).

Please provide clarification for Clause b).

- c. **Section B. Stormwater Management** contains new and amended clauses that create points requiring further discussion.
 - i. Clause 1) allocates responsibility for the design and construction of stormwater management facilities that fulfill the municipal objective for larger, regional facilities to the “developing land owners”.

By their description – a larger, regional facility is likely to cross multiple land owners. Municipalities that take a leadership role for the design and construction responsibility are more likely to create an environment of progress for development and avoid stagnation. While it is agreed that cost sharing across benefiting developing land owners is appropriate, allocating the responsibility for design and construction to developers is likely to result in immense red tape and delay.

- ii. Previous versions of the Local Service Policy committed to invoking “best efforts clauses” for oversizing. Clause 2) states the municipality “...**may facilitate** cost recovery from other benefitting developments/landowners...”

This clause in conjunction with the requirement for a regional facility gives rise to equity concerns and reservations regarding the Developer’s role in front-ending regional municipal infrastructure.

We would like to request to maintain status quo on this item and defer these important discussions to the Draft Development Manual and/or individual Subdivision Agreements.

- d. We would like to draw particular attention to **Section C. Parkland Development 2) Parkland**
 - a) Parkland Development for parks internal to development.

- i. The Planning Act Section 51.1(1) provides guidelines for the upset limits for rate of parkland conveyed or dedicated that may be imposed by the approval authority. These vary between 2% and 5% of the land included in the plan and are the current approach to Parkland requirements within Development Agreements.

Items 1-9 outline new base conditions to be imposed on the Developer within a development agreement that greatly exceed the current standard for the region and obligate the Developer to maintain a fully graded, grassed and (when deemed appropriate by the Municipality) fenced park facility “until construction commences”.

It is unclear what the liability to the Developer is in a pseudo-completed greenspace that has not yet been assumed by the Municipality.

It is our most sincere request to have these conditions removed from this document. More appropriate opportunities exist to negotiate these terms such as within the Development Manual currently being drafted, within an individual Subdivision Agreement, or as part of the future adoption of a Communities Benefits Charge when the legislation receives royal assent.

This is consistent with neighbouring communities, keeps development within the Town of Tecumseh regionally competitive and preserves the separation between private and public operation of public spaces.

- ii. [reiterated from letter] Of separate concern and as communicated at the public meeting, **bullet 3.** under this same section states “Runoff from the development property shall not drain into the park unless approved by the Director of Public Works and Environment Services.” This statement limits the flexibility of engineering designs in addressing the new and challenging stormwater management criteria.

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e. Section E Water and Sanitary Sewers 2) Sanitary Sewer

- i. Clause b) marginal costs for sewers exceeding 375mm and/or 5m depth were previously covered by DC's. The current proposal has removed the limits of 5m depth or greater. This is more appropriately considered on an individual basis since the reason necessitating the increased depth can vary and may include servicing requirements for surrounding lands. An adjustment is recommended to preserve this flexibility.
- ii. Clause e) addresses Pumping Stations by differentiating between those within or external to the Water and Wastewater Master Plan.

In previous versions minor pump stations were a direct developer responsibility vs major pumping stations were covered by DCs.

It is agreeable that a pump station that serves multiple developments owned by the same developing land owner would be the direct developer responsibility however when the pump station is serving lands for more than one developing land owner – coordinating involvement by the municipality is typically crucial to the process.



Attachment 2
2019 Development Charges
Updated Local Service Policy Document

Appendix E

Local Service Policy



APPENDIX E: LOCAL SERVICE POLICY

This Appendix sets out the Town of Tecumseh's General Policy Guidelines on Development Charges (D.C.) and local service funding for Services Related to a Highway, Stormwater Management, Parkland Development, and Underground Linear Services. The guidelines outline, in general terms, the size and nature of engineered infrastructure that is included in the study as a development charge project, versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement.

A. Services Related to a Highway

A highway and services related to a highway are intended for the transportation of people and goods via many different modes including, but not limited to passenger automobiles, commercial vehicles, transit vehicles, bicycles and pedestrians. The highway shall consist of all land and associated infrastructure built to support (or service) this movement of people and goods regardless of the mode of transportation employed, thereby achieving a complete street. A complete street is the concept whereby a highway is planned, designed, operated and maintained to enable pedestrians, cyclists, public transit users and motorists to safely and comfortably be moved, thereby allowing for the efficient movement of persons and goods.

The associated infrastructure to achieve this concept shall include, but is not limited to: road pavement structure and curbs; grade separation/bridge structures (for any vehicles, railways and/or pedestrians); grading, drainage and retaining wall features; culvert structures; storm water drainage systems; utilities; traffic control systems; signage; gateway features; street furniture; active transportation facilities (e.g. sidewalks, bike lanes, multi-use trails which interconnect the transportation network, etc.); transit lanes & lay-bys; roadway illumination systems; boulevard and median surfaces (e.g. sod & topsoil, paving, etc.); street trees and landscaping; parking lanes & lay-bys; (excluding on-street parking in the downtown) and driveway entrances; noise attenuation systems; railings and safety barriers.



1) Local and Collector Roads including Land

- a) Collector roads internal to development, inclusive of all land and associated infrastructure: direct developer responsibility under s.59 of the D.C.A. as a local service.
- b) Collector roads external to development, inclusive of all land and associated infrastructure: included in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.
- c) Local roads internal to development: are considered to be the developer's responsibility.
- d) Local roads external to development being roads connecting developments or crossing hydro corridors: included in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

2) Arterial Roads Including Land

- a) New, widened, extended or upgraded arterial roads, inclusive of all associated infrastructure: included as part of road costing funded through D.C.A., s.5(1).
- b) Land acquisition for arterial roads on existing rights-of-way to achieve a complete street: dedication under the Planning Act provisions (s. 41, 51 and s. 53) abutting or through development lands; in area with limited development potential: included in D.C.'s.
- c) Land acquisition for arterial roads on new rights-of-way to achieve a complete street: dedication, where possible, under the Planning Act provisions (s. 51 and s. 53) through development lands up to the ROW specified in the Official Plan.
- d) Land acquisition beyond normal dedication requirements to achieve transportation corridors as services related to highways including grade separation infrastructure for the movement of pedestrians, cyclists, public transit and/or railway vehicles: included in D.C.'s.



3) Intersection Improvements

- a) On new arterial roads and arterial road improvements and collector roads and collector road improvements unrelated to a specific development: included as part of road costing funded through D.C.'s.
- b) On new arterial roads and arterial road improvements and collector roads and collector road improvements related to a specific development or for any private site entrances or entrances to specific development: direct developer responsibility under s.59 of D.C.A. (as a local service).
- c) On arterial or collector road intersections with County roads: include in D.C.'s.

4) Traffic Control Systems and Signals

- a) All Traffic Control Systems and Signals included in D.C. calculation as permitted under s.5(1) of the D.C.A.

5) Streetlights

- a) Streetlights on new arterial roads and arterial road improvements: considered part of the complete street and included as part of the road costing funded through D.C.'s
- b) Streetlights on non-arterial roads internal to development: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- c) Streetlights on non-arterial roads external to development, needed to support a specific development or required to link with the area to which the plan relates: considered part of the complete street and included as part of the road costing funded through D.C.'s.

6) Transportation Related Pedestrian and Cycling Facilities

- a) Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within arterial roads, County



- roads and provincial highway corridors: considered part of the complete street and included in D.C.'s.
- b) Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within or linking to non-arterial road corridors internal to development: direct developer responsibility under s.59 of D.C.A. (as a local service).
 - c) Other sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: considered part of the complete street and included in D.C.'s.
 - d) Multi-use trails (not associated with a road), inclusive of all land and required infrastructure, that go beyond the function of a (parkland) recreational trail and form part of the municipality's active transportation network for cycling and/or walking: included in D.C.'s.

7) Noise Abatement Measures

- a) Noise abatement measures external and internal to development where it is related to, or a requirement of a specific development: direct developer responsibility under s.59 of D.C.A. (as a local service).
- b) Noise abatement measures on new arterial roads and arterial road improvements abutting an existing community and unrelated to a specific development: included as part of road costing funded through D.C.'s.

B. Stormwater Management

- 1) Stormwater Management facilities will be the responsibility of the developing landowners, designed and constructed to the Town's satisfaction and fulfilling the municipality's objective for larger, regional facilities.
- 2) Stormwater management facilities for quality and/or quantity management that are oversized for external developments: the municipality may facilitate



cost recovery from other benefitting developments/landowners through various means available by way of legislation.

C. Parkland Development

1) Recreational Trails

- a) Recreational trails (multi-use trails) that do not form part of the Municipality's active transportation network, and their associated infrastructure (landscaping, bridges, trail surface, etc.), are included in parkland D.C.'s.

2) Parkland

- a) Parkland Development for parks internal to development: direct developer responsibility to provide at base condition, as follows:
 - 1. Clearing and grubbing. Tree removals as per the subdivision's tree preservation and removals plan.
 - 2. Topsoil stripping, screening, and stockpiling.
 - 3. Rough grading (pre-grading) to allow for positive drainage of the Park, with minimum slopes of 2%. If necessary, this may include some minor drainage tile work and grading as per the overall subdivision grading design complete with any required swales or catch basins. Runoff from the development property shall not drain into the park unless approved by the Director Public Works and Environment Services.
 - 4. Spreading of topsoil to 150 mm depth (import topsoil if existing on-site is insufficient to reach required depth).
 - 5. Seeding of site with Municipality-approved seed mix. Maintenance of seed until acceptance by Municipality.
 - 6. Parks shall be free of any contaminated soil or subsoil.
 - 7. Parks shall not be mined for fill.



8. Parks shall be conveyed free and clear of all encumbrances.
 9. 100% of perimeter fencing to the Municipal standards where such fencing is deemed appropriate by the Municipality. When Park parcels cannot be developed in a timely manner, they shall be graded to ensure positive drainage and seeded to minimize erosion and dust. These shall be maintained by the developer until construction commences thereon.
- b) Program facilities, amenities, and furniture, within parkland: are included in D.C.'s.

D. NATURAL HERITAGE SYSTEM (N.H.S.)

N.H.S. includes engineered and on-site stream corridors, natural buffers for woodlots, wetland remnants, etc. as well as subwatersheds within the boundaries of the Municipality.

Direct developer responsibility as a local service provision including but not limited to the following:

- a) Riparian planting and landscaping requirements (as required by the Municipality, Conservation Authority or other authorities having jurisdiction) as a result of creation of, or construction within in the N.H.S. and associated buffers.
- b) Perimeter fencing of the N.H.S. to the Municipal standard located on the public property side of the property line adjacent land uses (residential, industrial, commercial) as required by the Municipality.
- c) All works to be in conformance with Municipal standards for stream corridors, natural buffers and subwatersheds areas as directed by the approved studies and reports related to the Secondary Plan that development occurs in.

E. Water and Sanitary Sewers

Underground services (linear infrastructure for water, and sanitary services) within the road allowance are not included in the cost of road infrastructure and are treated



separately. The responsibility for such services as pumping stations, which are undertaken as part of new developments or redevelopments, will be determined by the following policies:

1) Water

- a) Watermains internal to development not exceeding 300 mm: direct developer responsibility under s.59 of the D.C.A. as a local service.
- b) Watermains internal to development exceeding 300 mm: marginal costs included in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.
- c) Watermains external to development and not exceeding 300mm required for fire flows and/or looping and is required to support the development: direct developer responsibility under s.59 of the D.C.A. as a local service.
- d) Watermains external to development exceeding 300 mm: included in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.
- e) Pumping stations and works associated with zone boundaries: included in D.C. calculation to the extent permitted under s. 5(1) of the D.C.A.
- f) Connections of watermains from a development to trunk mains and pumping stations to service specific areas, to be direct developer responsibility.

2) Sanitary Sewer

- a) Sanitary sewers internal to development not exceeding 375 mm: direct developer responsibility under s.59 of the D.C.A. as a local service.
- b) Sanitary sewers internal to development exceeding 375 mm **and depth of 5 meters or greater** which benefit upstream developments: marginal costs included in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.



- c) Sanitary sewers external to development not exceeding 375 mm: direct developer responsibility under s.59 of the D.C.A. as a local service.
- d) Sanitary sewers external to development exceeding 375 mm: included in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.
- e) Pumping stations serving one or more individual developments that are not identified in the Town's Water and Wastewater Master Plan: direct developer responsibility under s.59 of the D.C.A. as a local service.
- f) Pumping stations identified in the Town's Water and Wastewater Master Plan: included in D.C. calculation to the extent permitted under s.5(1) of the D.C.A.

Connections of sanitary sewers from a development to trunk Sewers and pumping stations to service specific areas: to be direct developer responsibility.

Note: for any and all of the above the Town may facilitate cost sharing agreements.



The Corporation of the Town of Tecumseh

Planning & Building Services

To: Mayor and Members of Council

From: Brian Hillman, Director Planning & Building Services

Date to Council: August 13, 2019

Report Number: PBS-2019-25

Subject: Proposed Official Plan and Zoning By-Law Amendments
Briday Victoria Development Corporation
12433 Dillon Drive (Former Victoria Public School)
Proposed Residential Condominium Development
Scheduling of a Public Meeting
OUR FILE: D19 BRIDAY

Recommendations

It is recommended:

That the scheduling of a public meeting, to be held on Tuesday, September 10, 2019 at 5:00 p.m., in accordance with the *Planning Act* for applications submitted by Zelinka Priamo Ltd., on behalf of the Owner, Briday Victoria Development Corporation for a 2.29 hectare (5.66 acre) parcel of land situated on the south side of Dillon Drive, approximately 40 metres east of its intersection with St. Pierre Street (12433 Dillon Drive), to amend the Tecumseh Official Plan and Tecumseh Zoning By-law 1746 by:

- i. Redesignating the property from “Community Facility” to “Residential”; and
- ii. Rezoning the subject property from “Community Facility Zone (CF)” and “Residential Zone 1 (R1)” to a site-specific “Residential Zone 3 (R3-16”;

to facilitate the development of the lands for a 63-unit residential condominium development consisting of five, two-storey townhouse dwellings totalling 23 units and two, three-storey stacked townhouse dwellings totalling 40 units, **be authorized**.

Background

Proposed Applications and Property Location

Zelinka Priamo Ltd., on behalf of Briday Victoria Development Corporation (“the Owner”), has filed applications with the Town to amend the Tecumseh Official Plan and Tecumseh Zoning By-law 1746 for a 2.29 hectare (5.66 acre) parcel of land situated on the south side of Dillon Drive, approximately 40 metres east of its intersection with St. Pierre Street (12433 Dillon Drive) (see Attachment 1). The proposed development comprises the lands upon which the former Victoria Public Elementary School was situated, along with the former undeveloped McColl Street right-of-way (“the subject land”). This right-of-way is the subject of an Agreement of Purchase and Sale by the Owner from the Town, which is subject to a range of conditions, including the successful amendment of the Official Plan and Zoning By-law to permit the development.

The proposed amendments would facilitate the redevelopment of the subject land for a 63-unit residential condominium development consisting of five, two-storey townhouse dwellings totalling 23 units and two, three-storey stacked townhouse dwellings totalling 40 units.

Surrounding Land Uses

The subject land is surrounded by residential neighbourhoods predominately comprising single-unit detached dwellings of various building heights and styles, the majority of which are situated on conventional sized lots (see Attachment 2). The residential lots to the east of the subject land and fronting on Lacasse Blvd, however, are 250 feet in depth with substantial rear yards that provide for a more significant separation from the subject land. A lot containing a duplex dwelling abuts the subject property to the west and a lot containing a semi-detached dwelling exists to the northwest, both of which front on St. Pierre Street.

The only exceptions to the predominate residential use of the surrounding lands are: the Tecumseh United Church, which is located to the south-east on the south-west corner of the Little River Blvd/Lacasse Blvd intersection; a commercial node to the northwest along Lesperance Road approximately 250 metres from the subject land; and a medical clinic located on the northwest corner of Lesperance Road and Little River Blvd.

Public Information Centre (PIC) Held by Applicant

Prior to the formal submission of the proposed Official Plan and Zoning By-law amendment applications to the Town, Zelinka Priamo Ltd. planning consultants, on behalf of the Owner, organized and held a Public Information Centre (PIC) on November 29, 2018. The proposal presented at this PIC comprised a six-storey apartment building in the centre of the former school site surrounded by townhouse units along the entire perimeter (see Figure below). That proposal included a total of 94 units.



