

Regular Council Meeting Agenda

Tuesday, February 11, 2020, 7:00 pm
Tecumseh Arena - Horwood Room, 1st Floor
12021 McNorton Street
Tecumseh, ON N8N 3C7

Pages

- A. Roll Call
- B. Order
- C. Report out of Closed Meeting
- D. Moment of Silence
- E. National Anthem
- F. Disclosure of Pecuniary Interest
- G. Minutes 4 - 12
 - 1. Regular Council Meeting - January 28, 2020
- H. Supplementary Agenda Adoption
- I. Delegations 13 - 26
 - 1. Joe Barile, General Manager, and Kris Taylor, Director Corporate Strategy, Essex Power Corp
Re: Essex Power Youth in Community Fund
 - 2. Joe Barile, General Manager and Kris Taylor, director of Corporate Strategy, Essex Power Corp
Re: E- Billing and Digital Transformation
 - 3. Curtis Brown, Probe Research Inc. 27 - 56
Re: Findings of Customer Satisfaction Survey
- J. Communications - For Information

K. Communications - Action Required

1. Essex County Federation of Agriculture Letter dated February 6, 2020 57 - 58
Re: Bill 156, Security from Trespass and Protecting Food Safety Act

That the Essex County Federation of Agriculture letter **be supported**;

And that The Corporation of the Town of Tecumseh **send** a letter of support for the proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act, 2019* to the Honourable Ernie Hardeman, Ministry of Agriculture, Food and Rural Affairs.

For more information on Bill 156, please follow this link:

<https://www.ola.org/en/legislative-business/bills/parliament-42/session-1/bill-156>

L. Committee Minutes

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 - b. FS-2020-04 Essex Powerlines Mandated Paperless Billing 86 - 92
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 - a. ICS-2020-01 2019 Citizen Satisfaction Survey 93 - 144
3. Parks & Recreation Services
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4. Planning and Building Services
 - a. PBS-2020-04 CIP Grant, 1222 Lesperance Road 149 - 160
 - b. PBS-2020-05 Tecumseh Transit Service, 2019 Review 161 - 173
5. Public Works & Environmental Services
 - a. PWES-2020-05 Traffic Analysis - 2019 Radar Speed Surveys 174 - 178
 - b. PWES-2020-06 Amendment to 2020-2024 PWES Five Year Capital Works Plan, St. Mark's Pumping Station - Pump Repair 179 - 184
 - c. PWES-2020-07 Ontario Ministry of Transportation Authorized Requester Information Services Access to Collision Data 185 - 193

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	Being a By-law to adopt a revised Code of Conduct for Members of Tecumseh Council and Local Boards	
2.	By-Law 2020-12	262 - 262
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	Being a By-law to approve a two year Pilot Program for Licensing Urban Hens	
O.	Unfinished Business	
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P.	New Business	
Q.	Motions	
1.	Confirmatory by-law	
a.	By-Law 2020-15	296 - 297
	Being a by-law to confirm the proceedings of the February 11, 2020 regular meeting of the Council of The Corporation of the Town of Tecumseh	
R.	Notices of Motion	
S.	Next Meeting	
	Tuesday, February 25, 2020	
	5:00 pm Special Council Meeting - New Official Plan Preliminary Review	
	7:00 pm Regular Council Meeting	
T.	Adjournment	

Regular Meeting of Council

Minutes

Date: Tuesday, January 28, 2020
Time: 7:00 pm
Location: Tecumseh Arena - Horwood Room, 1st Floor
12021 McNorton Street
Tecumseh, ON N8N 3C7

Present: Mayor, Gary McNamara
Deputy Mayor, Joe Bachetti
Councillor, Bill Altenhof
Councillor, Andrew Dowie
Councillor, Brian Houston
Councillor, Tania Jobin

Absent: Councillor, Rick Tonial

Also Present: Chief Administrative Officer, Margaret Misek-Evans
Director Parks & Recreation Services, Paul Anthony
Director Public Works & Environmental Services, Phil Bartnik
Director Fire Services & Fire Chief, Wade Bondy
Director Information & Communication Services, Shaun Fuerth
Director Planning & Building Services, Brian Hillman
Director Financial Services & Chief Financial Officer, Tom Kitsos
Director Corporate Services & Clerk, Laura Moy
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Manager Strategic Initiatives, Lesley Reeves

A. Roll Call

B. Order

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

C. Report Out of Closed Meeting

A Closed Meeting of Council was held earlier this evening, on January 28, 2020, at 5:00 pm, in accordance with Section 239 (2) (c) (e) and (f) of the Municipal Act, 2001 which permits a meeting, or part of a meeting, to be closed to the public when the matter to be considered is a proposed or pending acquisition or disposition of land by the municipality or local board; litigation or potential litigation, including matters before administrative tribunals, affecting the

municipality or local board; and advice that is subject to solicitor client privilege, including communications necessary for that purpose.

At this meeting, the Town Legal Counsel gave advice on:

1. The expropriation of lands for the purpose of a stormwater management facility in the Manning road Secondary Plan;
2. The County of Essex Land Expropriation for County Road 42 improvements.

D. Moment of Silence

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

E. National Anthem

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

F. Disclosure of Pecuniary Interest

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

G. Minutes

1. **Regular Council Meeting - January 14, 2020**
2. **Public Council Meeting - January 14, 2020 - Hurley Relief Branch Drain**
3. **Public Council Meeting - January 14, 2020 - West Branch of the Each Branch Delisle Drain**
4. **Public Council Meeting - January 14, 2020 Southfield - Tecumseh Road Apartments**

Motion: RCM - 17/20

Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Tania Jobin

That the January 14, 2020 minutes of the Public Council meetings and the January 14, 2020 Regular Council meeting, as were duplicated and delivered to the members, **be adopted**.

Carried

H. Supplementary Agenda Adoption

There are no Supplementary Agenda items.

I. Delegations

There are no delegations presented to Council.

J. Communications - For Information

- 1. Municipality of Huron East dated January 8, 2020**
Re: 911 Misdials
- 2. Township of Nipigon dated January 9, 2020**
Re: 911 Misdials
- 3. Town of Rainy River Letter dated January 13, 2020**
Re: 911 Misdials
- 4. City of Quinte West Letter dated January 15, 2020**
Re: Conservation Authorities
- 5. Township of Armour Letter dated January 16, 2020**
Re: 911 Misdials
- 6. Town of Innisfil dated January 17, 2020**
Re: 911 Misdials
- 7. Township of Norwich Letter dated January 17, 2020**
Re: 911 Misdials
- 8. Township of Leeds and the Thousand Islands dated January 20, 2020**
Re: 911 Misdials
- 9. City of St. Catharines dated January 21, 2020**
Re: 911 Misdials
- 10. Town of Marathon dated January 21, 2020**
Re: 911 Misdials
- 11. Hanover Police Services Board Letter dated January 22, 2020**
Re: 911 Misdials
- 12. County of Essex dated January 17, 2020**
Re: Notice of Decision
- 13. City of Windsor dated January 17, 2020**
Re: Notice of Study Commencement
- 14. City of Windsor**
Re: Notice of Public Information Centre No. 2 - Sewer and Coastal Flood Protection Master Plan

Councillor Dowie inquires about Communication Item 9 and information that may have been received from the City of St. Catherines as to why Council's resolution regarding 911 misdials was not supported. No further information was provided.

Motion: RCM - 18/20

Moved by Councillor Bill Altenhof

Seconded by Councillor Andrew Dowie

That Communications - For Information 1 through 14 as listed on the Tuesday, January 28, 2020 Regular Council Agenda, **be received**.

Carried

K. Communications - Action Required

There are no Communications - Action Required presented to Council.

L. Committee Minutes

1. Town of Tecumseh Business Improvement Area - January 15, 2020

Motion: RCM - 19/20

Moved by Councillor Brian Houston

Seconded by Councillor Andrew Dowie

That the January 15, 2020 minutes of the Town of Tecumseh Business Improvement Area, as were duplicated and delivered to the members, **be adopted**.

Carried

2. Police Services Board Draft Minutes - December 12, 2019

Motion: RCM - 20/20

Moved by Councillor Bill Altenhof

Seconded by Councillor Tania Jobin

That the December 12, 2019 minutes of the Police Services Board, as were duplicated and delivered to the members, **be adopted**.

Carried

M. Reports

1. Financial Services

- a. FS-2020-01 Taxes Receivable December 2019

Motion: RCM - 21/20

Moved by Councillor Brian Houston

Seconded by Councillor Andrew Dowie

That Report FS-2020-01 Taxes Receivable 2019, **be received**.

Carried

2. Fire & Emergency Services

- a. FIRE-2020-01 Tecumseh Fire Services 2019 Year End Overview

In response to an inquiry, the Fire Chief advises that safety seat inspections can be incorporated in the Fire Services public education program.

Motion: RCM - 22/20

Moved by Councillor Andrew Dowie

Seconded by Councillor Bill Altenhof

That the Tecumseh Fire Services 2019 Year End Overview presented in Report FIRE-2020-01, **be received**.

Carried

3. Parks & Recreation Services

- a. PRS-2020-04 Lakewood Park Pier Deck Replacement

Motion: RCM - 23/20

Moved by Councillor Bill Altenhof

Seconded by Councillor Tania Jobin

That the price of \$121,936 including Non-refundable HST, submitted from FACCA Incorporated for the Lakewood Pier Deck Replacement, undertaken through a contract record, **be approved**;

And that Council **award** the contract to FACCA Incorporated as an Irregular Result under Section "A" of the Purchasing Policy;

And further that the remaining consultant balance of \$5,728 including non-refundable HST for Chall.Eng. Corporation Consulting Engineers fee **be assessed** to the project.

Carried

N. By-Laws

1. By-Law 2020-09

Being a By-law to expropriate lands required for municipal purposes

Motion: RCM - 24/20

Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Brian Houston

That By-Law 2020-09, being a by-law to expropriate lands required for municipal purposes.

Be given first and second reading.

Carried

Motion: RCM - 25/20

Moved by Councillor Brian Houston

Seconded by Councillor Tania Jobin

That By-Law 2020-09, being a by-law to expropriate lands required for municipal purposes.

Be given third and final reading.

Carried

O. Unfinished Business

1. January 28, 2020

The Members receive the Unfinished Business listing for Tuesday, January 28, 2020.

P. New Business

Short Term Rentals

It is noted by a Member that short-term rentals through Airbnb are directing taxes to the City of Windsor, likely due to the Canada Post mailing.

Fibre Optic Installations

Installation and extreme drilling in the dish area has been a cause of concern for area residents where broadband installations are occurring. Additionally, concerns have been raised with respect to restoration and relocation of property landscaping.

Break and Enters

Concerns have been raised with a seemed increase in break and enters and inquires made about what the Town and OPP are doing to prevent. The Mayor advises that meetings have taken place between Administration and the OPP to discuss similar concerns and to help understand what may be occurring. It is noted that it would be helpful to the community to know when culprits are apprehended. The CAO advises there is a website that residents can access for information and that the link will be circulated to the members for ease of reference.

Stop Sign

There is a stop sign at Gouin and St. Anne's streets which may not be warranted. An inquiry is made about conducting an warrant study.

ROMA Conference

A member speaks on the information learned at the recent Rural Ontario Municipal Association (ROMA) conference on cannabis and the opportunity to meet with Ministers.

Winter Snow Removal

Appreciation is extended to Public Works staff for their efforts during a recent snow event.

Ministry Consultations on February 14, 2020

It is requested that Members participate in the upcoming Solicitor General's regional round table regarding regulatory amendments to the *Community Safety and Policing Act, 2019* in London, Ontario. It is also requested that Members attend the Ministry of the Environment, Conservation and Parks Multi-stakeholder Engagement Consultation session regarding the development of the *Conservation Authorities Act, 1990* amendments in London, Ontario. Councillor Jobin will be attending as the Vice Chair of the Essex Region Conservation Authority (ERCA) Board.

Motion: RCM - 26/20

Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Brian Houston

That the Members of Council be authorized to attend the Solicitor General's regional roundtable session for municipalities and band councils regarding OPP-related regulatory changes under the *Community Safety and Policing Act, 2019* in London, Ontario on February 19, 2020, in accordance with the Town's Travel Policy.

Carried

Motion: RCM - 27/20

Moved by Councillor Bill Altenhof

Seconded by Councillor Andrew Dowie

That Members of Council be authorized to attend the Ministry of Environment, Conservation and Parks (MOECP) Multi-stakeholder Engagement Consultation, regarding the development of *Conservation Authorities Act, 1990* amendments and associated regulations, in London, Ontario on February 14, 2020, in accordance with the Town's Travel Policy.

Carried

Q. Motions

1. Confirmatory by-law

a. By-Law 2020-10

Motion: RCM - 28/20

Moved by Councillor Bill Altenhof

Seconded by Councillor Brian Houston

That By-Law 2019-10 being a by-law to confirm the proceedings of the Tuesday, January 28, 2020, regular meeting of the Council of The Corporation of the Town of Tecumseh **be given** first, second, third and final reading.

Carried

R. Notices of Motion

There are no notices of motion presented to Council.

S. Next Meeting

February 11, 2020

5:00 pm - Public Council Meeting - OPA/ZBA for Mr. Bashi Residential Apartments, Lesperance Road

6:00 pm - Court of Revision - Hurley Relief Drain Branch & Upper Drain

6:30 pm - Court of Revision - West Branch of the East Branch Delisle Drain

7:00 pm - Regular Council Meeting

T. Adjournment

Motion: RCM - 29/20

Moved by Councillor Andrew Dowie

Seconded by Councillor Bill Altenhof

That there being no further business, the Tuesday, January 28, 2020 meeting of the Regular Council **be adjourned** at 7:35 pm.

Carried

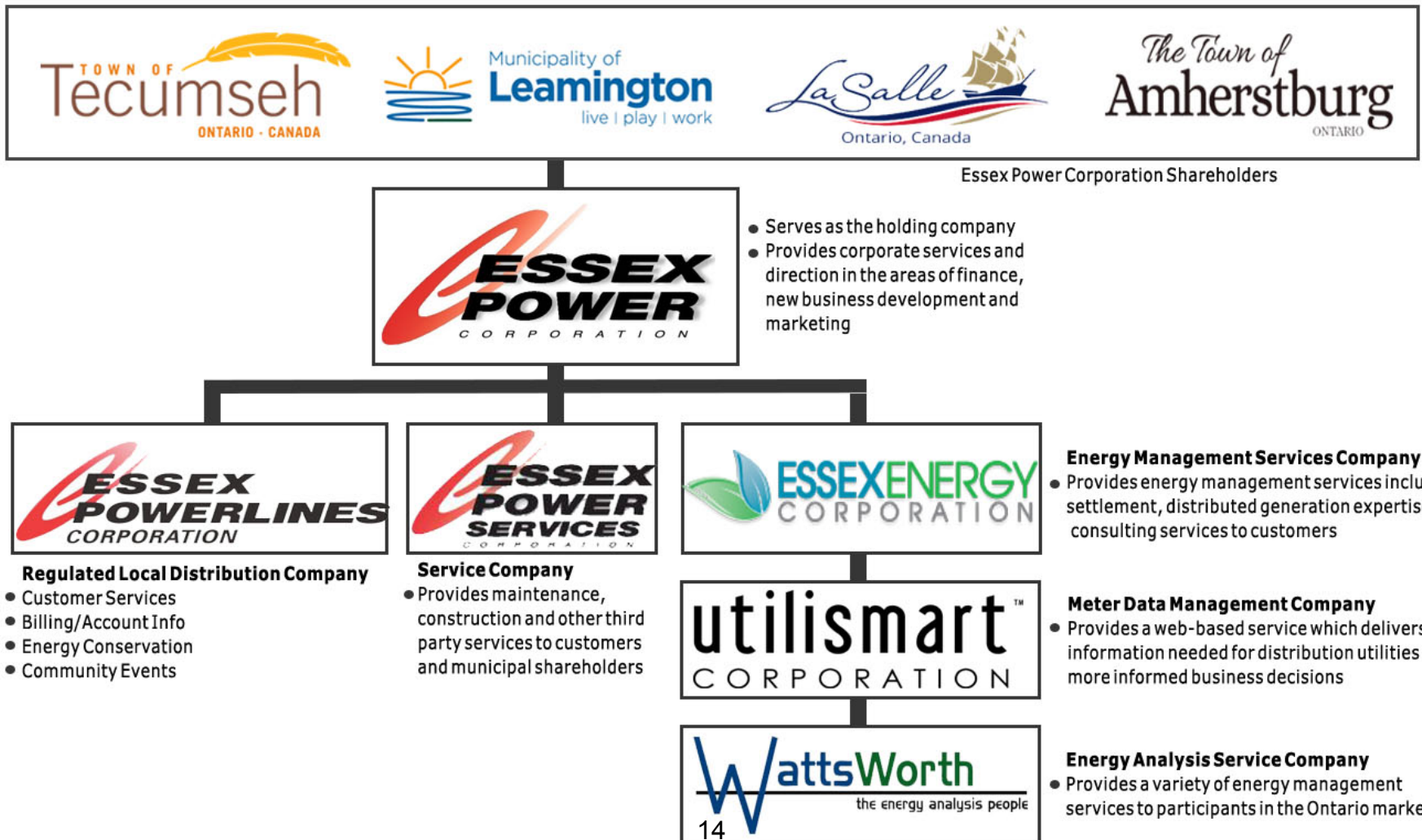
Gary McNamara, Mayor

Laura Moy, Clerk

Essex Powerlines Corporation
Celebrating 20 years ...
Preparing for the Future
2020 Council Presentation

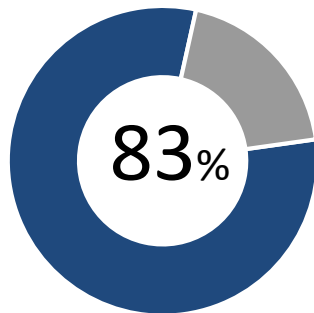


Who We Are

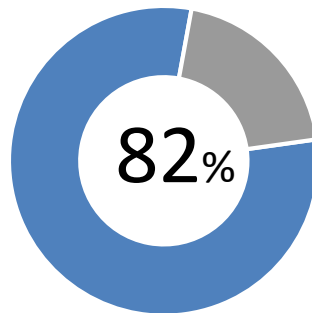


Customer Value: Perception of Overall Service

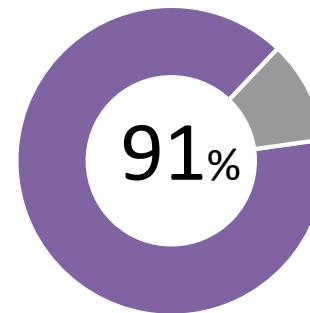
**Overall
Satisfaction**



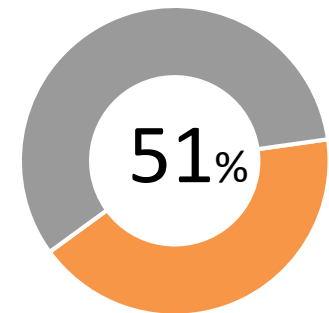
**Quality of Power
Service**



**Quality of
Customer Service**



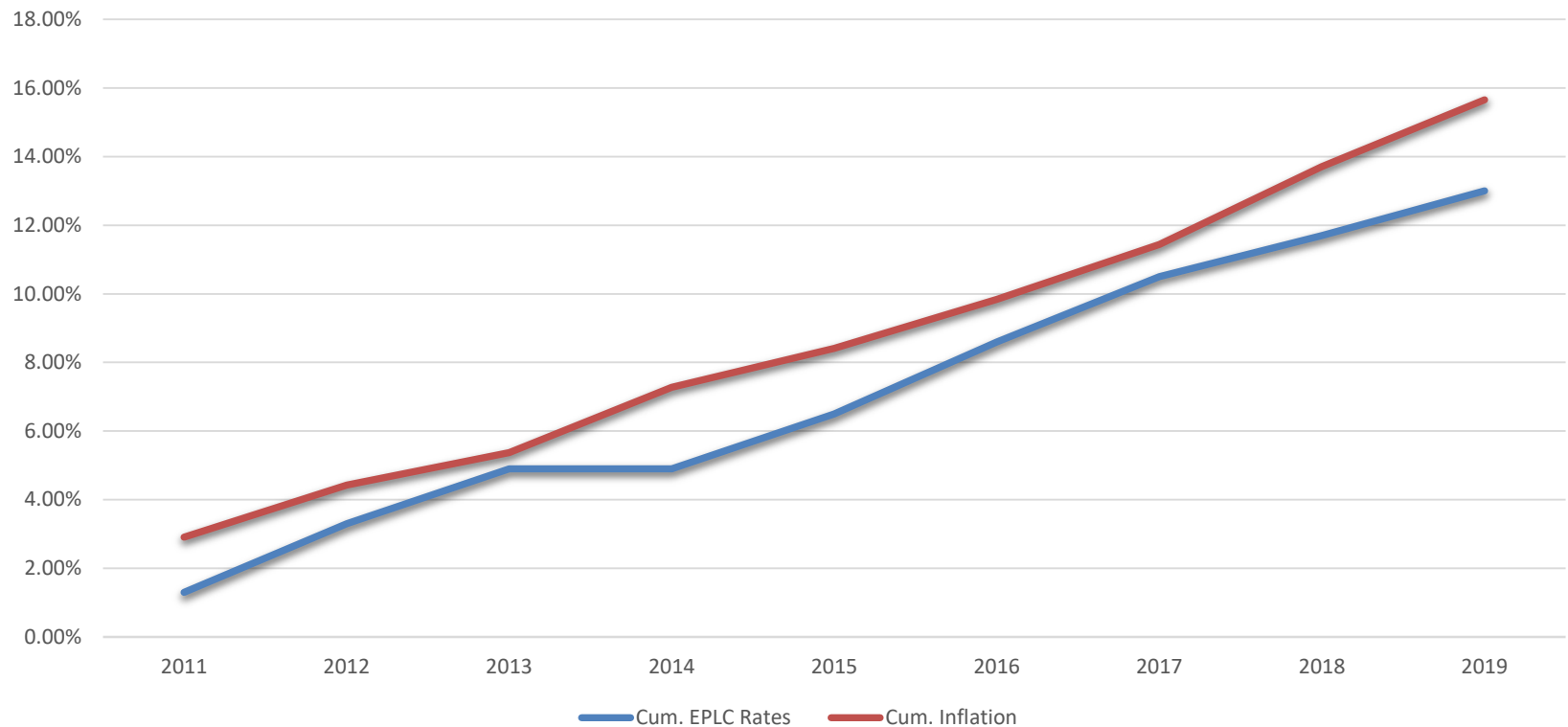
**Affordability of
Service**



Source: January 2019 – Innovative Research Group

Reasonable Rates: Distribution Rate Impacts –Historical

EPLC Rates Vs. Inflation



Reasonable Rates: OEB OM&A Provincial Ranking

Lowest Cost Per Customer

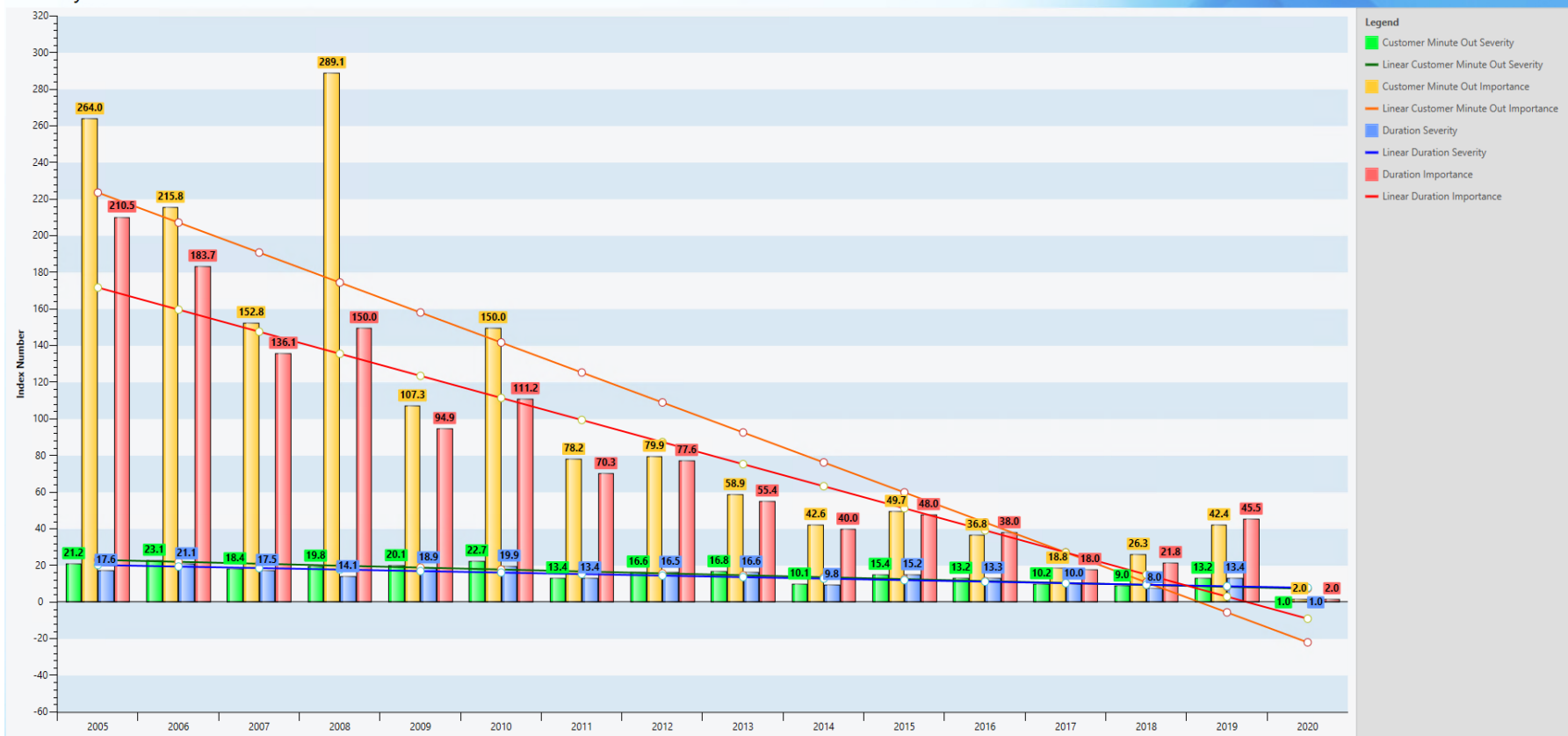
LDC Name	OM&A Per Customer	Customer Count
Kitchener-Wilmot Hydro Inc.	\$ 204.76	96,827
Hydro Hawkesbury Inc.	\$ 210.95	5,547
E.L.K. Energy Inc.	\$ 215.17	12,411
Veridian Connections Inc.	\$ 223.74	121,826
Oshawa PUC Networks Inc.	\$ 234.08	58,745
Westario Power Inc.	\$ 234.12	23,547
Wasaga Distribution Inc.	\$ 234.28	13,789
Alectra Utilities Corporation	\$ 237.60	991,102
Milton Hydro Distribution Inc.	\$ 239.73	39,579
Peterborough Distribution Incorporated	\$ 244.85	37,139
Entegrus Powerlines Inc.	\$ 247.88	59,186
London Hydro Inc.	\$ 248.01	159,039
Ottawa River Power Corporation	\$ 249.09	11,247
Essex Powerlines Corporation	\$ 251.70	30,012
Lakefront Utilities Inc.	\$ 255.43	10,450
Orangeville Hydro Limited	\$ 255.87	12,583
Hydro Ottawa Limited	\$ 260.38	335,320
Oakville Hydro Electricity Distribution Inc.	\$ 260.55	72,108
Waterloo North Hydro Inc.	\$ 261.50	57,471
North Bay Hydro Distribution Limited	\$ 262.99	24,172

Highest Cost Per Customer

LDC Name	OM&A Per Customer	Customer Count
Algoma Power Inc.	\$ 1,048.07	11,721
Atikokan Hydro Inc.	\$ 680.30	1,636
Chapleau Public Utilities Corporation	\$ 646.97	1,208
Sioux Lookout Hydro Inc.	\$ 516.67	2,839
Fort Frances Power Corporation	\$ 460.75	3,745
Northern Ontario Wires Inc.	\$ 455.67	5,903
Wellington North Power Inc.	\$ 453.65	3,805
West Coast Huron Energy Inc.	\$ 443.58	3,869
Espanola Regional Hydro Distribution Corporation	\$ 423.34	3,303
Kenora Hydro Electric Corporation Ltd.	\$ 423.23	5,565
Hydro One Networks Inc.	\$ 420.06	1,333,601

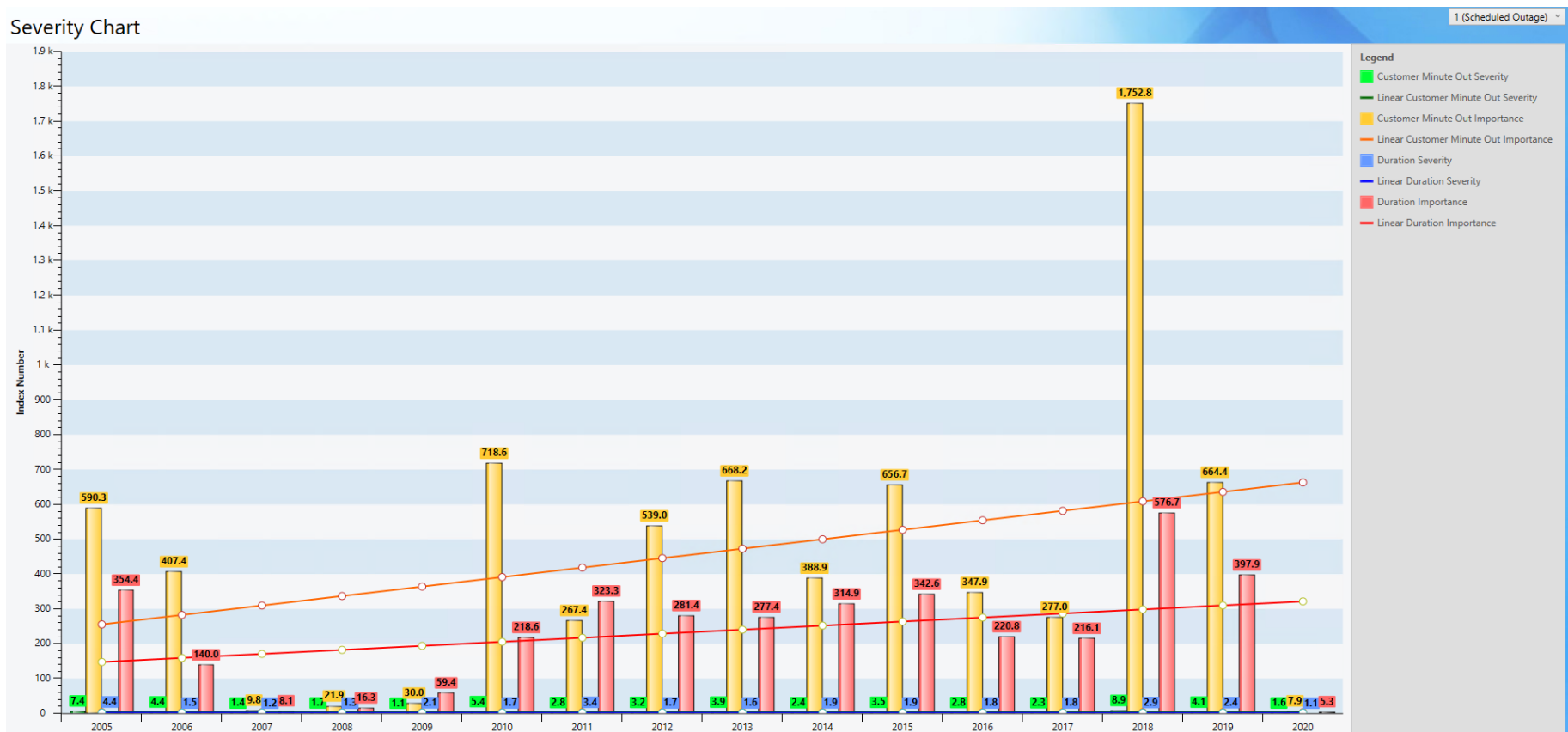
Operational Excellence: Defective Equipment related outages