The intent of the PIC was to introduce the initial proposed development concept, receive preliminary comments/feedback from neighbouring property owners and local residents and answer questions from those in attendance. Town Administration also attended to review what

was being proposed but played no formal role in the presentation. Primary issues that were identified at the PIC centred on character, compatibility and density of the proposal, building height, municipal servicing and issues related to site design/buffering.

Subsequent to the PIC, and after some preliminary consultation with Town Administration, the Owner and his consultants prepared a revised development proposal that took into account the feedback received at the PIC. Also during that time, the Owner was engaged with the Town regarding the potential purchase of the McColl Street right-of-way from the Town so that it could be incorporated into the proposed development.

Based on the foregoing, the Owner has formally submitted Official Plan and Zoning By-law amendment applications along with a site plan and architectural renderings (see Attachments 3 and 4A to 4F) depicting a residential condominium development that comprises:

- A total of 63 residential units resulting in a lot density of 30 units per hectare (11 units per acre). These residential units include:
 - i) **Five, two-storey townhouse dwellings**, each containing between four to six units, for a total of 23 townhouse dwelling units, that will front onto a private internal roadway. These dwellings are proposed along the western and southern portion of the subject property, abutting the rear yards of the existing residential dwellings that front on the east side of St. Pierre Street and the north side of Little River Boulevard, respectively. These townhouse units will have a mix of one and two car garages (12 two-car and 11 one-car) along with 10 spaces allocated for visitor parking. Each townhouse unit is proposed to be between 2,000 to 3,000 square feet of floor area. A 10-metre (32.8-foot) rear yard depth is being proposed for these units. As a reference point, the minimum rear yard depth for the lots surrounding the subject property is 7.6 metres (24.9 feet);
 - ii) **Two, three-storey stacked townhouse dwellings**. A “stacked townhouse” is proposed to be defined as:

“a building designed to contain three or more dwelling units that are attached side by side, two or three units high, with each unit having a private entrance to grade level”

One stacked townhouse dwelling is proposed to contain 16 units and the other is proposed to contain 24 units, for a total of 40 units. The dwelling units within the 16-unit stacked townhouse dwelling are proposed to have floor area of approximately 2,000 square feet while the dwelling units with the 24-unit stacked townhouse are proposed to have a floor area of between 1,100 to 1,500 square feet.

The 24-unit stacked townhouse dwelling is proposed for the central portion of the subject property and is to be situated approximately: 45 metres (148 feet) from

the east lot line; 51 metres (167 feet) from the west lot line; 86 metres (282 feet) from the north lot line; and 46 metres (151 feet) from the south lot line.

The second stacked townhouse dwelling is proposed for the northeastern portion of the subject property and is to be situated approximately: 10 metres (33 feet) from the east lot line; 50 metres (164 feet) from the west lot line; 42 metres (139 feet) from the north lot line; and 126 metres (413 feet) from the south lot line.

Parking for the stacked townhouse dwellings is proposed to be provided in a shared surface parking area containing 60 spaces for residents and 12 spaces for visitors;

- One 8.0-metre (26.2-foot) wide access drive to/from Dillon Drive;
- Internal sidewalks that will provide pedestrian linkages throughout the condominium development and to Dillon Drive to the north and Little River Boulevard to the south (across the McColl Street right-of-way lands);
- A 0.12 hectare (0.29 acre) park area along Dillon Drive that is proposed to be conveyed to the Town as municipal parkland;
- An approximate 0.19-hectare (0.46 acre) stormwater management area that will abut the proposed municipal park. This stormwater management area is proposed to be designed in a manner that is complementary to the abutting parkland amenity. It is currently designed as a dry facility that will not hold water for prolonged periods of time; and
- The retention of as much of the existing vegetation as possible along the boundaries of the subject land, along with the introduction of additional plantings. A Tree Preservation Report will be completed as part of future development approvals (i.e. Site Plan Control) if the development is to proceed.

Planning Applications

In order to permit the proposed development, the applicant is requesting that the subject property be:

- i) redesignated from “Community Facility” to “Residential”; and
- ii) rezoned from “Community Facility Zone (CF)” and “Residential Zone 1 (R1)” to a site-specific “Residential Zone 3 (R3-16)”. The new site-specific zone would permit the proposed residential uses, establish the maximum number of dwelling units and maximum building height, along with other lot/building requirements such as minimum yard depth/widths, maximum lot coverage, minimum landscaping requirements and minimum number of parking spaces and parking space sizes.

Additional Planning Approvals

In addition to the aforementioned planning applications, the approval of a Draft Plan of Condominium by the County of Essex, along with Council approval of a development and/or site plan control agreement, will be required prior to the proposed development proceeding. The Draft Plan of Condominium approval process will also require a public review process, including a statutory public meeting, and will proceed in the event that the current applications are approved.

Supporting Documents

During early discussions regarding potential development of the subject property, Town Administration identified that the preparation of the following reports/studies would be necessary to properly assess the proposal from a land-use planning perspective and to consider the applications complete:

1. Planning Justification Report (PJR);
2. Traffic Impact Study (TIS);
3. Site Servicing Study; and
4. Stormwater Management Study

Below is a summary of the findings of the aforementioned reports/studies:

1. Planning Justification and Design Report, 12433 Dillon Drive, Briday Victoria Development Corporation – Zelinka Priamo Ltd., June 2019.

The PJR evaluated the proposed development and land uses against the Provincial Policy Statement (PPS) and the Town's Official Plan. In addition, it provided an introductory evaluation of the development with respect to built form, massing/scale, separation from existing land uses, shadowing and integration with the surrounding area.

The PJR concluded that:

“The proposed Official Plan and Zoning By-Law Amendments seek to permit a medium density development in the form of 23, 2-storey townhouse units, and 40 stacked townhouse units in the form of two, 3-storey blocks (total of 63 units) on the subject lands, with a new parkland block along a public transit route (Dillon Drive). The proposal to redevelop the underutilized subject lands to appropriately provide efficient and cost effective residential development that provides a built form and residential intensity that is compatible with abutting low density uses, maintains

privacy, and fulfills the planned function of the subject lands for residential intensification.

Based on the above, and as detailed throughout this Planning and Design Report, the proposed Zoning By-Law Amendment is consistent with intent and policies of the 2014 Provincial Policy Statement, and Town of Tecumseh Official Plan, and complies with the intent of the Town of Tecumseh Zoning By-law. As such, the Official plan and Zoning By- Law Amendments are appropriate and represent good land use planning practice.”

Town Administration has reviewed this study and is satisfied that its analysis and recommendations are sufficient to support consideration of the proposed application and to proceed with a formal public meeting.

2. Traffic Impact Study, 12433 Dillon Drive – RC Spencer and Associates Inc., May 2019.

The TIS study provided an analysis of the existing traffic operations, as well as future traffic conditions with and without the proposed development. The objective of the TIS was to determine the traffic impact of the development and whether any operational issues would arise as a result of the development. The scope of the TIS looked at traffic implications of the proposed development on peak AM and PM traffic time period operations in the area, focusing on the traffic implications of the proposed development on traffic operations in the area, particularly on Dillon Drive and on abutting roadway intersections that would experience a direct impact as a result of the proposed development.

The TIS concluded that:

“Using recently obtained turning movement counts and applying the best available trip generation and distribution data and methodologies, an analysis was completed to measure the operational impact of the development on traffic conditions on the adjacent intersections. The analysis was carried out assuming full build-out in 2020 and projected horizon years of 2025 and 2030. Background traffic was increased by 2% per year for the 2025 and 2030 horizon forecasts.

After modelling the traffic network and extracting the relevant traffic operations metrics, the following conclusions were made:

- The intersection of Dillon Drive at Lesperance Road will be nominally affected by the distribution of the site generated traffic, and it will continue to operate at a very favourable level of service well into the future;

- The intersection of Dillon Drive at St. Pierre Street will be nominally affected by the distribution of the site generated traffic, and it will continue to operate at a very favourable level of service well into the future;
- The intersection of Dillon Drive at Lacasse Boulevard will be nominally affected by the distribution of the site generated traffic, and it will continue to operate at a very favourable level of service well into the future;
- The intersection of Dillon Drive at the Site Access is proposed to operate as a single ingress lane and a single egress lane, and it has been determined that this intersection will operate at a very favourable level of service well into the future;
- Existing and projected traffic volumes at non-signalized intersections do not satisfy the provincial warrants for traffic signals;
- A stopped northbound passenger vehicle at the proposed intersection of Dillon Drive and the Site Access has clear sight lines to safely egress from the site.

In consideration of the above findings, it is the engineers' opinion that allowing this proposed development would have a nominal effect on traffic operations in the area. Dillon Drive has the capacity to accept the added site generated trips, both now and into the horizon years, and levels of service at the peripheral intersections remain largely unaffected by the proposed development."

Town Administration has received the TIS and has requested Dillon Consulting Ltd. to complete a peer-review of this study in order to obtain confirmation that the findings of the TIS are valid and acceptable to the Town. The results of the peer-review will be provided to Council by way of a future Planning Report.

3. Design Brief, 12433 Dillon Drive – Odan Detach Consulting Engineers, June 2019.

The Site Servicing and Stormwater Management Studies were combined into a Design Brief that addresses municipal water, sanitary and stormwater management (quantity and quality) services for the proposed development.

Town Administration has received the Design Brief and has requested Dillon Consulting Ltd. to complete a peer-review of the servicing study in order to obtain confirmation that the findings of the study are valid and acceptable to the Town. The results of the peer-review will be provided to Council by way of a future Planning Report.

Comments

The following summary of relevant goals and policies is provided to assist Council in understanding the scope of the issues and the matters requiring consideration as this proposal advances through the planning process.

Provincial Policy Statement

The Planning Act establishes that Council, when making decisions that affect a planning matter, “shall be consistent with” the 2014 Provincial Policy Statement (“PPS”) issued under The Planning Act.

There are a number of policies within the PPS that support the applications for the proposed residential development. The following are the relevant excerpts from the PPS:

- “1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns
- 1.1.1 Healthy, liveable and safe communities are sustained by:
 - a) promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
 - b) accommodating an appropriate range and mix of residential ... and other uses to meet long-term needs;
...
 - e) promoting cost-effective development patterns and standards to minimize land consumption and servicing cost.
- 1.1.2 Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of up to 20 years...

Within settlement areas, sufficient land shall be made available through intensification and redevelopment ...
- 1.1.3 Settlement Areas

- 1.1.3.1 Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.
- 1.1.3.2 Land use patterns within settlement areas shall be based on:
 - a) densities and a mix of land uses which:
 - 1. efficiently use land and resources;
 - 2. are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
 - 3. minimize negative impacts to air quality and climate change, and promote energy efficiency;
 - 4. support active transportation; and
 - 5. are transit-supportive, where transit is planned, exists or may be developed
 - b) a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.
- 1.1.3.3 Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.
- 1.1.3.4 Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.
- 1.1.3.6 New development taking place in designated growth areas should occur adjacent to the existing built-up area and shall have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.
- 1.4 Housing

- 1.4.3 Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

...

- b) permitting and facilitating:
 - 1. all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements; and
 - 2. all forms of residential intensification, including second units, and redevelopment in accordance with policy 1.1.3.3;
 - c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
 - d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and
 - e) establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.
- 1.5 Public Spaces, Recreation, Parks, Trails and Open Space
- 1.5.1 Healthy, active communities should be promoted by:
- ...
- b) planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces,

open space areas, trails and linkages, and, where practical, water-based resources;

1.6.7 Transportation Systems

1.6.7.4 A land use pattern, density and mix of uses should be promoted that minimize the length and number of vehicle trips and support current and future use of transit and active transportation.

1.8 Energy Conservation, Air Quality and Climate Change

1.8.1 Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and climate change adaptation through land use and development patterns which:

- a) promote compact form and a structure of nodes and corridors;
- b) promote the use of active transportation and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas;

6.0 Definitions

Residential intensification: means intensification of a property, site or area which results in a net increase in residential units or accommodation and includes:

- a) redevelopment, including the redevelopment of brownfield sites;
- b) the development of vacant or underutilized lots within previously developed areas;
- c) infill development;”

In summary, the PPS encourages and supports development on lands identified for urban growth in settlement areas. It also establishes that the Town should be supporting and promoting residential infill development that results in compact built form and makes more efficient use of existing services while offering a range of housing forms/types to meet

expected needs. The PPS also supports the development of a broad range of housing types and tenures and encourages residential intensification within identified urban areas where such areas have appropriate levels of servicing. The foregoing policies illustrate the emphasis that the PPS places on intensification in urban areas. Any decision of Council should be consistent with the PPS.

County of Essex Official Plan

The subject lands are within an identified Primary Settlement Area of the County Official Plan. The goals and policies of the County of Essex Official Plan encourage a range of residential development within identified settlement areas such as the fully serviced urban areas of the Town of Tecumseh. The following goals and policies of the County Official Plan are most relevant in the assessment of the subject proposal:

“1.5 GOALS FOR A HEALTHY COUNTY

The long-term prosperity and social well-being of the County depends on maintaining strong, sustainable and resilient communities, a clean and healthy environment and a strong economy. To this end, the policies of this Plan have been developed to achieve the following goals for a healthy County of Essex:

...

- c) To direct the majority of growth (including intensification and affordable housing), and investment (infrastructure and community services and facilities) to the County's Primary Settlement Areas. These Primary Settlement Areas will serve as focal points for civic, commercial, entertainment and cultural activities.
- d) To encourage reduced greenhouse gas emissions and energy consumption in the County by promoting built forms and transportation systems that create more sustainable, efficient, healthy, and liveable communities.
- e) To create more mixed use, compact, pedestrian-oriented development within designated and fully serviced urban settlement areas.
- f) To provide a broad range of housing choices, employment and leisure opportunities for a growing and aging population.

3.2 SETTLEMENT AREAS

3.2.2 Goals

The following goals are established for those lands designated as settlement areas on Schedule “A1”:

- a) Support and promote public and private re-investment in the Primary Settlement Areas
- b) To support and promote healthy, diverse and vibrant settlement areas within each of the seven Essex County municipalities where all county residents, including special interest and needs groups can live, work and enjoy recreational opportunities.
- c) To promote development within Primary Settlement Areas that is compact, mixed-use, pedestrian oriented, with a broad range of housing types, services and amenities available for residents from all cultural, social and economic backgrounds.
- d) To promote the creation of public places within all neighbourhoods that foster a sense of community pride and well-being and create a sense of place;
- ...
- i) Promote residential intensification within Primary Settlement Areas, and to a lesser extent, within full serviced secondary settlement areas.

3.2.4 Primary Settlement Areas

Primary Settlement Areas are the largest and traditional centres of settlement and commerce in the County. Protection of these communities by focusing growth and investment is a priority of the County.

3.2.4.1 Policies

The following policies apply to Primary Settlement Areas:

1. Primary Settlement Areas shall be the focus of growth and public/private investment in each municipality.
2. Primary Settlement Areas shall have full municipal sewerage services and municipal water services and stormwater management services, a range of land uses and densities, a healthy mixture of housing types including affordable housing options and alternative housing forms for special needs groups, and be designed to be walkable communities with public transit options.

3. Local municipal Official Plans shall establish appropriate land uses in accordance with the polices of this Plan.
4. All new development within Primary Settlement Areas shall only occur on full municipal water services and municipal sewage services...
...
- i) Cost effective development patterns and those which will minimize land consumption and reduce servicing costs are encouraged. Land use patterns which may cause environmental, heritage preservation or public health and safety concerns shall be avoided.

3.2.6 General Settlement Area Policies

The following policies apply to all "Settlement Areas" identified on Schedule "A1" of this Plan:

...

- b) The County supports residential intensification within Primary Settlement Areas.

...

- d) Local Official Plans are encouraged to establish land requirement needs based on densities which meet the following:
 - i) Efficiently use land, resources, infrastructure and public service facilities.
 - ii) Avoid the need for unnecessary and/or uneconomical expansion of infrastructure.
 - iii) Support the use of public transit where available or where it can be provided in future years.
 - iv) Are appropriate to the type of sewage and water systems which are planned or available.
- e) Local Official Plans are encouraged to provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the regional market area as outlined below:

- i) Maintaining at all times the ability to accommodate residential growth for a minimum of 10 years through residential intensification, redevelopment and if necessary, lands which are designated and available as defined by Provincial Policy.
 - ii) Maintaining at all times, where new development is to occur, at least a 3 year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment, and land in draft approved and registered plans.
 - iii) Permitting and facilitating all forms of housing, including special needs housing, required to meet the social, health and well-being requirements of current and future residents.
- f) Local Official Plans are encouraged to provide opportunities for redevelopment, intensification and revitalization in areas that have sufficient existing or planned infrastructure.

3.2.7 Intensification & Redevelopment

The County encourages well-planned intensification development projects in the Settlement Areas to encourage more efficient use of land and municipal infrastructure, renew urban areas and to facilitate economic and social benefits for the community.

The County also specifically encourages residential intensification and redevelopment within Primary Settlement Areas in order to increase their vitality, offer a range of housing choices, efficiently use land and optimize the use of infrastructure and public service facilities.”

The subject property is within a Primary Settlement Area, as designated in the County OP. Any decision of Council should be in conformity with the County OP.

Tecumseh Official Plan

As noted above, the subject property is currently designated “Community Facility” in the Tecumseh Official Plan (see Attachment 5). An amendment to the Official Plan will be required to designate the subject property into a “Residential” designation in order to facilitate the proposed residential development. The following sections of the Official Plan are of relevance in Council’s consideration of the proposed development:

“2.3 Environmental Objectives

- a) To provide parks within the Town of Tecumseh at the neighbourhood scale of development by receiving a 5% land dedication or payment in lieu of land for each subdivision to be developed.
- b) To determine the exact location of the park, to benefit the greatest number of people, when the subdivision is under consideration and that the park area adhere to the standards set out in this Official Plan

2.10 Residential Goal

It shall be the residential goal of this Plan to create a policy and regulatory environment which will provide the opportunity for both private and public sector developers, builders and landowners to construct a broad range of housing types and tenures in the municipality to meet the anticipated future needs of all households - including low and moderate income households and households with special needs.

2.11 Residential Objectives

...

- b) To encourage new residential development to occur in such a manner which makes the most efficient use of municipal infrastructure and services, in keeping with the capacity of the existing services available and the financial ability of the municipality to provide the required additional infrastructure and services.

...

- d) To broaden the range of housing options available to existing and future residents of the Town, by encouraging the continued production of a diverse and affordable mix of housing that is capable of meeting the needs of all households – including low and moderate income households and households with special needs. The provision of a mixture of housing forms, sizes, tenures and affordable housing types, including both public and private sector sponsored housing are to be encouraged.

3.3 Residential

- 3.3.1 The lands designated Residential shall be used primarily for residential purposes. Various types of residential dwellings shall be permitted within this designation, provided they meet all of the applicable policies of this Plan. The regulations and zone

provisions of the town's comprehensive zoning by-law implementing this Plan shall be in accordance with the following:

ii) Medium Density Residential Uses

The maximum permitted density within any Medium Density Residential Zone shall be 30 units per net hectare. Permitted uses shall consist of duplex dwellings, triplex dwellings, townhouse dwellings, and other multi-unit residential dwellings which do not exceed 3 storeys in height.

Council will use the following criteria in the creation and application of medium density residential zone categories in the Town of Tecumseh:

- a) medium and high density residential uses should have frontage and/or access driveways onto an arterial or collector road;
- b) proposals will not be approved which would result in substantial traffic flow increases on local streets serving single-unit residential development;

In considering applications to amend the town's comprehensive zoning by-law to establish a medium or high density residential use, Council will also have regard to the following:

- the need for the proposed development as identified through an analysis of housing supply and demand;
- the density and form of adjacent development;
- the adequacy of the municipal water supply, sanitary sewers (and associated treatment plant capacity), storm drainage, and roads to serve the proposed development;
- the adequacy of schools, parks, and community facilities to serve the proposed development;
- the adequacy of off-street parking facilities to serve the proposed development; and

- the provision of adequate buffering standards deemed necessary to protect the residential amenities of adjacent land uses.”

Accordingly, the Town will have to have regard to the foregoing criteria in its review and evaluation of the proposed Official Plan and Zoning By-law amendments.

Tecumseh Zoning By-law 1746

As noted above, the subject land is currently zoned “Community Facility Zone (CF)” and “Residential Zone 1 (R1)” in Tecumseh Zoning By-law 1746 (see Attachment 6). The CF zone applies to the entirety of the former Victoria Public Elementary School lands, along with the westerly half of the former McColl Street right-of-way. The R1 zone applies to the easterly half of the McColl Street right-of-way. The proposed Zoning By-law amendment would place the subject land into a site specific “Residential Zone 3 (R3-15)” that would facilitate the proposed development and establish appropriate zoning regulations including minimum lot and yard provisions, maximum building height, minimum parking requirements and so on.

Summary

In summary, it is the opinion of the writer, along with Town Administration, that the proposal warrants further consideration. A public meeting to consider the proposed official plan and zoning by-law amendments, in accordance with the requirements of the *Planning Act*, will provide an opportunity to hear concerns and comments of neighbouring owners and other interested stakeholders/agencies. It is important that the concerns and comments of these stakeholders be taken into consideration as part of the full evaluation of the applications.

Upon hearing the comments of the stakeholders, a Planning Report will be prepared having regard to the stakeholder comments and giving full consideration to the various policies and criteria at hand from a professional planning perspective.

Consultations

Public Works & Environmental Services
Fire & Emergency Services

Financial Implications

None

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input checked="" type="checkbox"/> | Ensure that Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of Tecumseh's plans and priorities. |
| <input type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☐

Website ☒ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services

Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Planning & Building Services

Reviewed by:

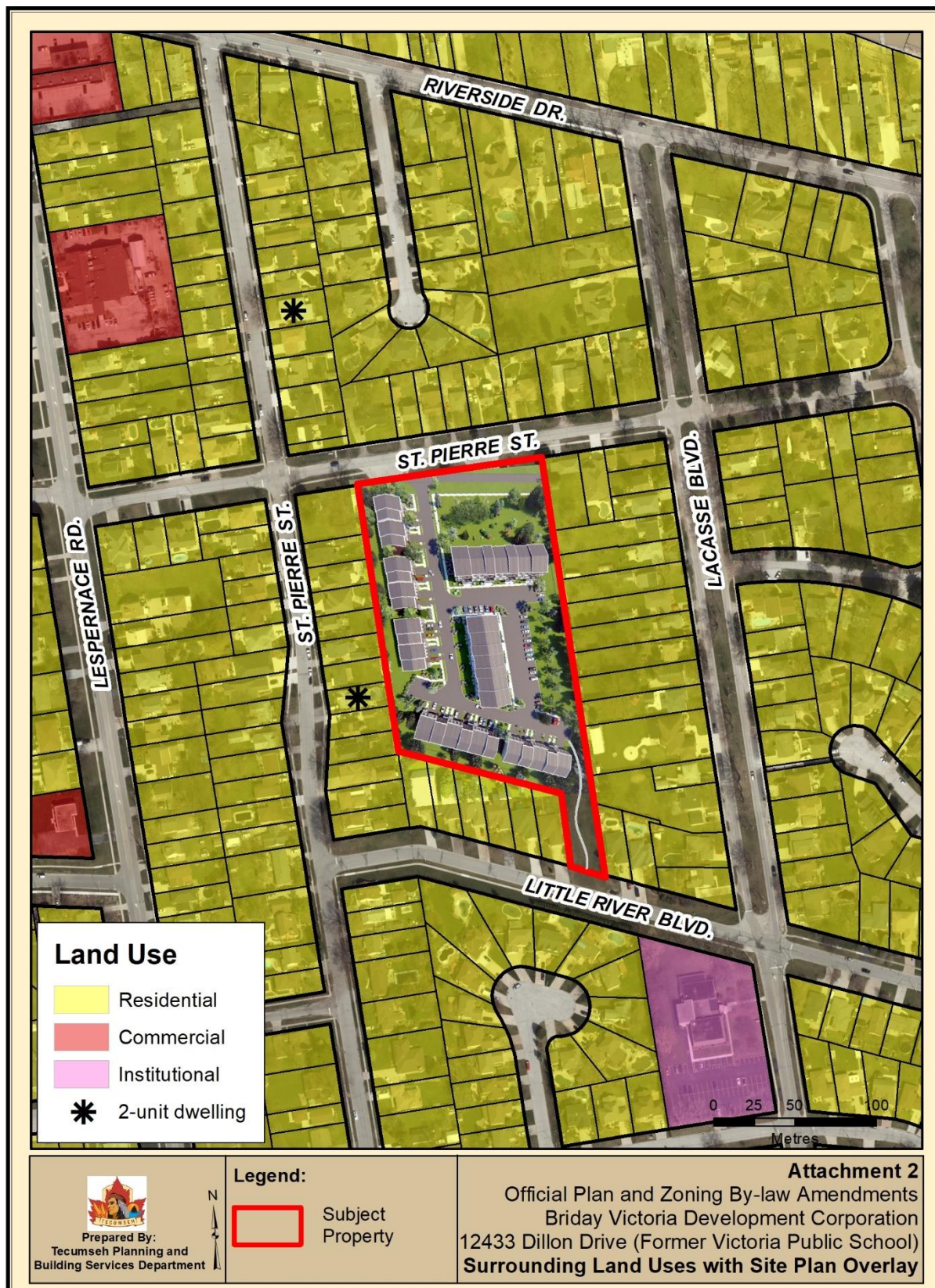
Phil Bartnik, P.Eng.
Director Public Works & Environmental Services

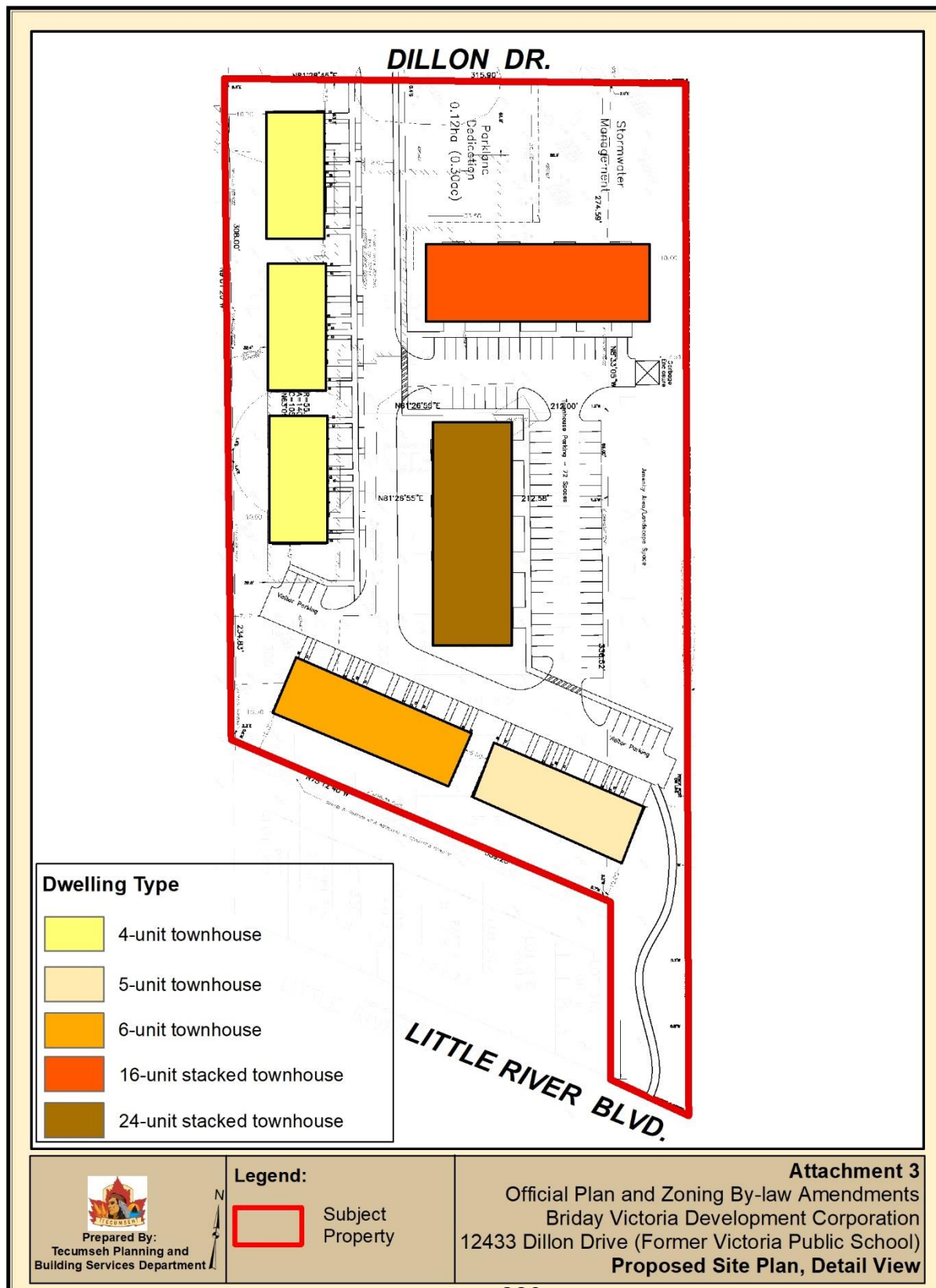
Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

| Attachment Number | Attachment Name |
|------------------------------|---|
| 1 | Subject Property Map |
| 2 | Surrounding Land Uses with Proposed Site Plan Overlay Map |
| 3 | Proposed Site Plan, Detail View |
| 4A | Site Plan Rendering |
| 4B | Architectural Elevation Renderings 1 |
| 4C | Architectural Elevation Renderings 2 |
| 4D | Architectural Elevation Renderings 3 |
| 4E | Architectural Elevation Renderings 4 |
| 4F | Architectural Elevation Renderings 5 |
| 5 | Official Plan Map |
| 6 | Zoning Map |











View: Central stacked townhouse and townhouse units from Dillon Dr. facing south



View: Southern-most townhomes, facing south.



Prepared By:
 Tecumseh Planning and
 Building Services Department



Attachment 4B
 Official Plan and Zoning By-law Amendments
 Briday Victoria Development Corporation
 12433 Dillon Drive (Former Victoria Public School)
Architectural Elevation Renderings 1



View: Northern stacked townhouse from Dillon Dr. facing south



View: Northern stacked townhouse facing north towards Dillon Dr.



Prepared By:
Tecumseh Planning and
Building Services Department



Attachment 4C
Official Plan and Zoning By-law Amendments
Briday Victoria Development Corporation
12433 Dillon Drive (Former Victoria Public School)
Architectural Elevation Renderings 2



View: Central stacked townhouse facing south



View: Central stacked townhouse facing north



Prepared By:
 Tecumseh Planning and
 Building Services Department



Attachment 4D
 Official Plan and Zoning By-law Amendments
 Briday Victoria Development Corporation
 12433 Dillon Drive (Former Victoria Public School)
Architectural Elevation Renderings 3



View: Central stacked townhouse and western townhouse units facing southwest



View: Northern stacked townhouse and western townhouse units from Dillon Dr. facing south



Prepared By:
 Tecumseh Planning and
 Building Services Department



Attachment 4E
 Official Plan and Zoning By-law Amendments
 Briday Victoria Development Corporation
 12433 Dillon Drive (Former Victoria Public School)
Architectural Elevation Renderings 4