Severity Chart



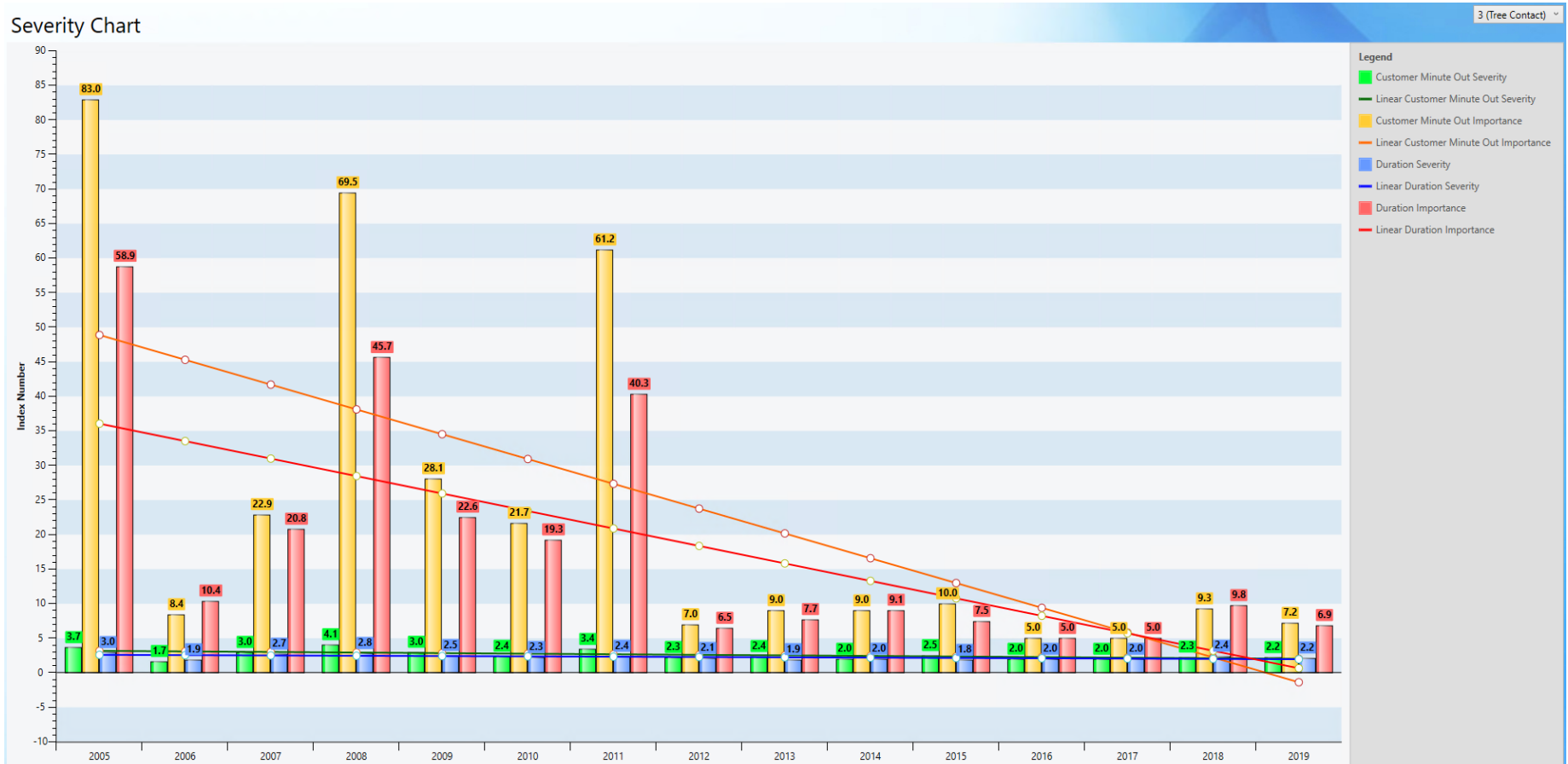
Operational Excellence: Planned outages

Severity Chart



Operational Excellence: Tree Contact related outages

Severity Chart



Operational Excellence: Self-Healing Grid

- Over 75% of EPLC outages are Loss of Supply related;
- This means that outage root causes are outside of EPLC control;
- EPLC is installing Line Monitors, Reclosers & upgrading Wholesale Meters to reduce the impacts of Loss of Supply events;
- These devices will allow EPLC's Smart Grid to automatically attempt to resolve outages and isolate/minimize the impact of outages;



Essex Powerlines Supporting Community Youth

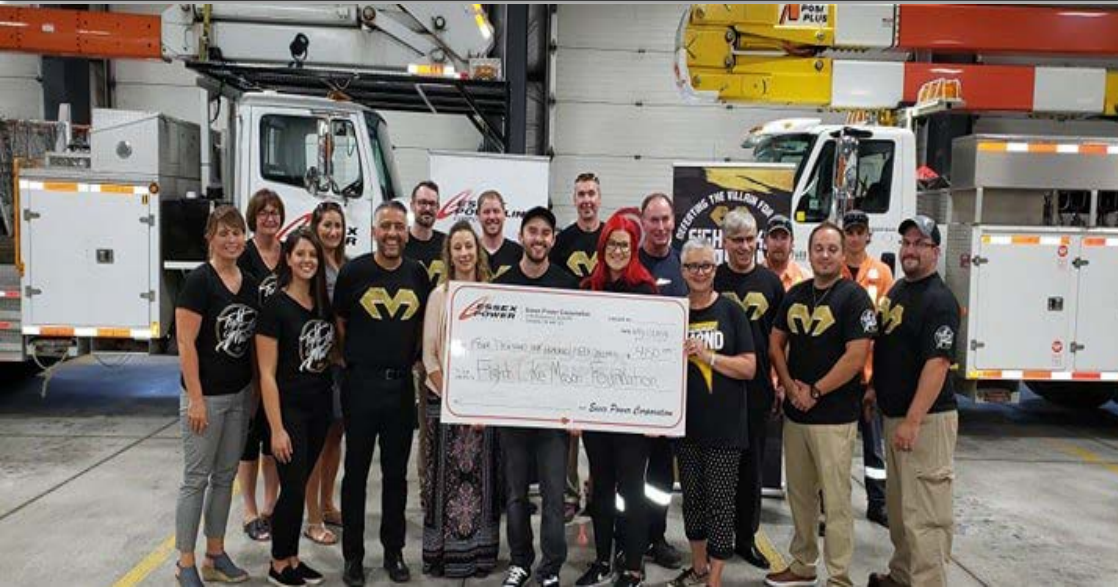


Essex Power continues to donate **\$40,000** annually, divided equally amongst each municipality. **To date** almost **\$250,000** has been given to the youth initiatives throughout EPL's distribution area.

Some of the Youth events and organizations the fund helped are:

- Essex Power Energy Zone
- Amherstburg Wildcats Gymnastics Program
- Jingle Bell Rock Youth Dance
- Free Youth swims
- Free Youth skates
- The Essex Empowerment Corporation Girls Group

Essex Powerlines Your Community Partner



- Essex Power and staff have donated over \$5000 yearly to each community that we proudly serve.



- Essex Power has been a proud sponsor of our Community Festivals such as the annual Rib Fest, Strawberry Fest, Corn Fest and more





Essex Powerlines' Digital Transformation

- Paperless Billing;
- In-field Staking & Design;
- Enhanced Customer Service;
 - Self-Service Tools;
 - New Website;
 - Online Outage Map;
 - Virtual Assistant;
- SmartMAP
- 24/7 Control Room;
- Self-Healing Grid;

The Push for Paperless in 2020

- EPLC currently has 23% of its customer base on paperless billing;
- Mandated paperless billing effective January 1st, 2021 approved by Board;
- Significant environmental benefits to be realized by both Essex Power and our shareholder communities;
- Invest in enhanced customer facing tools & our communities;
- Give Where You Live!

FAST FACTS

EPL

FROM CRADLE-to-GRAVE, EPL's BILLING PROCESS EMITS

14,000 kg CO₂e

17 TREES

can be saved with every ton of recycled paper. If everyone transitioned to paperless, we could save over 250 trees a year!

RECYCLING

One ton of paper saves 682.5 gallons of oil, 7,000 gallons of water, and 3.3 cubic yards of landfill space. At EPL, we use approx. 15 tons of paper to print bills each year!

PAPER & PAPER PRODUCTS

account for more than 1/3 of all Canada's waste



Thank You! Questions?





2019 CITIZEN SATISFACTION SURVEY

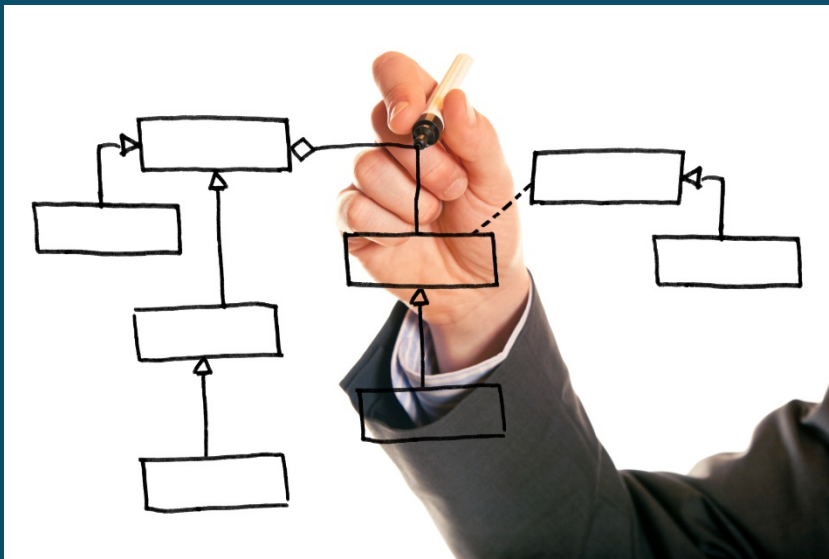


FEBRUARY 11, 2020

PRESENTATION TO TOWN OF
TECUMSEH COUNCIL

PROBE RESEARCH INC.

BACKGROUND AND METHODOLOGY



- Probe Research was commissioned to survey adult Tecumseh to measure citizens' satisfaction with civic services.
- A total of n=402 Tecumseh residents aged 18 and over were interviewed by telephone between Nov. 20 and Dec. 2, 2019.
- The survey builds upon previous surveys conducted in 2014, 2016 and 2017.
- The margin of error for a sample size of n=402 is +/- 4.9%, 19 times out of 20.
- Quotas were set by gender and ward, with statistical weighting by age, gender and ward applied to ensure the sample mirrors the Town of Tecumseh's adult population (based on the 2016 Census).

OVERALL CITIZEN IMPRESSIONS



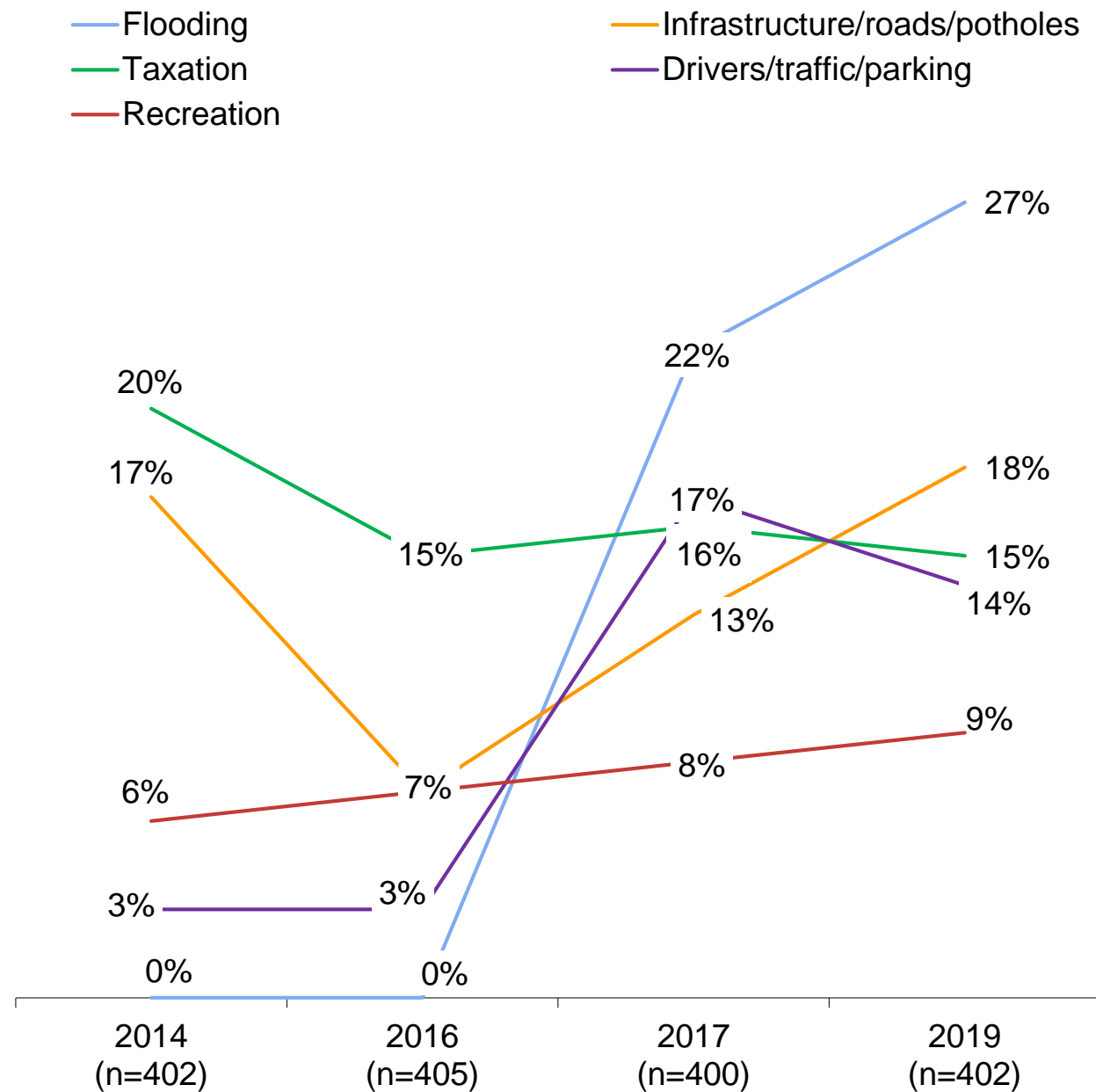
CONCERN ABOUT FLOODING CONTINUES TO INCREASE

- TOP ISSUES, LONG-TERM TRACKING -

Q1. "I would like to begin by having you tell me what you consider to be the most important issue or concern facing Tecumseh today? And what other issues or concerns do you think are important for your municipality today?"*

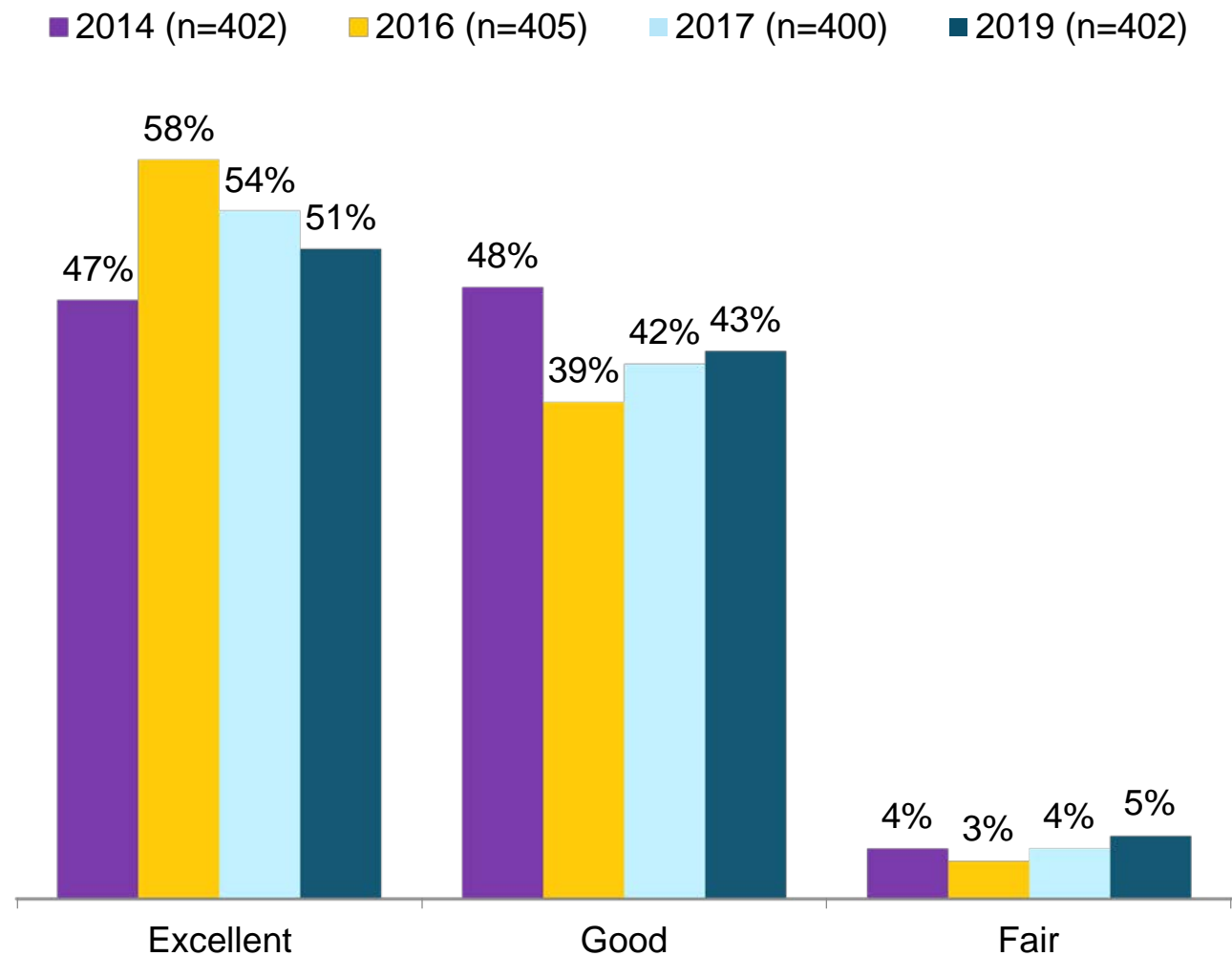
Base: Tecumseh adults aged 18+

*Multiple mentions were accepted. Totals may exceed 100%.



ONE-HALF SAY THEY HAVE AN EXCELLENT QUALITY OF LIFE

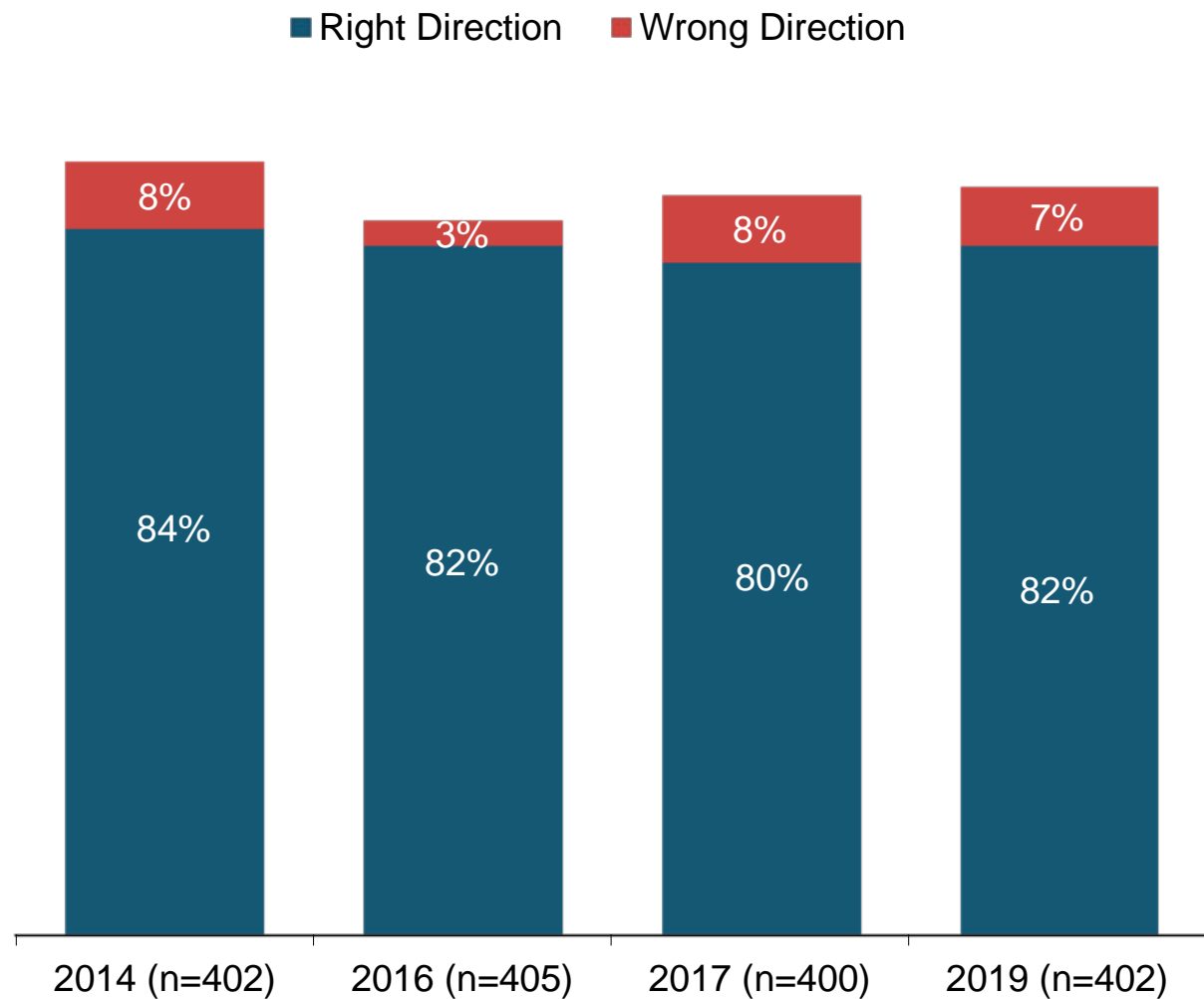
Q2. "How would you rate the overall quality of life in Tecumseh today? Would you say it is ..."



Base: Tecumseh adults aged 18+

EIGHT IN TEN RESIDENTS CONTINUE TO SAY THE TOWN IS GOING IN THE RIGHT DIRECTION

Q3. "Overall, would you say things in Tecumseh are going in the right direction, or the wrong direction?"



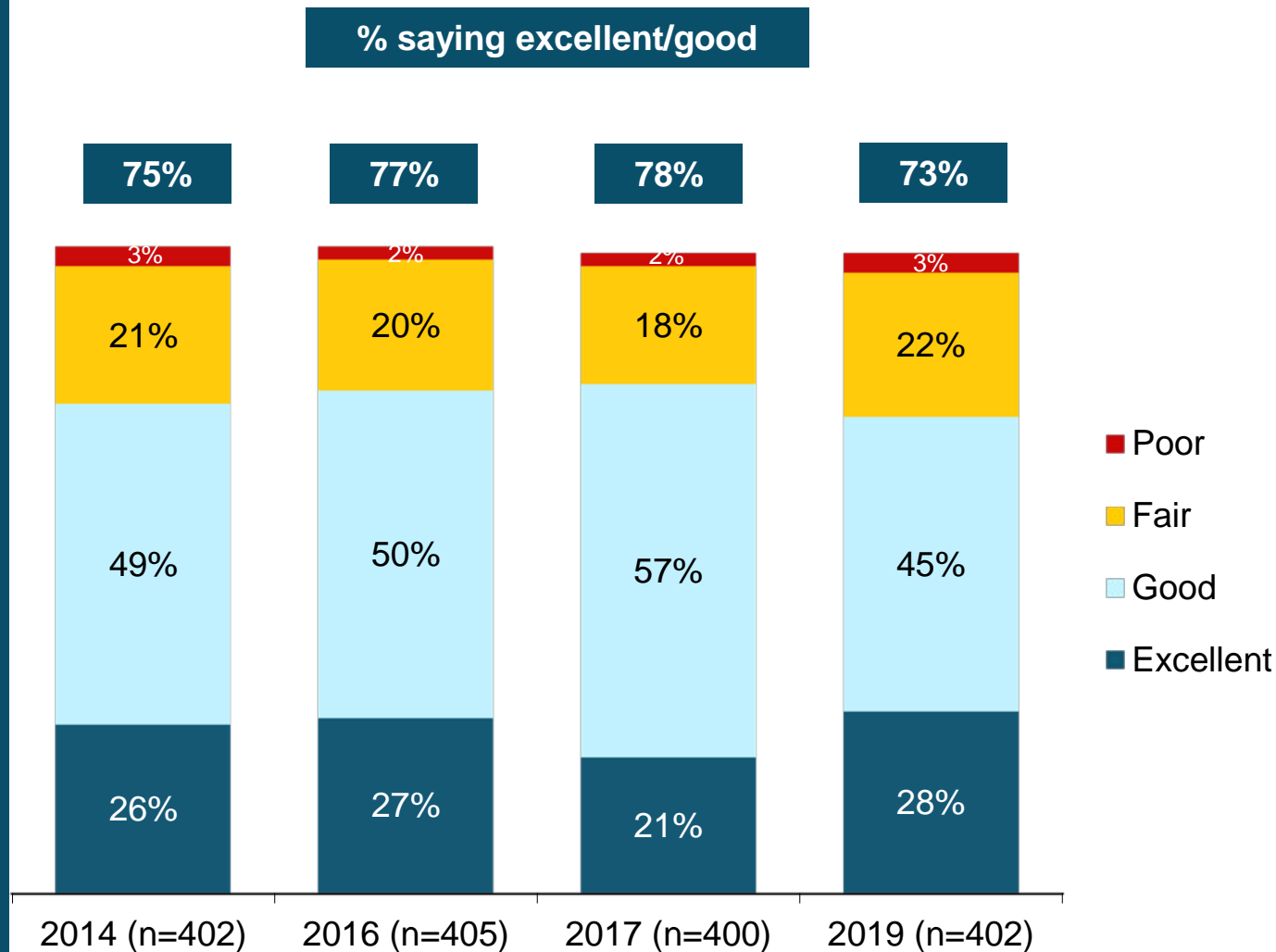
Base: Tecumseh adults aged 18+

MUNICIPAL SERVICES ASSESSMENT



MORE THAN ONE-QUARTER INDICATE THEY RECEIVE EXCELLENT VALUE FOR THEIR TAX DOLLARS

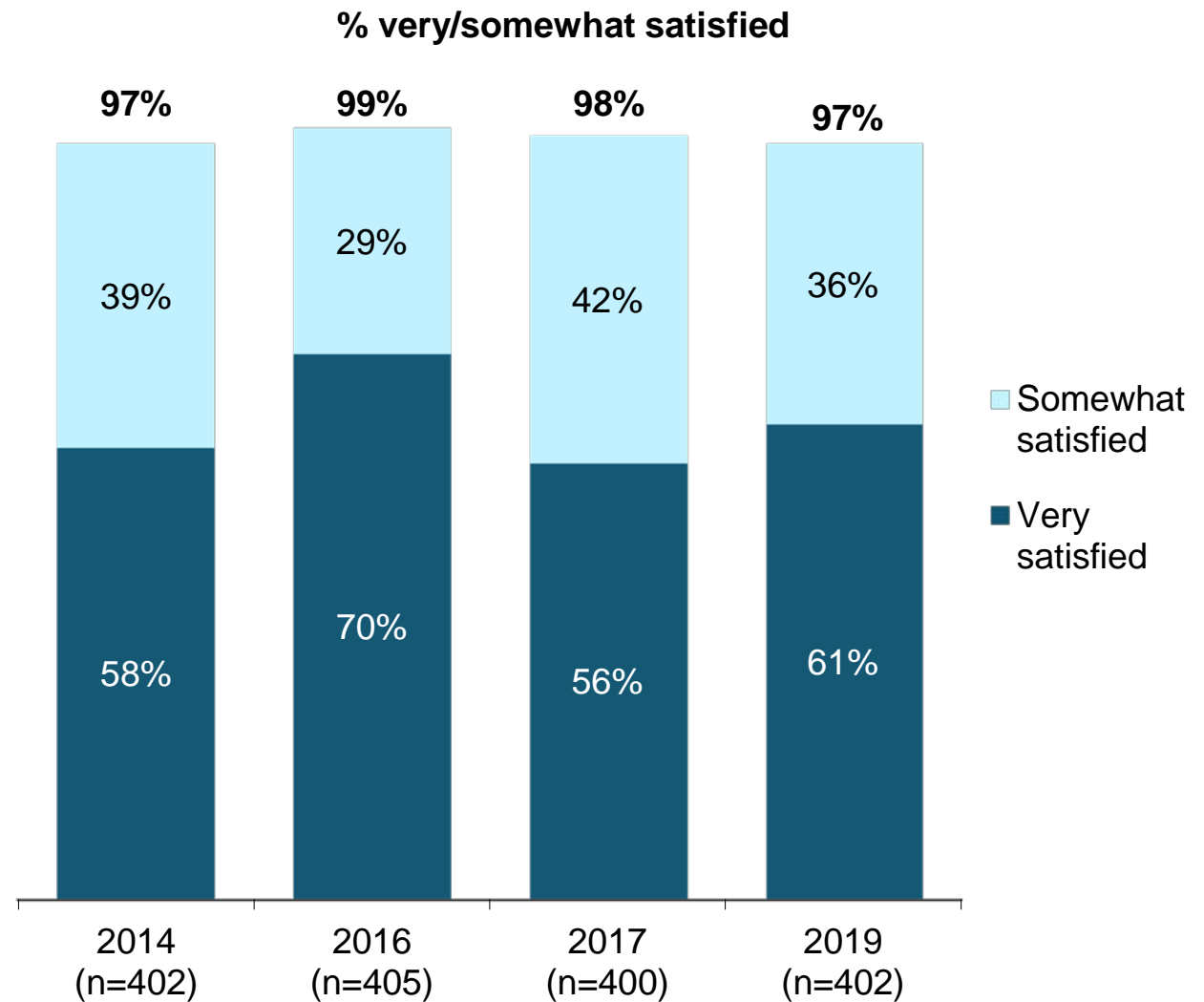
Q8. "Approximately one half of the property taxes that you pay go to the Town of Tecumseh. Thinking about all of the services you receive from the Town of Tecumseh, how much value would you say you receive for the tax dollars that you pay towards these services? Would you say the value you receive is...?"



Base: Tecumseh adults aged 18+

TECUMSEH CONTINUES TO RECEIVE EXEMPLARY CITIZEN SATISFACTION RATINGS

Q5. "Overall, how satisfied are you with the services provided to you by the Town of Tecumseh? Would you say you are...?"

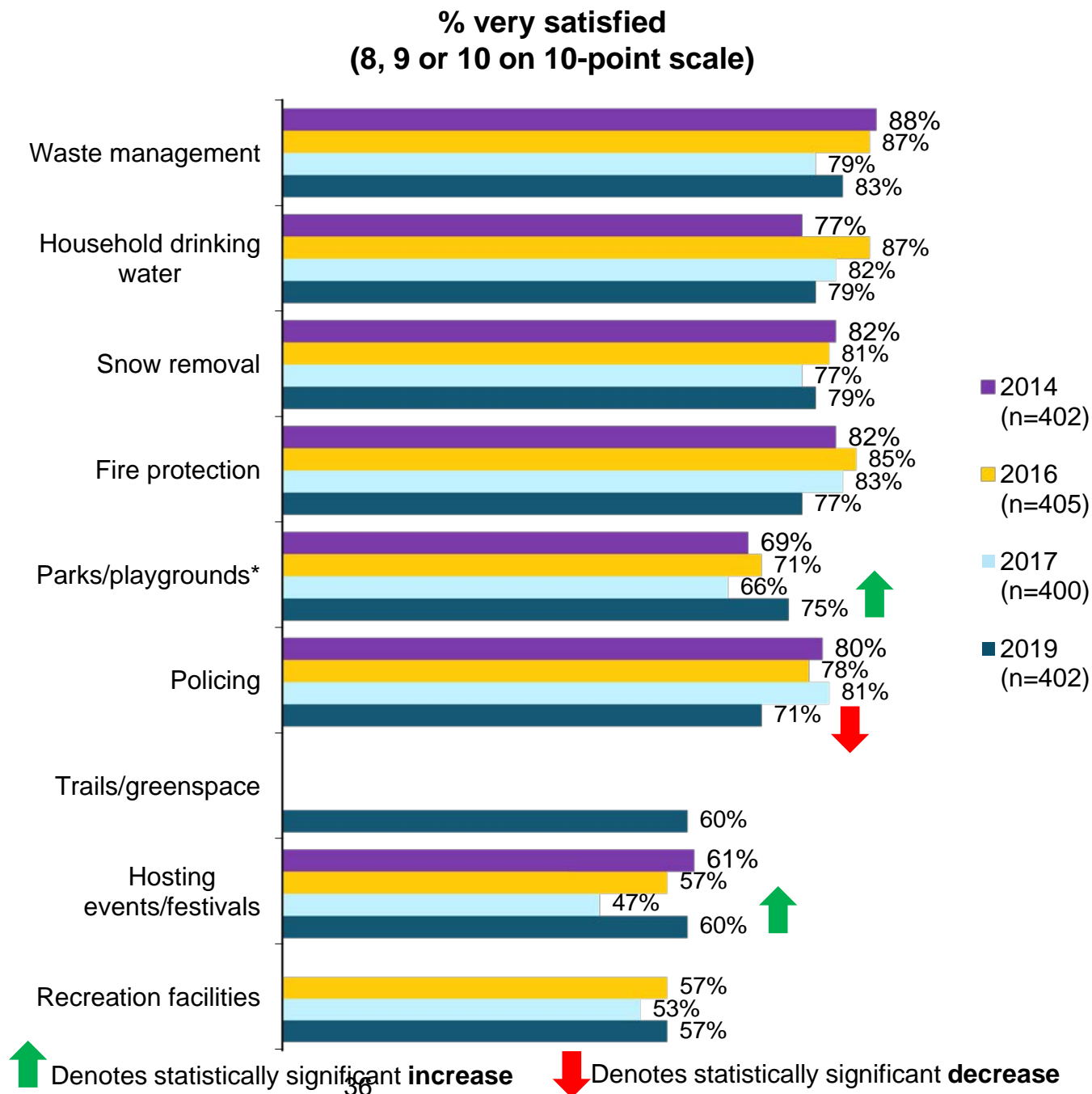


Base: Tecumseh adults aged 18+

MORE RESIDENTS SATISFIED WITH PARKS, EVENTS - HIGHER-RATED SERVICES -

Q6. "Now I would like you to tell me how satisfied you are with each of the following services in Tecumseh. For this, let's use a 1-10 scale where a 1 means you are "very dissatisfied" and a 10 means you are "very satisfied"..."

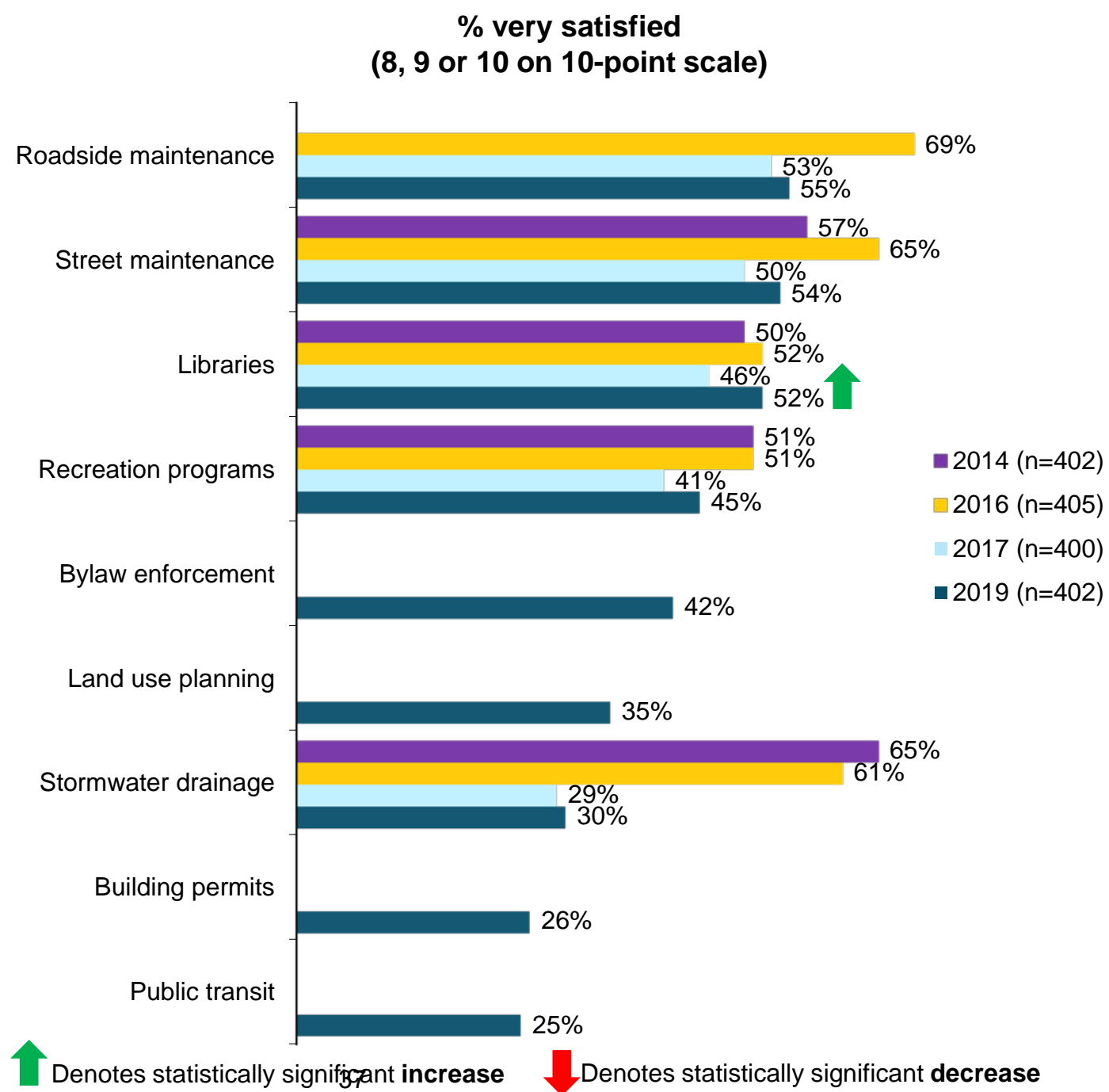
Base: Tecumseh adults aged 18+
*Note: slight wording change from 2014, 2016 and 2017 surveys



SATISFACTION WITH STORMWATER DRAINAGE REMAINS LOW - LOWER-RATED SERVICES -

Q6. "Now I would like you to tell me how satisfied you are with each of the following services in Tecumseh. For this, let's use a 1-10 scale where a 1 means you are "very dissatisfied" and a 10 means you are "very satisfied"..."

Base: Tecumseh adults aged 18+

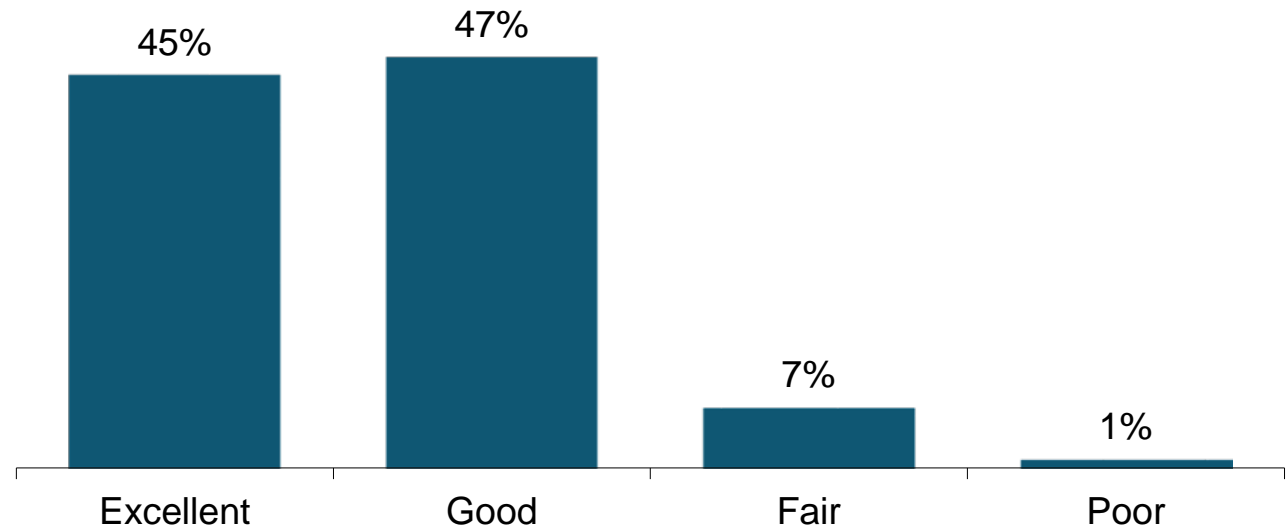


PERCEPTIONS OF SAFETY



CITIZENS' SENSE OF SAFETY IS VERY HIGH

% excellent/good: 92%



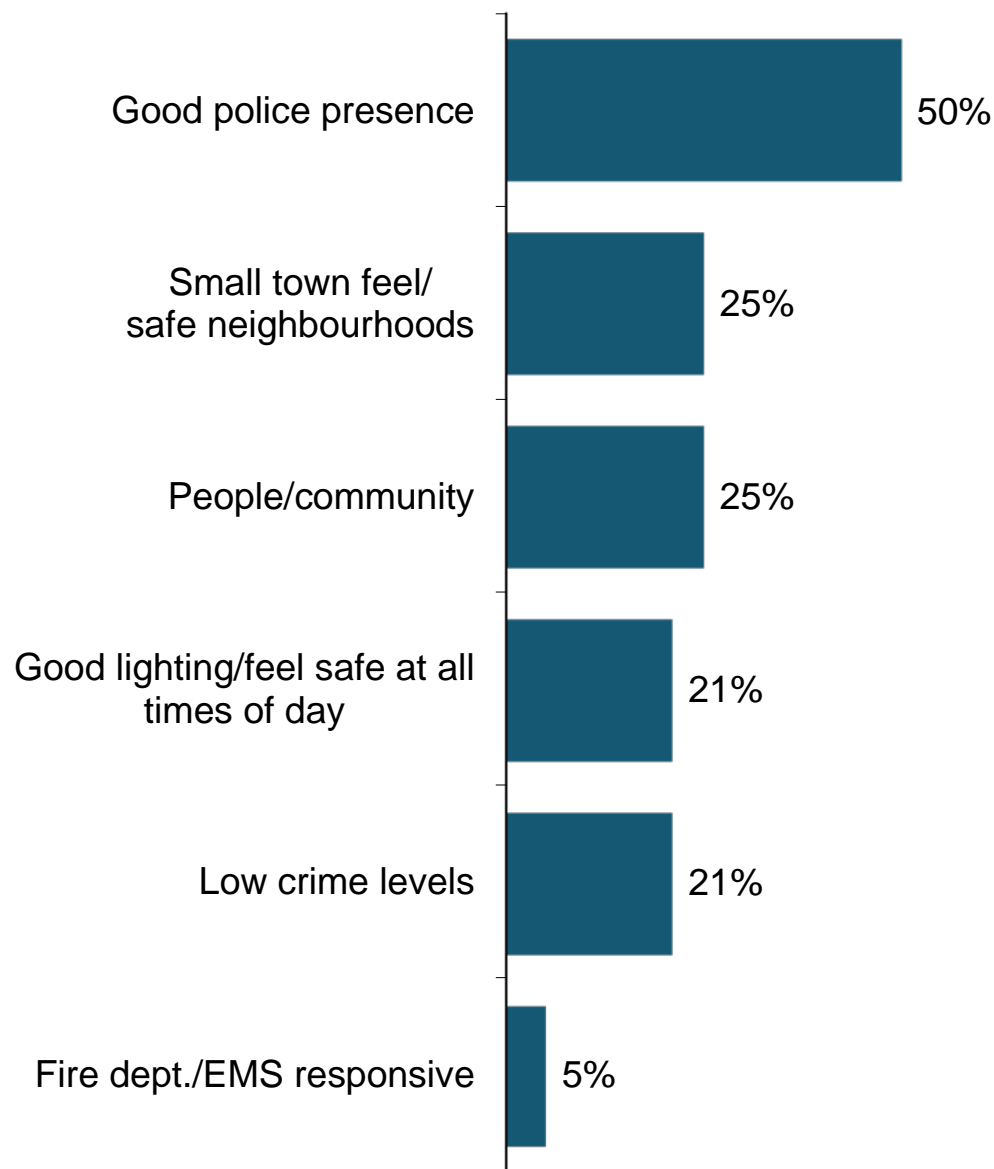
Q9. "How would you rate your sense of safety in Tecumseh?"

Base: Tecumseh adults aged 18+

GOOD POLICE PRESENCE CONTRIBUTES MOST TO THE FEELING OF SAFETY

Q10. "What are some of the things that make you feel safe in Tecumseh?"

Base: Those who say their sense of safety is fair or better (n=396)



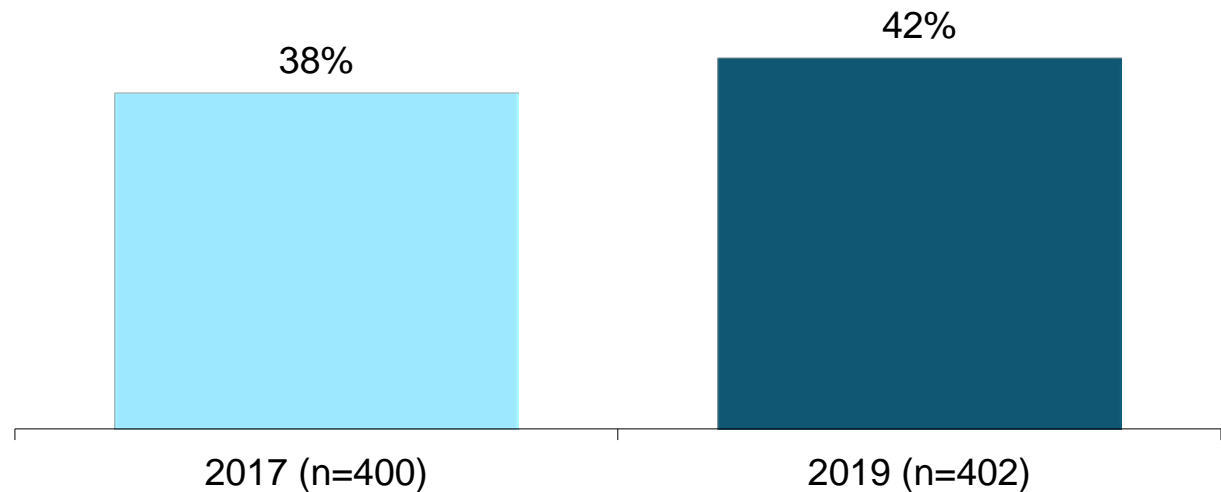
RECREATION, FESTIVALS AND EVENTS



MORE THAN FOUR-IN-TEN RESIDENTS WANT MORE RECREATION PROGRAMS AND FACILITIES

Q11. "Are there any specific recreational programs or facilities that are not currently offered in the Town of Tecumseh that you would like to see made available in the future?"

% indicating they want additional recreational programs or facilities

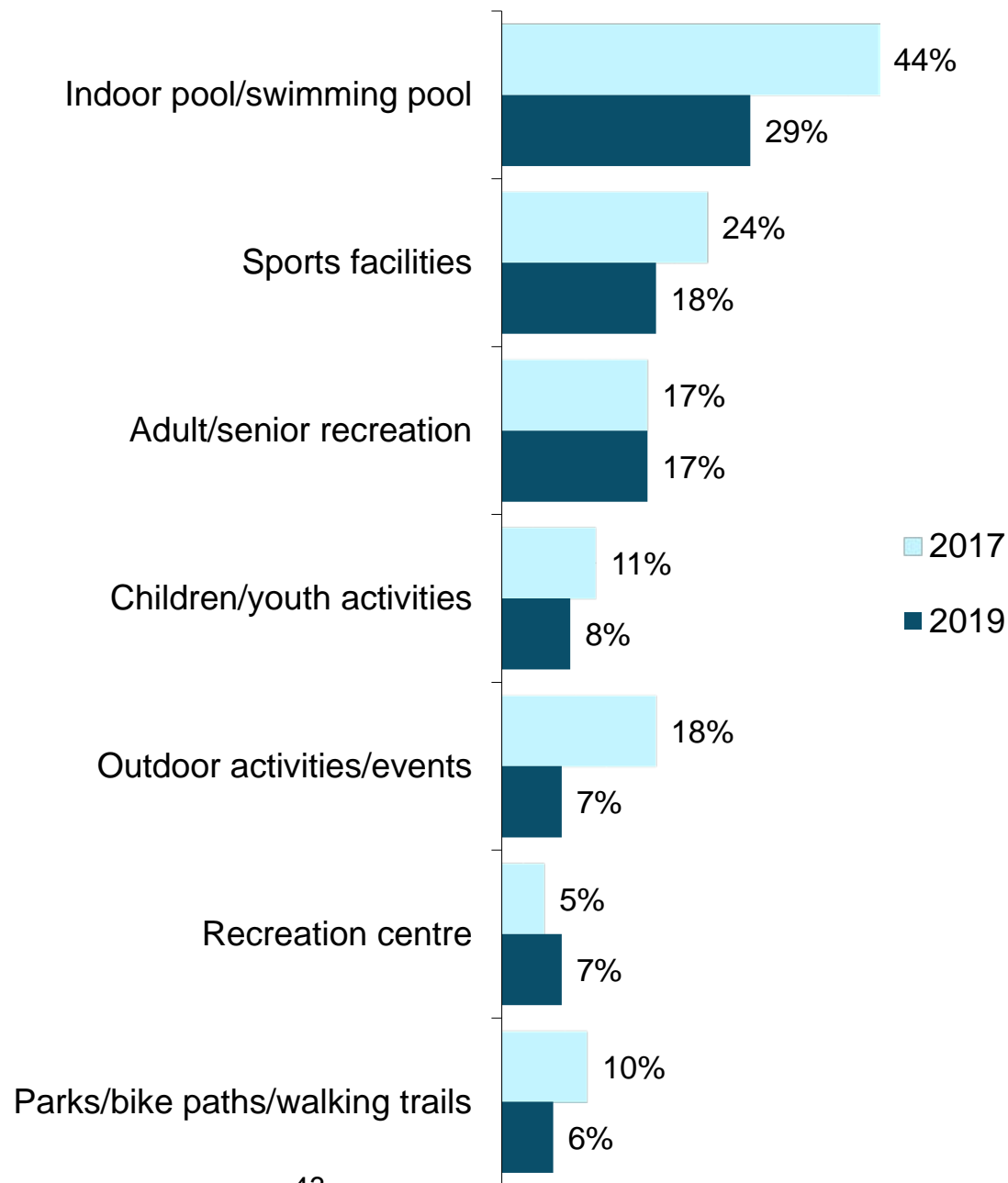


Base: Tecumseh adults aged 18+

RESIDENTS' DESIRE FOR AN INDOOR POOL HAS DECREASED SOMEWHAT SINCE 2017

Q12. "Which ones?"*

Base: Those who prefer additional recreational programs (n=169)
 *Multiple mentions were accepted.
 Totals may exceed 100%.



RESIDENTS LIKE THE ENTERTAINMENT AT THE CORN FESTIVAL

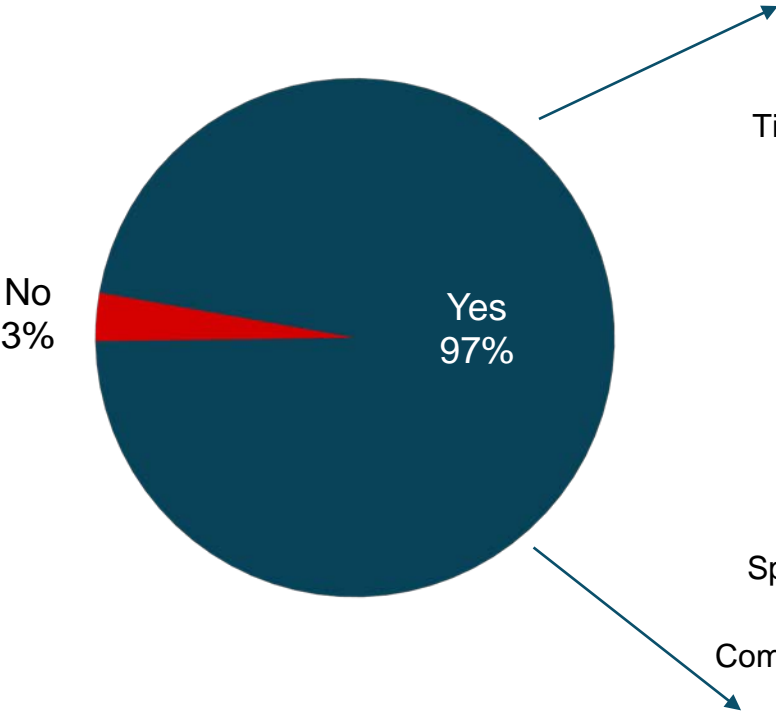
Q13. "Have you ever attended the Tecumseh Corn Festival?"

Base: Tecumseh adults aged 18+

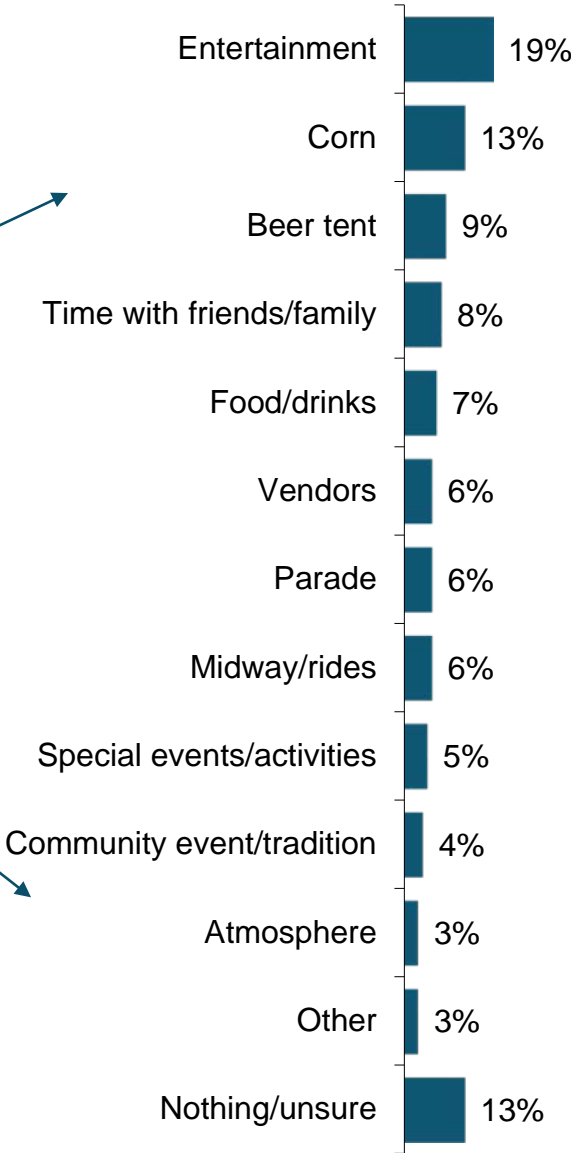
Q14. "What is your favourite part of the Corn Festival?"

Base: Those who have attended the Corn Festival in the past (n=390)

Incidence of Corn Festival attendance



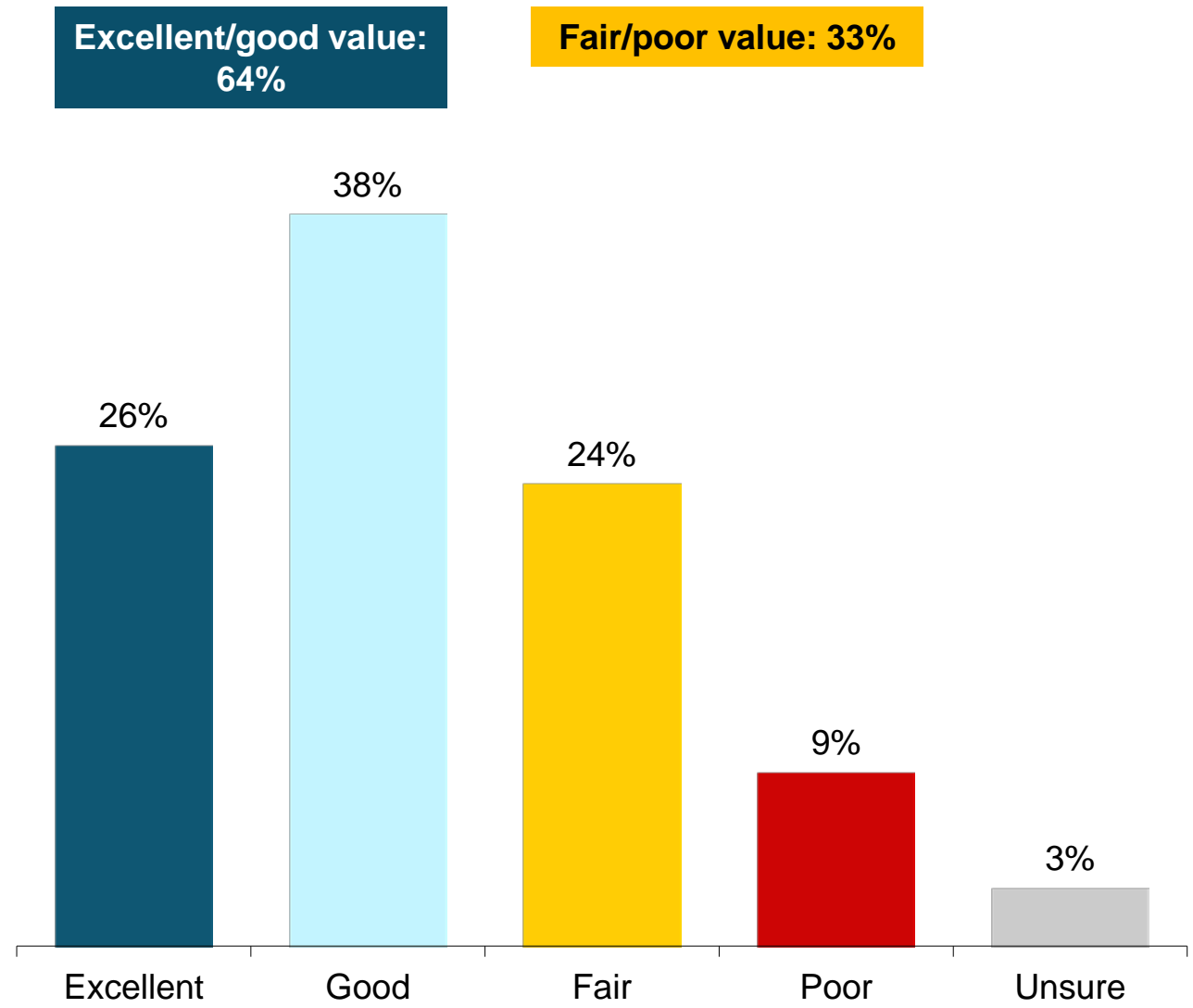
Favourite part of festival



NEARLY TWO-THIRDS OF RESIDENTS FEEL THE CORN FESTIVAL OFFERS GOOD TO EXCELLENT VALUE

Q15. "Thinking specifically about the Tecumseh Corn Festival, how much value do you feel this event provides to the Town?"

Base: Tecumseh adults aged 18+

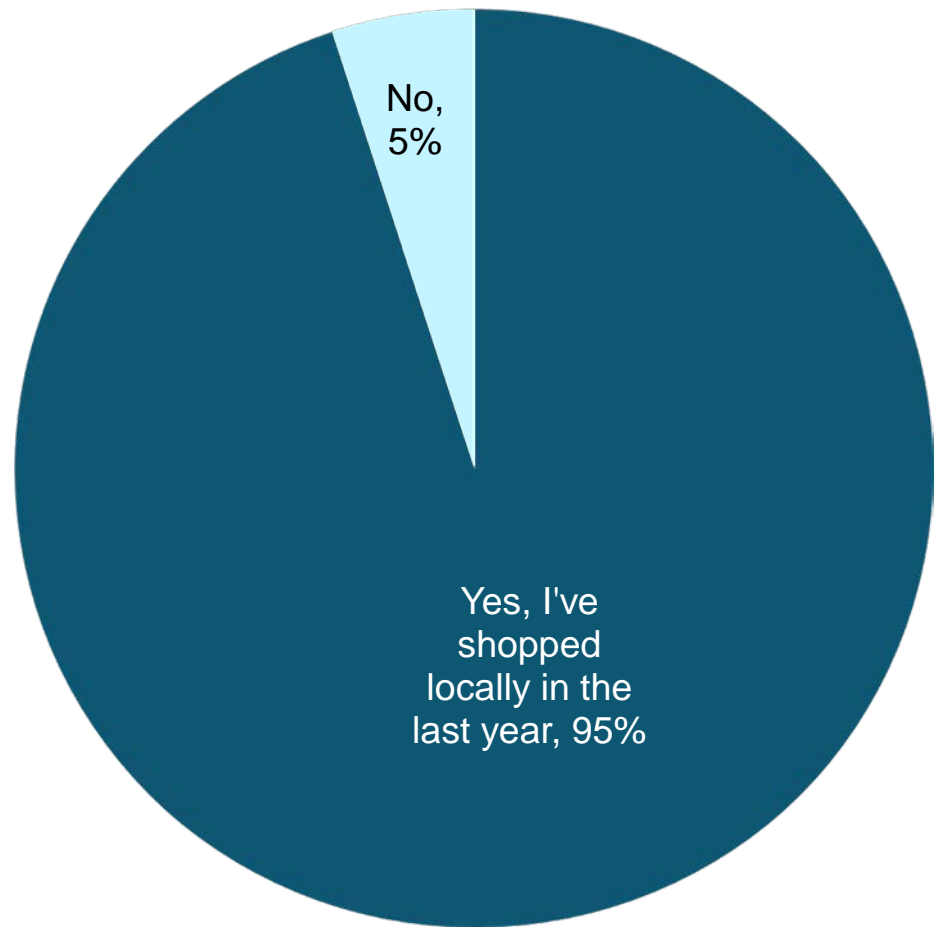


SUPPORT FOR LOCAL BUSINESSES



NEARLY ALL RESIDENTS SAY THEY SHOP LOCAL

Q25. "During the last year, have you shopped or purchased any items from a small business located in Tecumseh? This includes any of our local restaurants, retail shops or professional health services."

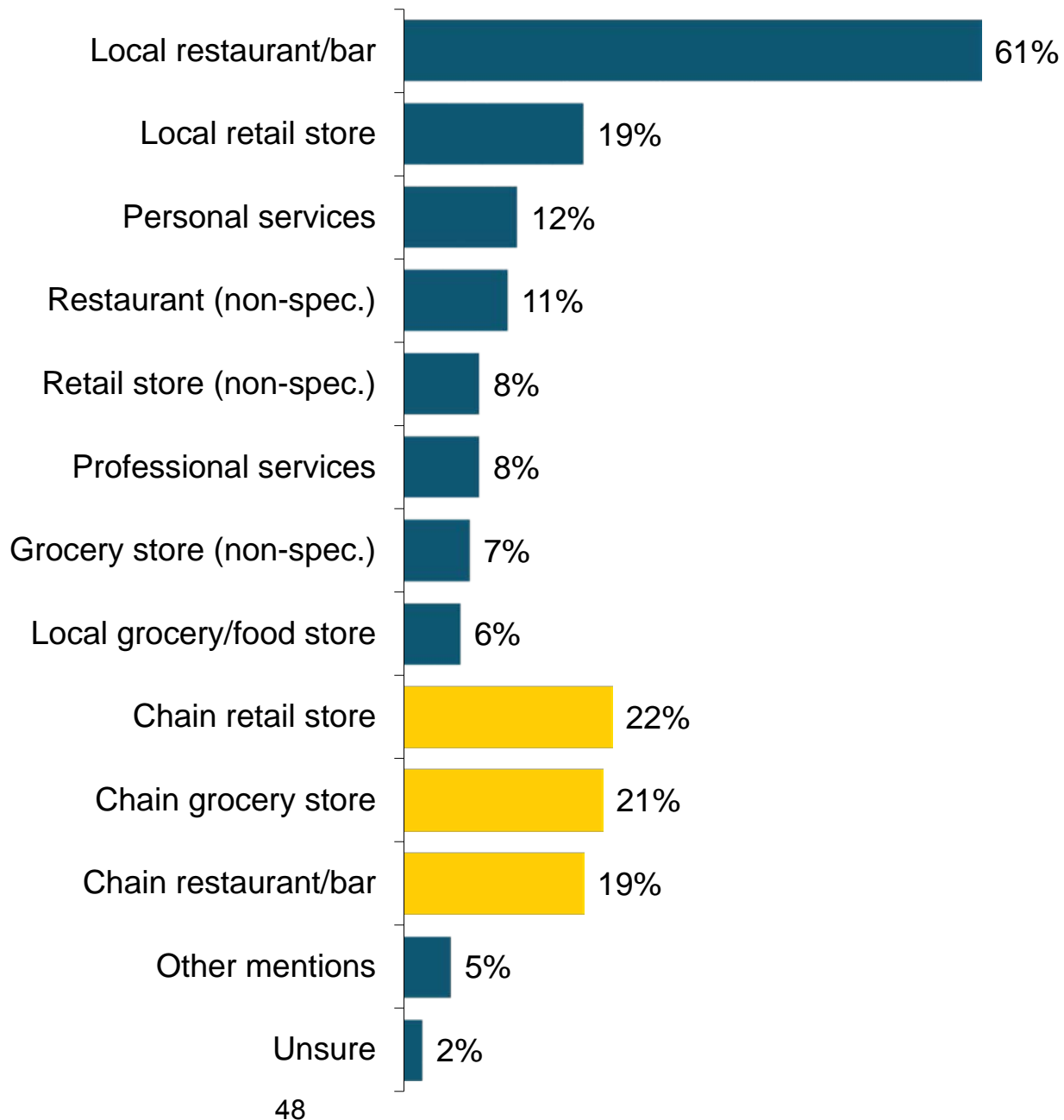


Base: Tecumseh adults aged 18+

MORE THAN HALF CONSIDER CHAIN RESTAURANTS, RETAILERS TO BE 'LOCAL'

Q26. "What are some of the stores/restaurants you have visited?"

Base: Those who have purchased from local businesses (n=383)
 *Multiple mentions were accepted.
 Totals may exceed 100%.