View: Western townhouse units facing west



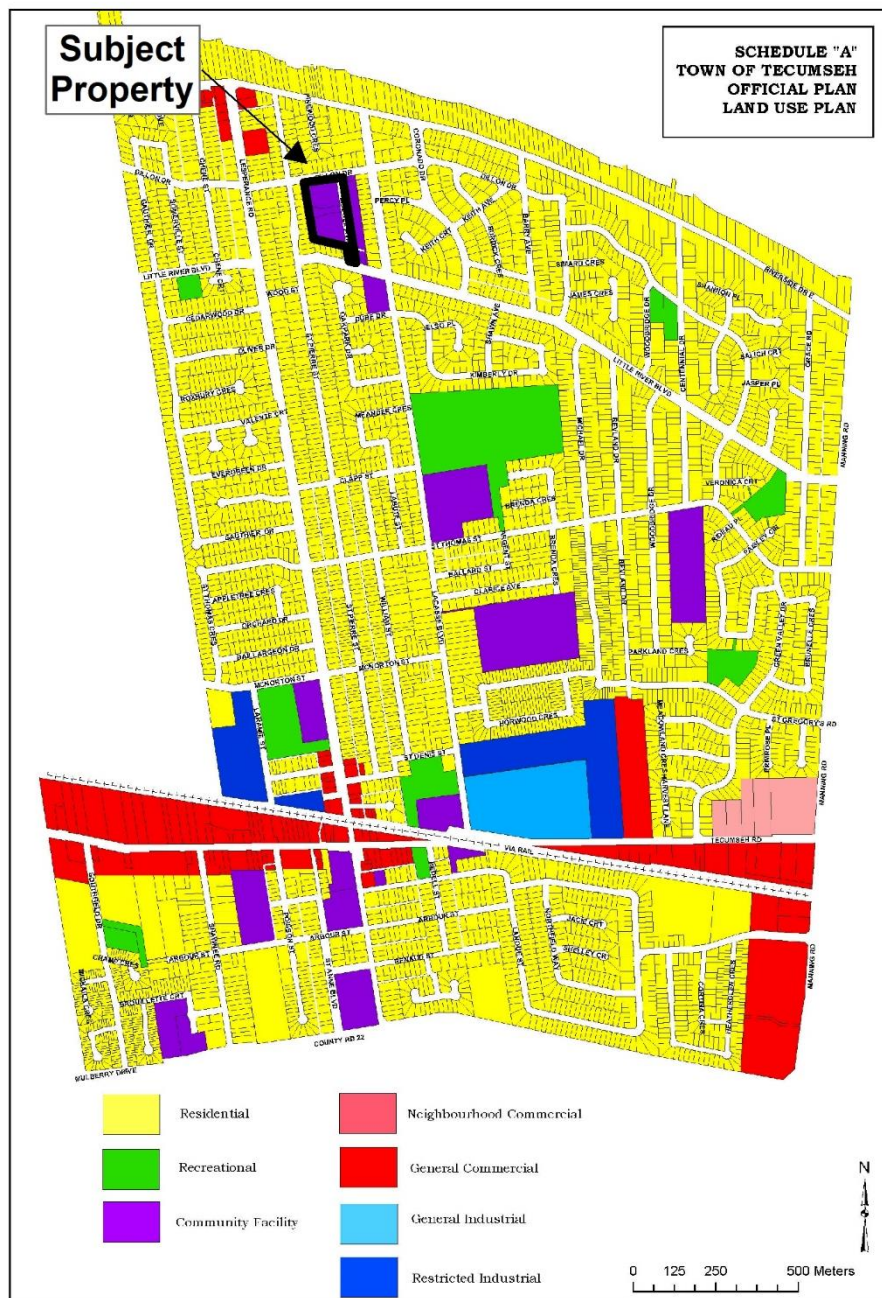
View: Southern townhouse units facing south



Prepared By:
 Tecumseh Planning and
 Building Services Department



Attachment 4F
 Official Plan and Zoning By-law Amendments
 Briday Victoria Development Corporation
 12433 Dillon Drive (Former Victoria Public School)
Architectural Elevation Renderings 5



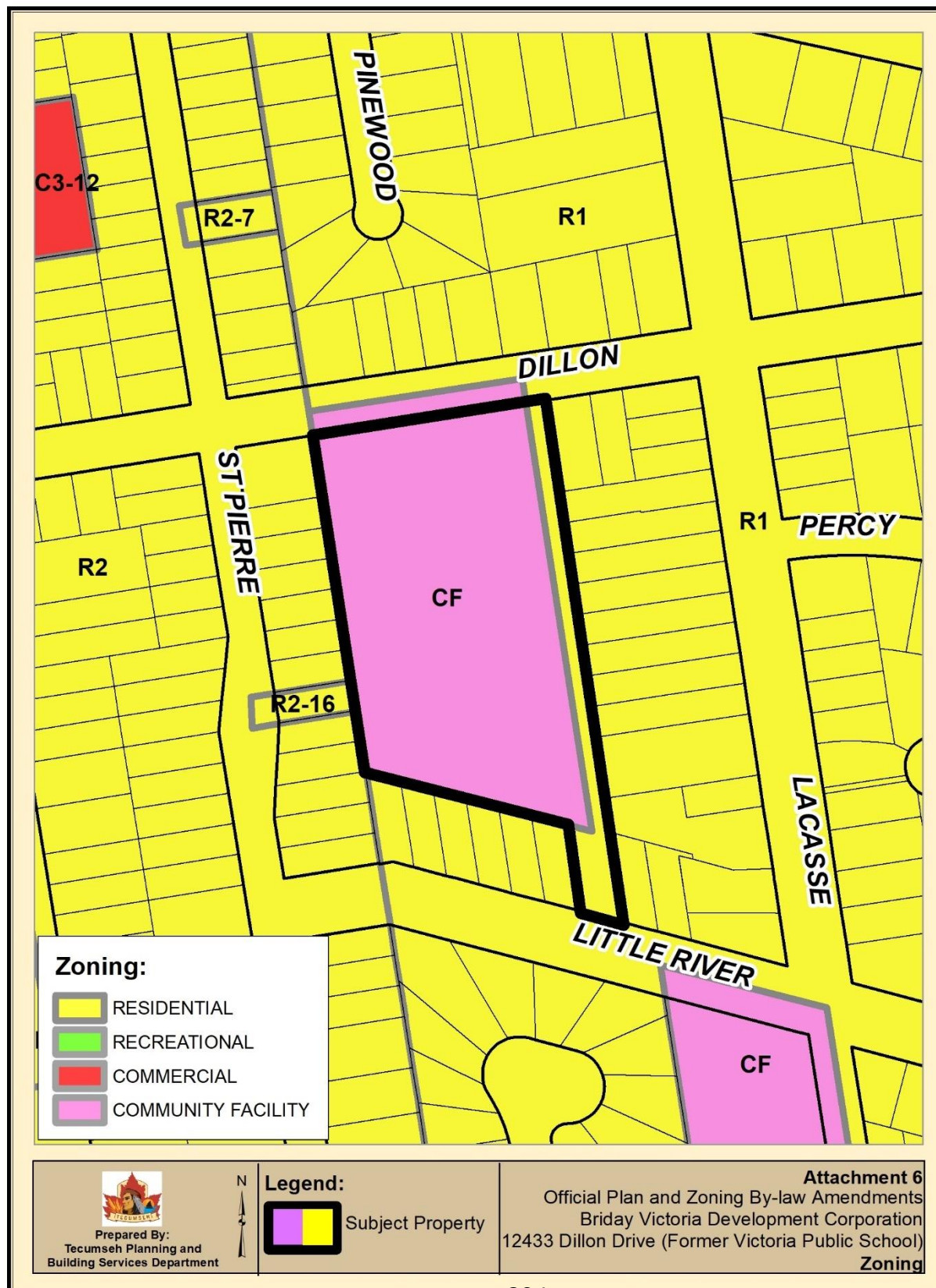
Prepared By:
 Tecumseh Planning and
 Building Services Department

Legend:



Subject Property

Attachment 5
 Official Plan and Zoning By-law Amendments
 Briday Victoria Development Corporation
 12433 Dillon Drive (Former Victoria Public School)
Official Plan





The Corporation of the Town of Tecumseh

Planning & Building Services

To: Mayor and Members of Council

From: Brian Hillman, Director Planning & Building Services

Date to Council: August 13, 2019

Report Number: PBS-2019-29

Subject: Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
12222 Tecumseh Road – R&A Patterson Holdings Ltd.
Parking Area Improvement Grant Program
OUR FILE: D18 CIPFIP - CIP-02/19

Recommendations

It is recommended:

That the Grant Application for the Tecumseh Road Main Street Community Improvement Plan (CIP) Financial Incentive Program, for the property located at 12222 Tecumseh Road (Roll No. 374406000001800), **be deemed eligible and approved** for the Parking Area Improvement Grant Program, in accordance with Section 11.3 (5) of the CIP, for a total amount of \$10,000 toward the parking lot improvements being proposed, in accordance with PBS-2019-29.

Background

The Council-adopted Tecumseh Road Main Street Community Improvement Plan (CIP) applies to an area that represents the historical commercial core of the Town and comprises an approximate 1.2 kilometre corridor centred on Tecumseh Road from the VIA Railway on the east to the Town's border with the City of Windsor just beyond Southfield Drive on the west (see CIP Area in Figure 1). The area encompasses 96 acres and approximately 115 properties with a mix of commercial and residential along with many tracts of underutilized land.

The CIP establishes a community developed vision and provides a means for planning and promoting development activities to more effectively and efficiently use lands, buildings, and

facilities. Its goal is to bring about revitalization and encourage both private and public investment in the CIP Area. To help achieve this vision, the CIP provides for a range of financial incentive programs to registered Owners and tenants of land and buildings within the CIP Area. Attachment 1 contains a table that outlines the financial incentives available for lands in the CIP Area, subject to satisfying various criteria and rules.



Comments

Proposal

In July of 2019, Town Administration held a pre-consultation meeting with the Owner of the commercial property located at 12222 Tecumseh Road (see Attachments 2 and 2A for location). The building on the subject property is occupied by a cycling sales and service store, a hair salon and a professional office for an engineering firm. In addition, a taxi service operates on the subject property from a separate building located at the rear of the property,

behind the main building. A driveway abuts property to the west, which provides vehicular access to the property's rear parking lot area (see image below). The subject parking area can also be accessed via a municipal laneway located farther to the west.



The Owner met with Town Administration to discuss proposed improvements to the aforementioned parking lot and to determine whether the proposed improvements would qualify for financial incentives under the CIP. Improvements to parking lots (resurfacing, line painting, landscaping) are contemplated by the CIP subject to meeting the design guidelines established in the CIP.

The Owner is proposing to resurface the rear parking area, reline the parking spaces and introduce a small landscaped area at the rear of the property where the parking lot abuts the railway. In addition, as part of the works, an existing catch basin that is located on the property that abuts to the west is also being repaired. This catch basin provides the stormwater management for both the parking areas of both properties. The abutting property owner has agreed to the noted catch-basin improvement and the cost of this work is being borne by the Owner that has filed the subject application.

Proposed Grant Details

Based on the foregoing, the Owner has submitted a Financial Incentive Program Grant Application seeking financial incentives under the Parking Area Improvement Grant Program in the amount of \$10,000. (Note: HST is not included as part of the grant.) As required by the CIP, the Owner has provided two reliable cost estimates for the proposed parking lot improvements, as identified below:

1. Toritto Paving Inc. / EFX Landscaping- \$22,150
2. On Top Asphalt Maintenance / Creative Homescapes - \$25,334

The requested amount of \$10,000 represents the maximum amount of grant available (50% of the total eligible costs or up to \$10,000), as established by the selected preferred quote of Toritto Paving Inc. / EFX Landscaping.

The Parking Area Improvement Grant Program application has been reviewed/evaluated by Town Administration against the requirements of the CIP. Town Administration has no concerns with the application and recommends that the application be deemed eligible and approved in accordance with Section 11.3 (5) of the CIP.

Next Steps

Upon Council approval, a letter from the Town to the Owner advising of Council's approval will represent a grant commitment. The CIP establishes the following:

- i) the Owner will have a period of six months to start the project and one year to complete the proposed works from the date of Council approval;
- ii) extensions will be considered on a case-by-case basis; and
- iii) an application may be cancelled if work does not commence within the six-month period or if the approved works are not completed within a one-year period from the date of Council approval.

Upon completion of the parking lot improvement works, Administration will conduct a review of the work to ensure all requirements of the CIP have been complied with. Once it has been determined that the CIP requirements have been met, and upon the receipt of invoices from the Owner and proof of payment, the Grant will be issued.

Consultations

Financial Services
Fire & Emergency Services

Financial Implications

The Tecumseh Road CIP provides for Support Programs and Incentives that can total up to \$417,000 per calendar year commencing in 2016. The \$417,000 is the sum of annual maximum limits per individual incentive program category within the CIP. Actual incentives available will depend on approved budget funding.

The 2019 budget includes CIP grant funding of \$125,000. An additional \$106,053 of uncommitted budget allocation from prior period budgets was carried forward, thus totalling \$231,053 in funds available for 2019. To date, one other application has been approved during 2019, thus the current available funding total is \$228,053.

Upon approval of the recommendation of this report, remaining available program funds for 2019 will be \$218,053 as referenced in the tables in Attachments 3A and 3B.

Link to Strategic Priorities

| Applicable | 2019-22 Strategic Priorities |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers. |
| <input checked="" type="checkbox"/> | Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making. |
| <input type="checkbox"/> | Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities. |
| <input checked="" type="checkbox"/> | Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses. |
| <input type="checkbox"/> | Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals. |

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by Senior Administration as indicated below and recommended for submission by the Chief Administrative Officer.

Prepared by:

Enrico DeCecco, BA (Hons), MCIP, RPP
Junior Planner

Reviewed by:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Deputy Treasurer & Tax Collector

Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Planning & Building Services

Recommended by:

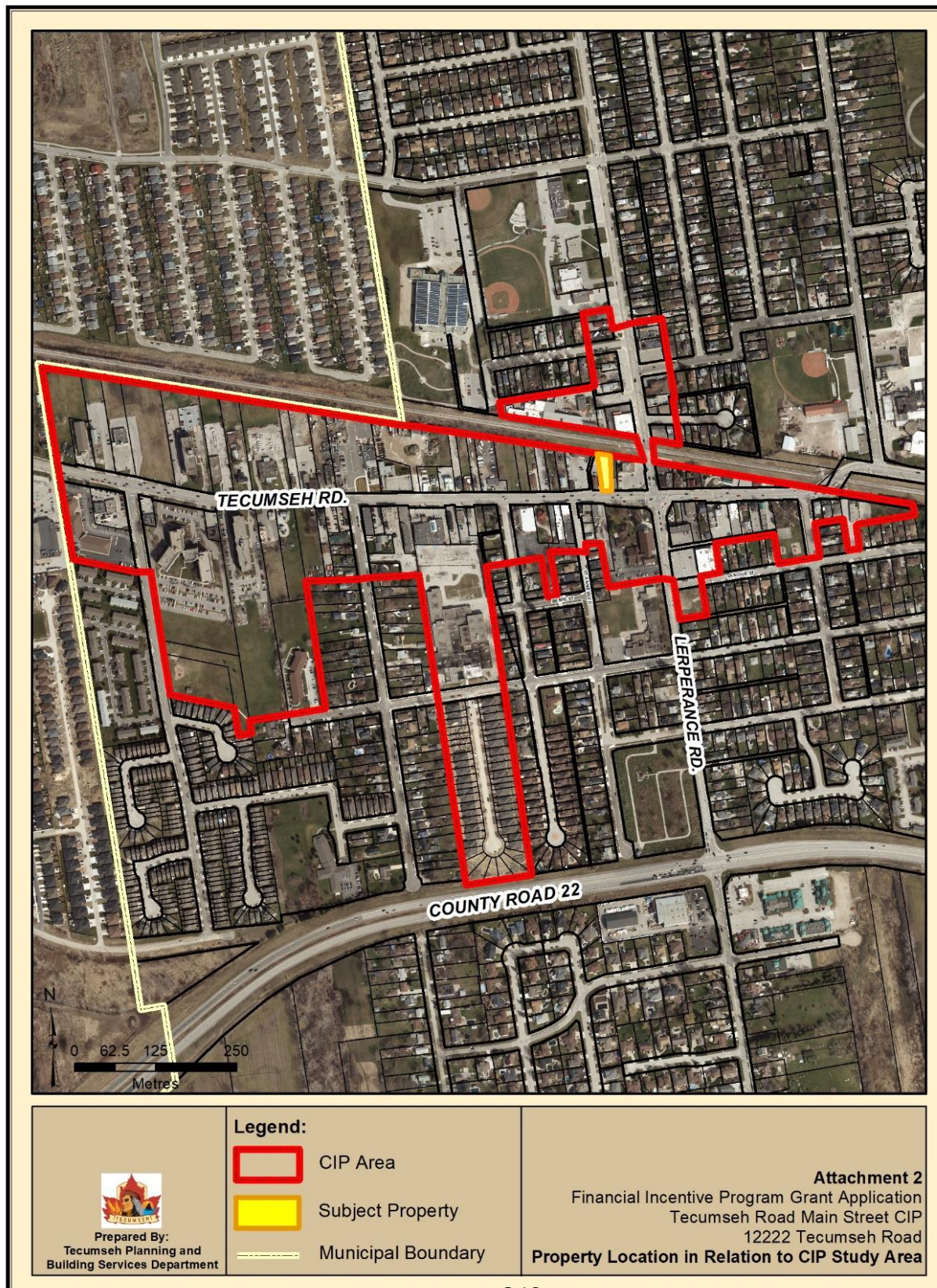
Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