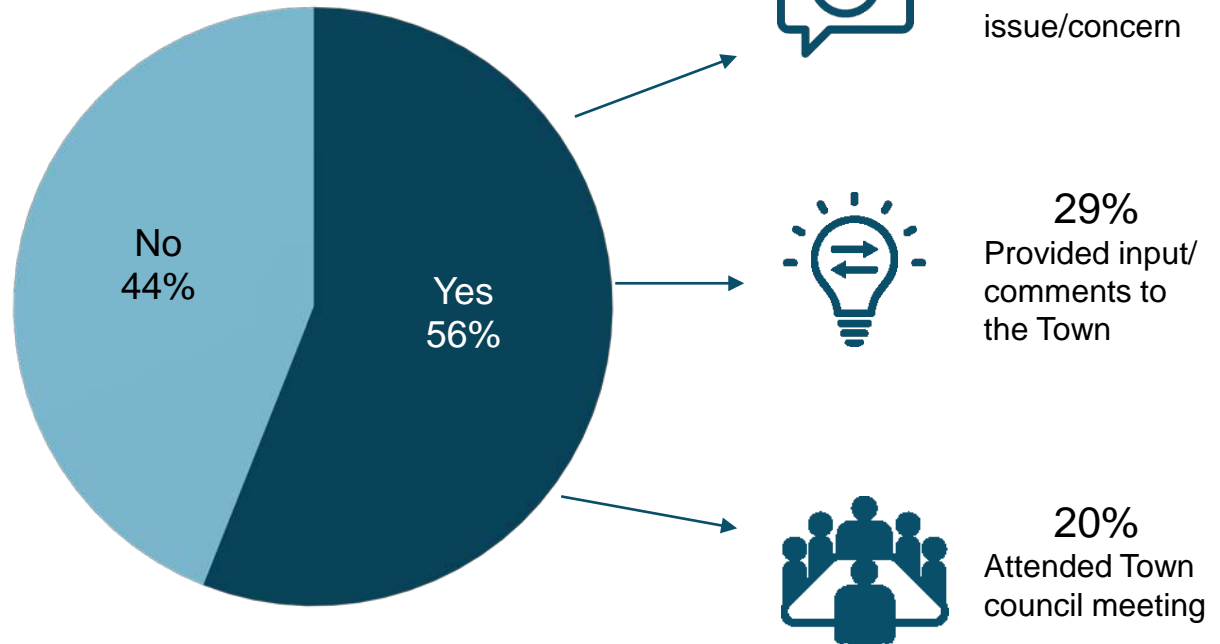


COMMUNICATIONS



ONE-HALF OF RESIDENTS HAVE CONTACTED THE TOWN WITHIN THE PAST YEAR

Incidence of engaging with the Town in the past 12 months



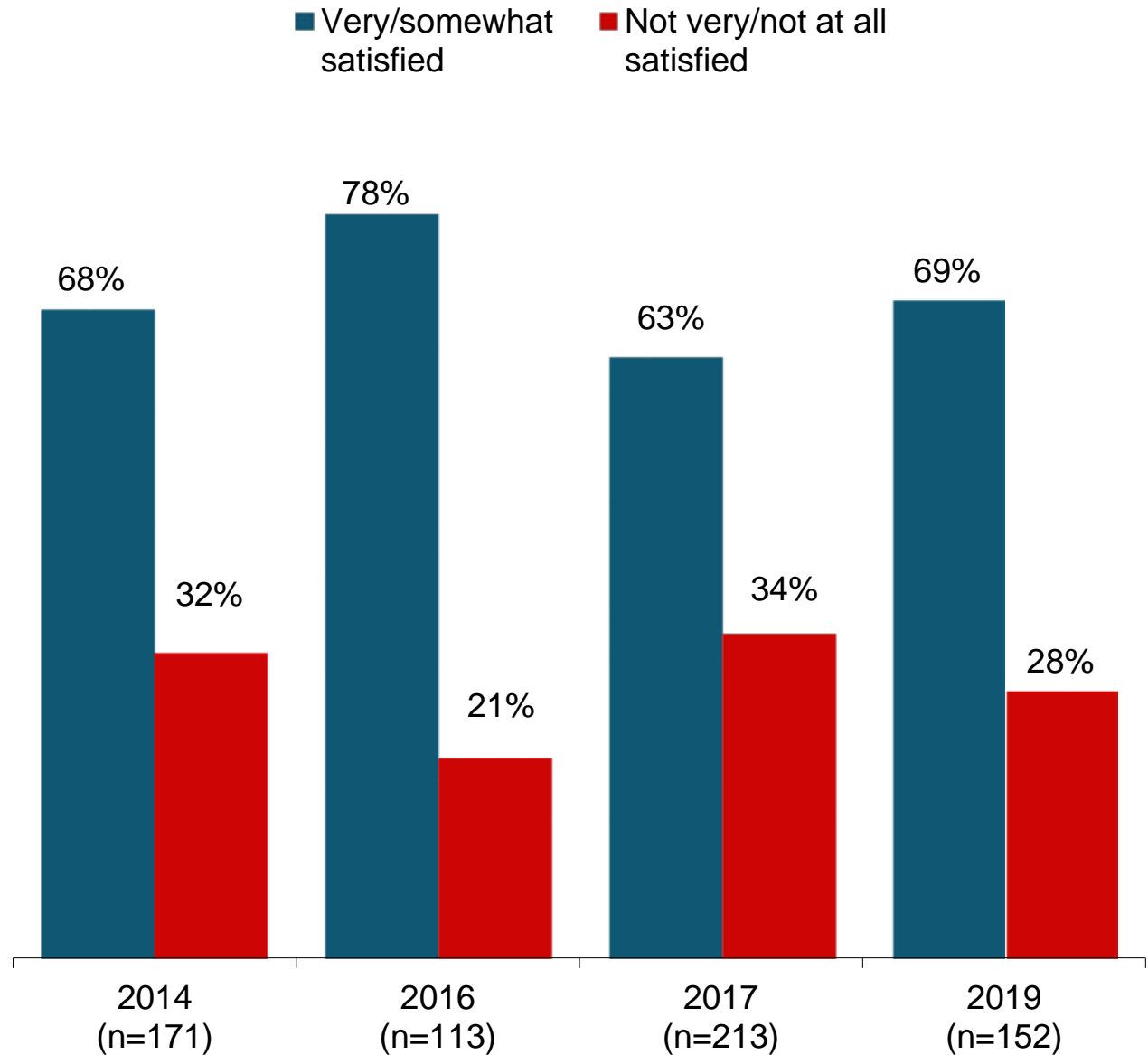
Q16. "Have you done any of the following in the past 12 months?"

Base: Tecumseh adults aged 18+

NEARLY SEVEN IN TEN ARE SATISFIED WITH HOW THE ISSUE WAS RESOLVED

Q19. "Thinking about all the times you have contacted the Town about a particular issue, how satisfied are you that your concern or concerns were dealt with effectively?"

Base: Those who have contacted the town about an issue/concern



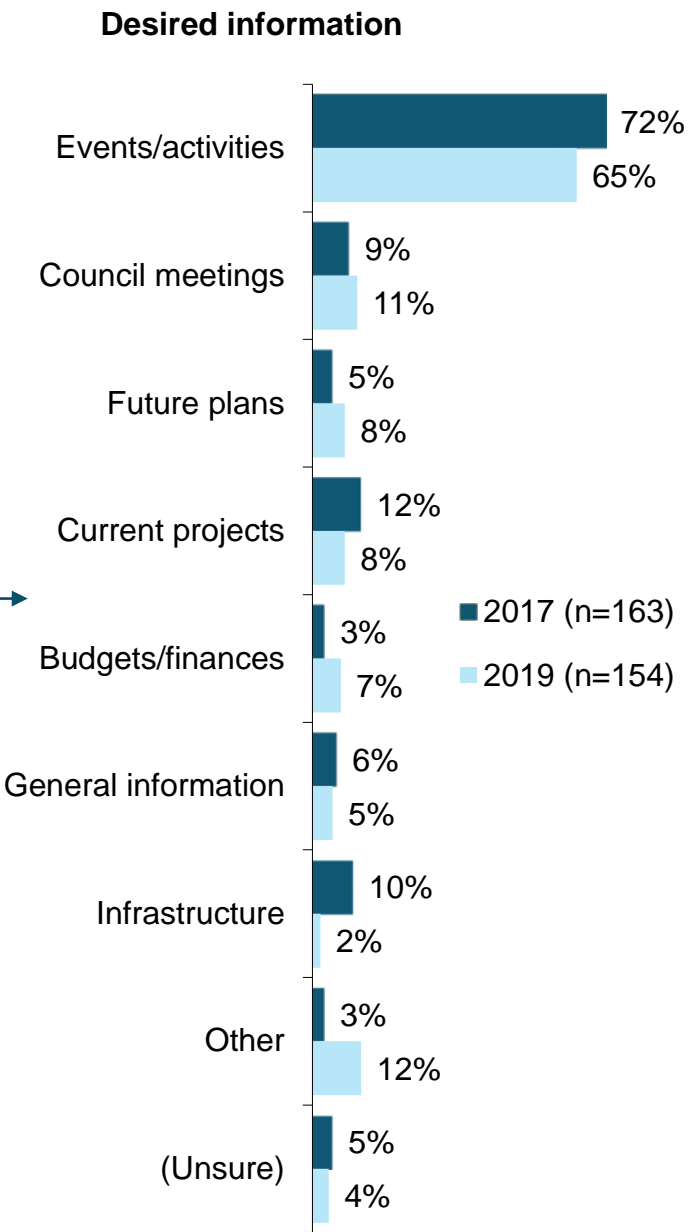
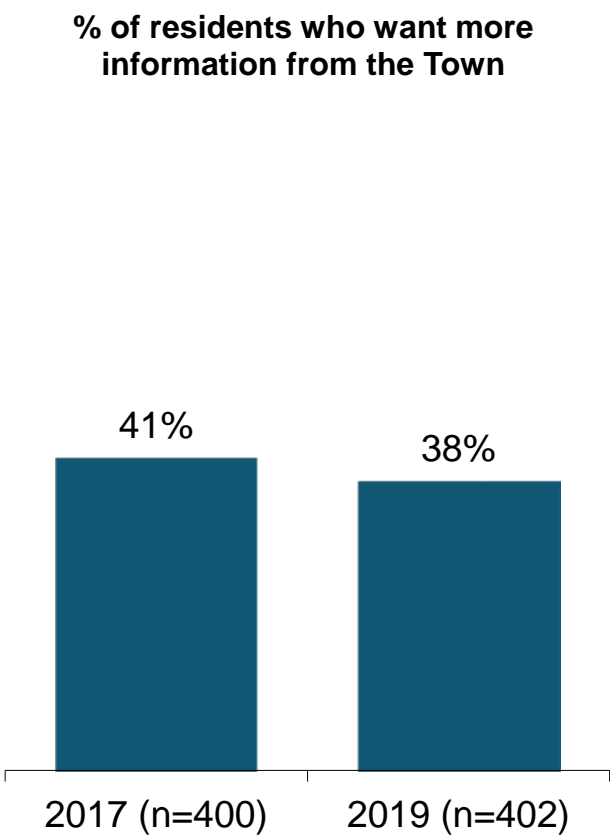
NEARLY FOUR IN TEN WOULD LIKE TO ACCESS MORE INFORMATION FROM THE TOWN

Q21. "Thinking about the amount of information you receive from the Town of Tecumseh, would you say you receive enough information about Town activities, or would you like more information?"

Base: Tecumseh adults aged 18+

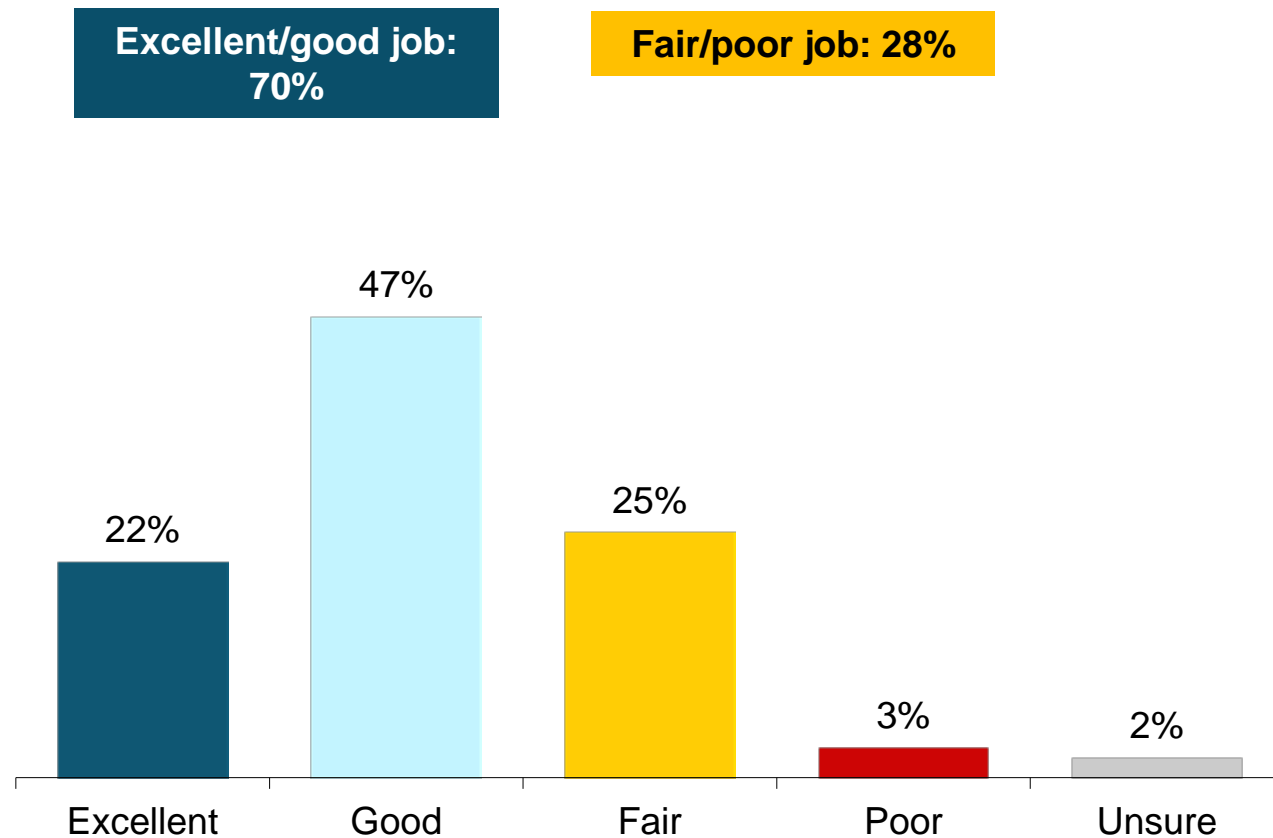
Q22. "What information would you like to know more about?"

Base: Those who want additional information



SEVEN IN TEN RESIDENTS SAY THE TOWN DOES A GOOD JOB OF KEEPING THEM INFORMED

Q23. "Overall how good of a job does the Town of Tecumseh do informing citizens about important issues?"



Base: Tecumseh adults aged 18+

CONCLUSIONS AND KEY INSIGHTS



CONCLUSIONS AND KEY INSIGHTS

- The Town continues to enjoy very high ratings on its key community metrics.
- Because overall citizen satisfaction is so high, it is difficult to identify obvious areas for improvement.
- Flooding remains a significant citizen priority to address.
- There continues to be a strong appetite for additional recreation programs and facilities in the Town.
- Despite a) the Town's crime rate being low and b) citizens feeling the community is safe, crime now shows up as a top-of-mind concern.
- Although residents say the Town does a good job of communicating with them about important issues, there are opportunities for the Town to take steps to keep citizens more informed.

Questions?



Curtis Brown
Principal

(204) 894-3298

curtis@probe-research.com

February 6, 2020

Dear Mayor and Council,

RE: Bill 156, *Security from Trespass and Protecting Food Safety Act*

The Essex County Federation of Agriculture represents the voice of agriculture in the local community, and advocates on behalf of our farm family members. Along with our Commodity partners in Essex and the Ontario Federation of Agriculture, the Essex County Federation of Agriculture is committed to a sustainable and profitable future for farm families.

Ontario farms have increasingly come under threat of unwanted trespassers and activists who are illegally entering property, barns and buildings, seizing private property and threatening the health and safety of the farm, employees, livestock and crops.

On December 2nd, 2019, the provincial government introduced Bill 156, *Security from Trespass and Protecting Food Safety Act, 2019*. The bill is intended to protect Ontario farm animals, farms, farmers and their families, and the safety of the entire food supply by addressing the ongoing threat of unwanted trespassing and from unauthorized interactions with farm animals. The risks of these actions include exposing farm animals to stress and potential diseases, as well as the introducing contaminants into the food supply.

The Essex County Federation of Agriculture appreciates the support from the provincial government for taking a strong stance to protect our farms and food safety, and introducing more significant consequences for illegal trespassing activities.

The Essex County Federation of Agriculture is calling on all municipal councils in the province to reassure their citizens that the safety of Ontario farm animals, farmers and farm families, and the safety of the entire food system matters. We respectfully ask that your council show your support for Bill 156 by sending the following letter (see below) to Ontario's Minister of Agriculture, Food and Rural Affairs, the Honourable Ernie Hardeman.

If you have already indicated to Minister Hardeman your support for Bill 156, we thank you for your initiative!

Thank you for showing your support for stronger legislation to protect Ontario farms, animals, and food from intruders.

Sincerely,

Lyle Hall, President

Essex County Federation of Agriculture

Sample letter to Minister Hardeman:

Hon. Ernie Hardeman
Minister of Agriculture, Food & Rural Affairs
77 Grenville Street, 11th Floor
Toronto, Ontario M5S 1B3

Via Email: minister.omafra@ontario.ca

Dear Minister Hardeman,

Ontario farms have come under increasing threat from trespassers and activists who illegally enter property, barns and buildings, causing significant disruptions to the entire agri-food sector. These activists are trespassing under false pretenses to gain entry on to farm properties. They have seized private property and threatened the health and safety of Ontario farms, employees, livestock and crops. These individuals and organizations are causing health and safety concerns and undue stress to Ontario farmers, their families, and their businesses. Once peaceful protests have escalated to trespassing, invading, barn break-ins and harassment. These incidents distress farmers, their families and employees, and threaten the health of livestock and crops when activists breach biosecurity protocols, ultimately putting the entire food system at risk.

We strongly support the new proposed legislation, *Bill 156: Security from Trespass and Protecting Food Safety Act*. This new legislation is an important way to keep our farm and food supply safe for all Ontarians. Bill 156 provides a balanced approach to protecting farms while recognizing a citizen's right to protest. This new legislation will ensure farm businesses have a legal standing to protect their farm, family and employees, livestock, crops and ultimately the entire food system. *Bill 156: Security from Trespass and Protecting Food Safety Act* is good news for Ontario's agri-food industry.

Thank you for this important new legislation. Protection of our Ontario should be the highest priority.

Sincerely,

SIGNATURE

copy: County Federation Email

Policies and Priorities Committee Meeting

Minutes

Date: Tuesday, January 28, 2020
Time: 5:30 pm
Location: Tecumseh Arena - Horwood Room, 1st Floor
12021 McNorton Street
Tecumseh, ON N8N 3C7

Present: Mayor, Gary McNamara
Deputy Mayor, Joe Bachetti
Councillor, Bill Altenhof
Councillor, Andrew Dowie
Councillor, Brian Houston
Councillor, Tania Jobin

Absent: Councillor, Rick Tonial

Also Present: Chief Administrative Officer, Margaret Misek-Evans
Director Parks & Recreation Services, Paul Anthony
Director Public Works & Environmental Services, Phil Bartnik
Director Fire Services & Fire Chief, Wade Bondy
Director Information & Communication Services, Shaun Fuerth
Director Planning & Building Services, Brian Hillman
Director Financial Services & Chief Financial Officer, Tom Kitsos
Director Corporate Services & Clerk, Laura Moy
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Manager Committee & Community Services, Christina Hebert
Manager Planning Services, Chad Jeffery
Manager Strategic Initiatives, Lesley Reeves

A. Call to Order

The Mayor calls the meeting to order at 6:00 pm.

B. Roll Call

C. Disclosure of Pecuniary Interest

There is no Declaration of pecuniary interest presented.

D. Delegations

There are no delegations presented.

E. Communications

There are no communications presented.

F. Reports

1. CS-2020-02 Procedural By-Law Review

Motion: PPC - 01/20

Moved By Councillor Andrew Dowie

Seconded By Deputy Mayor Joe Bachetti

That Report CS-2020-02 regarding a review of the Procedural By-law No. 2017-62 and recommended revisions **be received**;

And that the recommended revisions to the Procedural By-law in the Report **be accepted**.

Carried

Motion: PPC - 02/20

Moved By Deputy Mayor Joe Bachetti

Seconded By Councillor Brian Houston

That a Committee of three Members of Council **be appointed** to review the Procedural By-law;

And that Councillors Bill Altenhof, Andrew Dowie and Tania Jobin **be appointed** to the Committee.

Carried

2. CS-2020-05 Appointment of an Alternate to County Council Policy

As directed, the Clerk places the names of the Councillors in a box, one of which to be draw for the appointment as the Alternate Member to County Council. Councillor Tania Jobin's name is drawn.

Motion: PPC - 03/20

Moved By Deputy Mayor Joe Bachetti

Seconded By Councillor Brian Houston

That Report CS-2020-05 entitled "Appointment of an Alternate Member to Essex County Council" **be received**;

And that a policy entitled, "Appointment of an Alternate Member to County Council" **be drafted** to appoint an Alternate to Essex County Council by way of draw of names from a hat of those members expressing an interest to be appointed;

And further that the Clerk **be directed** to prepare a by-law to appoint Councillor Tania Jobin as the Alternate Member for the remaining term of Council.

Carried

3. CS-2020-03 Code of Conduct for Members of Council and Local Boards Review

Motion: PPC - 04/20

Moved By Councillor Tania Jobin

Seconded By Councillor Bill Altenhof

That CS-2020-03 entitled "Code of Conduct for Members of Council and Local Boards Review" (Code of Conduct), **be received**;

And that the revised Code of Conduct as appended to CS-2020-03, **be accepted as amended** with the following new Section 4.3 "Members are responsible for making honest public statements and no member shall make a statement when they know that statement is false, or with the intent to mislead other members or the public";

And further that a by-law to approve the revised Code of Conduct, for Council's consideration at their next regularly scheduled meeting to be held on Tuesday, February 11, 2020, **be prepared**.

Carried

4. CS-2020-04 Urban Hens Draft By-Law

Motion: PPC - 05/2020

Moved By Deputy Mayor Joe Bachetti

Seconded By Councillor Brian Houston

That Report CS-2020-04 entitled "Urban Hens Draft By-Law" **be received**;

And that the draft by-law authorizing the two-year Urban Hen Licensing Pilot Program for the period March 1, 2020 to April 30, 2022, **be considered** at the next Regular Council Meeting;

And further that the 2020 Fees & Charges By-Law **be amended** to include an annual license fee of \$25.00 for an Urban Hen License.

Carried

5. FS-2020-02 Financial Management Policy

Motion: PPC - 06/20

Moved By Councillor Bill Altenhof

Seconded By Councillor Brian Houston

That Report FS-2020-02 Financial Management Policy **be received;**

And that the Financial Management Policy as appended to Report FS-2020-02, **be adopted.**

Carried

G. Unfinished Business

There is no unfinished business presented.

H. New Business

In response to an inquiry about purchasing candy for Council to distribute at the annual Corn Fest parade, the Director Financial Services advises that it could be funded under either Council's discretionary funds or under promotional items.

I. Next Meeting

The next Policies & Priorities Committee meeting is scheduled for Tuesday, April 14, 2020.

J. Adjournment

Motion: PPC - 06/20

Moved By Councillor Bill Altenhof

Seconded By Councillor Andrew Dowie

That there being no further business, the Tuesday, January 28, 2020 meeting of the Policies and Priorities Committee **be adjourned** at 6:37 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk



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: January 28, 2020

Report Number: FS-2020-02

Subject: Financial Management Policy

Recommendations

It is recommended:

That Report No. FS-2020-02 Financial Management Policy **be received;**

And that the Financial Management Policy as appended to FS-2020-02 **be adopted.**

Background

The purpose of this policy is to provide decision-making guidance to allow for financial sustainability through changing conditions.

Financial sustainability is about being mindful of the financial well-being of future generations. It requires:

- Servicing of current needs of the municipality,
- Providing a strong foundation for future needs,
- Flexibility to meet unforeseen challenges and take advantage of opportunities as they arise.

Long-term financial planning aligns the Town's financial capacity with the Town's strategic priorities, vision and long-term service objectives.

Comments

The Financial Management Policy is divided into three sections:

- Goals and Objectives,
- Key Principles, and
- Financial Policy Framework.

Goals and Objectives

The policy has several goals and objectives, including:

- Providing reference to decisions involving the use of funds,
- Guiding policy creation,
- Ensuring financial operational activities are implemented as intended by Council,
- Setting forth principles to maintain financial stability and sustainability,
- Promoting sound financial management by providing accurate, timely, concise and relevant information on the Town's financial condition,
- Ensuring legal and effective use of financial resources through internal control systems,
- Protecting the ability to maintain a solid credit rating and meet debt obligations, and
- Defining roles and responsibilities related to financial management.

Key Principles

The foundation of the Financial Policy Framework is the set of overarching principles of responsible financial management. The principles outline the Town's basic philosophy on financial matters and align with the Town's strategic plan. The following principles apply to all decisions:

- Respect the taxpayer,
- Be transparent and accountable,
- Manage financial condition,
- Look and plan ahead,
- Manage assets for serviceability, affordability and longevity,
- Manage long term liabilities,

- Invest pragmatically, and
- Diversify revenues.

Financial Policy Framework

The Financial Policy Framework is guided by the Key Principles and consists of eight distinct elements. The elements categorize areas of financial management and include:

- Budget and Financial Planning,
- Revenues,
- Expenditures,
- Reserve and Reserve Funds,
- Asset Management Planning,
- Debt,
- Investment, and
- Accounting, Auditing & Financial Reporting.

Fundamentals, accountabilities and reference documents are identified for each element.

As this policy aligns with the Town's strategic priorities, it should be reviewed/updated by Council and Administration for each new term of Council at a minimum.

Consultations

Chief Administrative Officer
Lisa Armstrong Consulting

Financial Implications

There are no financial considerations to the implementation of this policy.

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 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:

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

Financial Management Framework Policy



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: TBD

Effective Date: January 28, 2020

Supersedes: N/A

Approval: TBD

Subject: **Financial Management Policy**

1.0 Purpose

The Financial Management Policy is a framework that provides decision-making guidance to allow for financial sustainability through changing conditions.

Financial sustainability is about being mindful of the financial well-being of future generations. It requires the servicing of current needs of the municipality while providing a strong foundation for future needs, as well as the flexibility to meet unforeseen challenges and take advantage of opportunities as they arise. Long-term financial planning aligns the Town's financial capacity with the Town's strategic priorities, vision and long-term service objectives.

The foundation of this framework is a set of overarching key principles of responsible financial management.

2.0 Scope

This policy shall apply to the financial activities of the Town of Tecumseh and Agencies, Boards and Commissions funded in whole or part by the Town of Tecumseh.

3.0 Goals and Objectives

3.1 This framework has multiple goals and objectives including:

- Providing reference to decisions involving the use of funds;
- Guiding policy creation;
- Ensuring financial operational activities are implemented as intended by Council;
- Setting forth principles to maintain financial stability and sustainability;
- Promoting sound financial management by providing accurate, timely, concise and relevant information on the Town's financial condition;
- Ensuring legal and effective use of financial resources through internal control systems;
- Protecting the ability to maintain a solid credit rating and meet debt obligations; and
- Defining roles and responsibilities related to financial management.

3.2 This framework is integrated with various policies and procedures, however some contradictions are inevitable. For instance, a policy of limiting debt may impede a goal of maintaining assets. Utilization of this framework ensures that long-term financial objectives are fully considered when conflicts arise and helps ensure that a series of individual decisions do not result in an unintended erosion of long-term goals.

3.3 Given the importance and encompassing nature of this document, there is a requirement for Council to review and approve the framework at the beginning of each term.

4.0 Key Principles

The foundation of the Financial Policy Framework is the set of overarching principles of responsible financial management. The principles outline the Town's basic philosophy on financial matters and align with the Town's strategic plan. The following principles apply to all decisions.

Principle	Actions
Respect the taxpayer	<ul style="list-style-type: none">• Tax/User rates are predictable and service levels are sensitive to affordability;• Economic, efficient and effective use of tax dollars;• Periodic review and continuous improvement in productivity, programs and activities; and• Community engagement through input and Involvement.

Be transparent and accountable	<ul style="list-style-type: none"> • Proactively pursue ways to make financial information publicly available, accessible, and easy for all to understand; • Direct attention to the total financial picture of the Town rather than single-issue decisions; • Comply with federal, provincial and local legislative and reporting requirements; • Work together cooperatively to ensure that all financial matters are addressed with care, integrity, and in the best interest of the Town; • Ensure decisions and activities support the strategic priorities of Council; and • Measure and assess targets and outcomes.
Manage financial condition	<ul style="list-style-type: none"> • Raise sufficient revenues to fund operations, while maintaining appropriate levels of debt and equity; • Ensure liabilities arising out of current operations are fully funded by current taxpayers and user ratepayers; • Spend within approved budgets. When emerging conditions occur, implement necessary trade-offs or receive appropriate approval to exceed. • Allow an element of flexibility to respond to evolving circumstances; • Maintain sufficient Reserve and Reserve Fund balances; and • Estimate conservatively.
Look and plan ahead	<ul style="list-style-type: none"> • Be informed on emerging changes to legislation, economy, demographics and community needs; • Leverage external funding opportunities and reprioritize as needed (example Grants); • Take a balanced approach to growth in residential and employment areas; and • Ensure growth pays for growth.
Manage assets for serviceability, affordability and longevity	<ul style="list-style-type: none"> • Maximize benefits, manage risk and provide satisfactory levels of service to the public in a financially sustainable manner; • Apply sound technical, social and economic principles; • Consider present and future user needs; and

	<ul style="list-style-type: none"> • Integrate asset management with other strategic activities.
Manage long term liabilities	<ul style="list-style-type: none"> • Identify, monitor and adapt plans to fund long-term financial liabilities; • Practice Pay-As-You-Go approach when practical; • Borrow only for long-lived assets when affordable; and • Maintain and/or improve credit rating.
Invest pragmatically	<ul style="list-style-type: none"> • Carefully balance cash requirements with investment returns; and • Preserve capital, remain liquidity and diversify.
Diversify revenues	<ul style="list-style-type: none"> • Charge User Fees to identifiable users when appropriate; • Set User Fees based on supportable data; • Investigate impact of new methods of funding/financing; • Leverage private-sector expertise where appropriate; and • Pursue grant funding opportunities.

5.0 Financial Policy Framework

The Financial Policy Framework is guided by the Key Principles and consists of eight distinct elements. The elements categorize areas of financial management and include:

1. Budget and Financial Planning
2. Revenues
3. Expenditures
4. Reserve and Reserve Funds
5. Asset Management Planning
6. Debt
7. Investment
8. Accounting, Auditing & Financial Reporting

Financial elements outline fundamentals, accountabilities and reference documents.

Fundamentals – Describe the standards and understood practices that regulate each element. They summarize the approach the Town supports and expects in action.

Accountabilities - Identifies accountabilities of Council and Senior Staff and reporting requirements. Senior staff may assign specific responsibilities to their staff; however, the accountability remains with them as identified.

Reference Documents – Includes internal documents that are approved by Council and identify specific targets and expected outcomes.

5.1 Budget and Financial Planning

Annually Council adopts a budget that meets all the requirements of the Municipal Act. The budget (also referred to as business plan) outlines the plans for the delivery of programs and services. The budget must be balanced, meaning that revenues equal expenses, and the budget is finalized and approved by Council before final property tax bills can be issued.

The approved budget provides for financial resources to:

- Implement plans to achieve strategic priorities;
- Effectively deliver mandated programs and services;
- Maintain or change service levels;
- Provide an operational framework to implement recommendations from higher-level plans such as master plans and studies; and
- Support capital investment.

Financial planning is used to identify future challenges and opportunities through forecasting and analysis, and then, devising strategies to achieve financial sustainability. It is about balancing:

- Costs and benefits between existing and future taxpayers;
- Financial stability/solid credit rating and achieving strategic initiatives and community priorities; and
- Maintenance of existing infrastructure and having infrastructure in place to support new growth and economic development.

Fundamentals

- Budget approval occurs annually, with a multi-year outlook including mid-range (five-year) tax rate projections;
- Approved budget is effectively communicated to Council, administration and citizens;
- Budgets align with the strategic priorities of Council;
- Consideration is given to the expected long-term impact of annual decisions;
- Incorporate efficiency and effectiveness as well as all lifecycle costs in decision making (including staff efficiency, operating, maintenance, debt service costs and asset replacement);
- For transparency, rate-supported (water & wastewater) operating budgets are shown separately from the tax-supported general operations;
- Operating, Lifecycle/Capital and Reserve and Reserve Funds budgets are shown separately;
- Allocations of Lifecycle funding are approved by lifecycle category;
- Operating impact of Lifecycle/Capital projects, including long-term maintenance costs, are included in the operating budget;
- Recurring expenditures are financed from recurring sources of revenue;

- Non-recurring revenue is only used for non-recurring expenditures or to replenish a reserve or reserve fund;
- Compensation planning and collective bargaining focuses on the total cost of compensation (includes direct salary/wage, benefits, pension);
- Operate within the existing staffing levels to the extent possible and rationalize changes through a RNSE form (Recommend New Staffing Enhancements); and
- Financial Key Performance Indicators (FKPI) are evaluated regularly.

Accountability

- Council:
 - Establish priorities through the Strategic Plan;
 - Establish services to be provided and desired service levels;
 - Provide direction to administration during pre-budget council consultation;
 - Scrutinize the budget submission taking into account public input, administration recommendations, and future needs;
 - Annually adopt the budget via by-law; and
 - Annually approve the rates required for taxation and user fees via by-law.
- Chief Administrative Officer (CAO):
 - Ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;
 - Measure/monitor actions against the strategic plan;
 - Direct the preparation of the budget in an open and collaborative manner with the Senior Management Team;
 - Exercise financial control over all corporate operations, in conjunction with the Chief Financial Officer (CFO) and Senior Management Team, to ensure compliance with the budgets approved by Council; and
 - Recognize the priorities of the Town as a whole, separate from specific departmental priorities, during the decision-making process.
- Director Financial Services/CFO:
 - Measure/monitor financial health and maintain financial integrity;
 - Establish/maintain appropriate forecasting methodologies;
 - Lead the preparation and administration of the annual budget; and
 - Ensure adherence to legislation and Town policies.
- Department Directors:
 - Identify financial needs of program/activity delivery;
 - Lead the development of realistic and responsible departmental budgets in accordance with the established guideline, timeline, and process;
 - Provide decision makers complete and meaningful information/analysis;
 - Submit budget requests based on supportable facts that can be well understood by Council and the general public; and
 - Ensure resources and assets under their authority are effectively managed on an ongoing basis, with a focus on continuous improvement.