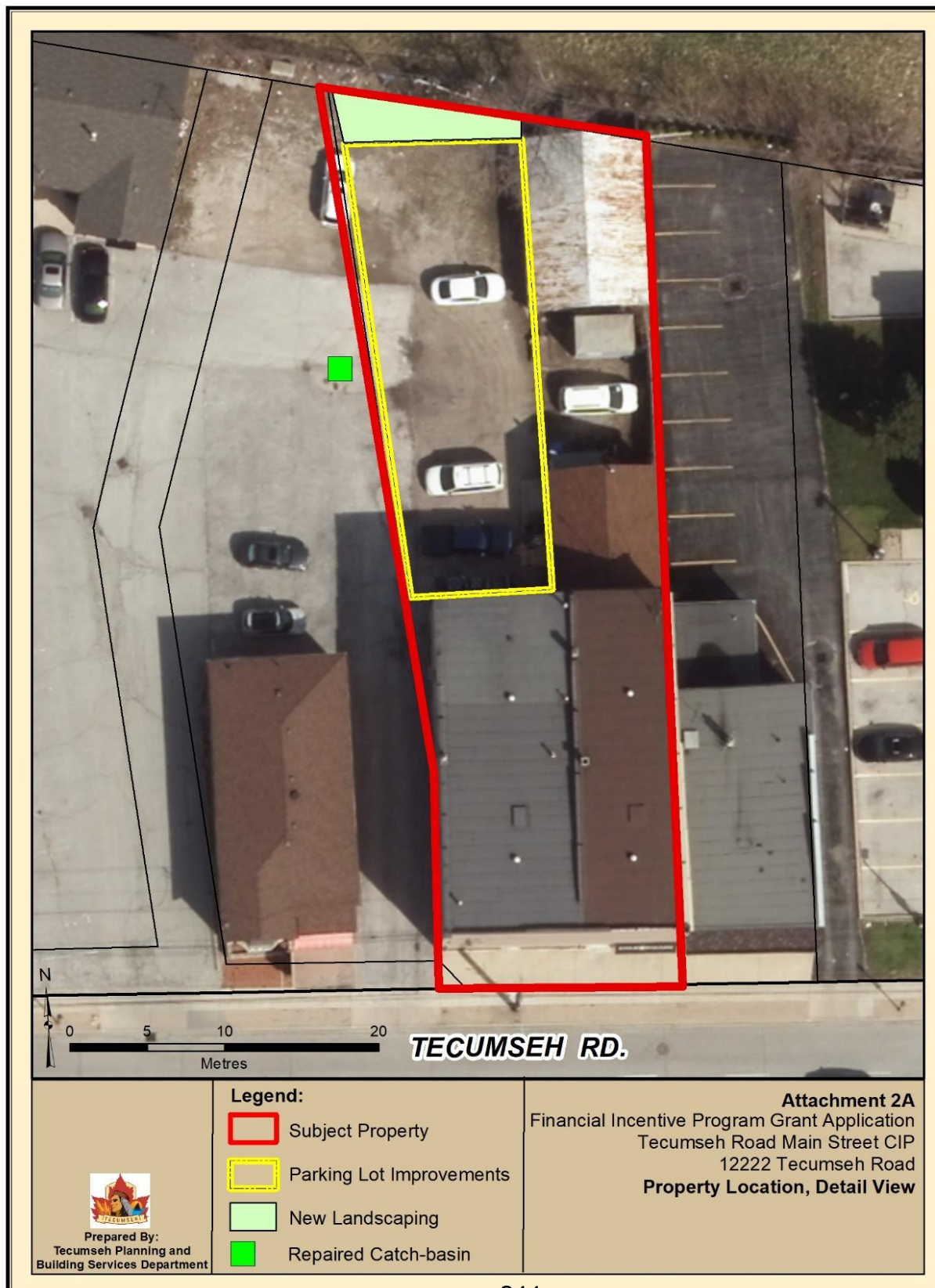
| Attachment Number | Attachment Name |
|------------------------------|---|
| 1 | CIP Support Programs and Incentives Summary |
| 2 | Property Location in Relation to CIP Study Area |
| 2A | Property Location, Detail View |
| 3A | CIP Incentives Financial Summary Chart No. 1 |
| 3B | CIP Incentives Financial Summary Chart No. 2 |

Attachment 1
Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
12222 Tecumseh Road
CIP Support Programs and Incentives Summary

11.4 SUPPORT PROGRAMS AND INCENTIVES SUMMARY

| Grant Program | Monetary Incentive | Annual Program Allocation |
|--|---|----------------------------------|
| Planning, Design, and Architectural Grants | Matching grant of 50% of the cost of eligible planning, design and architectural work to a maximum grant of \$3,000 with a maximum of one study per property. | \$15,000 |
| Planning Application and Permit Fee Grant Program | Grant will be provided for 100% of the normal application or permit fees paid by the applicant to a maximum of \$2,000 for approved projects. | \$10,000 |
| Development Charges Grant Program | One-time grant of an amount equivalent to the Town of Tecumseh Development Charge for the buildings being constructed. | \$200,000 |
| Building Façade Improvement Grant Program (BFIP) | Matching grant of 50% of the cost of eligible façade improvements to existing commercial properties to a maximum grant of \$15,000, with a maximum of one grant per property per year. Improvements must cost \$2,000 or greater to be eligible. | \$45,000 |
| Building and Property Improvement Grant Program (BPIG) | Amount to be determined based upon the incremental increase in the municipal taxes that results from the work being completed. | N/A |
| Building Rehabilitation Loan Program (BRLP) | Loan equivalent to a proportion of the work value and on a matching funds basis, to a maximum of 50% of eligible costs. The maximum loan is \$15,000. | N/A |
| Residential Grant Program (RGP) | Grant equal to the cost of rehabilitating existing residential units and/or constructing new residential units on the basis of \$30 per square foot of habitable floor space rehabilitated or constructed, to a maximum grant of \$20,000 per unit. | \$100,000 |
| Parking Area Improvement Program (PAIP) | Matching grant of 50% of the cost of eligible parking area improvement work to a maximum grant of \$10,000, with a maximum of one grant per property per year. | \$30,000 |
| Sidewalk Café Grant Program | One-time grant of 50% of the cost, up to a maximum of \$2,000 for the design of a sidewalk café. Additionally, the Town will provide eligible candidates an annual grant of 50% of the costs for related work, up to a maximum of \$2,000. | \$12,000 |
| Mural/Public Art Program | One-time grant of a maximum of \$1,000. | \$5,000 |





Attachment 3A
Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
12222 Tecumseh Road
CIP Incentives Financial Summary Chart No. 1

| CIP Incentives Summary - Year-to-Date August 13, 2019 | | | | |
|--|--|---------------------------|--------------------------|-------------|
| Grant Program | Annual Program Allocation Limit | Projects Committed | Projects Proposed | Paid |
| 1. Planning, Design, and Architectural Grants | \$ 15,000 | \$ 3,000 | | \$ - |
| 2. Planning Application and Permit Fee Grant Program | \$ 10,000 | \$ - | \$ - | \$ - |
| 3. Development Charges Grant Program | \$ 200,000 | \$ - | \$ - | \$ - |
| 4. Building Façade Improvement Grant Program (BFIP) | \$ 45,000 | \$ - | \$ - | \$ - |
| 5. Residential Grant Program (RGP) | \$ 100,000 | \$ - | \$ - | \$ - |
| 6. Parking Area Improvement Program (PAIP) | \$ 30,000 | \$ - | \$ 10,000 | \$ - |
| 7. Sidewalk Café Grant Program | \$ 12,000 | \$ - | \$ - | \$ - |
| 8. Mural/Public Art Program | \$ 5,000 | \$ - | | \$ - |
| | \$ 417,000 | \$ 3,000 | \$ 10,000 | \$ - |
| Actual Budget Allocations: | | | | |
| 2019 | \$ 125,000 | | | |
| Prior Years - Carry-forward | \$ 106,053 | | | |
| Total Available for 2018 | \$ 231,053 | | | |
| 2019 Annual Funding Shortfall including carry-overs | \$ (185,947) | | | |
| Total Available for 2019 less Projects Committed | | \$ 228,053 | | |
| Remaining Available less Projects Proposed | | | \$ 218,053 | |

Attachment 3B
Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
12222 Tecumseh Road
CIP Incentives Financial Summary Chart No. 2

| CIP Approved Projects and Funding Since Inception | | | | | | | | | | |
|---|---|------------------|-----------------|-------------------|------------------|------------------|-------------|-----------------|-----------------|-------------------|
| Project Code / Year | Project Name | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | Total |
| CIP-01/16 | Buckingham Realty | \$ 1,475 | | | | | | | | \$ 1,475 |
| CIP-02/16 | Frank Brewing Co. | | | | | | | \$ 2,000 | | \$ 2,000 |
| CIP-03/16 | 1614840 Ontario Ltd. | | \$ 2,000 | \$ 80,784 | | | | | | \$ 82,784 |
| CIP-04/16 | Valente Development Corp. | | | \$ 80,003 | | | | | | \$ 80,003 |
| CIP-02/17 | Valente Development Corp. | | | \$ 78,120 | | | | | | \$ 78,120 |
| CIP-03/17 | Lesperance Plaza Inc | | | | \$ 15,000 | | | | | \$ 15,000 |
| CIP-04/17 | St. Anne Church | | | | \$ 15,000 | | | | | \$ 15,000 |
| CIP-05/17 | Carrots N Dates | | | | | | | \$ 2,000 | | \$ 2,000 |
| CIP-06/17 | Buckingham Realty | | | | \$ 15,000 | | | | | \$ 15,000 |
| CIP-01/18 | 1071 Lesperance Road – c/o Lesperance Square Inc. | \$ 3,000 | | | | | | | | \$ 3,000 |
| CIP-02/18 | 12350 Tecumseh Rd. - Tecumseh Historical Society | | | | | | | | \$ 1,000 | \$ 1,000 |
| CIP-03/18 | Buckingham Realty | | \$ 600 | | | | | | | \$ 600 |
| CIP-04/18 | 1071 Lesperance Road – c/o Lesperance Square Inc. | | | \$ 5,416 | \$ 15,000 | \$ 40,000 | | | | \$ 60,416 |
| CIP-05/18 | 12357 Tecumseh Road - Bosely Hair | | | | | \$ 20,000 | | | | \$ 20,000 |
| CIP-06/18 | Team Goran Inc. | | | | \$ 4,000 | | | | | \$ 4,000 |
| CIP-07/18 | 1122 Lesperance (2586168 ON) | \$ 3,000 | | | | | | | | \$ 3,000 |
| CIP-08/18 | 1122 Lesperance (2586168 ON) | | | | \$ 15,000 | | | | | \$ 15,000 |
| CIP-09/18 | 1122 Lesperance (2586168 ON) | | \$ 562 | | | | | | | \$ 562 |
| CIP-01/19 | 11958 Tecumseh Road | \$ 3,000 | | | | | | | | \$ 3,000 |
| | Total | \$ 10,475 | \$ 3,162 | \$ 163,539 | \$ 79,000 | \$ 60,000 | \$ - | \$ 2,000 | \$ 1,000 | \$ 401,960 |
| | | | | | | | | | | GRANT PAID |

The Corporation of the Town of Tecumseh

By-Law Number 2019-60

Being a by-law to amend By-law No. 2019-06 being a by-law constituting and appointing a Committee of Adjustment and empowering the granting of Minor Variances for the term of Council 2019-2022

Whereas *The Planning Act*, R.S.O. 1990, Chapter P.13, Section 44(1) (Act) states that if a municipality has passed a Zoning By-law, the Council of the municipality may by by-law constitute and appoint a Committee of Adjustment for the municipality composed of such persons not fewer than three (3), as the Council considers advisable;

And Whereas Section 44(3) provides that the members of the Committee who are not members of Council shall hold office for the term of Council that appointed them;

And Whereas the Council of The Corporation of the Town of Tecumseh deems it advisable to appoint a Committee of Adjustment;

And Whereas Council appointed members to the Committee of Adjustment in accordance with By-law No. 2019-06 dated the 22nd day of January 2019;

And Whereas By-law No. 2019-06 was amended by By-law 2019-30 on the 9th day of April, 2019;

And Whereas Council is desirous of amending the appointments to the Committee of Adjustment;

Now Therefore the Council of The Corporation of The Town of Tecumseh Enacts as follows:

1. **That** paragraph 2 of By-law No. 2019-06 is hereby repealed and replaced with the following paragraph 2:

“**That** the following members are hereby appointed to the Committee of Adjustment.

Bill Altenhof

Chris Carpenter

Lori Chadwick

Tom Fuerth

Tom Marentette

Paul Morand

Tony Muscedere”
2. **That** By-law No. 2019-30 is hereby repealed.
3. **That** this By-law shall come into force and take effect on August 1, 2019.

Read a first, second and third time and finally passed this 13th day of August, 2019.

Gary McNamara, Mayor

Laura Moy, Clerk

The Corporation of the Town of Tecumseh
By-Law Number 2019-61

Being a by-law to amend By-Law No. 2019-07 being a by-law
delegating the authority for the giving of consents for the term of
Council 2019-2022

Whereas *The Planning Act*, R.S.O. 1990, Chapter P.13, Section 54(2) states that a Council may by by-law, delegate to a Committee of Adjustment, the authority for the giving of consents under Section 53 in respect of land situated in the local municipality;

AND WHEREAS the Council of The Corporation of the Town of Tecumseh deems it advisable to pass such a by-law;

And Whereas Council appointed members to the Committee in accordance with By-law No. 2019-07 dated the 22nd day of January 2019;

And Whereas By-law No. 2019-07 was amended by By-law 2019-31 on the 9th day of April, 2019;

And Whereas Council is desirous of amending the appointments to the Committee;

Now Therefore the Council of The Corporation of The Town of Tecumseh Enacts as follows:

- 1. **That** paragraph 1 of By-law 2019-07 be repealed and replaced with the following:

 “That pursuant to the provisions of Section 54, of *The Planning Act*, R.S.O. 1990, Chapter P.13, the authority for the giving of consents under Section 53, is hereby delegated to the Committee of Adjustment for the Town of Tecumseh namely:

 Bill Altenhof

 Chris Carpenter

 Lori Chadwick

 Tom Fuerth

 Tom Marentette

 Paul Morand

 Tony Muscedere”
- 2. **That** this By-law shall come into force and take effect on August 1, 2019.
- 3. **That** By-law No. 2019-31 is hereby repealed.

Read a first, second and third time and finally passed this 13th day of August, 2019.

Gary McNamara, Mayor

Laura Moy, Clerk

The Corporation of the Town of Tecumseh

By-Law Number 2019-62

A by-law to amend By-law No. 2006-84 being a by-law to provide for the remuneration of Members of Council for the Corporation of the Town of Tecumseh

Whereas The Municipal Act, S.O. 2001, Chapter 25, as amended (Act) in Section 283, provides authority for the Council of a municipality to provide payment of remuneration to the Members of Council, and such remuneration may be determined in any manner that Council considers advisable;

And Whereas Section 282 of the provides authority, subject to the Health Insurance Act, for a municipality to provide, only through contract either with an insurer licensed under the Insurance Act or with an association registered under the Prepaid Hospital and Medical Services Act group life, group accident insurance or group sickness insurance for Members of Council;

And Whereas the Council of The Corporation of the Town of Tecumseh (Council) enacted By-law No. 2006-84 on the 28th day of November, 2006;

And Whereas Council amended By-law No. 2006-84 by adopting By-law No. 2007-27 and By-law No. 2007-85;

And Whereas the Council Compensation Review Committee (Committee) submitted its report and recommendations to Council at the July 23, 2019 Regular Meeting of Council and Council accepted the Committee's recommendations by way of Resolution RCM-214/19;

And Whereas The Corporation of the Town of Tecumseh is desirous of further amending By-law No. 2006-84 based on the recommendations of the Committee;

Now Therefore the Council of The Corporation of The Town of Tecumseh Enacts as follows:

1. **That** Schedule "A" of By-law No. 2006-84 is hereby deleted and replaced with Schedule "A" annexed hereto and forming part of this by-law.
2. **That** By-law No. 2007-27 and 2007-85, and any by-law inconsistent with this by-law are hereby repealed.

3. **That** this by-law shall come into force and take effect on January 1, 2019.

Read a first, second and third time and finally passed this 13th day of August, 2019.