Reference Documents

- Budget Approval Process Policy (#19, PC 127/01)

5.2 Revenues

A fiscally sustainable municipality should have a diverse array of revenue tools to ensure that funding remains stable and predictable in the long-term. Municipalities have various forms of revenue, including:

- Property taxes;
- Special area rates;
- Payment-in-lieu of taxes (PILT) – for properties exempt from taxes, such as hospitals and properties owned by the province and federal government
- Water/Wastewater fees;
- User fees (such as ice time, or facility rental);
- Development charges (DCs), including Community Benefit Charges(CBC) – may charge a portion of growth-related capital costs to new residents/businesses;
- Conditional/unconditional grants;
- Local improvement charges – may charge all/part of capital costs to benefiting/abutting properties (such as sewers);
- Fines and penalties; and
- Investment income.

Tax levels are set to adequately fund/protect the Town's:

- Financial condition;
- Infrastructure investment;
- On-going expenditures; and
- Liabilities.

Fundamentals

- Balance the request for services with the ability to raise fees, charges, and taxes to support those services;
- Assess affordability by the overall level of revenue required to finance the Town's services and programs relative to comparable towns;
- Strive to maintain a diversified mix of revenues to balance the sources of revenue amongst citizens, to provide on-going stability and predictability, and shelter from short-term fluctuations in any one revenue source;
- Estimate revenue conservatively, given that revenues are sensitive to local, regional and provincial economic activities;
- Set Water and Wastewater rates to ensure all costs are fully recovered and align with the Water Division Financial Plan;
- User fees are approved through the Schedule of Fees By-Law;
- User fees for programs/activities are reviewed annually and consider:
 - the operating and capital costs including an allocation of overhead;
 - the extent of subsidization through property taxation; and
 - market analysis, impact of changing fees on demand, and fees for similar services in other communities;

- Non-recurring revenues are managed carefully to ensure the Town does not become reliant on them for regular operations;
- Generally, revenue from sale of assets is credited to the capital/lifecycle reserve based on functional area; and
- Report on variances in revenue versus the approved budget and provide total year forecasted revenue at least 2 times per year.

Accountability

- Council:
 - Establish priorities through the Strategic Plan;
 - Approve policies, such as Investment Policy;
 - Adopt the budget, including revenue, via by-law;
 - Approve the rates required for taxation and Schedule of Fees by-law; and
 - Approve collection method for property taxes via by-law.
- Chief Administrative Officer (CAO):
 - Direct the preparation of the budget, including revenue, in a collaborative manner with the Senior Management Team,
 - Ensure that administrative policies, practices and procedures are in place to implement the decisions of Council, and
 - Measure/monitor actions against the strategic plan.
- Director Financial Services/CFO:
 - Implement revenue collection methodologies as directed by Council;
 - Ensure adherence to legislation and policies as approved by Council;
 - Remain up-to-date regarding municipal revenue legislation, tools and methodologies; and
 - Report to Council on revenue variances versus the approved budget.
- Department Directors:
 - Review/recommend user rates annually, and recommend revenue optimization approaches for their area of responsibility.

Reference Documents

- Investment Policy (#87,RCM 15/16)
- Water Division Financial Plan (#40-301)

5.3 Expenditures

Financial expenditure policies/procedures cover a wide range of topics. Council will approve policy direction and high-level targets, while Administration has more detailed and prescriptive procedures and targets for internal management purposes.

Fundamentals

Operating Budget Control and Variance Reporting:

- Spend within approved budgets. Manage a global budget; when emerging conditions occur, implement necessary trade-offs. If trade-offs are insufficient, receive appropriate approval to exceed the budget (in advance unless emergency spending is required).
- Report at least 3 times per year on budget versus actual spending, identifying major variance drivers (generally June, August and year-end); and
- Provide a forecast of expected results (generally June and August), identifying actions that may be required to eliminate a potential deficit.

Capital Works Status Reporting:

- Spend within approved budgets. When emerging conditions occur, implement necessary trade-offs. If trade-offs are insufficient, receive appropriate approval to exceed the budget (in advance unless emergency spending is required).
- Report regularly, at least 3 times per year, on budget versus actual spending and the expected cost to complete the project in entirety.

Purchasing/Procurement Policy:

- Purchasing policy objectives include:
 - corporate efficiency;
 - process that is competitive, open, transparent, accountable and fair;
 - insurance & WSIB coverage;
 - authorization of capital works;
 - environmental consideration; and
 - total cost consideration.

Surplus/Deficit Management:

- Spend as necessary within limits set by budget (spending less than budget results in a surplus);
- A surplus is allocated to the Tax Rate Stabilization Reserve and/or Infrastructure Reserve; and
- A deficit (when unavoidable) is funded through the Tax Rate Stabilization Reserve.

Accountability

- Council:
 - Ensures accountability and transparency of the operations and financial management of the municipality.
- CAO:
 - Ensure that administrative policies, practices and procedures are in place to implement the decisions of Council;
 - Measure/monitor actions against the approved budget; and
 - Anticipate variances and provide options to Council.
- Director Financial Services/CFO:
 - Report to Council on budget variances and forecasts; and
 - Disposition of annual surplus or deficit.
- Department Directors:
 - Spend within approved budgets, identify necessary trade-offs and gain approvals as needed;
 - Provide forecasted spending updates at least 2 times per year; and
 - Report to Council on Capital Works status at least 3 times per year.

Reference Documents

- Purchasing Policy and By-Law (#17, #2017-63, Res #224/17)
- Capital Budget Implementation and Reporting (#20, PC 127/01)
- Operating Budget Implementation and Reporting (#21, PC 127/01)
- Post Budget Adjustments (#22, PC 127/01)

5.4 Reserve and Reserve Funds

Reserves and Reserve Funds are a critical component of the Town's long range financial planning. They provide for:

- tax rate and user rate stability by smoothing the effect of variable/unanticipated expenditures or revenues;
- funding for one-time or short-term requirements;
- future lifecycle replacement or asset acquisition; and
- flexibility to manage debt.

Reserve – An allocation of accumulated net revenue that is established by Council for a particular purpose. It has no reference to any specific asset and does not require the physical segregation of money or assets. Interest earned on investment is reported as operating fund earnings and not accumulated in the reserve.

Reserve Fund – An allocation of accumulated net revenue, similar to a reserve. Reserve fund assets are segregated and restricted to meet a specific purpose, and interest earned accumulates in the reserve fund. There are two types of reserve funds. Obligatory reserve funds are required under provincial statute, while discretionary reserve funds are created by Council for a specified future use.

Fundamentals

- Maintain sufficient levels of Reserves and Reserve Funds to meet lifecycle asset needs, manage unexpected/unpredicted expenditures, and meet future obligations;
- All Reserves and Reserve Funds are supported by a plan identifying contribution sources and projected disbursements required to meet future obligations;
- Lifecycle and Infrastructure Reserves are generally used for the future replacement or acquisition of new capital assets;
- Use Reserves and Reserve Funds for intended purpose. If needed for another purpose, approve via resolution or by-law; and
- Measure/evaluate Reserve and Reserve Fund adequacy annually.

Accountability

- Council:
 - Reviews, evaluates and approves the policy;
 - Approves creation/closure/amalgamation of Reserve and Reserve Funds; and
 - Approves activity through the Budget process or Resolution/By-Law.
- Director Financial Services/CFO:
 - Manages Reserves and Reserve Funds in accordance with legislation, Council direction and prudent business practices;
 - Provides long-range financial planning recommendations to link the lifecycle and asset management plan with reserve planning;

- Provides recommendations on the adequacy levels of Reserves and Reserve Funds;
 - Prudently invest Reserve and Reserve Funds per the Investment Policy, and allocates interest appropriately; and
 - Report on the status of the Town's Reserves and Reserve Funds and the future demands associated with each.
- Department Directors:
 - Plan for long-term asset lifecycle management including cost and revenue estimates; and
 - Spend within approved budgets.

Reference Documents

- None currently

5.5 Asset Management

Assets are a critical part of a municipality and their delivery of service. There are a number of documents and activities that ensure on-going stewardship of the Town's assets, such as master plans, assessments, DC background study, and Water Division Financial Plan (Water & Wastewater Rate Study).

"Asset Management" includes all activities involved in an asset's lifecycle from planning and acquisition/creation; to operational and maintenance activities, rehabilitation, and renewal; to replacement or disposal. The Town's Strategic Asset Management Policy identifies the importance of establishing consistent standards and guidelines for the management of assets applying sound technical, social and economic principles that consider present and future needs of users, and the service expected from the assets. This means leveraging the lowest total lifecycle cost of ownership with regard to the service levels that best meet the needs of the community while being cognizant of acceptable asset condition.

The Asset Management Plan (AMP) development/maintenance is multi-disciplinary and takes into consideration:

- Strategic priorities
- Expected levels of service
- Risk
- Maintenance strategies
- Asset integration
- Financing strategies

Additionally, the Town completes prescribed accounting activities for the recording and reporting of Tangible Capital Assets (TCAs). Asset Management planning focuses on the total lifecycle cost of ownership and replacement costs, while TCA accounting focuses on historical purchase cost and depreciation over useful life.

The Town differentiates the following when referring to capital assets/spending:

- Lifecycle – replacement of existing assets; and
- New Infrastructure – New Infrastructure Levy (NIL), purchase of new assets (to support service level enhancements and growth).

Fundamentals

- The legislated Asset Management Plan (AMP) is an active document that is updated on a regular basis and will eventually include all municipal capital assets;
- Applicable information and documents, including master plans, are utilized collectively to inform and support asset management decisions;
- Capital assets are maintained and/or replaced based on lifecycle ownership cost/benefit analysis;
- Capital assets that are not required to meet current or future program or operational requirements are disposed;
- An objective and transparent method is used to evaluate asset condition and the corresponding need and priority for maintenance or replacement; and

- Where a funding shortfall exists, priority in spending is as follows:
 - Assets that impact public health, safety and operational requirement;
 - Strategic Priority Rank; and
 - Where long term financial returns are highest.

Accountability

- Council, senior administration and department staff responsibilities are outlined in the Strategic Asset Management Policy; and
- Director Financial Services/CFO:
 - Facilitate the financial strategy in the AMP in alignment with the budgeting process and Water Division Financial Plan; and
 - Comply with regulation/principles in relation to Tangible Capital Assets.

Reference Documents

- Strategic Asset Management Policy (#95, RCM-177/19)
- Asset Management Plan (version 2.0, 2018, RCM-157/18)
- Tangible Capital Asset Accounting Policy (#83, RCM-176/14)
- Water Division Financial Plan (2019, #40-301)

5.6 Debt

Debt includes long-term borrowing and capital lease obligations. As stipulated in the Municipal Act, long-term debt can only be used to finance capital assets. The term of the debt must be equal to or less than the life of the asset, subject to limitations. The Province limits the total amount of debt that a municipality can issue to 25% of its own-source revenues (all revenue received less Federal and Provincial Grants).

In 2005, the Town has adopted an aggressive strategy to use long-term debt to be ready for development and at the same time embarked on a Lifecycle plan to fund the replacement of existing infrastructure assets.

Debt is repaid from a variety of sources including general tax levy allocated funds, water and wastewater rate funds or, in some cases where allowed, senior government grants.

Fundamentals

- Short-term borrowing (e.g. line of credit, bank overdraft) is used only as an interim measure as necessary if cash flow is forthcoming;
- Feasibility of Pay-as-you-go Plan for asset funding is analyzed first, before considering the use of Debt;
- Long-term debt is only issued to fund long-lived capital assets;
- Debt must be affordable to citizens. The debt affordability measure is the burden of principal and interest relative to the Town's own-source revenue.
- Debt will be considered when it leverages funds from other levels of government
- Impacts of debt on credit rating factors is evaluated;
- Inter-fund loans may be considered to meet short-term cash flow needs if there are excess funds and the use does not impact the fund's current operations;
- All inter-fund short-term borrowing is approved by resolution/by-law and borrowing from Reserve Funds bears interest based upon prevailing rates;
- Lease purchase financing may be used when the cost of borrowing or other factors make it the best option; and
- Regularly measure and evaluate Debt Capacity and its affordability.

Accountability

- Council:
 - Evaluate/approve the Debt Policy; and
 - Authorizes new debt financing via by-law.
- Director of Financial Services/CFO:
 - Assesses short-term borrowing needs and executes as directed;
 - Recommends long-term debt issuance; and
 - Reports annually on debt levels.

Reference Documents

- None currently

5.7 Investment

The Town's cash flow varies throughout the year due to the timing of revenue collection and the payment for operations and capital expenditures. The Town strives for the optimum utilization of its cash resources within statutory limitations and the basic need to protect and preserve capital, while maintaining solvency and liquidity to meet ongoing financial requirements.

Fundamentals

- Investments must only be made from surplus cash not immediately required to satisfy operational or capital needs;
- Key objectives of investing are legality, safety (preserve capital), and liquidity;
- Sufficient cash flow analysis and projection are undertaken to ensure that securities mature concurrent with anticipated cash needs;
- Since all possible cash demands cannot be anticipated, the portfolio will consist largely of securities with active secondary/resale markets or liquid local government investment pools;
- The expectation is to earn fair return relative to the level of risk, with return secondary to safety and liquidity; and
- Investments shall be diversified to limit risk, including diversification of term, type of investment and number of institutions invested in.

Accountability

- Council:
 - Reviews, evaluates and approves the policy.
- Director Financial Services/CFO:
 - Manages the investment program; and
 - Submits an investment report to Council annually, including a management summary of status of the portfolio and transactions.

Reference Documents

- Investment Policy (#87, RCM-15/16)

5.8 Accounting, Auditing and Financial Reporting

There are a number of policies, procedures and practices in place to appropriately manage the accounting, auditing, and financial reporting for a municipality, which are generally under the management of the CFO.

Municipalities are required by legislation to prepare annual financial statements in accordance with Generally Accepted Accounting Principles (GAAP) for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada (see section 294.1 of the *Municipal Act*).

Municipalities must appoint an auditor licensed under the *Public Accounting Act, 2004*. The municipal auditor reports to Council, and is responsible for annually auditing the accounts and transactions of the municipality and its local boards, and expressing an opinion on the financial statements.

Fundamentals

- Internal Controls are maintained to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis;
- Maintains records on a basis consistent with GAAP for local governments as prescribed by PSAB;
- Accounting is completed on a **full accrual basis**. Revenues are recognized and recorded when earned and expenses are recognized when incurred and measureable as a result of receipt of goods or services;
- The budgeting process starts with the **modified accrual basis**. Revenues are recognized when measurable and available and expenditures are recognized when the liability is incurred. PSAB requires financial statements to be in full accrual basis, and thus a series of accounting adjustments are made to convert the budget to full accrual;
- The annual financial statements conform to GAAP as recommended by PSAB;
- Town financial records are maintained in an appropriate system and audited annually, the resultant financial opinion is made available on the Town's website;
- Financial statements are complete, reliable and informative and are expected to receive an unqualified auditor's opinion;
- Consolidated financial information is publicly available via the Town's website;
- A tangible capital asset (TCA) system is maintained to identify all Town assets, including original historical cost, accumulated depreciation, and disposition and is utilized for financial statement and asset management purposes; and
- Statutory reporting requirements, including the Financial Information Return (FIR) are updated with complete and reliable information within prescribed timelines.

Accountability

- Council:
 - Appoint the Auditor; and
 - Approve the annual Financial Statements.
- Director Financial Services/CFO:
 - Implementation and adequacy review of internal controls;
 - Implementation and adequacy review of financial systems;
 - Recording transactions and consolidation for financial statement purposes;
 - Coordinate the preparation of Financial Statements and annual audit;
 - Ensure financial reporting is complete, timely, understandable and publicly available; and
 - Remain current on accounting standards and practices.

Reference Documents

- Accountability and Transparency Policy (#61, By-law 2007-91, RCM-450/07)
- Data Verification Policy (#82, RCM-46/14)
- Tangible Capital Asset Accounting Policy (#83, RCM-176/14)



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: February 11, 2020

Report Number: FS-2020-04

Subject: Essex Powerlines' Mandated Paperless Billing Initiative

Recommendations

It is recommended:

That Essex Powerlines' Mandated Paperless Billing Initiative for Essex Powerlines Corporation (EPLC) electricity customers **be supported** by Council;

And that proceeds from EPLC's campaign for paperless billing be donated by EPLC to a registered non-profit organization to **be chosen** by Council.

Background

At the Regular Council Meeting of December 10, 2019, the Town of Tecumseh, through Council Report CAO-2019-12 and motion RCM-390/19, joined the County of Essex, the Government of Canada and 444 Canadian municipalities that have declared climate emergencies.

The following is an excerpt of that motion:

"And that in response to this emergency, the need to reduce overall emissions from the Town of Tecumseh as well as continue to prepare for Windsor-Essex County's climate future are deemed to be high priorities when considering budget direction and in all decisions of Council;

And further that the Town Administration be directed to identify priority action items, implementation measures and cost requirements for those programs and services it is responsible for, to accelerate and urgently work towards the reduction of emissions and preparing for our climate future."

In a letter to Town Administration, dated December 6, 2019 (see Attachment 1), EPLC has invited the Town of Tecumseh to join EPLC in their Digital Transformation Strategy and Water Billing Savings initiative to reduce the carbon impact of paper billing by committing to digital billing for both electric and water customers across the municipality.

EPLC currently has 22% of its customer base on paperless billing and through this mandated paperless initiative, hopes to increase that figure to 75% by January 1, 2021. EPLC estimates that its current paper bill printing produces more than 14,000 kg of CO₂e (carbon dioxide equivalent) per year.

In addition to the environmental benefits of paperless billing, significant cost savings are expected. Through this initiative, EPLC commits to donate a portion of the proceeds to a registered non-profit organization specific to Tecumseh, of Council's choosing.

Comments

EPLC's mandated paperless billing initiative is in response to the many environmental state of emergency declarations calling for action on climate change and is consistent with recent Council motions and strategic priorities.

In addition to the Town's Climate Change Emergency Declaration, the Town has resolved to participate in the Federation of Canadian Municipalities (FCM) Partners for Climate Protection (PCP) and undertake a Corporate Climate Action Plan (CCAP) through Council Report PRS-2019-14 and Council motion SCM-27/19.

As part of the PCP initiative, the Town has committed to contribute towards a Countywide Community Energy Plan (CEP), to be undertaken in 2020/2021 by the County of Essex and ERCA in cooperation with the seven lower-tier municipalities and local energy distribution companies.

Council has also identified Smart Growth as a strategic priority for 2019-2022. One of the strategies adopted within this priority is to Develop Tecumseh as a Sustainable Community, which encompasses waste reduction and energy conservation initiatives and actions to address climate change.

The Town also actively measures and seeks ways to reduce energy consumption and greenhouse gas (GHG) emissions through its Energy Conservation and Demand Management Plan (ECDM). Tecumseh's municipal GHG emissions, as measured through the Town's ECDM and reported to Council through Council Report PRS-2019-11, averaged 1,179,000 kg per year during 2016-2018.

The Town's ECDM includes energy consumption reduction and GHG emission reduction targets. Though this initiative will not impact Town-produced emissions and therefore will not be reflected in our energy consumption and GHG emission reporting, it will support the ECDM vision to be an environmentally sustainable community and to demonstrate leadership with respect to energy conservation in our community.

This initiative is considered mandatory for all customers; however, EPLC has committed to take careful consideration towards customers who may not be ready for paperless billing.

Consultations

Chief Administrative Officer

Financial Implications

EPLC performs the water and wastewater billing function for the Town. Cost savings achieved by EPLC will benefit the Town through cost reduction/containment of this billable service to the Town.

Additionally, the Town should benefit through its ownership stake in EPLC through its equity share of EPLC net income and increases to dividend income.

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 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:

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

Recommended by:

Paul Anthony, RRFA
Director Parks & Recreation Services and Acting
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

1

EPLC Digital Transformation Strategy and Water Billing Savings
letter

December 6th, 2019

The Corporation of the Town of Tecumseh
c/o: Marg Misk-Evans
917 Lesperance Road
Tecumseh, Ontario
N8N 1W9

Subject: Digital Transformation Strategy & Water Billing Savings

Background

Given recent announcements related to local municipalities and the County declaring “environmental states of emergency” across the region, as well as calls to action globally for more political action on Climate Change, Essex Powerlines Corporation (“EPLC”) is acting on this call by prioritizing green and environmentally conscious initiatives that are aimed at doing our part as community leaders. As one of our most ambitious and exciting initiatives to date, the Essex Power Corporation (“EPC”) Board of Directors has passed a motion mandating paperless billing for EPLC electricity customers. EPLC currently has 22% of its customer base on paperless and our goal, by mandating paperless, is to hit 75% by January 1st, 2021 and even more through 2022!

The primary reasoning for EPLC moving forward with mandatory paperless billing is to do our part as community leaders for the global Climate Change crisis. EPLC currently issues more than 400,000 paper bills per year and when considering the full lifecycle carbon impact (harvesting, manufacturing, transportation, distribution, etc.), produces more than 14,000 kg CO₂e per year in the billing department alone. With this letter, EPLC invites the Town of Tecumseh to join them on this call to action and to actively reduce CO₂e by committing to digital billing for both electric and water customers across the municipality.

Potential Environmental & Financial Benefits

EPLC, on behalf of the Town of Tecumseh, currently issues 6,220 multi-use (i.e. electricity and water, issued monthly) and 2,810 water-only bills (issued bi-monthly). The mailing of these paper bills, not including the harvesting, transportation, and manufacturing steps of the lifecycle, equates to approximately 3,849kg CO₂e per year. As such, by joining EPLC in its mission to transition to digital billing, the Town of Tecumseh is demonstrating its commitment to the sustainability of the community and actively doing its part in reducing its carbon footprint!

In addition to the environmental benefits, EPLC is pleased to pass along significant monetary savings associated with our joint digital transformation as well as savings incurred as a result of a reduction in 3rd party costs.

EPLC plans on continuing to share in the benefits of paperless billing through continued support of local charities. Just recently, EPLC ran two paperless billing campaigns; **Power Up for Paperless** and **Go Paperless with a Purpose**, where more than \$8,000 in proceeds from the campaigns benefited the Fight Like Mason Foundation and Coats for Kids program at the Unemployed Help Centre, respectively. Both campaigns saw an uptake of over 800 customers switching to paperless, which equates to a total of 4% increase in paperless billing. Both campaigns were a great success for EPLC and the local communities we serve and acts to further substantiate our belief that customers are willing to participate and no longer require the abundance of waste created by paper.

FAST FACTS

EPL

**FROM CRADLE-to-GRAVE, EPL's BILLING
PROCESS EMITS**

14,000

kg

CO 2e

17 TREES

can be saved with every ton of recycled paper. If everyone transitioned to paperless, we could save over 250 trees a year!

RECYCLING



One ton of paper saves 682.5 gallons of oil, 7,000 gallons of water, and 3.3 cubic yards of landfill space. At EPL, we use approx. 15 tons of paper to print bills each year!

PAPER & PAPER PRODUCTS

account for more than 1/3 of all
Canada's waste



As part of EPLC's evolution to digital, the mandatory transition to paperless billing for all customers will act as a catalyst to create new local initiatives and engage our shareholder municipalities. EPLC is committed to giving back to its communities through creative programs over the coming years and with the support of our local leaders, hopes that we can work together to champion this initiative across our community beyond 2020. EPLC wishes to engage our municipalities in the paperless billing efforts by having our municipal leaders participate in the campaigns by choosing a registered non-profit organization specific to their respective municipality, in which EPLC will donate a portion of the proceeds to. Working together, we can simultaneously reduce our carbon imprint and maximize our community support through this initiative.



It is important to note that EPLC will take careful consideration of and properly manage customers who have limited or no access to the internet or mobile/computer devices, as well as those who are not technologically capable or savvy and are therefore not ready to receive a digital bill. To cater to these customers and as part of the campaign, EPLC representatives plan to reach out to these vulnerable candidates, such as senior citizens, through senior citizen clubs and outreach programs to aid them in the transition to paperless, educate them on the process and tools, and ensure that customers who request or ultimately require paper bills are accommodated.

We look forward to the opportunity to work closely with the Town of Tecumseh to work together to address Climate Change and to bring added value into our organization and yours. As always, if you have any questions or concerns, please do not hesitate to contact us at any time.

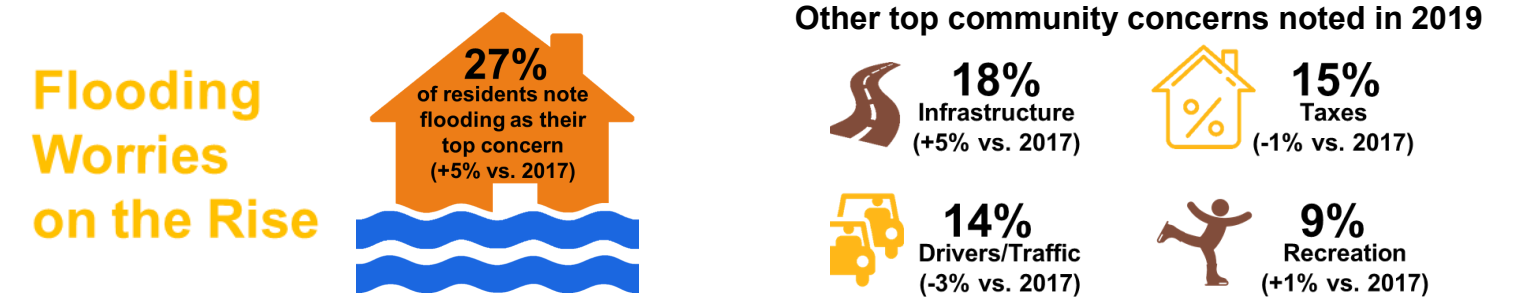
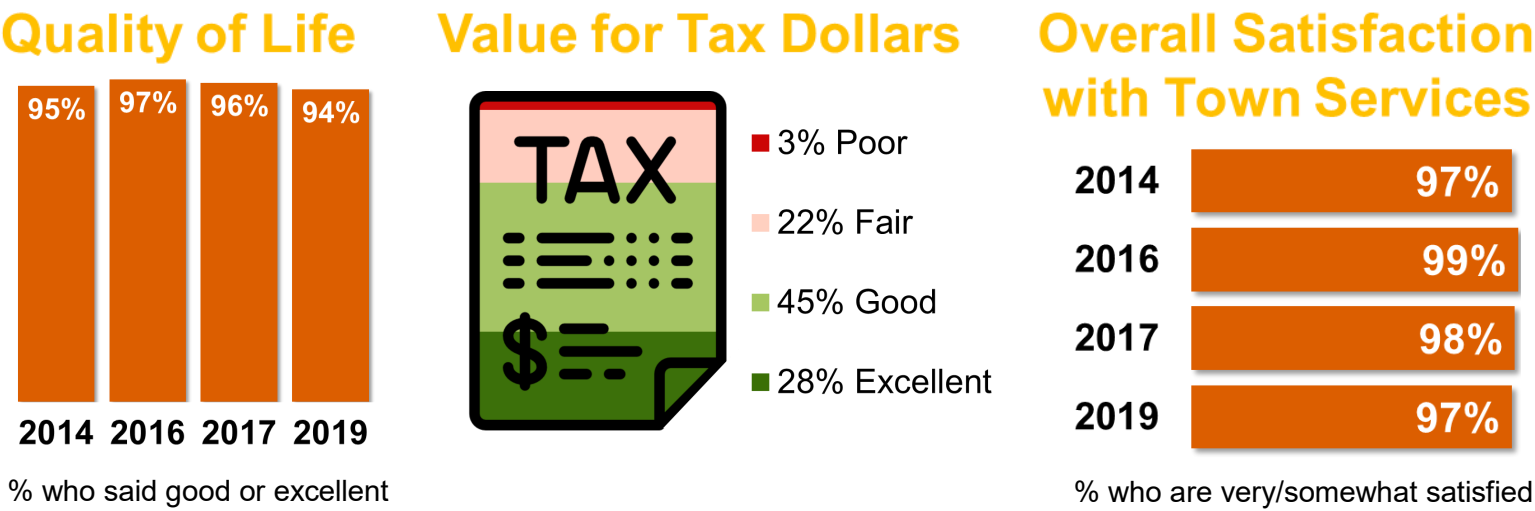
Yours truly,



Joe Barile
General Manager
Essex Powerlines Corporation

Cc: Kristopher Taylor, Essex Power Corporation
Raymond Tracey, Essex Power Corporation
Gary McNamara, Town of Tecumseh

Town Continues to Rate Highly on all Metrics





The Corporation of the Town of Tecumseh

Information & Communication Services

To: Mayor and Members of Council

From: Shaun Fuerth, Director Information & Communication Services

Date to Council: February 11, 2020

Report Number: ICS-2020-01

Subject: 2019 Citizen Satisfaction Survey

Recommendations

It is recommended:

That the final report from Probe Research Inc. summarizing the results of the 2019 Citizen Satisfaction Survey, **be received**.

Background

The Town's Strategic Priorities form the framework for municipal policies and direction, work plans and resource allocations. As part of recent strategic planning sessions with members of Town Council and the Senior Management Team the themes of *communications* and *continuous improvement* were reaffirmed.

The importance of feedback from our residents through citizen engagement was highlighted as part of this theme and has been promoted and encouraged on our website, through our continued presence in social media and utilization of print media.

In 2014, an inaugural Citizen Satisfaction Survey was conducted by Probe Research Inc. to reach out to the community and define a baseline for how the Town was doing with respect to service delivery and municipal governance in general. Probe Research Inc. also conducted a similar survey in 2015-16 and 2017-18. The purpose of these surveys was to assist in determining service needs within the Town, areas for potential improvements, and overall satisfaction with the quality of life in the Town of Tecumseh.

Council committed to conducting this survey every two years to ensure the Town continues to meet or exceed the expectation of its residents.

Comments

A request for proposal was issued in September 2019 to solicit proposals from consultants interested in conducting a citizen satisfaction survey in November 2019. Four submissions were received and Probe Research Inc. was the successful proponent. An updated survey was developed, including some of the original questions from previous surveys and new 'top of mind' issues. This community engagement initiative was carried out via telephone to residents in all five wards from November 20 to December 2, 2019 in order to ascertain public opinion on quality of life, taxation and municipal service delivery in Tecumseh. There were 402 total surveys completed. An online version of the survey was also offered to residents who did not receive a phone call but still wished to participate. One hundred and twenty online surveys were completed during this time. The results of the online submissions were analyzed separately from the phone call interviews.

In addition to taxation level and quality of life questions, the service delivery areas in the survey included: communications, water, roads, recreation, police, fire protection, parks, libraries, snow removal, waste management and storm water drainage. For the first time, the survey asked for satisfaction ratings for: trails/greenspace, planning and building services, by-law enforcement and transit.

The results of the survey continue to be overwhelmingly positive with results exceeding national averages including 97% of those surveyed stating that they are somewhat to very satisfied with the Town's services.

A detailed copy of the final report from Probe Research Inc. includes a summary of the overall citizen impression including the following highlights:

- Flooding remains the top issue in the minds of Tecumseh residents, with concerns increasing slightly during the past two years. The state of the Town's roads, taxation and traffic continue to be major public issues, with concern about crime registering to some degree for the first time.
- Tecumseh's community metrics remain strong, as more than nine in ten residents say they have a good-to-excellent quality of life, and more than eight in ten indicate the Town is going in the right direction.
- The proportion of residents who feel they receive excellent value for their tax dollars has increased slightly during the past two years; overall, nearly three-quarters say they receive at least good value for what they pay in property taxes.
- Similarly, virtually all Tecumseh residents continue to express overall satisfaction with the services provided by the Town, with more than six in ten now stating they are very satisfied.
- More than nine in ten residents feel they experience a strong feeling of safety in Tecumseh. When asked to explain why this is the case, citizens are most likely to point to there being a good police presence in town.

- More than four in ten residents now want additional recreation programs and facilities in the communities. Although an indoor pool remains the most requested amenity, the proportion of Tecumseh residents who specifically want this has decreased significantly since 2017.
- Nearly all Town residents have attended the Corn Festival at some point, with past attendees most likely to say they enjoyed the entertainment or the corn itself. Nearly two-thirds of residents feel this festival delivers good value to the community.
- More than nine in ten residents indicate that they have purchased something from a local business within the past year.
- Seven in ten residents feel the Town does a good job of keeping them informed about important issues.

The above noted highlights of the survey suggest that most Tecumseh residents continue to be extremely happy with the overall direction their community is heading and feel that they are receiving value for their tax dollars.

Mr. Curtis Brown from Probe Research Inc. will be in attendance at the Regular Council Meeting on February 11, 2020 to present the results of the survey to Council. The final report containing analysis of the survey results is attached.

Administration has reviewed the results of the survey and further to the positive results, Administration will continue to focus on the following areas:

- Being mindful of effects of climate change, the Town will continue to make improvements to the sewer infrastructure and in flood emergency preparedness by inter-agency collaboration, emergency planning, public education and capital investment.
- Continuous improvement to communication with the public, including weekly ads in local newspapers, website, social media and - new in 2020 - an online public engagement platform to give residents an opportunity to be informed and participate in civic issues. Other cost effective communication tools will also be explored.
- Administration will also be stewards of a “continuous improvement” approach to provide ratepayers with efficient and affordable service delivery.
- Work will continue with the Business Improvement Association to promote local businesses in Tecumseh.
- Engage with the community on changes to the event and closely monitor the operations related to the Tecumseh Corn Festival being cognisant of costs while providing the value of a family oriented event to the community.

Consultations

Chief Administrative Officer

Financial Implications

The Municipal Modernization Fund was used to fund the Citizen Satisfaction Survey at a cost of \$13,540 + H.S.T.

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:

Shaun Fuerth, BCS
Director Information & Communication Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

**Attachment
Number**

1

**Attachment
Name**

2019 Citizen Satisfaction Survey – Probe Research Final Report



2019 CITIZEN SATISFACTION SURVEY



DECEMBER 2019

TOWN OF TECUMSEH

PROBE RESEARCH INC.

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KEY FINDINGS

For more information,
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Overall Citizen Impressions

- Flooding remains the top issue in the minds of Tecumseh residents, with concern about this increasing slightly during the past two years. The state of the Town’s roads, taxation and traffic continue to be major public issues, with concern about crime registering to some degree for the first time.
- Tecumseh’s community metrics remain strong, as more than nine in ten residents say they have a good-to-excellent quality of life, and more than eight in ten indicate the Town is going in the right direction.

Municipal Services Assessment

- The proportion of residents who feel they receive excellent value for their tax dollars has increased slightly during the past two years; overall, nearly three-quarters say they receive at least good value for what they pay in property taxes.
- Similarly, virtually all Tecumseh residents continue to express overall satisfaction with the services provided by the Town, with more than six in ten now stating they are very satisfied.
- Citizen satisfaction continues to be highest for waste management, household drinking water, snow removal and fire protection. While satisfaction with parks and playgrounds, libraries and festivals/events has increased to some degree since 2017, satisfaction with policing has decreased during the past two years.
 - Satisfaction with stormwater drainage remains low, particularly among those living along the lakeshore in Ward 2.
- A regression measuring the relationship between overall satisfaction and satisfaction with specific services shows that land use planning and waste collection are the strongest “drivers” of overall satisfaction, with satisfaction with household drinking water also contributing significantly to residents’ sense of satisfaction with the Town’s programs and services.

KEY FINDINGS (CONT'D)

Safety Concerns

- More than nine in ten residents feel they experience a strong feeling of safety in Tecumseh. When asked to explain why this is the case, citizens are most likely to point to there being a good police presence in town.

Recreation, Festivals and Events

- More than four in ten residents now want additional recreation programs and facilities in the communities. Although an indoor pool remains the most requested amenity, the proportion of Tecumseh residents who specifically want this has decreased significantly since 2017.
- Nearly all Town residents have attended the Corn Festival at some point, with past attendees most likely to say they enjoyed the entertainment or the corn itself. Nearly two-thirds of residents feel this festival delivers good value to the community.

Support for Local Businesses

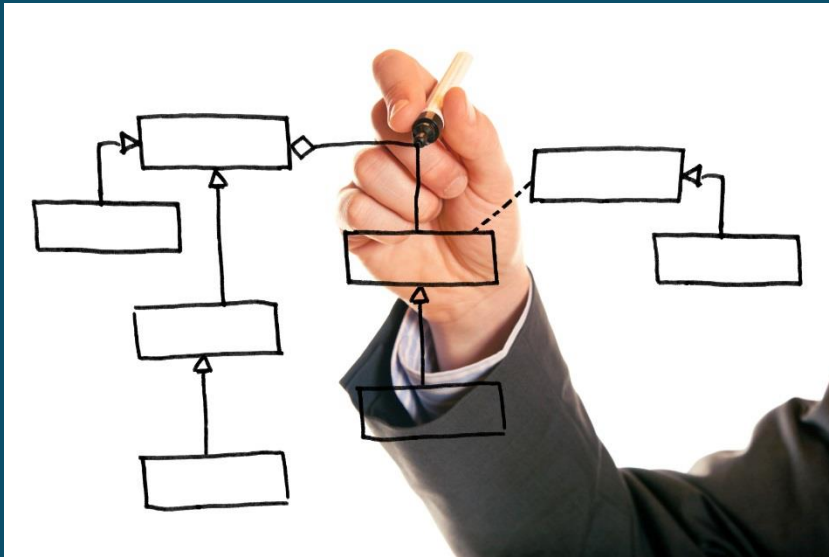
- More than nine in ten residents indicate that they have purchased something from a local business within the past year.
 - However, when residents identified the businesses they patronized, more than six in ten mentioned purchasing something from a national chain retail store, grocery store or restaurant – indicating that many residents see these types of businesses as being local even though they are not headquartered in the community.
 - In terms of supporting truly local establishments, residents are most likely to say they patronized a locally-owned restaurant or bar in the past year.

KEY FINDINGS (CONT'D)

Communications

- More than one-half of residents have engaged with the Town to some degree in the past year, with four in ten indicating they reached out about an issue, three in ten providing input or comments to the Town and one in five attending a Town council meeting.
- More than one-half of those who contacted the Town about an issue did so by reaching out to a specific department, while four in ten indicated they contacted the mayor or a member of council. Fewer than one in ten said they reached out to the CAO. Nearly seven in ten who raised a concern say they are satisfied with how it was handled.
- Residents are most likely to get information from the Town from newspaper ads, items on radio or television or the Town website. This contrasts somewhat the preferences residents expressed in previous surveys for how they prefer to be contacted by the Town (email, newspaper ads, direct mail...)
- Nearly four in ten residents say they want more information from the Town, with citizens continuing to be most likely to want more information about events and activities.
- Seven in ten residents say the Town is doing an excellent or good job of keeping them informed. When asked what else the Town could do to keep them better informed, one-quarter suggested the Town send out a newsletter or other type of direct mail to households, with four in ten saying nothing further is required.

METHODOLOGY



- Probe Research was commissioned by the Town of Tecumseh to conduct a random and representative telephone survey of adult residents of the town. This survey is intended to measure citizens' satisfaction with civic services.
- A total of n=402 Tecumseh residents aged 18 and over were interviewed by telephone between and Nov. 20 and Dec. 2, 2019.
- With a sample of 402, one can say with 95 per cent certainty that the results are within +/- 4.9 percentage points of what they would have been if all adult residents of Tecumseh had been interviewed. The margin-of-error is higher within each of the survey's population sub-groups.
- Quotas were set by gender and ward, with statistical weighting by age, gender and ward applied to ensure the final sample mirrors the known characteristics of the Town of Tecumseh's adult population (based on the 2016 Census).
- The survey was designed by Probe Research in close consultation with representatives of the Town of Tecumseh. In this report, findings are compared against those from previous surveys conducted on behalf of the Town in 2014, 2016 and 2017.
- A similar open-access online survey was available to residents via a link on the town's website. This allowed for further public engagement by offering the survey to residents who may not have received a telephone call to complete the scientific survey. The results of that open-access online survey are not included in this report and were provided separately to the Town of Tecumseh.

PROFILE OF RESPONDENTS

**Don't Know/Not Stated (DK/NS) removed;
Numbers may not add up to 100% due to rounding*

PROBE
RESEARCH INC.

	TOTAL	WARD 1	WARD 2	WARD 3	WARDS 4/5
Unweighted base	(n=402)	(n=101)	(n=108)	(n=90)	(n=116)
Weighted base	(N=402)	(n=93)	(n=98)	(n=94)	(n=103)
		(%)			

GENDER

Men	48	48	48	48	48
Women	52	52	52	52	52

AGE

18-34 years	23	23	23	23	23
35-54 years	38	38	38	38	38
55+ years	39	39	39	39	39

HOUSEHOLD INCOME

<\$60K	24	26	12	42	17
\$60K-\$99K	28	19	35	25	32
\$100K+	48	55	52	34	51

EDUCATION

High school/partial post-secondary	30	21	30	40	34
College graduate	26	33	11	36	25
University graduate	43	47	58	26	41

WARD

Ward 1	23	100	-	-	-
Ward 2	25	-	100	-	-
Ward 3	23	-	-	100	-
Wards 4/5	29	- 105	-	-	100

OVERALL CITIZEN IMPRESSIONS



MOST IMPORTANT COMMUNITY CONCERNS

Top Concerns

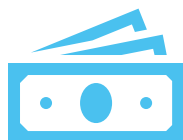


27%
Flooding
(+5% vs. 2017)



18%
Roads/infrastructure
(+5% vs. 2017)

Secondary Concerns



15%
Taxation
(-1% vs. 2017)



14%
Drivers/traffic
(-3% vs. 2017)



9%
Recreation
(-3% vs. 2017)



8%
Population/
Town growth
(+1% vs. 2017)

Lower-Ranked Concerns



5%
Sewer/water
infrastructure
(-6% vs. 2017)



5%
Crime
(+5% vs. 2017)



4%
Public services
(snow removal,
garbage pick-up)
(-4% vs. 2017)

Other mentions: 12% (-4% vs. 2017)
Nothing/unsure: 18% (-7% vs. 2017)

Q1. "I would like to begin by having you tell me what you consider to be the most important issue or concern facing Tecumseh today? And what other issues or concerns do you think are important for your municipality today?"*

Base: Tecumseh adults aged 18+

*Multiple mentions were accepted. Totals may exceed 100%.

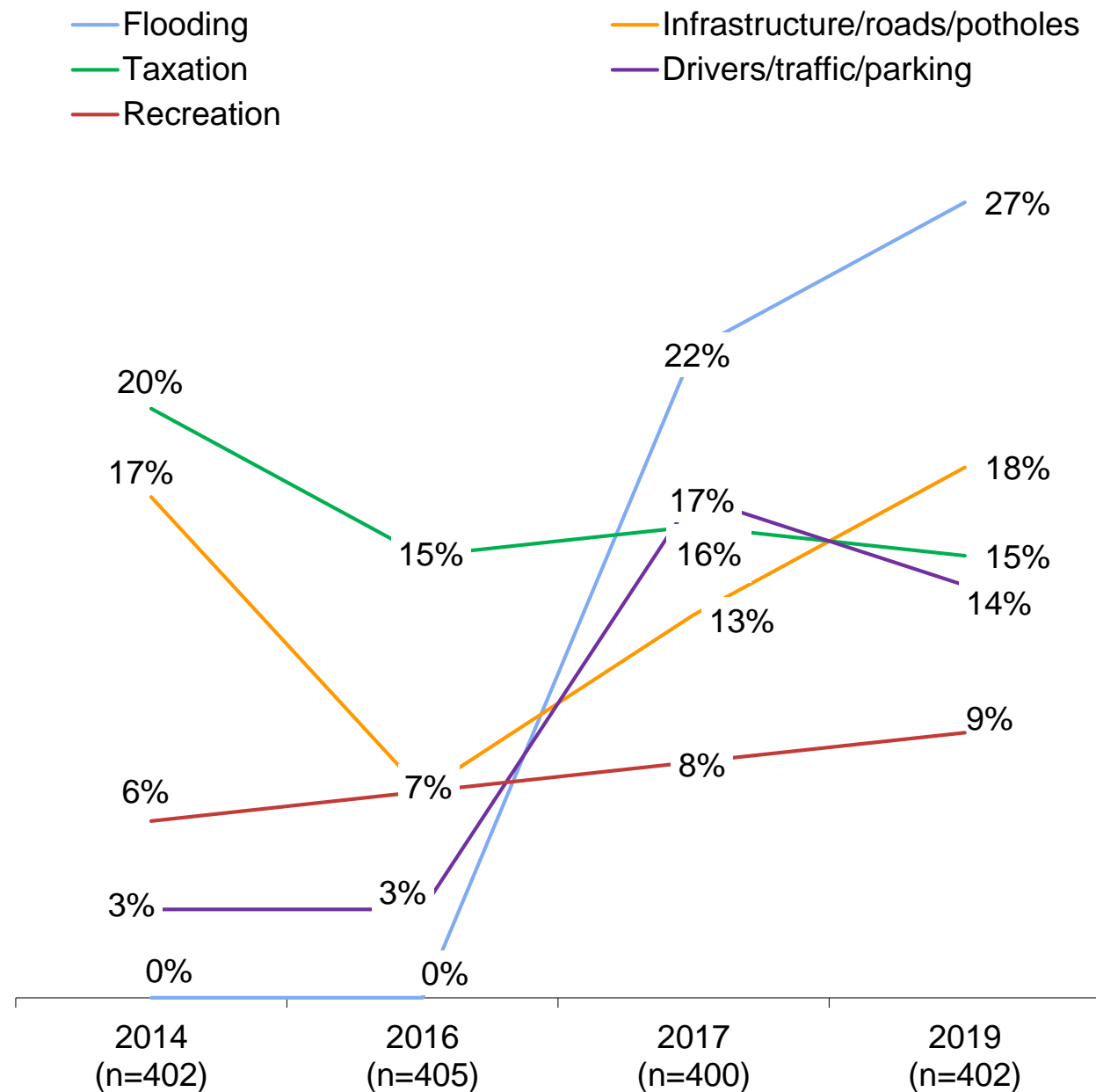
CONCERN ABOUT FLOODING CONTINUES TO INCREASE

- TOP ISSUES, LONG-TERM TRACKING -

Q1. "I would like to begin by having you tell me what you consider to be the most important issue or concern facing Tecumseh today? And what other issues or concerns do you think are important for your municipality today?"*

Base: Tecumseh adults aged 18+

*Multiple mentions were accepted. Totals may exceed 100%.



WARD 2 RESIDENTS ARE MOST CONCERNED ABOUT FLOODING

Q1. "I would like to begin by having you tell me what you consider to be the most important issue or concern facing Tecumseh today? And what other issues or concerns do you think are important for your municipality today?"*

Base: Tecumseh adults aged 18+

*Multiple mentions were accepted. Totals may exceed 100%.

Ward 1

Flooding: 32%
Infrastructure/roads: 18%
Taxes: 16%
Recreation: 11%
Drivers/traffic: 10%

Ward 3

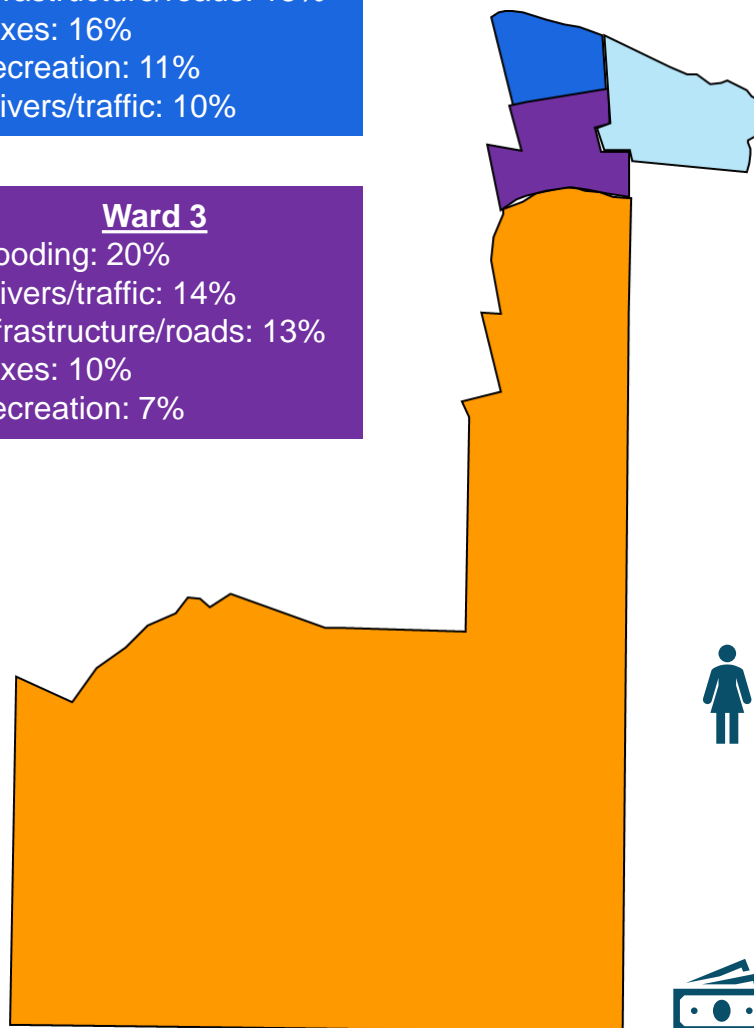
Flooding: 20%
Drivers/traffic: 14%
Infrastructure/roads: 13%
Taxes: 10%
Recreation: 7%

Ward 2

Flooding: 44%
Taxes: 21%
Infrastructure/roads: 18%
Drivers/traffic: 16%
Recreation: 12%

Wards 4/5

Infrastructure/roads: 22%
Drivers/traffic: 17%
Flooding: 15%
Taxes: 13%
Recreation: 7%



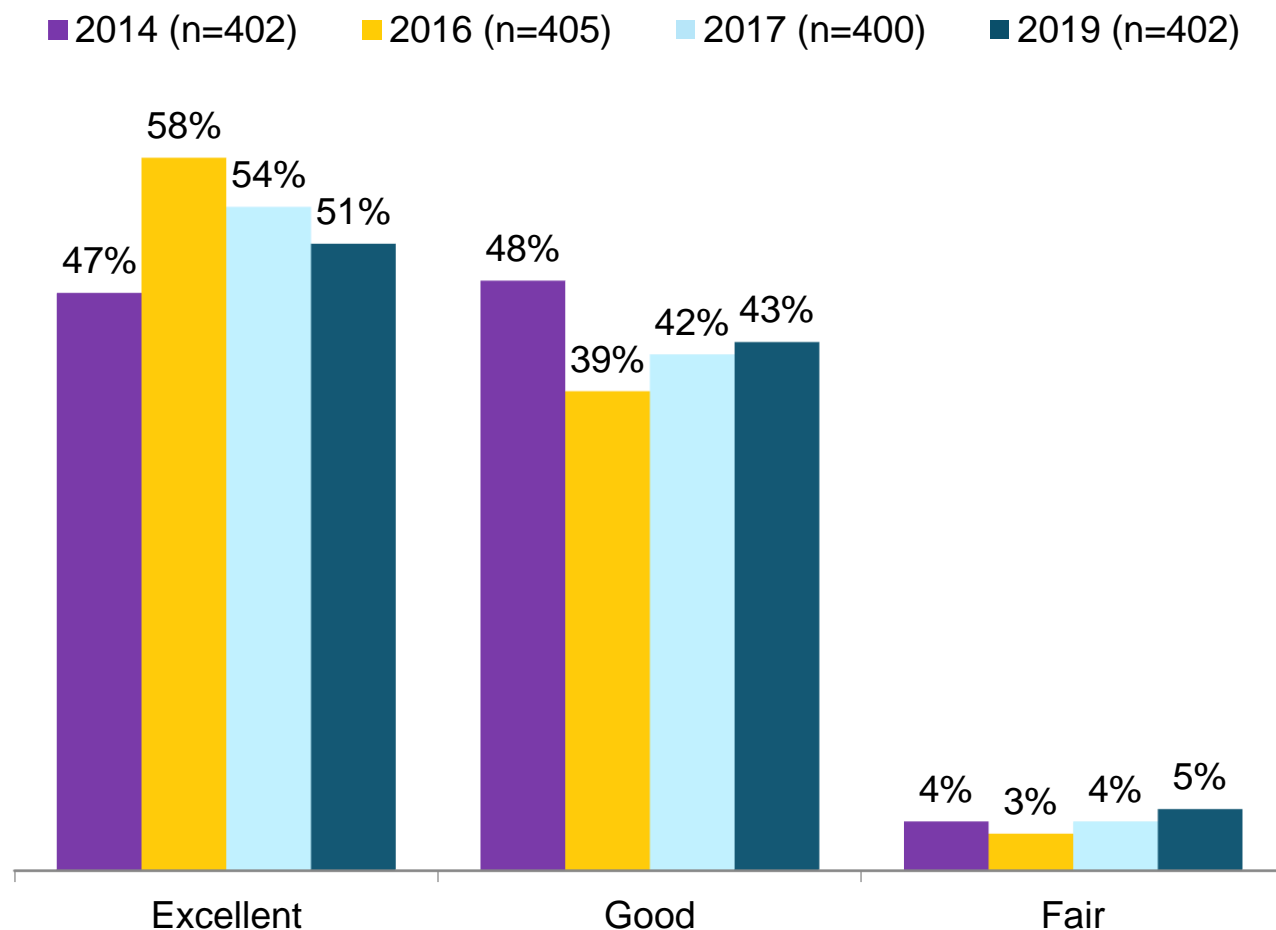
- Women are more likely than men to be concerned about infrastructure (24% vs. 11%) and drivers/traffic (19% vs. 9%)



- Those with higher household incomes are more likely to be concerned about taxation (24% among those earning \$100K+).

ONE-HALF SAY THEY HAVE AN EXCELLENT QUALITY OF LIFE

Q2. "How would you rate the overall quality of life in Tecumseh today? Would you say it is ..."



Those who are most likely to say they enjoy an excellent quality of life include:

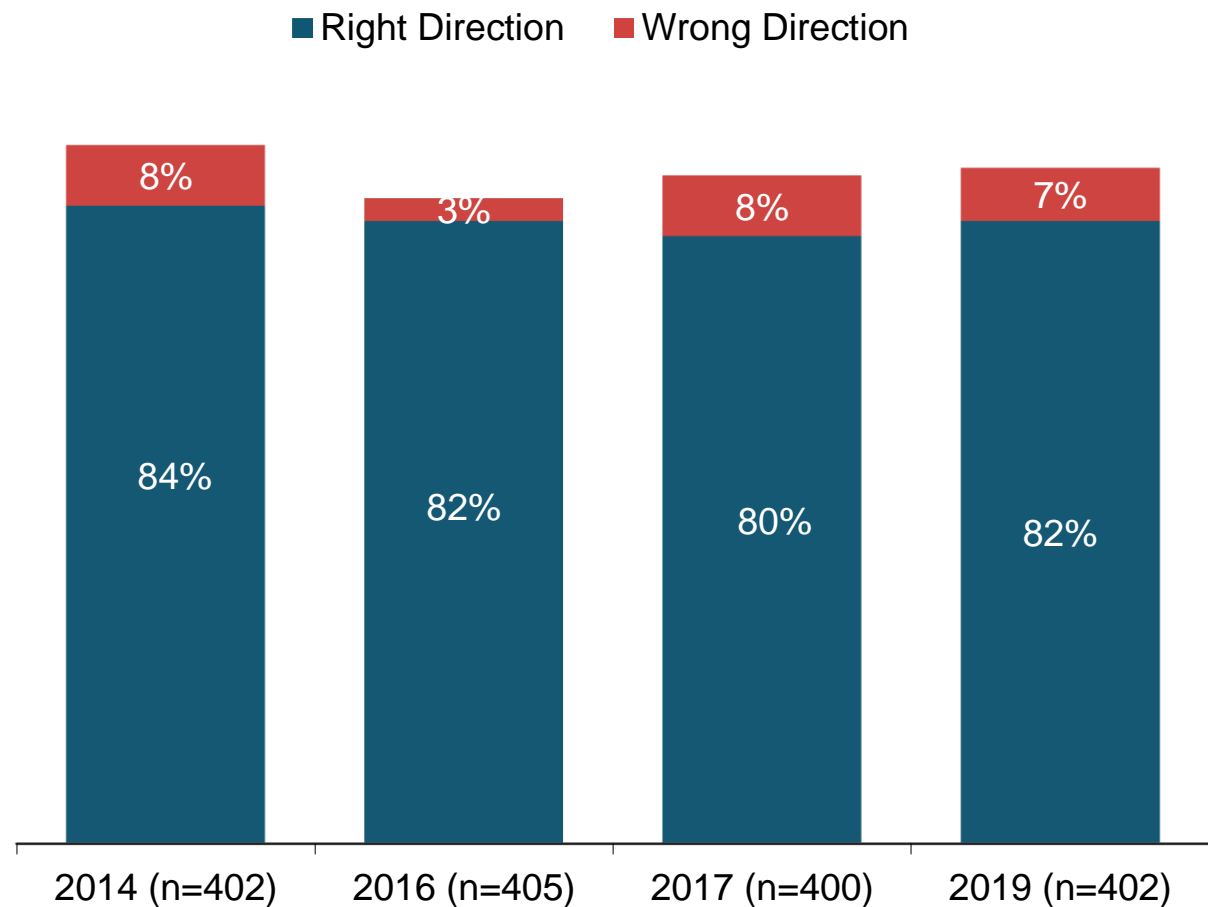
- Those with higher household incomes (58% earning \$100K+ vs. 44% among those earning <\$60K).
- Those who believe Tecumseh is heading in the right direction, as well as those very satisfied with Town services and who feel they receive excellent value for tax dollars.

110

Base: Tecumseh adults aged 18+

EIGHT IN TEN RESIDENTS CONTINUE TO SAY THE TOWN IS GOING IN THE RIGHT DIRECTION

Q3. "Overall, would you say things in Tecumseh are going in the right direction, or the wrong direction?"



Those who are most likely to say the Town is going in the right direction include:

- Women (89% vs. 75% among men).
- Those with children in the household (98% vs. 78% among those with no children at home).

Base: Tecumseh adults aged 18+

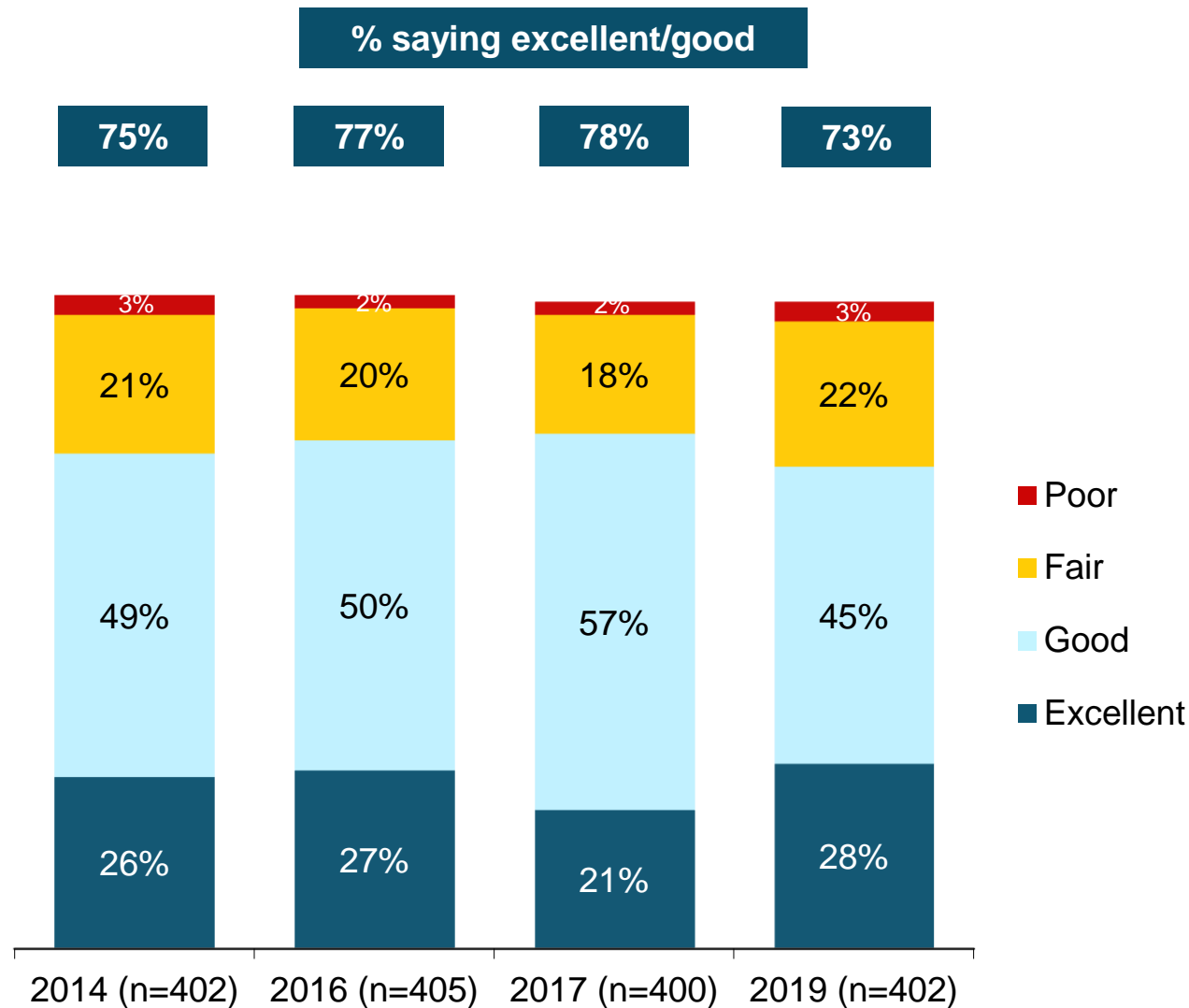
MUNICIPAL SERVICES ASSESSMENT



MORE THAN ONE-QUARTER INDICATE THEY RECEIVE EXCELLENT VALUE FOR THEIR TAX DOLLARS

Q8. "Approximately one half of the property taxes that you pay go to the Town of Tecumseh. Thinking about all of the services you receive from the Town of Tecumseh, how much value would you say you receive for the tax dollars that you pay towards these services? Would you say the value you receive is...?"

Base: Tecumseh adults aged 18+

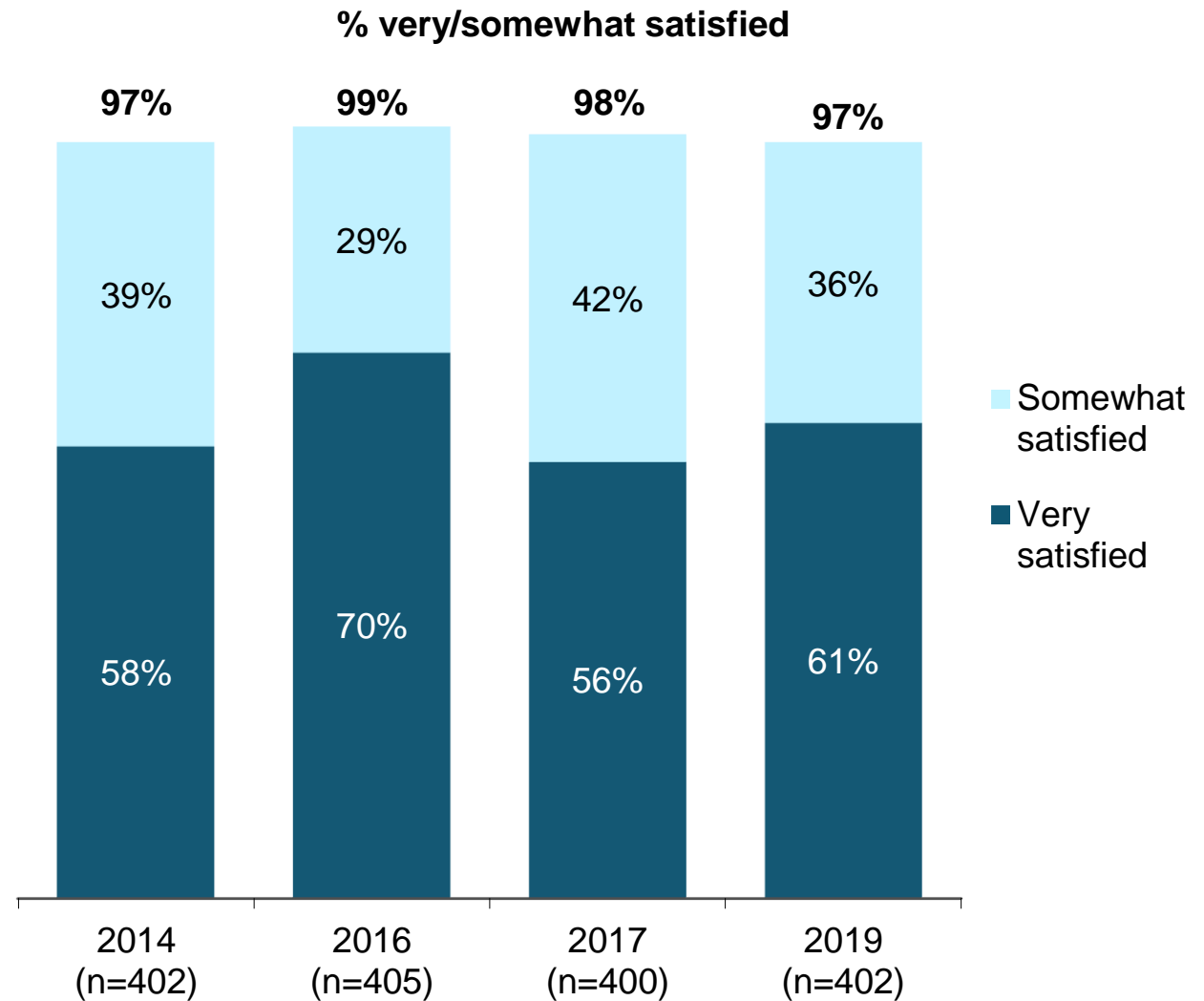


Those most likely to say they receive excellent or good value include:

- Ward 1 residents (82% vs. 67% among those in Wards 4 and 5).
- Those who score higher on other community metrics (quality of life, direction of the Town and satisfaction with Town services).

TECUMSEH CONTINUES TO RECEIVE EXEMPLARY CITIZEN SATISFACTION RATINGS

Q5. "Overall, how satisfied are you with the services provided to you by the Town of Tecumseh? Would you say you are...?"