Gary McNamara, Mayor

Laura Moy, Clerk

Schedule “A”

To By-law No. 2006-84

As amended by By-law No. 2019-62

Remuneration for Members of Council

1. Remuneration:
- a) The following annual salaries shall be paid to the Members of Council, effective January 1, 2019.

Mayor\$43,659.02

Deputy Mayor\$34,807.45

Councillor\$27,039.03
- b) Members of Council shall receive, in addition to the above annual salaries, a wage adjustment equal to the percentage wage adjustment awarded to non-union management employees of the Corporation:

(I) The economic adjustment for the Mayor, Deputy Mayor and Councillor positions in 2019, and future years, be varied to normalize the base pay for the three positions in order to be more aligned with the comparator practice and the 65th percentile: 100% of the economic adjustment for the Mayor, 50% for Councillors and 25% for Deputy Mayor,

(II) That an external review of the annual salary for Members of Council be conducted once every four years during the term of Council using a Community Advisory Committee, a consultant and comparator data based on the comparator group for non-union management employees.
- c) Having withdrawn from the OMERS Pension Plan, the Members of Council shall receive, in addition to their annual salary, an amount equal to the employer’s share that would have been paid by the Corporation to OMERS.
- d) The annual salary will be paid to the Members of Council in equal weekly payments.
- e) The annual salary paid to Members of Council under authority of this By-law shall be deemed to be for expenses incident to the discharge of their duties as Members of Council, including attendance at all Council and Council Committee meetings.
- f) A deduction will be made from a Member of Council's salary in the amount of \$50.00 for each meeting date of Council and/or a Council Committee not attended by the Member, save and except those meetings described in paragraph (g).
- g) Each Member will be entitled to a total of six (6) personal and vacation days in each calendar year. No deduction shall be made in accordance with paragraph (f) for the total of six (6) personal and vacation days in each calendar year.

- h) A Member’s salary shall not be deducted in accordance with paragraph 1(f), when a Member is absent from a Council and/or a Council Committee meeting resulting from his/her attendance at a matter of other municipal related business.
- i) At the discretion of Council, and by resolution adopted by Council or the Council Committee, the salary deduction in paragraph 1(f) may be waived when a Member is absent from a Council and/or a Council Committee meeting as a result of illness or personal emergency.
- j) A deduction in paragraph 1(f) shall not be made from a Member’s salary in the event a Member is not able to attend a special and/or public meeting of Council, a Council meeting and/or a Council Committee meeting which has been changed from its regularly scheduled meeting date, with less than five (5) days’ notice to the Member.

2. Benefits

Members of Council be given the option to enroll in health, dental and travel benefits equal to the benefits provided to non-union employees of the Corporation.

Each Member of Council shall be provided \$50,000 life insurance benefits.

3. Per Diem

A daily per diem will be paid to a Member when attending a conference, seminar and/or other function outside of the County of Essex, as authorized by Council in the amount of \$200.00.

Dated at the Town of Tecumseh this 13th day of August, 2019.

Gary McNamara, Mayor

Laura Moy, Clerk

By-law 2019-63, OPTION A

The Corporation of the Town of Tecumseh

By-Law Number 2019-63

A by-law for the imposition of development charges

Whereas the Development Charges Act, 1997 (hereinafter called "the Act") provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased need for services;

And whereas the Corporation of the Town of Tecumseh, as required by Section 10 of the Act, has undertaken and completed a development charge background study regarding the anticipated amount, type and location of development; the increase in needs for services; estimated capital costs to provide for such increased needs, including the long-term capital and operating costs for capital infrastructure required for the services;

And whereas as required by Section 11 of the Act, this by-law is being enacted within one year of the June 13, 2019 completion of the said Development Charge Background Study, titled Town of Tecumseh Development Charge Background Study, June 13, 2019 prepared by Watson & Associates Economists Ltd;

And whereas in advance of passing this by-law the Council of The Corporation of the Town of Tecumseh has given notice of and held a public meeting on July 9, 2019, in accordance with the Development Charges Act, 1997 regarding its proposals for this development charges by-law;

And whereas the Council of The Corporation of the Town of Tecumseh has heard all persons who applied to be heard no matter whether in objection to, or in support of, the said by-law;

Now Therefore the Council of The Corporation of The Town of Tecumseh Enacts as follows:

1. DEFINITIONS

1.1. In this by-law,

- a) **"Act"** means the Development Charges Act, S.O. 1997, c. 27, as amended, or any successor thereto;
- b) **"Accessory use"** means where used to describe a use, building, or structure, that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;
- c) **"Apartment unit"** means any residential dwelling unit within a building containing five or more dwelling units where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;
- d) **"Bedroom"** means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen;

- e) **"Benefitting area"** means an area defined by a map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;
- f) **"Board of education"** means a board defined in subsection 1(1) of the Education Act, or any successor thereto;
- g) **"Building Code Act"** means the 'Building Code Act, 1992, as amended, or any successor thereto;
- h) **"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
 - to acquire land or an interest in land, including a leasehold interest;
 - to improve land;
 - to acquire, lease, construct or improve buildings and structures;
 - to acquire, lease, construct or improve facilities including,
 - rolling stock with an estimated useful life of seven years or more,
 - furniture and equipment, other than computer equipment, and
 - materials acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act,
 - to undertake studies in connection with any matters under the Act and any of the matters referred to in clauses (a) to (d) including the development charges 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), (b), (c) and (d) that are growth-related;
- i) **"Commercial"** means any non-residential development not defined under "institutional" or "industrial";
- j) **"Council"** means the Council of the municipality;
- k) **"Development"** means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of increasing the size or usability thereof, and includes redevelopment;
- l) **"Development charge"** means a charge imposed pursuant to this By-law;
- m) **"Dwelling unit"** means any part of a building or structure used, designed 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;
- n) **"Farm building"** means that part of a bona fide farm operation encompassing barns, silos and other ancillary development to an agricultural use, but excluding a residential use;

- o) **"Grade"** means the average level of finished ground adjoining a building or structure at all exterior walls;
- p) **"Gross floor area"** means the total floor 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 other dwelling units or other portion of a building;

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:

- A room or enclosed area within the building or structure above or below grade that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that services the building;
 - Loading facilities above or below grade;
 - 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;
- q) **"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 warehouse club;
 - r) **"Institutional"** means lands, buildings or structures used or designed or intended for use by an organized body, society or religious groups - for promoting a public or non-profit purpose and shall include, but without limiting the generality of the foregoing, places of worship, and special care facilities;
 - s) **"Local board"** has the same definition as defined in the Development Charges Act, S.O. 1997;
 - t) **"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, as amended or any successor thereto;
 - u) **"Mobile home"** means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons, but does not include a travel trailer or tent trailer;
 - v) **"Multiple dwellings"** means all dwellings other than single detached dwellings, semi-detached dwellings, and apartment house dwellings;
 - w) **"Municipality"** means The Corporation of the Town of Tecumseh;
 - x) **"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 and includes all commercial, industrial and institutional uses;

- y) **"Nursing home"** means a residential building or the residential portion of a mixed-use building licensed as a nursing home by the Province of Ontario;
- z) **"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;
- aa) **"Regulation"** means any regulation made pursuant to the Act;
- bb) **"Residential use"** means lands, buildings or structures of any kind whatsoever used, designed or intended to be used as living accommodations for one or more individuals;
- cc) **"Retirement home or lodge"** means a residential building or the residential portion of a mixed-use building which provides accommodation primarily for retired persons or couples where each private bedroom or living accommodation has a separate private bathroom and separate entrance from a common hall but where common facilities for the preparation and consumption of food are provided, and common lounges, recreation rooms and medical care facilities may also be provided;
- dd) **"Semi-detached dwelling"** means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but no other parts, attached or another dwelling unit where the residential units are not connected by an interior corridor;
- ee) **"Services" (or "service")** means those services set out in Schedule "A" to this By-law;
- ff) **"Servicing agreement"** means an agreement between a landowner and the municipality relative to the provision of municipal services to specified lands within the municipality;
- gg) **"Single detached dwelling unit"** means a residential building consisting of one dwelling unit and not attached to another structure and includes mobile homes;
- hh) **"Special care/ special need dwelling"** means any of a building containing two or more dwelling units, which units have a common entrance from street level, where the occupants have the right to use in common, halls, stairs, yards, common rooms and accessory buildings, which may or may not have exclusive sanitary and/or culinary facilities that is designed to accommodate persons with special needs, including independent permanent living arrangements, where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels and includes retirement homes and lodges, nursing homes, charitable homes, group homes (including correctional group homes) and garden suite.

2. DESIGNATION OF SERVICES

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

- a) services related to a highway

- b) fire protection
- c) police
- d) library
- e) outdoor recreation
- f) indoor recreation
- g) administration
- h) water, and
- i) wastewater

2.2. Components of the services designated in Subsection 2.1 are described in Schedule "A".

3. APPLICATION OF BY-LAW RULES

3.1. 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 Subsection 3.2; and
- b) the development of the lands requires any of the approvals set out in S.S. 3.4 (a)

Area to Which By-law Applies

3.2. Subject to Subsection 3.3, this by-law applies to all lands in the geographic area of the Town of Tecumseh.

- a) The Development Charges described in Schedule "B-1" and "B-3" to this by-law as "Municipal Wide" shall be calculated and collected on all lands in the geographic area of the Town of Tecumseh
- b) The Development Charges described in Schedule "B-2" to this by-law as "Urban Area Charges" shall be calculated and collected only in those areas as delineated in the Town of Tecumseh Urban Service Area, as shown in Schedule "C-1" to this bylaw

3.3. This by-law shall not apply to lands that are owned by and used for the purposes of:

- a) the Town of Tecumseh or a "local board" thereof;
- b) a "board of education" as defined in Section 1(1) of the Education Act, R.S.O. 1990;
- c) the County of Essex or a "local board" thereof.

Approvals for Development

3.4. Approvals for Development

- 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,
 - 1) the passing of a zoning by-law or an amendment to a zoning by-law under Section 34 of the Planning Act, R.S.O. 1990;
 - 2) the approval of a minor variance under Section 45 of the Planning Act, S.O. 1990;
 - 3) a conveyance of land to which a by-law passed under Subsection 50(7) of the Planning Act, R.S.O. 1990, applies;

- 4) the approval of a plan of subdivision under Section 51 of the Planning Act;
 - 5) a consent under Section 53 of the Planning Act;
 - 6) the approval of a description under Section 50 of the Condominium Act, R.S.O. 1990; or
 - 7) the issuing of a permit under the Building Code Act S.O. 1990, 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) the development of non-residential farm buildings constructed for bona fide farming uses;
- b) an enlargement of the gross floor area of an industrial building in accordance with Section 4 of the Act, where gross floor area is enlarged by 50% or less, the amount of the development charge in respect of the enlargement is 0; if the gross floor area is enlarged by more than 50 per cent the amount of the development charge in respect of the enlargement is the amount of the development charge that would be payable multiplied by the fraction determined as follows:
 - 1) Determine the amount by which the enlargement exceeds 50 per cent of the gross floor area before the enlargement.
 - 2) Divide the amount determined under paragraph 1) by the amount of the enlargement

Pursuant to 3.5 (b) of this by-law, the total eligible gross floor area exemption for the enlargement of an industrial building provided for by this section shall be fifty percent of:

- i. the gross floor area that existed prior to the first enlargement for which an exemption from the payment of development charges was eligible to be granted pursuant to this By-law or any previous Town of Tecumseh Development Charges By-Law enacted pursuant to the Development Charges Act, 1997, as amended or its predecessor legislation; or
- ii. the gross floor area of the existing industrial building where there has not been an enlargement in accordance with item i. above.

Where the total eligible exempt gross floor area is not constructed as part of an enlargement then the difference between the total eligible exempt floor area and the floor area constructed as part of the enlargement shall remain as a credit to be

applied to subsequent enlargements until the total eligible exempt gross floor area has been constructed; or

- c) the issuance of a building permit in accordance with Section 2(3) of the Act.

Amount of Charges

Residential

3.6. Residential

- 1) Subject to Section 5.1, the development charges described in Schedules "B-1", "B-2", and "B-3", to this by-law shall be imposed on residential uses of lands, buildings or structures, including 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.

Non-Residential

3.7. Commercial/Institutional Uses

- 1) Subject to Section 5.1, the development charges described in Schedules "B-1", "B-2", and "B-3", to this by-law shall be imposed on commercial/institutional 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 gross floor area of the non-residential use.

3.8. Industrial Uses

- 1) Subject to Section 5.1, the development charges described in Schedules "B-1", "B-2", and "B-3", to this by-law shall be imposed on industrial 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 gross floor area of the non-residential use

Reduction of Development Charges Where Redevelopment

3.9. In the case of land where a building permit is being issued for the construction of a residential or non-residential building or structure on the land subsequent to the demolition of all or part of a residential or non-residential building or structure on the land, the development charge as calculated in conformity with the requirements of this By-law shall apply, however:

- 1) A credit shall be due to an Owner, upon the finalization of the building permit for the construction of a residential or non-residential building or structure on the Owner's land provided that the finalization of the building permit occurs within the six years immediately subsequent to the date of the issuance of the demolition permit;
- 2) Where a credit is due in accordance with the provisions of Subsection 1 and the development or redevelopment involved the

demolition of a residential building or structure then the credit shall be calculated by multiplying the number of dwelling units that were demolished by the applicable residential development charge in place at the time the development charge was paid;

- 3) Where a credit is due in accordance with the provisions of Subsection 1 and the development or redevelopment involved the demolition of a non-residential building or structure then the credit shall be calculated by multiplying the gross floor area demolished by the applicable non-residential development charge in place at the time the development charge was paid;
- 4) Any credit due shall become payable to the Owner immediately upon the successful completion of the final inspection for the building or structure constructed on the lands provided that the finalization of the permit occurs within the six-year limit contemplated by Subsection 1, and in no case shall a credit exceed the amount of the development charge that was paid at the time the building permit was issued for the replacement building or structure;
- 5) Notwithstanding the timing of the credit anticipated by Subsection 1, where the Town can reasonably anticipate that a credit will be due to an Owner in accordance with the provision of Subsection 1, then the Town, at the Town's sole discretion, may defer the payment of that portion of the applicable development charge (the "deferred development charge") that is in an amount equal to the anticipated credit. Upon the Owner qualifying for the credit in accordance with the terms of Subsection 1; the deferred development charge shall be deemed to have been paid. Where the Owner becomes ineligible for a credit in accordance with the terms of Subsection 1, the deferred development charge shall become payable immediately. A deferred development charge that has become payable but remains outstanding shall be deemed to have been paid on the Owner's behalf by the Town and shall become a charge against the land, added to the tax roll, and collected in like manner and with the same priority as municipal taxes in accordance with Section 446 of the Municipal Act.
- 6) Notwithstanding the requirements of Subsection 3.9(3) above, where, at the time of passing of this by-law, a residential subdivision plan has been filed with the approval authority which provides for the demolition of a non-residential building and the construction of residential buildings, that the rates that would have been applicable under By-Law No. 2014-68, as amended, prior to the passing of this by-law, be applied.

Time of Payment

- 3.10. Development charges imposed under this section are payable upon issuance of the first building permit with respect to each dwelling unit, building or structure.

4. PAYMENT BY SERVICES

- 4.1. Despite the payments required under Subsection 3.9, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service for which a development charge is imposed under this by-law.

5. INDEXING

5.1. Development charges imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, commencing on January 1, 2020 and each anniversary date thereafter, in accordance with the Statistics Canada Quarterly Construction Price Statistics.

6. SCHEDULES

- 6.1. The following schedules to this by-law form an integral part thereof:
- Schedule "A"** Components of Services Designated in Subsection 2.1
- Schedule "B-1"** Residential and Non-Residential Development Charges - Town-wide – Engineering-related Services
- Schedule "B-2"** Residential and Non-Residential Development Charges - Urban Areas – Engineering-related Services
- Schedule "B-3"** Residential and Non-Residential Development Charges - Town-wide – Community Benefit-related Services
- Schedule "C-1"** Map denoting wastewater urban service areas of the Town to which charges provided in Schedule "B-2" will apply

7. DATE BY-LAW IN FORCE

7.1. This by-law shall come into force September 1, 2019.

8. DATE BY-LAW EXPIRES

8.1. This by-law will expire August 31, 2024, unless it is repealed at an earlier date.

9. REPEAL

9.1. Upon the coming into force of this by-law, By-law No. 2014-68 of the Town of Tecumseh is hereby repealed.

Read a first, second and third time and finally passed this 13th day of August, 2019.