Those who are most likely to be very satisfied include:

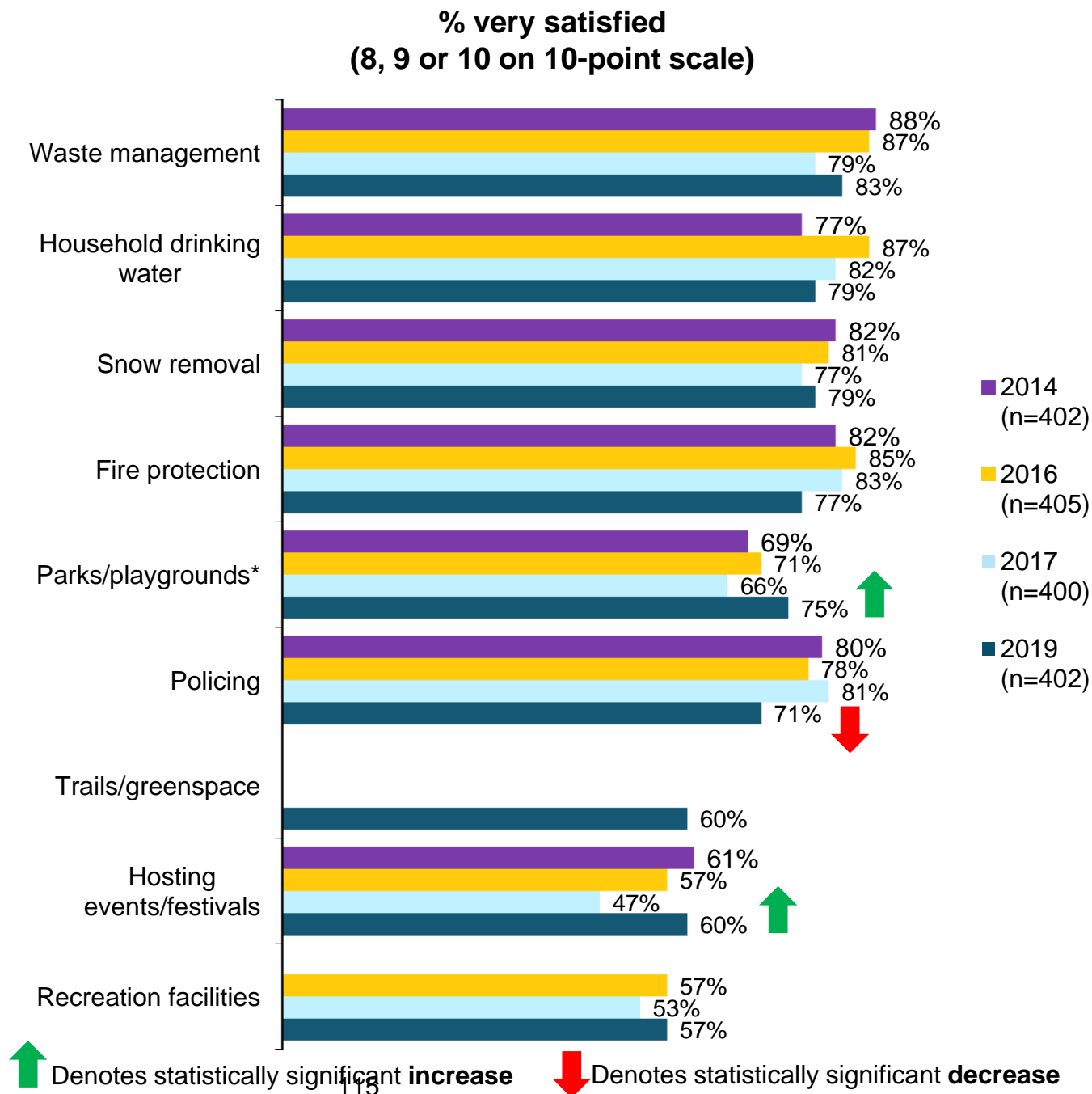
- Residents of Ward 1 (71%) and Ward 3 (68%) compared to 52% among those in Ward 2 and 57% among those in Wards 4 and 5.
- Those who enjoy excellent quality of life, believe the Town is heading in the right direction and feel they receive excellent value for tax dollars.

Base: Tecumseh adults aged 18+

MORE RESIDENTS SATISFIED WITH PARKS, EVENTS - HIGHER-RATED SERVICES -

Q6. "Now I would like you to tell me how satisfied you are with each of the following services in Tecumseh. For this, let's use a 1-10 scale where a 1 means you are "very dissatisfied" and a 10 means you are "very satisfied"..."

Base: Tecumseh adults aged 18+
*Note: slight wording change from 2014, 2016 and 2017 surveys

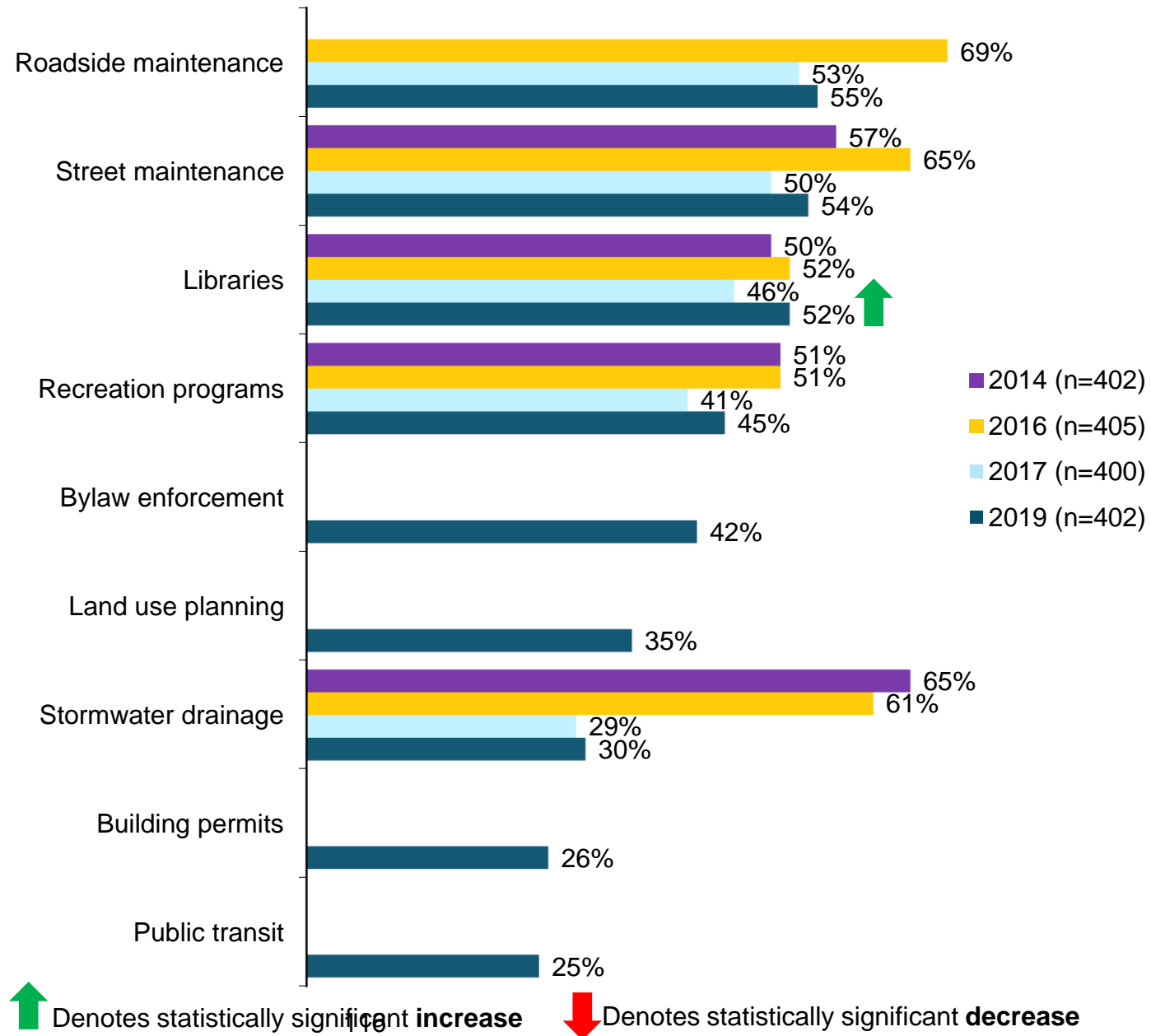


SATISFACTION WITH STORMWATER DRAINAGE REMAINS LOW - LOWER-RATED SERVICES -

Q6. "Now I would like you to tell me how satisfied you are with each of the following services in Tecumseh. For this, let's use a 1-10 scale where a 1 means you are "very dissatisfied" and a 10 means you are "very satisfied"..."

Base: Tecumseh adults aged 18+

% very satisfied
(8, 9 or 10 on 10-point scale)



SATISFACTION WITH TOWN PROGRAMS AND SERVICES

- VARIATIONS BY SUB-GROUP -

Q6. “Now I would like you to tell me how satisfied you are with each of the following services in Tecumseh. For this, let’s use a 1-10 scale where a 1 means you are “very dissatisfied” and a 10 means you are “very satisfied”...

Base: Tecumseh adults aged 18+



Satisfaction with stormwater drainage is highest in Ward 3 (47%) and lowest in Ward 2 (14%). It is also higher among older adults (44% among those 55+ vs. 16% among those aged 35-54) and those with lower household incomes (42% among those earning \$60K vs. 22% among those earning \$100K+).



Satisfaction with recreation facilities is highest among those living in Ward 1 (66% vs. 50% among those living in Wards 4 and 5) and among women (63% vs. 51% among men).



Satisfaction with trails and greenspace is significantly lower among those living in Wards 4 and 5 (45%) and those with children at home (47%).



Satisfaction with libraries is higher among women (61% vs. 42% among men) and those with children at home (63%).



Satisfaction with parks and playgrounds is lower among those age 35-54 (64%) and those with children at home (59%).

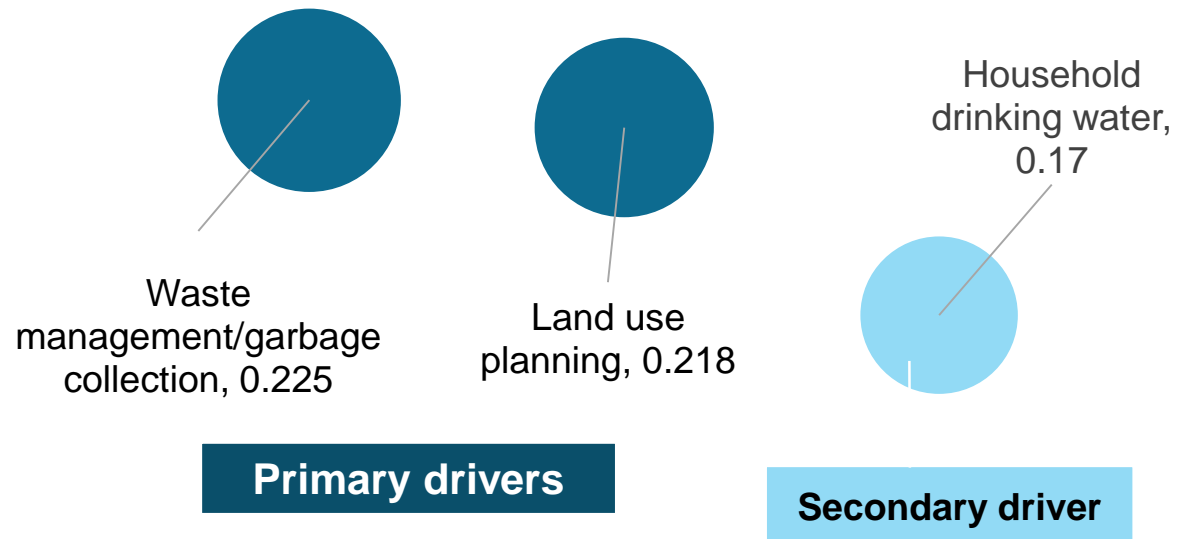
Note: Public transit, By-law enforcement, land use planning and building permits were new items asked in 2019. Although satisfaction is low, this is due to the high number of people who provided a neutral or unsure rating, perhaps due to unfamiliarity with these services.

WASTE MANAGEMENT, LAND USE PLANNING ARE THE PRIMARY DRIVERS OF OVERALL SATISFACTION

A driver analysis (or regression) measures the statistical relationship between two or more variables. This driver analysis measures the relationship between overall satisfaction with Town programs and services (Q5, which is the dependent variable) and satisfaction with specific programs/services (Q6, which are the independent variables).

This driver analysis shows that of the 18 programs and services measured, only the three shown below have a statistically significant effect (at the 90% confidence level) on overall satisfaction. The two variables that have the strongest impact on overall satisfaction are waste management/garbage collection (beta score of 0.225) and land use planning (beta score of 0.218). Household drinking water has a slightly lower beta score (0.170), making it a secondary driver of satisfaction.

It is also important to note that the relationship between all of these programs and services and overall satisfaction is relatively weak ($R^2=0.317$): because Tecumseh already enjoys extremely high citizen satisfaction scores, these variables will have relatively little impact on changes to the Town's overall satisfaction score.



Linear regression, $R^2=0.317$

Drivers are variables that are significant at the $p>0.10$ (90%) confidence interval

QUADRANT ANALYSIS EXPLANATION

Using the beta scores generated by the driver analysis, we can identify the derived importance of each of these variables and plot these scores against stated satisfaction for each of these 18 programs and services. The advantages of using this approach (as opposed to asking residents to state how important each of these services are) are that it provides a greater degree of actual variation in importance scores, as well as makes answering questions less onerous and repetitive for the respondent.

The chart on the following page visually depicts the relative importance and satisfaction of each of these program areas. It is important to note that these scores are relative to one another, with the average scores delineating the four quadrants into which these program/service areas fall. Items appearing further to the right on the chart are programs/services that residents are more satisfied with, while items that appear higher on the chart are higher in derived importance. (Note: unsure and not applicable responses were removed from the satisfaction scores).

The quadrant analysis also shows the three drivers of overall satisfaction shown on the previous page, with primary drivers marked in red and the secondary driver shown in yellow.

Critical Deficits
(High derived importance, low satisfaction)

Programs/services that require attention in order to improve overall satisfaction with Town services.

Critical Assets
(High satisfaction, high derived importance)

Areas of strength for the Town for which it will seek to maintain high levels of satisfaction.

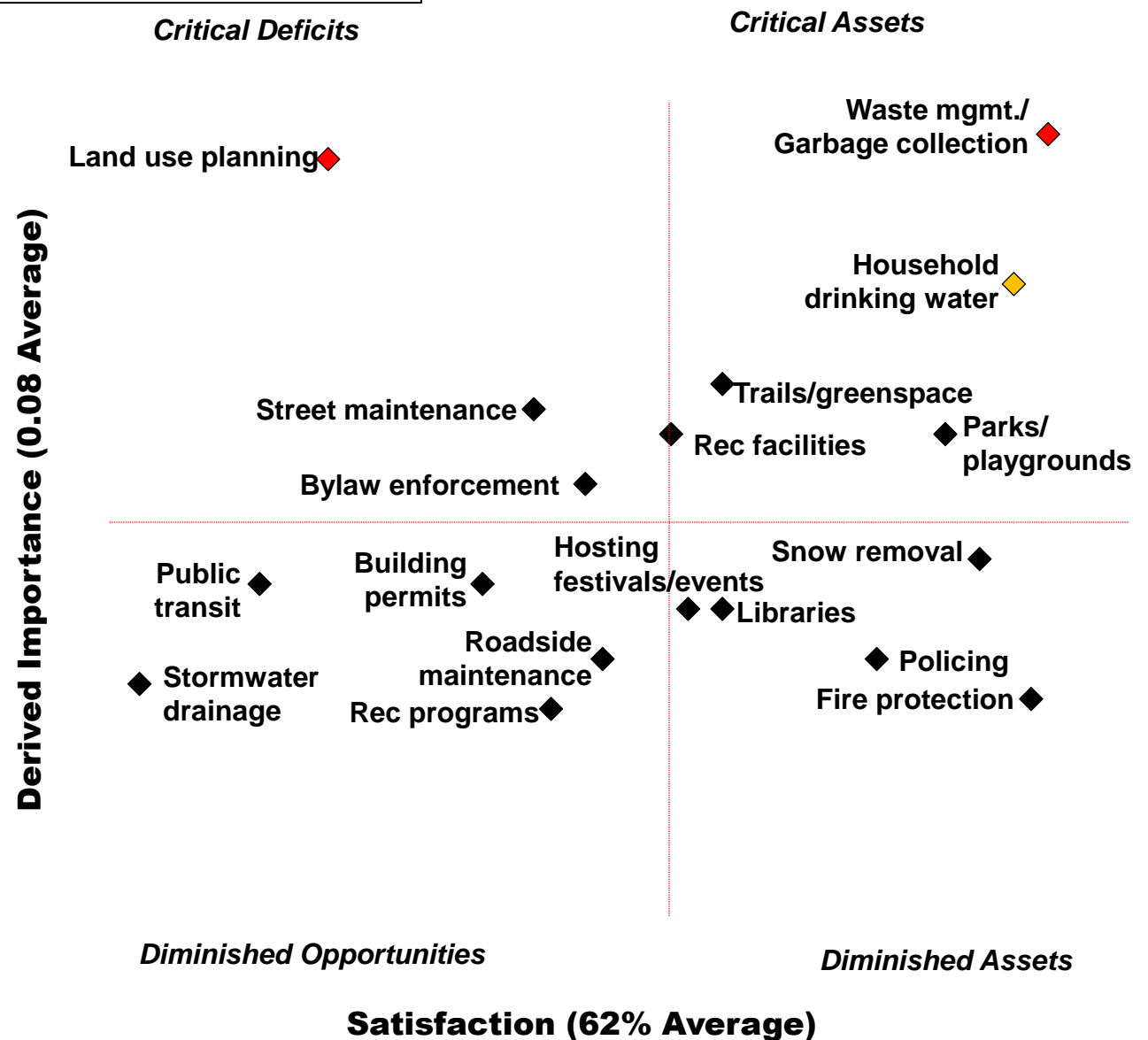
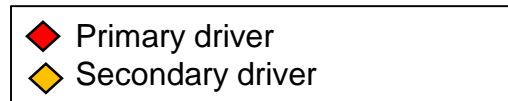
Diminished Opportunities
(Low derived importance, low satisfaction)

Programs/services that are less critical to improve as a means of increasing overall satisfaction.

Diminished Assets
(Low derived importance, high satisfaction)

Programs/services that citizens appreciate but that have a less critical influence on how satisfied citizen are with the Town's services.

TECUMSEH PROGRAM/ SERVICE QUADRANT ANALYSIS



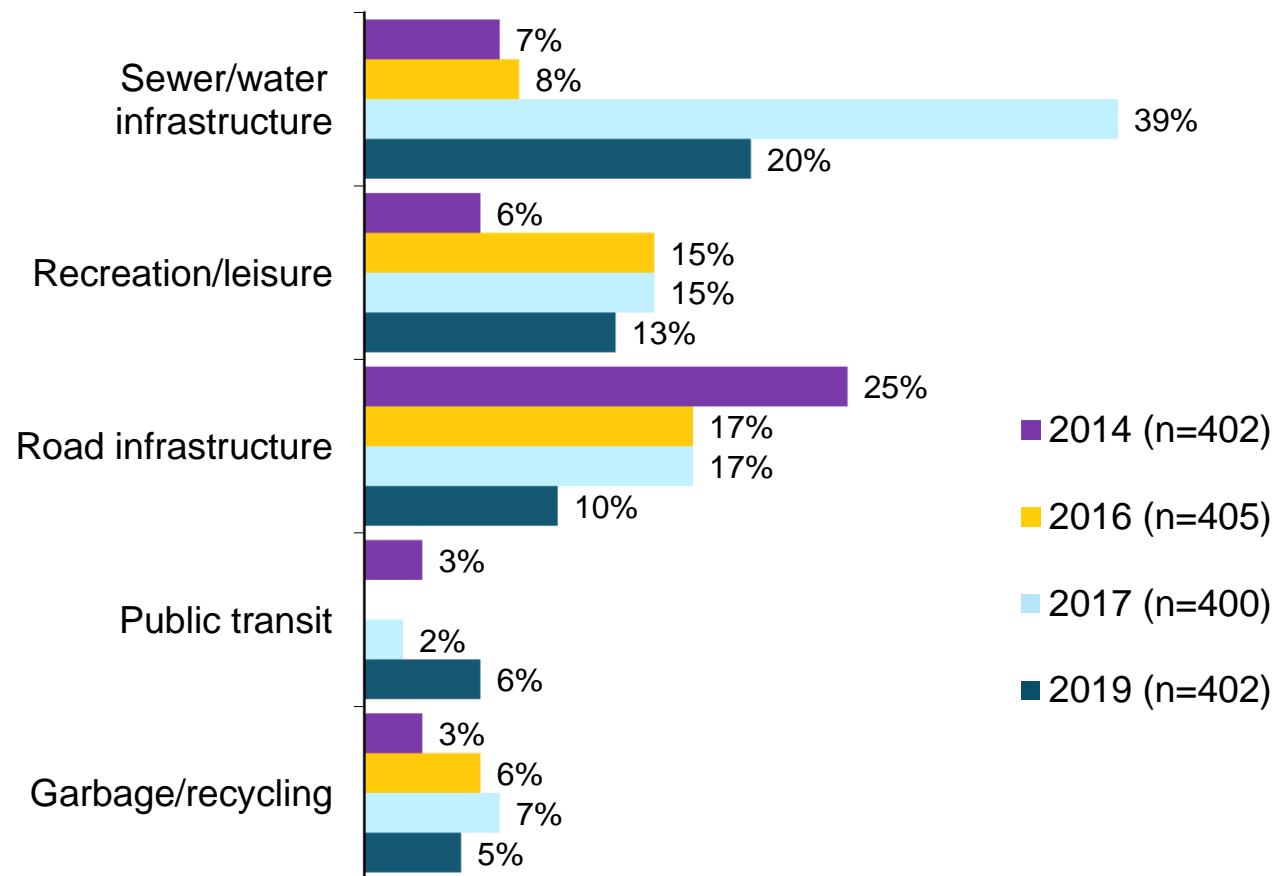
DK/NS removed from satisfaction scores

RESIDENTS REMAIN MOST LIKELY TO SUGGEST IMPROVEMENTS TO PIPES AND DRAINAGE

Q7. "What specific town services would you say are most in need of improvement? Any others?"*

Base: Tecumseh adults aged 18+
*Multiple mentions were accepted.
Totals may exceed 100%.

Total Unaided Mentions, Highest Ranked Items



Other items mentioned in 2019:

- Bylaw enforcement: 3%
- Traffic/parking/drivers: 3%
- Fire/police: 3%

Other mentions: 7%
Nothing/unsure: 28%

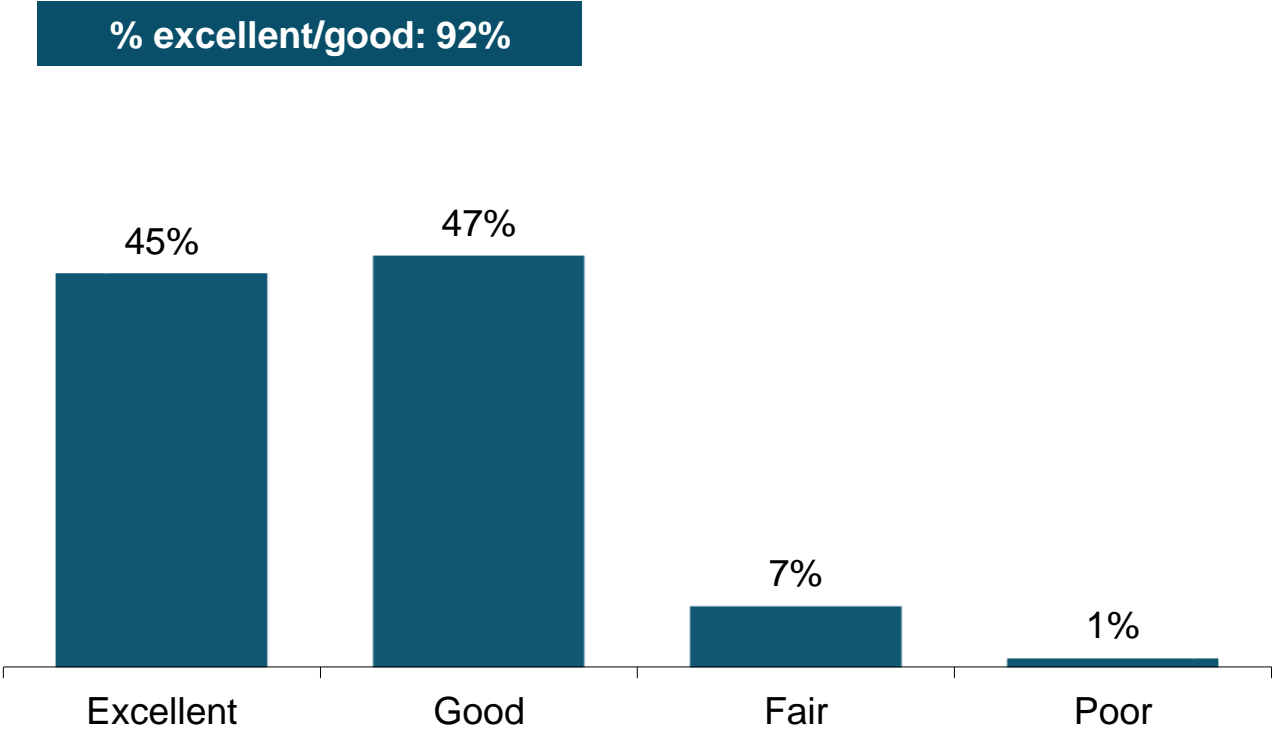
121

PERCEPTIONS OF SAFETY



CITIZENS' SENSE OF SAFETY IS VERY HIGH

Q9. "How would you rate your sense of safety in Tecumseh?"



Those who are most likely to say they have an excellent feeling of safety include:

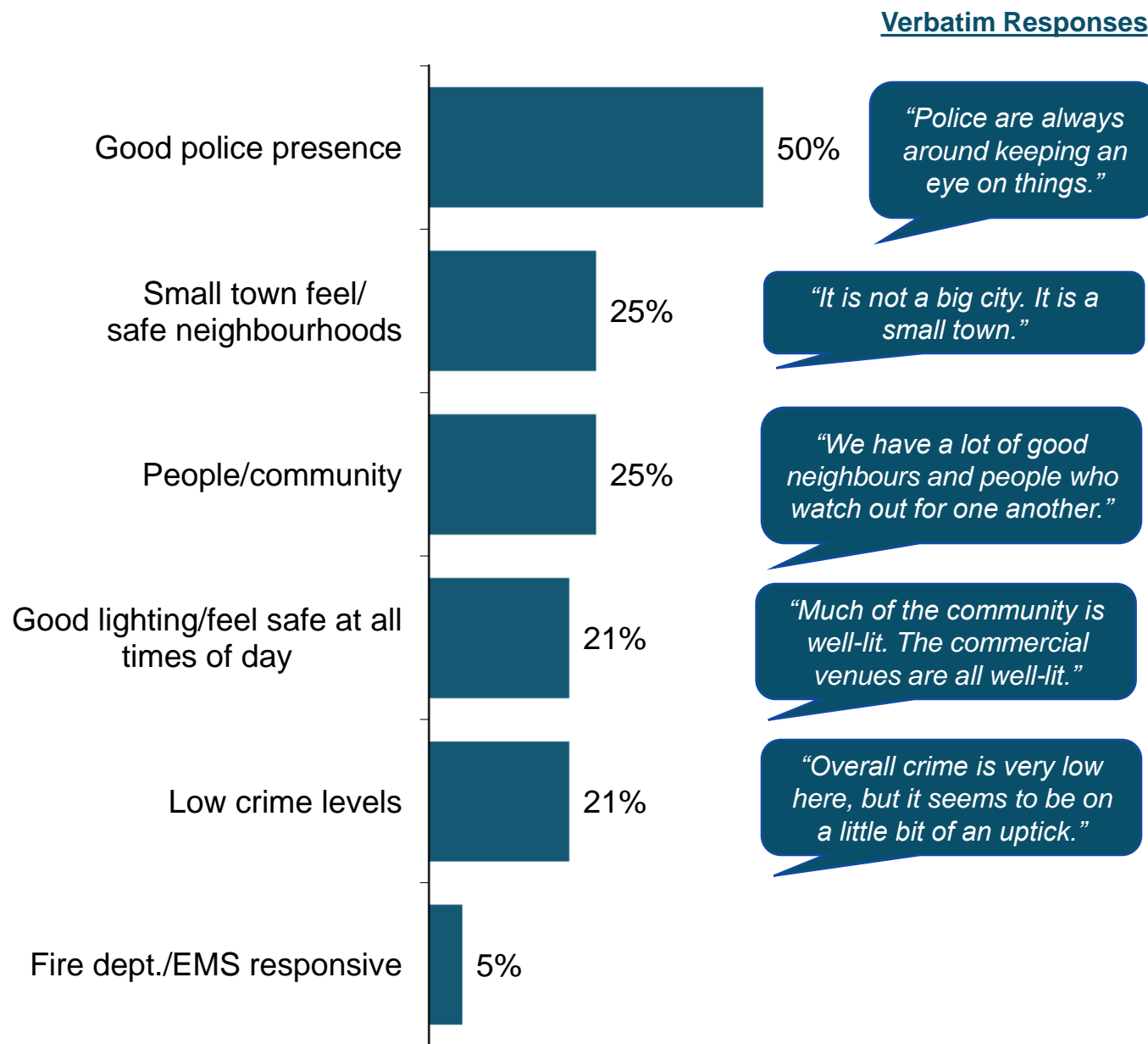
- Residents of Wards 4 and 5 (51% vs. 39% among those in Ward 2).
- Older residents aged 55+ (53%).
- Men (50% vs. 40% among women).
- Those with less formal education (54% vs. 40% among university graduates).

Base: Tecumseh adults aged 18+

GOOD POLICE PRESENCE CONTRIBUTES MOST TO THE FEELING OF SAFETY

Q10. "What are some of the things that make you feel safe in Tecumseh?"

Base: Those who say their sense of safety is fair or better (n=396)



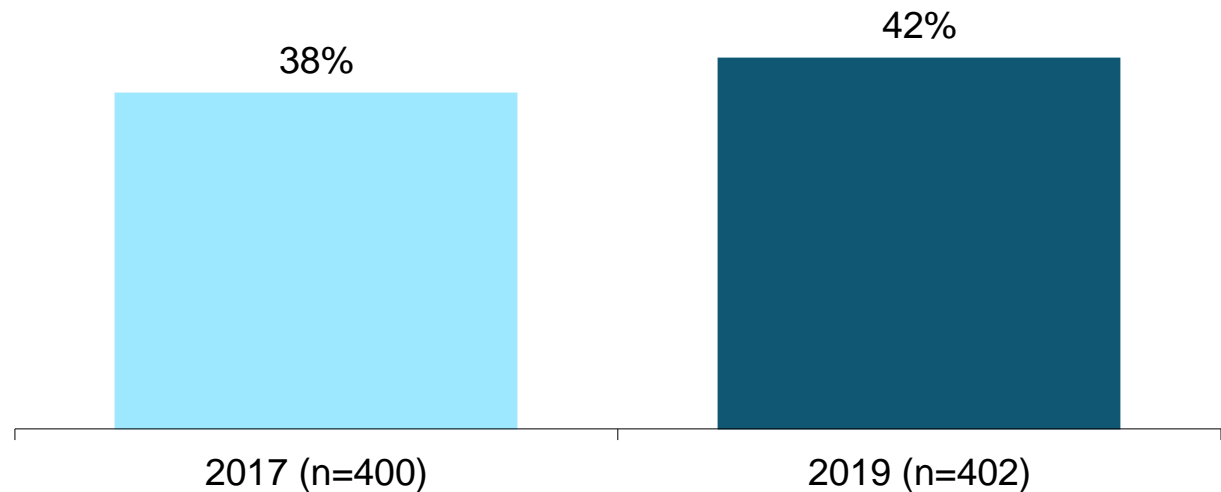
RECREATION, FESTIVALS AND EVENTS



MORE THAN FOUR-IN-TEN RESIDENTS WANT MORE RECREATION PROGRAMS AND FACILITIES

Q11. "Are there any specific recreational programs or facilities that are not currently offered in the Town of Tecumseh that you would like to see made available in the future?"