Gary McNamara, Mayor

Laura Moy, Clerk

SCHEDULE "A"
TO BY-LAW NO. 2019-63
DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW

Municipal Wide - 100% Eligible:

Fire Protection

- Fire Facility
- Fire Vehicles
- Fire Equipment and Gear

Police

- Police Facilities

Services Related to a Highway

- Roads, Sidewalks, Intersections, Traffic Signals, Streetlights
- Rolling Stock
- Public Works Facilities

Water

- Water Supply, Storage and Distribution

Municipal Wide - 90% Eligible:

Library

- Library Facility

Outdoor Recreation

- Parkland Development
- Parks and Recreation Vehicles and Equipment

Indoor Recreation

- Recreation Facilities

Administration Studies

- Growth Related Studies

Urban Area -100% Eligible:

Wastewater

- Wastewater Treatment and Collection

Schedule “B-1”
By-law No. 2019-63
Schedule of Development Charges
Town-wide
Engineering-related

| Service | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|--|-----------------------------------|-----------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Other Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Municipal Wide Services: | | | | | | |
| Services Related to a Highway | 5,653 | 3,604 | 3,152 | 2,436 | 2,036 | 2.79 |
| Fire Protection Services | 294 | 187 | 164 | 127 | 106 | 0.14 |
| Police Services | 135 | 86 | 75 | 58 | 49 | 0.07 |
| Administration Studies - Engineering-related | 1,030 | 657 | 574 | 444 | 371 | 0.65 |
| Water Services | 1,502 | 958 | 838 | 647 | 541 | 0.70 |
| Total Municipal Wide Services | 8,614 | 5,492 | 4,803 | 3,712 | 3,103 | 4.35 |

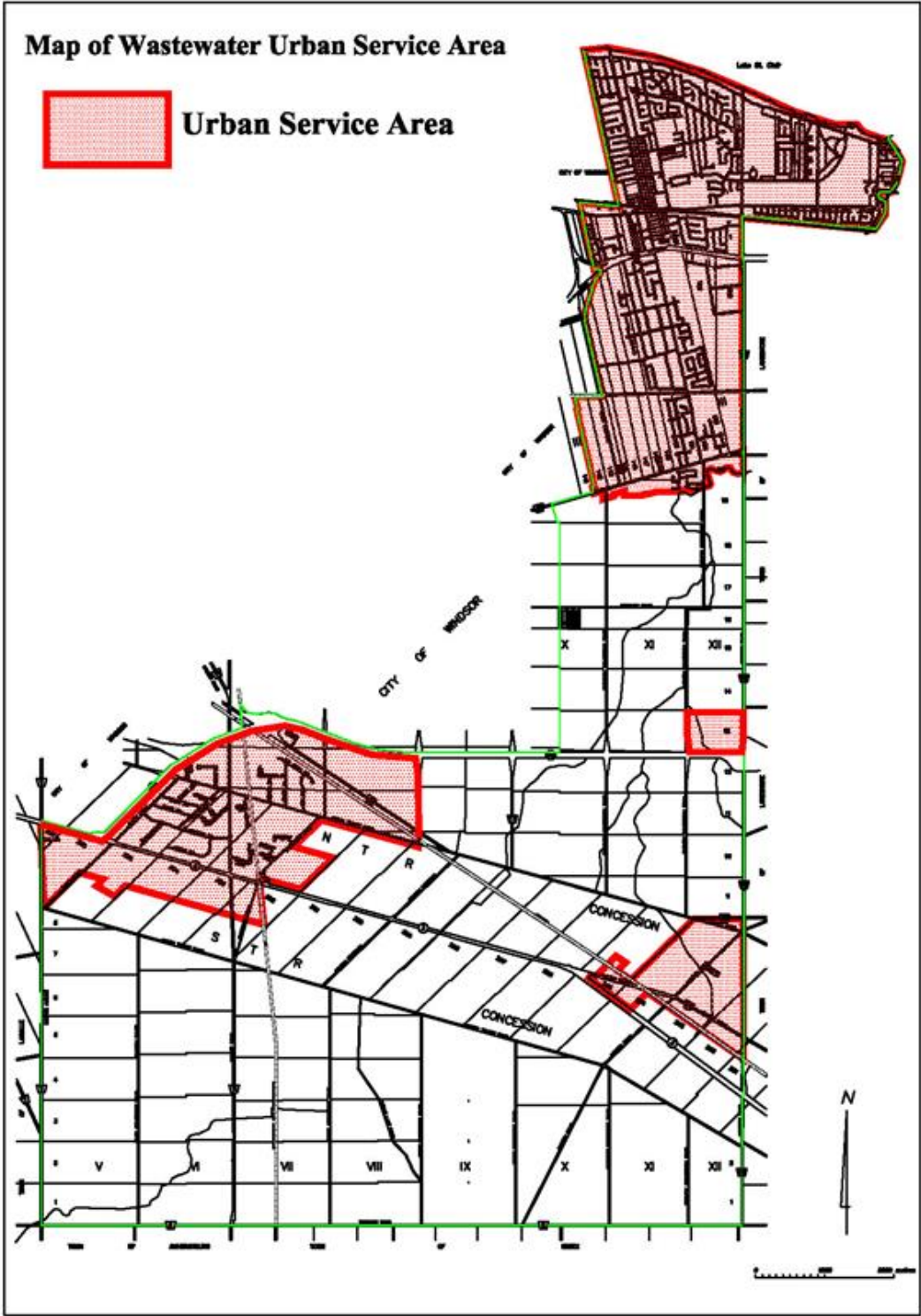
Schedule “B-2”
By-law No. 2019-63
Schedule of Development Charges
Urban Area
Engineering-related

| Service | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|----------------------|-----------------------------------|-----------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Other Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Urban Services | | | | | | |
| Wastewater Services | 4,571 | 2,914 | 2,549 | 1,970 | 1,646 | 2.01 |
| Total Urban Services | 4,571 | 2,914 | 2,549 | 1,970 | 1,646 | 2.01 |

Schedule “B-3”
By-law No. 2019-63
Schedule of Development Charges
Town-wide
Community Benefit-related

| Service | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|--|-----------------------------------|-----------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Other Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Municipal Wide Services: | | | | | | |
| Indoor and Outdoor Recreation Services | 4,045 | 2,579 | 2,256 | 1,743 | 1,457 | 0.29 |
| Library Services | 143 | 91 | 80 | 62 | 52 | 0.01 |
| Administration Studies - Community Benefit-related | 99 | 63 | 55 | 43 | 36 | 0.06 |
| Total Municipal Wide Services | 4,287 | 2,733 | 2,391 | 1,848 | 1,545 | 0.36 |

Schedule "C-1"
By-law No. 2019-63
Map of Wastewater Urban Service Area



By-law 2019-63, OPTION B

The Corporation of the Town of Tecumseh

By-Law Number 2019-63

A by-law for the imposition of development charges

Whereas the Development Charges Act, 1997 (hereinafter called "the Act") provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased need for services;

And whereas the Corporation of the Town of Tecumseh, as required by Section 10 of the Act, has undertaken and completed a development charge background study regarding the anticipated amount, type and location of development; the increase in needs for services; estimated capital costs to provide for such increased needs, including the long-term capital and operating costs for capital infrastructure required for the services;

And whereas as required by Section 11 of the Act, this by-law is being enacted within one year of the June 13, 2019 completion of the said Development Charge Background Study, titled Town of Tecumseh Development Charge Background Study, June 13, 2019 prepared by Watson & Associates Economists Ltd;

And whereas in advance of passing this by-law the Council of The Corporation of the Town of Tecumseh has given notice of and held a public meeting on July 9, 2019, in accordance with the Development Charges Act, 1997 regarding its proposals for this development charges by-law;

And whereas the Council of The Corporation of the Town of Tecumseh has heard all persons who applied to be heard no matter whether in objection to, or in support of, the said by-law;

Now Therefore the Council of The Corporation of The Town of Tecumseh Enacts as follows:

1. DEFINITIONS

1.1. In this by-law,

- a) **"Act"** means the Development Charges Act, S.O. 1997, c. 27, as amended, or any successor thereto;
- b) **"Accessory use"** means where used to describe a use, building, or structure, that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;
- c) **"Apartment unit"** means any residential dwelling unit within a building containing five or more dwelling units where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;
- d) **"Bedroom"** means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen;

- e) **"Benefitting area"** means an area defined by a map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;
- f) **"Board of education"** means a board defined in subsection 1(1) of the Education Act, or any successor thereto;
- g) **"Building Code Act"** means the 'Building Code Act, 1992, as amended, or any successor thereto;
- h) **"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
 - to acquire land or an interest in land, including a leasehold interest;
 - to improve land;
 - to acquire, lease, construct or improve buildings and structures;
 - to acquire, lease, construct or improve facilities including,
 - rolling stock with an estimated useful life of seven years or more,
 - furniture and equipment, other than computer equipment, and
 - materials acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act,
 - to undertake studies in connection with any matters under the Act and any of the matters referred to in clauses (a) to (d) including the development charges 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), (b), (c) and (d) that are growth-related;
- i) **"Commercial"** means any non-residential development not defined under "institutional" or "industrial";
- j) **"Council"** means the Council of the municipality;
- k) **"Development"** means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of increasing the size or usability thereof, and includes redevelopment;
- l) **"Development charge"** means a charge imposed pursuant to this By-law;
- m) **"Dwelling unit"** means any part of a building or structure used, designed 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;
- n) **"Farm building"** means that part of a bona fide farm operation encompassing barns, silos and other ancillary development to an agricultural use, but excluding a residential use;

- o) **"Grade"** means the average level of finished ground adjoining a building or structure at all exterior walls;
- p) **"Gross floor area"** means the total floor 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 other dwelling units or other portion of a building;

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:

- A room or enclosed area within the building or structure above or below grade that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that services the building;
 - Loading facilities above or below grade;
 - 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;
- q) **"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 warehouse club;
 - r) **"Institutional"** means lands, buildings or structures used or designed or intended for use by an organized body, society or religious groups - for promoting a public or non-profit purpose and shall include, but without limiting the generality of the foregoing, places of worship, and special care facilities;
 - s) **"Local board"** has the same definition as defined in the Development Charges Act, S.O. 1997;
 - t) **"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, as amended or any successor thereto;
 - u) **"Mobile home"** means any dwelling that is designed to be made mobile, and constructed or manufactured to provide a permanent residence for one or more persons, but does not include a travel trailer or tent trailer;
 - v) **"Multiple dwellings"** means all dwellings other than single detached dwellings, semi-detached dwellings, and apartment house dwellings;
 - w) **"Municipality"** means The Corporation of the Town of Tecumseh;
 - x) **"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 and includes all commercial, industrial and institutional uses;

- y) **"Nursing home"** means a residential building or the residential portion of a mixed-use building licensed as a nursing home by the Province of Ontario;
- z) **"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;
- aa) **"Regulation"** means any regulation made pursuant to the Act;
- bb) **"Residential use"** means lands, buildings or structures of any kind whatsoever used, designed or intended to be used as living accommodations for one or more individuals;
- cc) **"Retirement home or lodge"** means a residential building or the residential portion of a mixed-use building which provides accommodation primarily for retired persons or couples where each private bedroom or living accommodation has a separate private bathroom and separate entrance from a common hall but where common facilities for the preparation and consumption of food are provided, and common lounges, recreation rooms and medical care facilities may also be provided;
- dd) **"Semi-detached dwelling"** means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but no other parts, attached or another dwelling unit where the residential units are not connected by an interior corridor;
- ee) **"Services" (or "service")** means those services set out in Schedule "A" to this By-law;
- ff) **"Servicing agreement"** means an agreement between a landowner and the municipality relative to the provision of municipal services to specified lands within the municipality;
- gg) **"Single detached dwelling unit"** means a residential building consisting of one dwelling unit and not attached to another structure and includes mobile homes;
- hh) **"Special care/ special need dwelling"** means any of a building containing two or more dwelling units, which units have a common entrance from street level, where the occupants have the right to use in common, halls, stairs, yards, common rooms and accessory buildings, which may or may not have exclusive sanitary and/or culinary facilities that is designed to accommodate persons with special needs, including independent permanent living arrangements, where support services such as meal preparation, grocery shopping, laundry, housekeeping, nursing, respite care and attendant services are provided at various levels and includes retirement homes and lodges, nursing homes, charitable homes, group homes (including correctional group homes) and garden suite.

2. DESIGNATION OF SERVICES

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

- a) services related to a highway

- b) fire protection
- c) police
- d) library
- e) outdoor recreation
- f) indoor recreation
- g) administration
- h) water, and
- i) wastewater

2.2. Components of the services designated in Subsection 2.1 are described in Schedule "A".

3. APPLICATION OF BY-LAW RULES

3.1. 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 Subsection 3.2; and
- b) the development of the lands requires any of the approvals set out in S.S. 3.4 (a).

Area to Which By-law Applies

3.2. Subject to Subsection 3.3, this by-law applies to all lands in the geographic area of the Town of Tecumseh.

- a) The Development Charges described in Schedule "B-1", "B-3", "B-4" and "B-6" to this by-law as "Municipal Wide" shall be calculated and collected on all lands in the geographic area of the Town of Tecumseh
- b) The Development Charges described in Schedule "B-2" and "B-5" to this by-law as "Urban Area Charges" shall be calculated and collected only in those areas as delineated in the Town of Tecumseh Urban Service Area, as shown in Schedule "C-1" to this bylaw

3.3. This by-law shall not apply to lands that are owned by and used for the purposes of:

- a) the Town of Tecumseh or a "local board" thereof;
- b) a "board of education" as defined in Section 1(1) of the Education Act, R.S.O. 1990;
- c) the County of Essex or a "local board" thereof.

Approvals for Development

3.4. Approvals for Development

- 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,
 - 1) the passing of a zoning by-law or an amendment to a zoning by-law under Section 34 of the Planning Act, R.S.O. 1990;
 - 2) the approval of a minor variance under Section 45 of the Planning Act, S.O. 1990;
 - 3) a conveyance of land to which a by-law passed under Subsection 50(7) of the Planning Act, R.S.O. 1990, applies;

- 4) the approval of a plan of subdivision under Section 51 of the Planning Act;
 - 5) a consent under Section 53 of the Planning Act;
 - 6) the approval of a description under Section 50 of the Condominium Act, R.S.O. 1990; or
 - 7) the issuing of a permit under the Building Code Act S.O. 1990, 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) the development of non-residential farm buildings constructed for bona fide farming uses;
- b) an enlargement of the gross floor area of an industrial building in accordance with Section 4 of the Act, where gross floor area is enlarged by 50% or less, the amount of the development charge in respect of the enlargement is 0; if the gross floor area is enlarged by more than 50 per cent the amount of the development charge in respect of the enlargement is the amount of the development charge that would be payable multiplied by the fraction determined as follows:
 - 1) Determine the amount by which the enlargement exceeds 50 per cent of the gross floor area before the enlargement.
 - 2) Divide the amount determined under paragraph 1) by the amount of the enlargement

Pursuant to 3.5 (b) of this by-law, the total eligible gross floor area exemption for the enlargement of an industrial building provided for by this section shall be fifty percent of:

- i. the gross floor area that existed prior to the first enlargement for which an exemption from the payment of development charges was eligible to be granted pursuant to this By-law or any previous Town of Tecumseh Development Charges By-Law enacted pursuant to the Development Charges Act, 1997, as amended or its predecessor legislation; or
- ii. the gross floor area of the existing industrial building where there has not been an enlargement in accordance with item i. above.

Where the total eligible exempt gross floor area is not constructed as part of an enlargement then the difference between the total eligible exempt floor area and the floor area constructed as part of the enlargement shall remain as a credit to be

applied to subsequent enlargements until the total eligible exempt gross floor area has been constructed; or

- c) the issuance of a building permit in accordance with Section 2(3) of the Act.

Amount of Charges

Residential

3.6. Residential

- 1) Subject to Section 5.1, the development charges described in Schedules "B-1", "B-2", "B-3", "B-4", "B-5", "B-6", to this by-law shall be imposed on residential uses of lands, buildings or structures, including 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.

Non-Residential

3.7. Commercial/Institutional Uses

- 1) Subject to Section 5.1, the development charges described in Schedules "B-1", "B-2", "B-3", "B-4", "B-5", "B-6", to this by-law shall be imposed on commercial/institutional 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 gross floor area of the non-residential use.

3.8. Industrial Uses

- a) Subject to Section 5.1, the development charges described in Schedules "B-1", "B-2", "B-3", "B-4", "B-5", "B-6", to this by-law shall be imposed on industrial 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 gross floor area of the non-residential use.

Reduction of Development Charges Where Redevelopment

3.9. In the case of land where a building permit is being issued for the construction of a residential or non-residential building or structure on the land subsequent to the demolition of all or part of a residential or non-residential building or structure on the land, the development charge as calculated in conformity with the requirements of this By-law shall apply, however:

- 1) A credit shall be due to an Owner, upon the finalization of the building permit for the construction of a residential or non-residential building or structure on the Owner's land provided that the finalization of the building permit occurs within the six years immediately subsequent to the date of the issuance of the demolition permit;
- 2) Where a credit is due in accordance with the provisions of Subsection 1 and the development or redevelopment involved the

demolition of a residential building or structure then the credit shall be calculated by multiplying the number of dwelling units that were demolished by the applicable residential development charge in place at the time the development charge was paid;

- 3) Where a credit is due in accordance with the provisions of Subsection 1 and the development or redevelopment involved the demolition of a non-residential building or structure then the credit shall be calculated by multiplying the gross floor area demolished by the applicable non-residential development charge in place at the time the development charge was paid;
- 4) Any credit due shall become payable to the Owner immediately upon the successful completion of the final inspection for the building or structure constructed on the lands provided that the finalization of the permit occurs within the six-year limit contemplated by Subsection 1, and in no case shall a credit exceed the amount of the development charge that was paid at the time the building permit was issued for the replacement building or structure;
- 5) Notwithstanding the timing of the credit anticipated by Subsection 1, where the Town can reasonably anticipate that a credit will be due to an Owner in accordance with the provision of Subsection 1, then the Town, at the Town's sole discretion, may defer the payment of that portion of the applicable development charge (the "deferred development charge") that is in an amount equal to the anticipated credit. Upon the Owner qualifying for the credit in accordance with the terms of Subsection 1; the deferred development charge shall be deemed to have been paid. Where the Owner becomes ineligible for a credit in accordance with the terms of Subsection 1, the deferred development charge shall become payable immediately. A deferred development charge that has become payable but remains outstanding shall be deemed to have been paid on the Owner's behalf by the Town and shall become a charge against the land, added to the tax roll, and collected in like manner and with the same priority as municipal taxes in accordance with Section 446 of the Municipal Act.
- 6) Notwithstanding the requirements of Subsection 3.9(3) above, where, at the time of passing of this by-law, a residential subdivision plan has been filed with the approval authority which provides for the demolition of a non-residential building and the construction of residential buildings, that the rates that would have been applicable under By-Law No. 2014-68, as amended, prior to the passing of this by-law, be applied.

Time of Payment

- 3.10. Development charges imposed under this section are payable upon issuance of the first building permit with respect to each dwelling unit, building or structure.

4. PAYMENT BY SERVICES

- 4.1. Despite the payments required under Subsection 3.9, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service for which a development charge is imposed under this by-law.

5. INDEXING

- 5.1. Development charges imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, commencing on January 1, 2020 and each anniversary date thereafter, in accordance with the Statistics Canada Quarterly Construction Price Statistics.

6. SCHEDULES

- 6.1. The following schedules to this by-law form an integral part thereof:

Schedule "A" Components of Services Designated in Subsection 2.1

Schedule "B-1" Residential and Non-Residential Development Charges - Town-wide – Engineering-related Services – September 1, 2019 to August 31, 2020

Schedule "B-2" Residential and Non-Residential Development Charges - Urban Areas – Engineering-related Services – September 1, 2019 to August 31, 2020

Schedule "B-3" Residential and Non-Residential Development Charges - Town-wide – Community Benefit-related Services – September 1, 2019 to August 31, 2020

Schedule "B-4" Residential and Non-Residential Development Charges - Town-wide – Engineering-related Services – September 1, 2020 to August 31, 2024

Schedule "B-5" Residential and Non-Residential Development Charges - Urban Areas – Engineering-related Services – September 1, 2020 to August 31, 2024

Schedule "B-6" Residential and Non-Residential Development Charges - Town-wide – Community Benefit-related Services – September 1, 2020 to August 31, 2024

Schedule "C-1" Map denoting wastewater urban service areas of the Town to which charges provided in Schedule "B-2" will apply

7. DATE BY-LAW IN FORCE

- 7.1. This by-law shall come into force September 1, 2019.

8. DATE BY-LAW EXPIRES

- 8.1. This by-law will expire August 31, 2024, unless it is repealed at an earlier date.

9. REPEAL

- 9.1. Upon the coming into force of this by-law, By-law No. 2014-68 of the Town of Tecumseh is hereby repealed.

Read a first, second and third time and finally passed this 13th day of August, 2019.

Gary McNamara, Mayor

Laura Moy, Clerk

SCHEDULE "A"
TO BY-LAW NO. 2019-63
DESIGNATED MUNICIPAL SERVICES UNDER THIS BY-LAW

Municipal Wide - 100% Eligible:

Fire Protection

- Fire Facility
- Fire Vehicles
- Fire Equipment and Gear

Police

- Police Facilities

Services Related to a Highway

- Roads, Sidewalks, Intersections, Traffic Signals, Streetlights
- Rolling Stock
- Public Works Facilities

Water

- Water Supply, Storage and Distribution

Municipal Wide - 90% Eligible:

Library

- Library Facility

Outdoor Recreation

- Parkland Development
- Parks and Recreation Vehicles and Equipment

Indoor Recreation

- Recreation Facilities

Administration Studies

- Growth Related Studies

Urban Area -100% Eligible:

Wastewater

- Wastewater Treatment and Collection

Schedule “B-1”
By-law No. 2019-63
Schedule of Development Charges
Town-wide - Engineering-related
September 1, 2019 to August 31, 2020

| Service | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|--|-----------------------------------|-----------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Other Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Municipal Wide Services: | | | | | | |
| Services Related to a Highway | 3,986 | 2,521 | 2,194 | 1,687 | 1,418 | 1.94 |
| Fire Protection Services | 294 | 187 | 164 | 127 | 106 | 0.14 |
| Police Services | 135 | 86 | 75 | 58 | 49 | 0.07 |
| Administration Studies - Engineering-related | 1,030 | 657 | 574 | 444 | 371 | 0.65 |
| Water Services | 1,502 | 958 | 838 | 647 | 541 | 0.70 |
| Total Municipal Wide Services | 6,947 | 4,409 | 3,845 | 2,963 | 2,485 | 3.50 |

Schedule “B-2”
By-law No. 2019-63
Schedule of Development Charges
Urban Area - Engineering-related
September 1, 2019 to August 31, 2020

| Service | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|----------------------|-----------------------------------|-----------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Other Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Urban Services | | | | | | |
| Wastewater Services | 4,571 | 2,914 | 2,549 | 1,970 | 1,646 | 2.01 |
| Total Urban Services | 4,571 | 2,914 | 2,549 | 1,970 | 1,646 | 2.01 |

Schedule “B-3”
By-law No. 2019-63
Schedule of Development Charges
Town-wide - Community Benefit-related
September 1, 2019 to August 31, 2020

| Service | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|--|-----------------------------------|-----------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Other Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Municipal Wide Services: | | | | | | |
| Indoor and Outdoor Recreation Services | 4,045 | 2,579 | 2,256 | 1,743 | 1,457 | 0.29 |
| Library Services | 143 | 91 | 80 | 62 | 52 | 0.01 |
| Administration Studies - Community Benefit-related | 99 | 63 | 55 | 43 | 36 | 0.06 |
| Total Municipal Wide Services | 4,287 | 2,733 | 2,391 | 1,848 | 1,545 | 0.36 |

Schedule “B-4”
By-law No. 2019-63
Schedule of Development Charges
Town-wide - Engineering-related
September 1, 2020 to August 31, 2024

| Service | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|--|-----------------------------------|-----------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Other Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Municipal Wide Services: | | | | | | |
| Services Related to a Highway | 5,653 | 3,604 | 3,152 | 2,436 | 2,036 | 2.79 |
| Fire Protection Services | 294 | 187 | 164 | 127 | 106 | 0.14 |
| Police Services | 135 | 86 | 75 | 58 | 49 | 0.07 |
| Administration Studies - Engineering-related | 1,030 | 657 | 574 | 444 | 371 | 0.65 |
| Water Services | 1,502 | 958 | 838 | 647 | 541 | 0.70 |
| Total Municipal Wide Services | 8,614 | 5,492 | 4,803 | 3,712 | 3,103 | 4.35 |

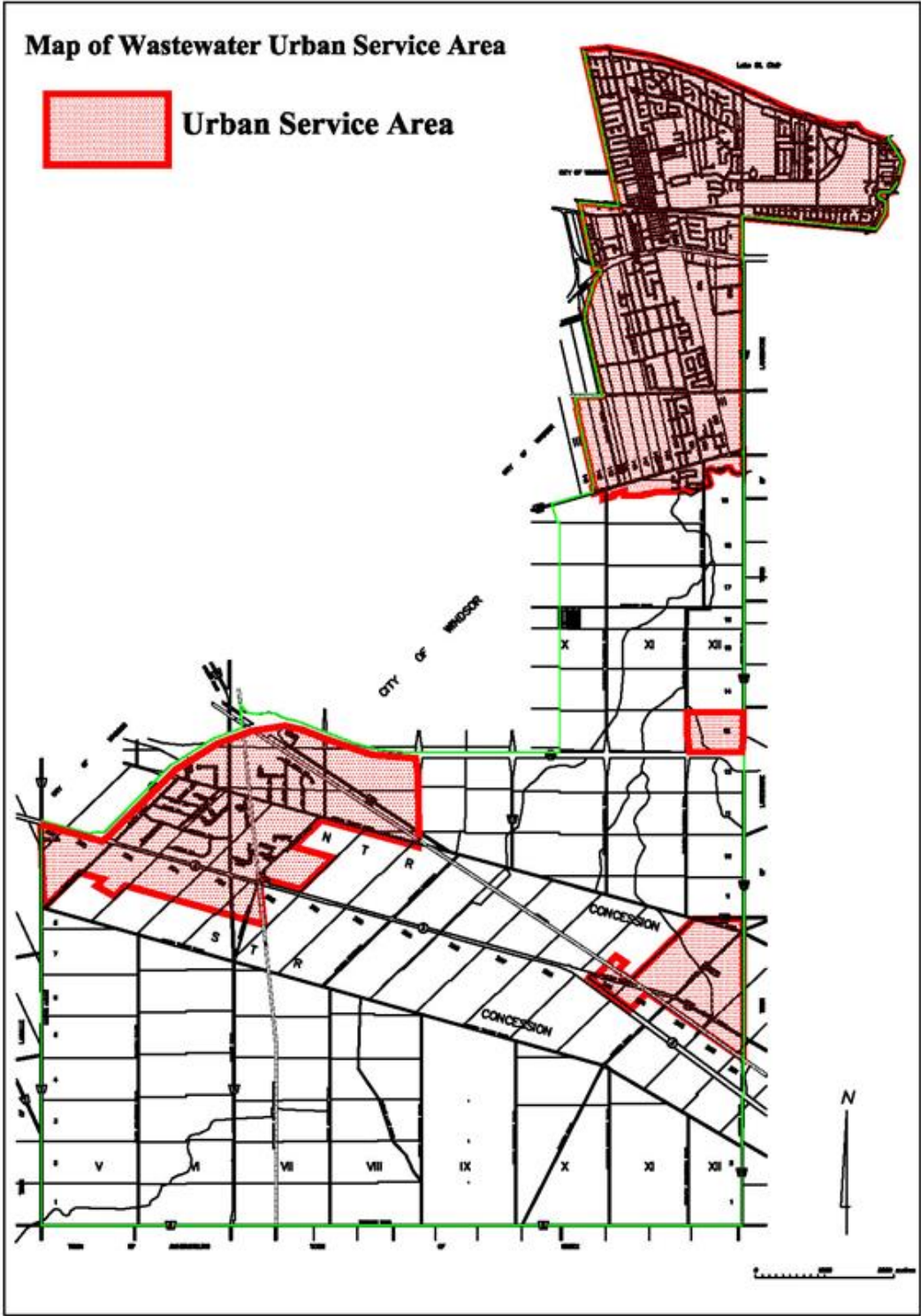
Schedule “B-5”
By-law No. 2019-63
Schedule of Development Charges
Urban Area - Engineering-related
September 1, 2020 to August 31, 2024

| Service | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|-----------------------------|-----------------------------------|-----------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Other Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Urban Services | | | | | | |
| Wastewater Services | 4,571 | 2,914 | 2,549 | 1,970 | 1,646 | 2.01 |
| Total Urban Services | 4,571 | 2,914 | 2,549 | 1,970 | 1,646 | 2.01 |

Schedule “B-6”
By-law No. 2019-63
Schedule of Development Charges
Town-wide - Community Benefit-related
September 1, 2020 to August 31, 2024

| Service | RESIDENTIAL | | | | | NON-RESIDENTIAL |
|--|-----------------------------------|-----------------|---------------------------|-------------------------------------|-------------------------------------|----------------------------------|
| | Single and Semi-Detached Dwelling | Other Multiples | Apartments - 2 Bedrooms + | Apartments - Bachelor and 1 Bedroom | Special Care/Special Dwelling Units | (per sq.ft. of Gross Floor Area) |
| Municipal Wide Services: | | | | | | |
| Indoor and Outdoor Recreation Services | 4,045 | 2,579 | 2,256 | 1,743 | 1,457 | 0.29 |
| Library Services | 143 | 91 | 80 | 62 | 52 | 0.01 |
| Administration Studies - Community Benefit-related | 99 | 63 | 55 | 43 | 36 | 0.06 |
| Total Municipal Wide Services | 4,287 | 2,733 | 2,391 | 1,848 | 1,545 | 0.36 |

Schedule “C-1”
By-law No. 2019-63
Map of Wastewater Urban Service Area



UNFINISHED REGULAR COUNCIL BUSINESS

| | Meeting Date | Resolution | Subject | Action/Direction | Depart. | Status/Action Taken |
|-------|--------------------|------------|---------------------------|--|---------|---|
| 3/17 | Mar 14, 2017 | | Alley Closing Policy | An alley closing policy is requested to establish a uniform process for closing alleys. | CS | In progress |
| 1/18 | January 30, 2018 | | Video Surveillance | Administration to follow up on video surveillance and potential grant funding for acquiring a system. | ICS | Grant application is being investigated and met with local expert. |
| 18/18 | April 24, 2018 | | Cada Library Renovations | It is directed that Administration provide a report on the Cada Library to include consultations with TAAC, SAC, YAC, CAC, and other stakeholders on the current options proposed to refresh or renovate the current library building. | PRS/CAO | CAO & Director Parks & Recreation Services to meet with County of Essex Chief Librarian on options. Report to follow in Q4. |
| 19/18 | May 22, 2018 | | Property Standards By-law | It is directed that Administration harmonize the by-law regarding disconnected tractor-trailers on residential properties to be consistent within the Town. | PBS | In progress |
| 28/18 | September 25, 2018 | | Municipal Tree Cutting | Administration is asked to look into a tree cutting and trimming policy for municipal trees that includes provisions for residents who wish to cost share in tree maintenance. | PWES/CS | In progress |
| 29/18 | November 13, 2018 | | Customer Service Policy | A request is made for a Customer Service Policy. | CS | In progress |
| 02/19 | March 26, 2019 | | Succession Plan | A request is made for a formal Succession Planning Policy. | CS | Draft Succession Plan Policy is being circulated to SMT for review. |
| 03/19 | April 23, 2019 | | Manning Road Phases 2 & 3 | A request is made for a Public Information Centre (PIC) for Manning Road Phases 2 & 3. | PWES | A report is being prepared for the September 10, 2019 RCM. |
| 04/19 | May 14, 2019 | | Gateway Sign | A request is made for a Report regarding the cost estimates to purchase a Tecumseh Gateway Sign to be erected on South Talbot Road at County Road 9. | PWES | This item will be incorporated as part of the Public Works & Environmental Services Capital Works Plan 2020. |

The Corporation of the Town of Tecumseh
By-Law Number 2019 - 64

Being a by-law to confirm the proceedings of the August 13, 2019
regular meeting of the Council of The Corporation of the Town of
Tecumseh

Whereas pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council; and

Whereas pursuant to Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Tecumseh at this Session be confirmed and adopted by by-law.

Now Therefore the Council of The Corporation of The Town of Tecumseh Enacts as follows:

1. **That** That the actions of the Council of The Corporation of the Town of Tecumseh in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other action passed and taken by the Council of The Corporation of the Town of Tecumseh, documents and transactions entered into during the August 13, 2019, meeting of Council, are hereby adopted and confirmed, as if the same were expressly embodied in this By-law.

2. **That** the Mayor and proper officials of The Corporation of the Town of Tecumseh are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tecumseh during the said August 13, 2019, meeting referred to in paragraph 1 of this By-law.

3. **That** the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of The Corporation of the Town of Tecumseh to all documents referred to in said paragraph 1.

Read a first, second and third time and finally passed this 13th day of August, 2019.

Gary McNamara, Mayor

Laura Moy, Clerk