% indicating they want additional recreational programs or facilities



Those who are most likely to want new recreation programs and facilities include:

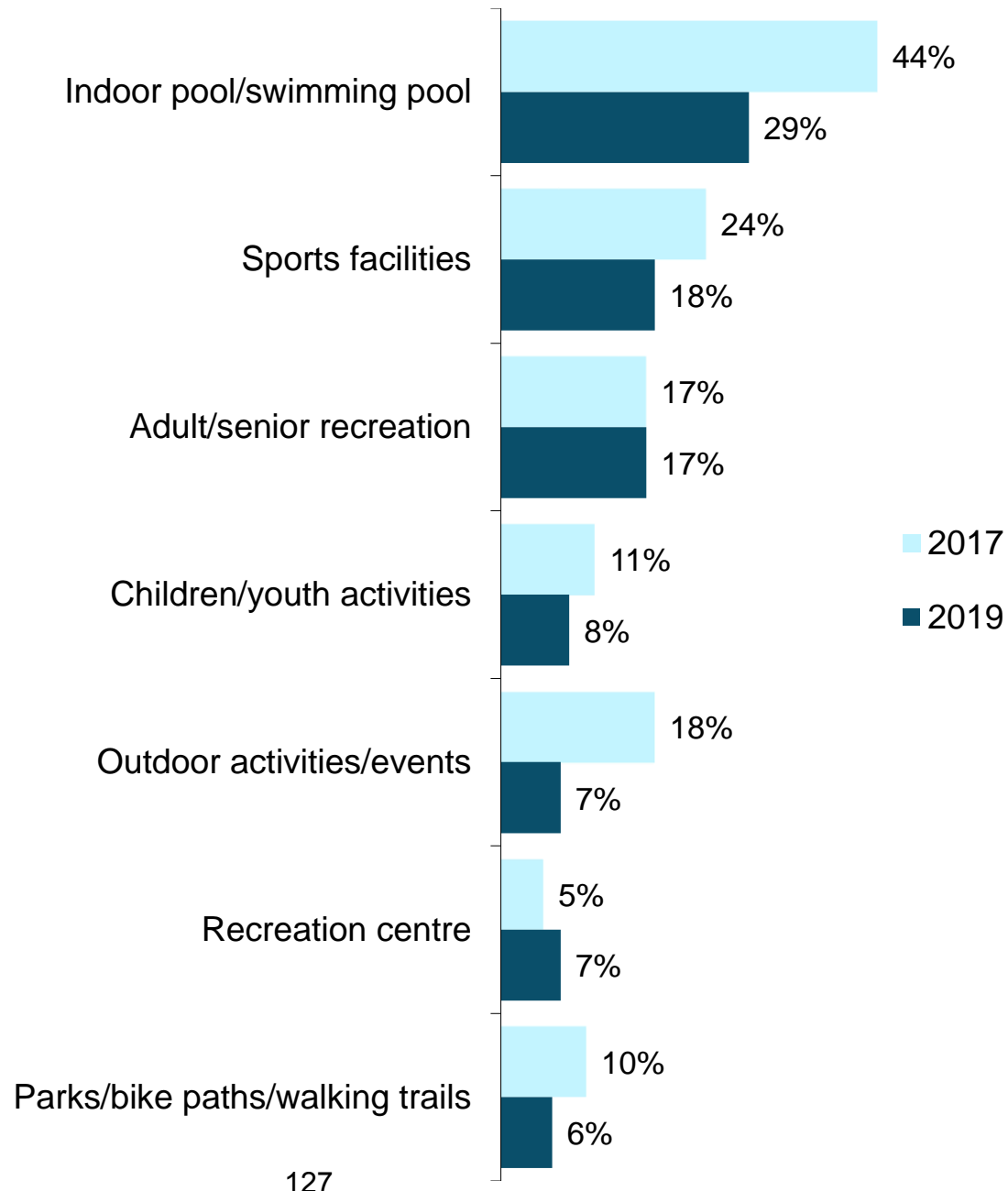
- Women (54% vs. 30% among men).
- Those with children at home (50% vs. 40% among those with no children in the household).

Base: Tecumseh adults aged 18+

RESIDENTS' DESIRE FOR AN INDOOR POOL HAS DECREASED SOMEWHAT SINCE 2017

Q12. "Which ones?"*

Base: Those who prefer additional recreational programs (n=169)
 *Multiple mentions were accepted.
 Totals may exceed 100%.



RESIDENTS LIKE THE ENTERTAINMENT AT THE CORN FESTIVAL

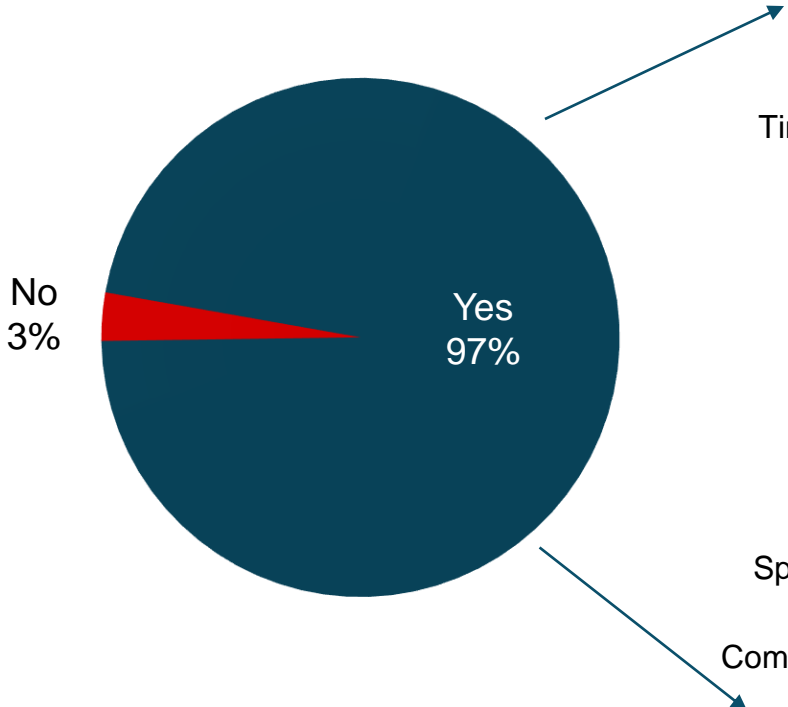
Q13. "Have you ever attended the Tecumseh Corn Festival?"

Base: Tecumseh adults aged 18+

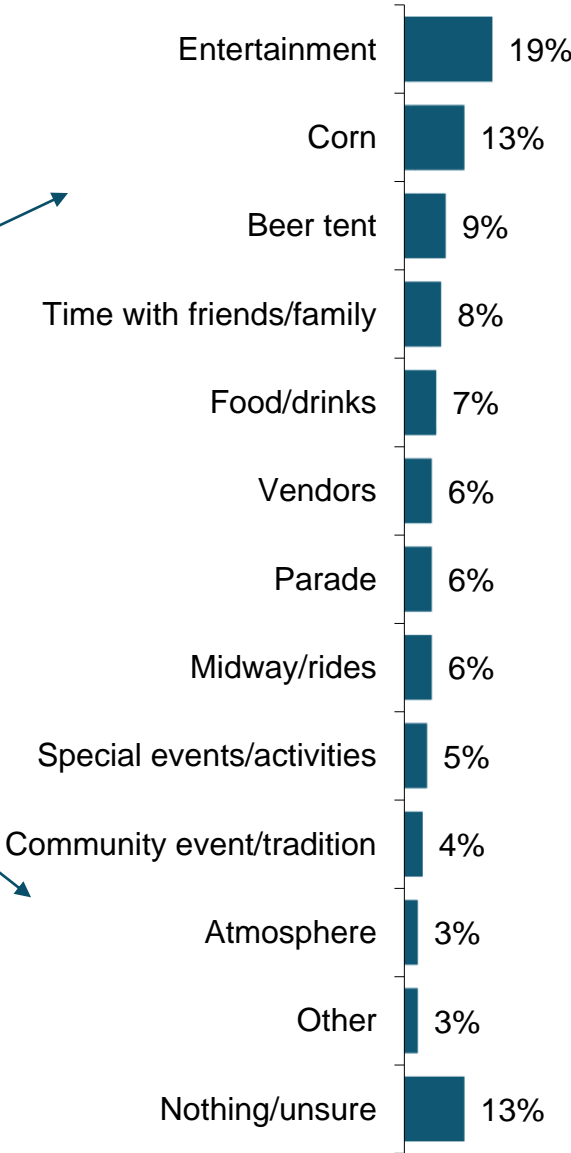
Q14. "What is your favourite part of the Corn Festival?"

Base: Those who have attended the Corn Festival in the past (n=390)

Incidence of Corn Festival attendance



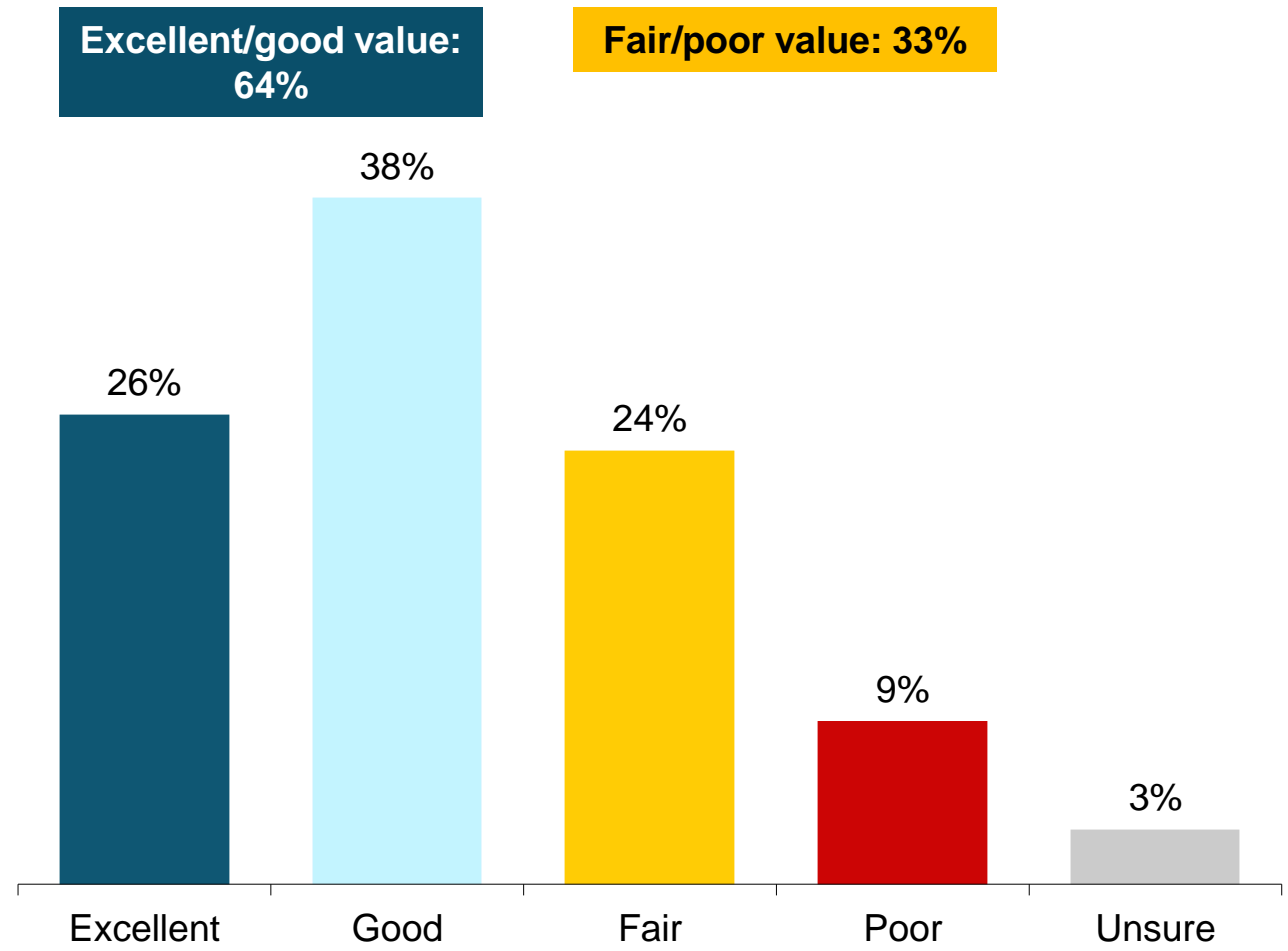
Favourite part of festival



NEARLY TWO-THIRDS OF RESIDENTS FEEL THE CORN FESTIVAL OFFERS GOOD TO EXCELLENT VALUE

Q15. "Thinking specifically about the Tecumseh Corn Festival, how much value do you feel this event provides to the Town?"

Base: Tecumseh adults aged 18+



Those most likely to say the Corn Festival offers fair or poor value includes:

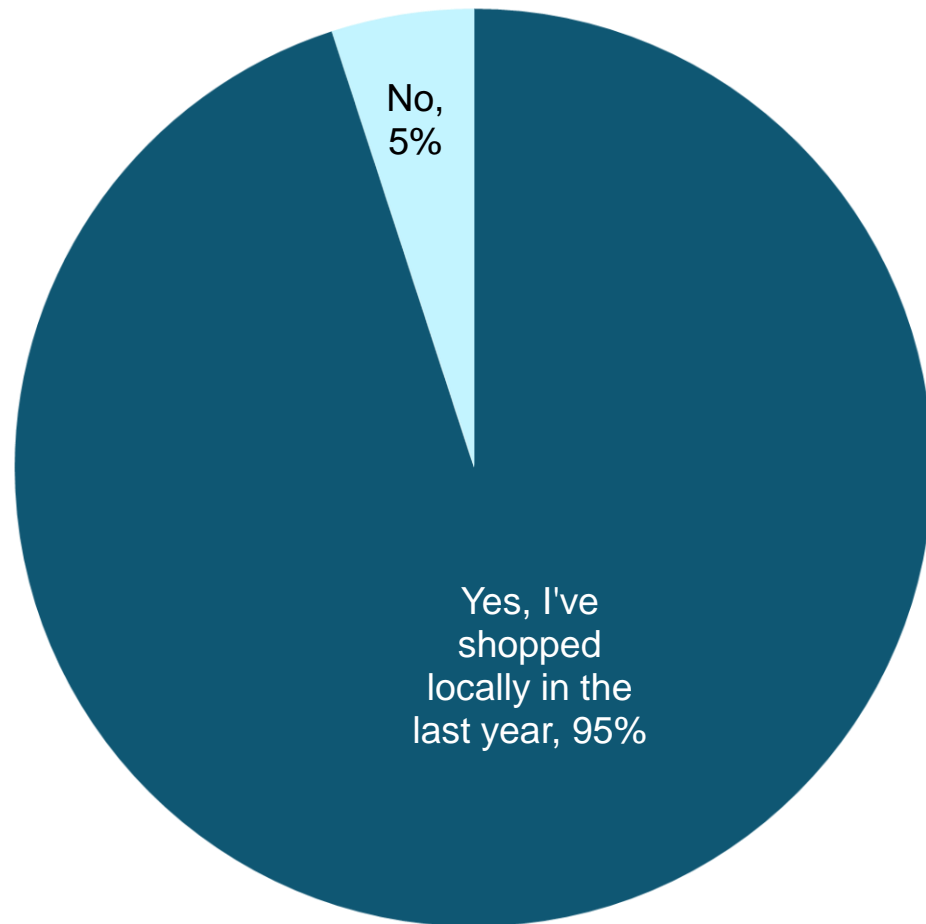
- Residents of Ward 2 (42% vs. 29% among those in Ward 3).
- Those who say their quality of life is lower; who feel the Town is going in the wrong direction; who are less satisfied with Town services and who say they get less value for their tax dollars.

SUPPORT FOR LOCAL BUSINESSES



NEARLY ALL RESIDENTS SAY THEY SHOP LOCAL

Q25. "During the last year, have you shopped or purchased any items from a small business located in Tecumseh? This includes any of our local restaurants, retail shops or professional health services."

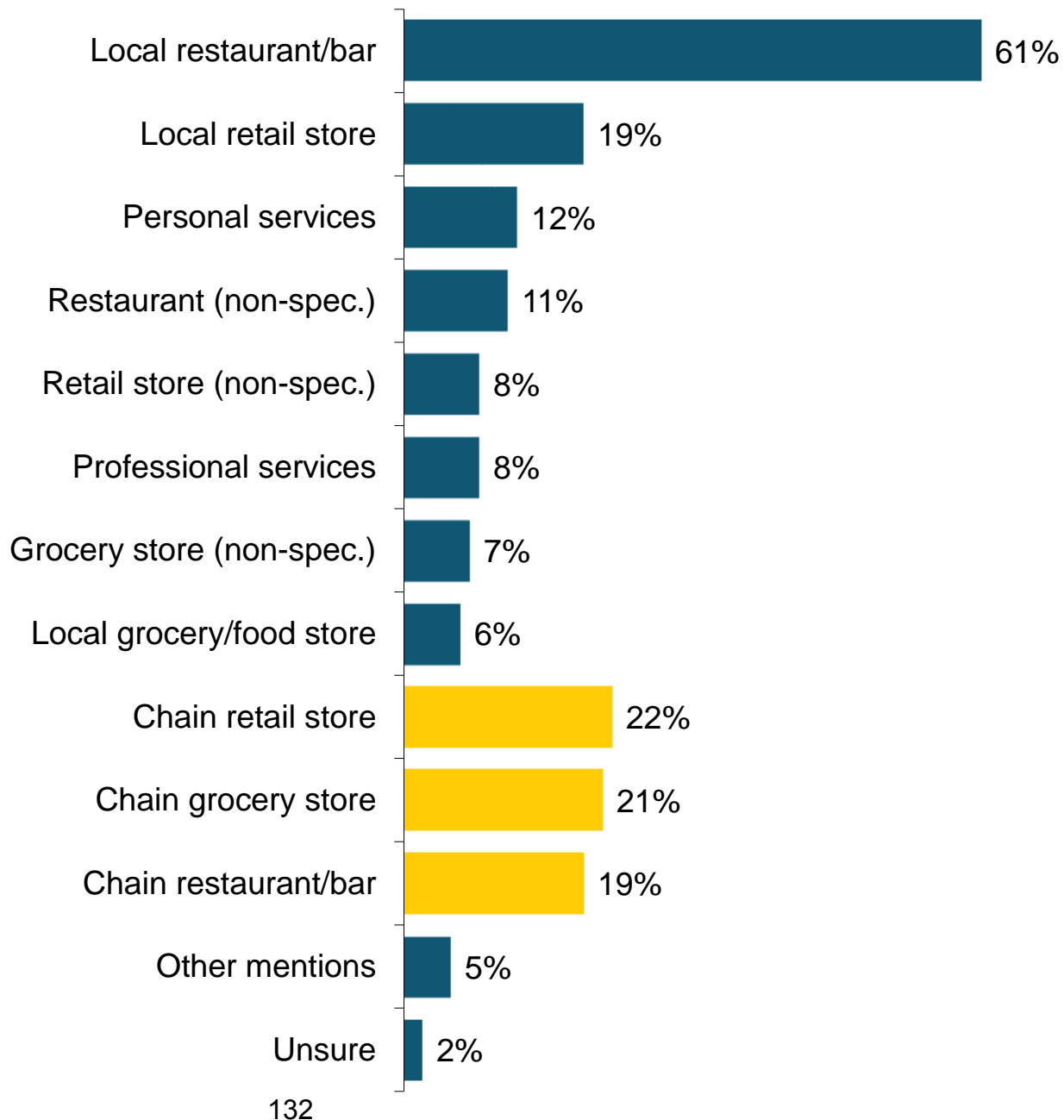


Base: Tecumseh adults aged 18+

MORE THAN HALF CONSIDER CHAIN RESTAURANTS, RETAILERS TO BE 'LOCAL'

Q26. "What are some of the stores/restaurants you have visited?"

Base: Those who have purchased from local businesses (n=383)
 *Multiple mentions were accepted.
 Totals may exceed 100%.



FREQUENTLY-MENTIONED BUSINESSES BY CATEGORY - BASED ON VERBATIM RESPONSES -

Q26. "What are some of the stores/restaurants you have visited?"

Base: Those who have purchased from local businesses (n=383)
*Multiple mentions were accepted.
Totals may exceed 100%.

Local restaurants/bars:

- Michigan Diner
- Johnny Shotz
- Antonino's Pizza
- La Rucola
- Fratelli Pasta Grill
- Frank Brewpub
- The Sandwich Nook
- Pat and Hank's Fish & Chips
- Blue Sky Garden
- Carrots 'n Dates
- The Lux

Local retail stores:

- Anne's on the Avenue
- Cycle Culture
- Antoyan Jewellers
- Rosser Reeves Jewellers
- Atlantis Hot Tub and Pool Centre
- Graham's Paint and Paper Place
- Ocean Bottom Soap Company
- Flowers by Phil Said
- Jacob's Boutique

Local food/grocery stores:

- The Humble Baker
- The Cheese Bar
- Lakeside Meats
- Dressed by an Olive

Personal services:

- Hibiscus
- Jen's Place
- Moni Hair Boutique

133

Chain restaurants/bars:

- Swiss Chalet
- Boston Pizza
- Kelsey's
- McDonald's
- Pizza Pizza
- A&W
- Domino's Pizza
- Dairy Queen

Chain retail stores:

- Shoppers Drug Mart
- Dollarama
- National Sports
- Pet Valu
- Home Hardware
- Lowe's
- Indigo

Chain food/grocery stores:

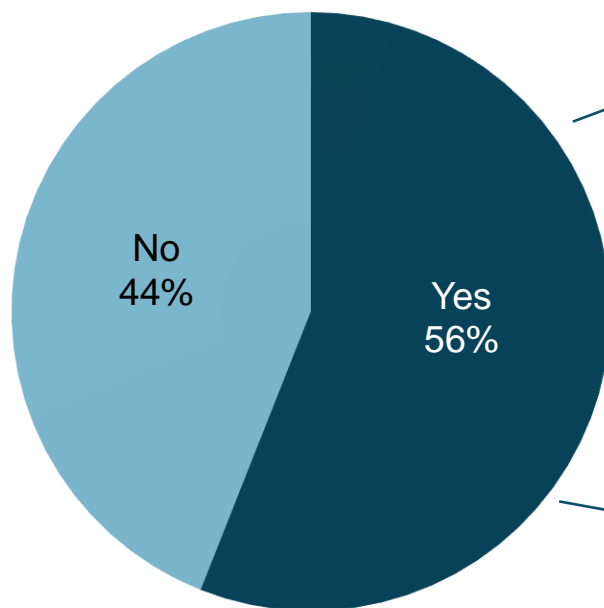
- Zehr's
- Food Basics
- Sobeys
- Metro

COMMUNICATIONS



ONE-HALF OF RESIDENTS HAVE CONTACTED THE TOWN WITHIN THE PAST YEAR

Incidence of engaging with the Town in the past 12 months



38%
Contacted the Town about an issue/concern



29%
Provided input/ comments to the Town



20%
Attended Town council meeting

Note: In 2017, 58% of Town residents indicated they contacted the Town at some point about an issue or concern.

Those most likely to have interacted with the Town in the past 12 months include:

- Those with higher levels of education (60% among those with a university degree) and household income (67% among those earning \$100K+).
- Those who say their quality of life is excellent (61%) and are very satisfied with Town services (61%).

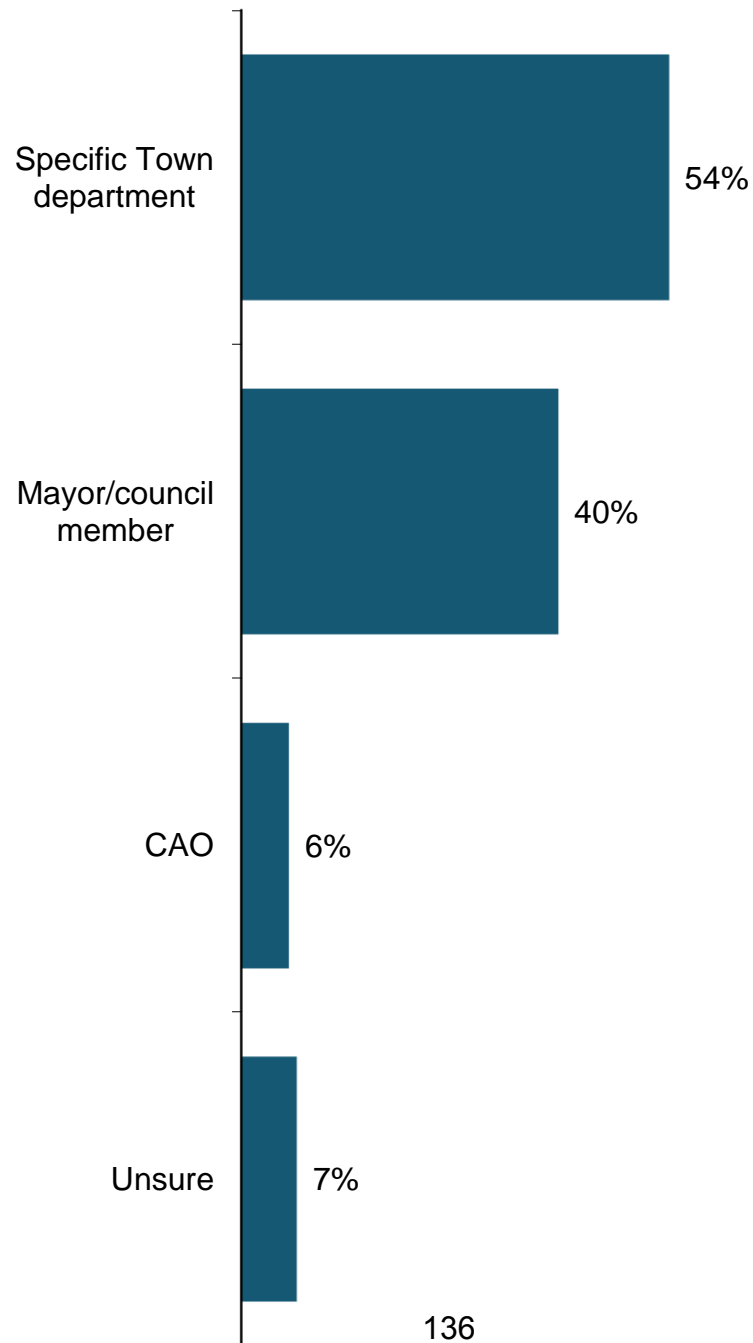
Q16. "Have you done any of the following in the past 12 months?"

Base: Tecumseh adults aged 18+

MORE THAN HALF CONTACTED A SPECIFIC TOWN DEPARTMENT

Q17. "Who did you contact about this issue?"*

Base: Those who have contacted the town about an issue/concern (n=154)
*Multiple mentions were accepted.
Totals may exceed 100%.



Top mentions:

- Clerk's Office/Staff Services/Finance (22%)
- Bylaw enforcement (12%)
- Public works (10%)
- Building enforcement (10%)
- Town maintenance (9%)
- Police (8%)
- Water/wastewater services (8%)
- Planning/permits (6%)
- Garbage/recycling (4%)

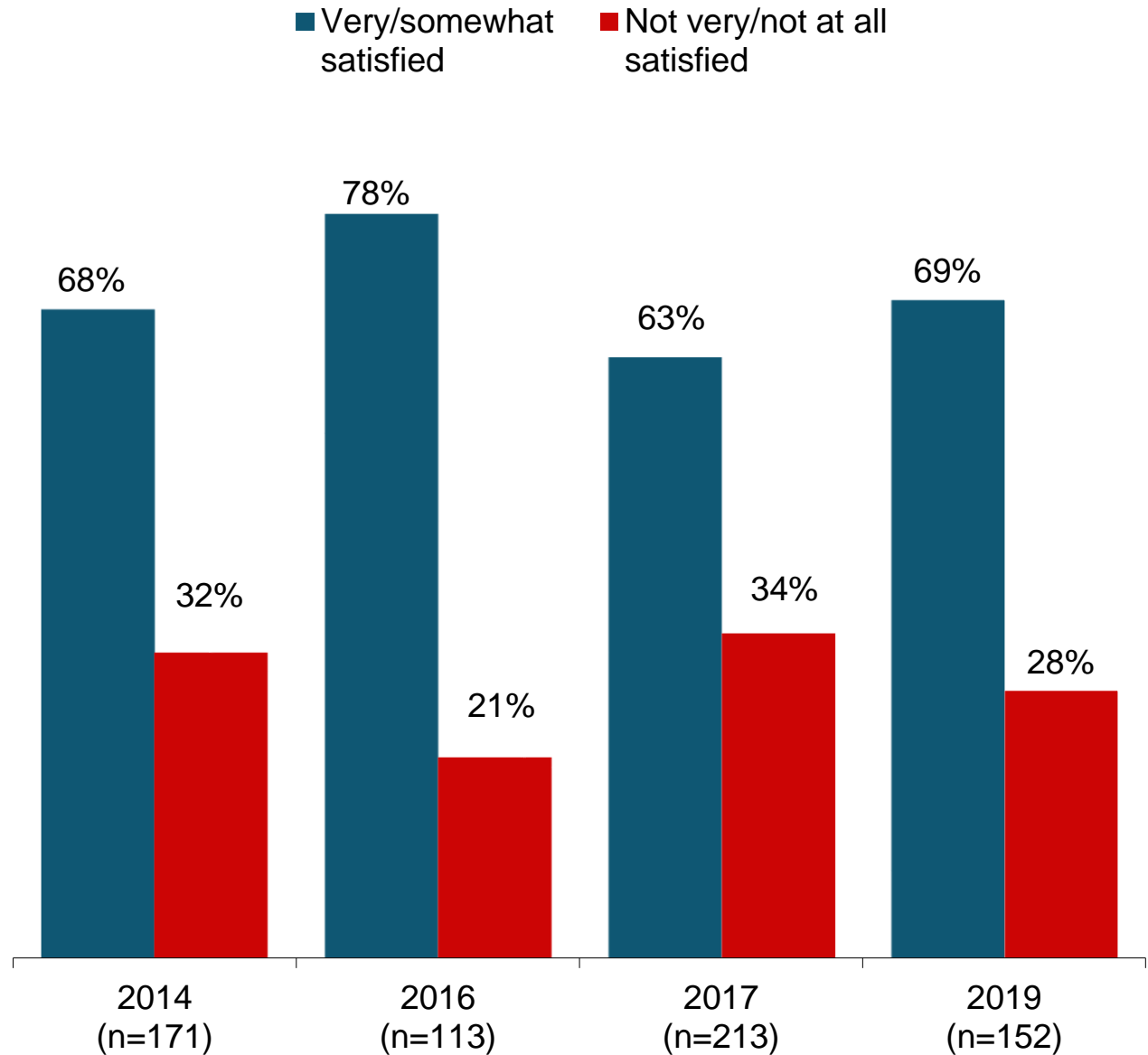
7% unsure; 5% other mentions

136

NEARLY SEVEN IN TEN ARE SATISFIED WITH HOW THE ISSUE WAS RESOLVED

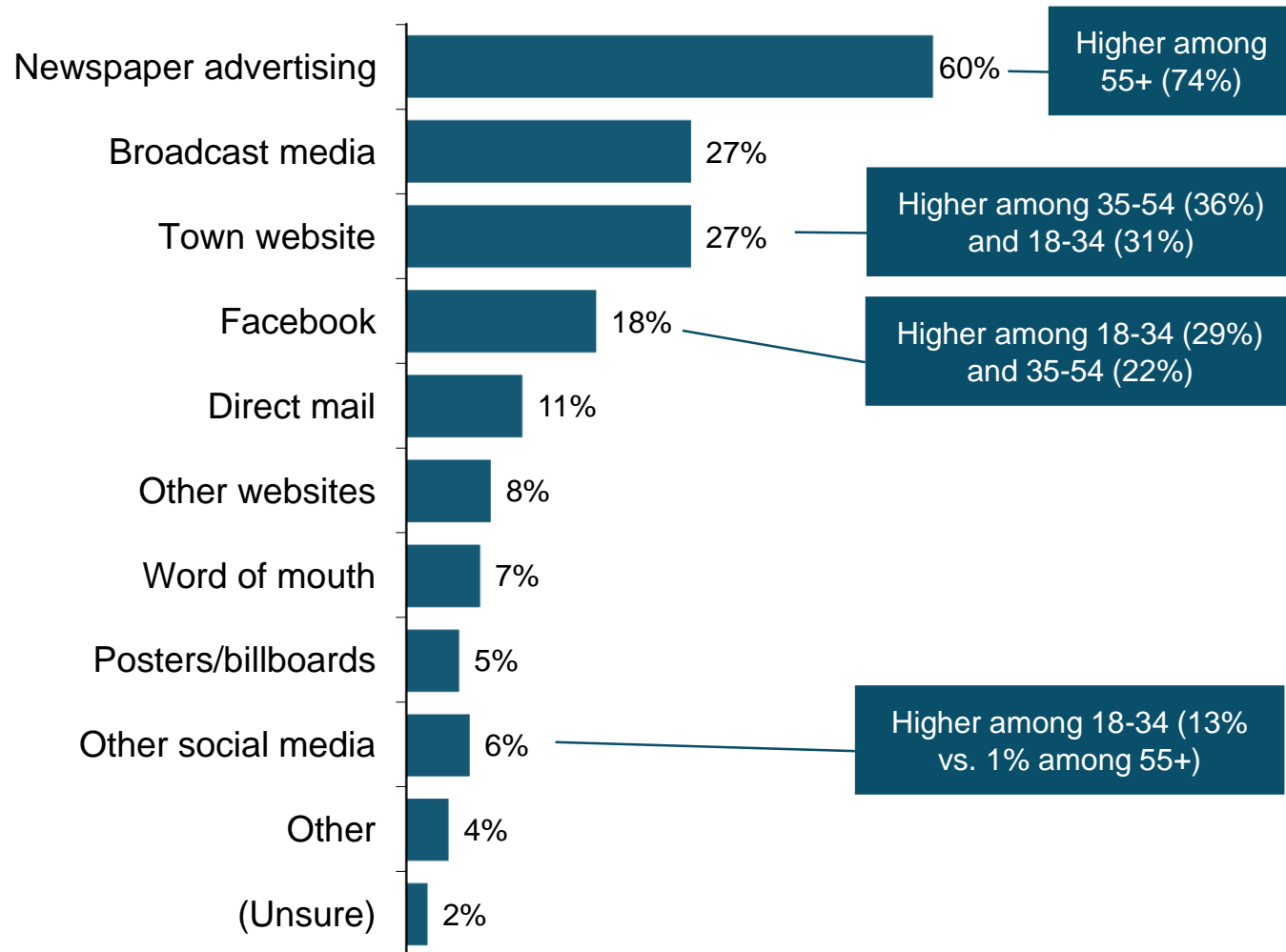
Q19. "Thinking about all the times you have contacted the Town about a particular issue, how satisfied are you that your concern or concerns were dealt with effectively?"

Base: Those who have contacted the town about an issue/concern



NEWSPAPER ADVERTISING IS THE MAIN SOURCE OF INFORMATION ABOUT THE TOWN

Q20. "Where do you receive your information about the Town of Tecumseh news, events, activities and programs?"



Note: In 2017, residents were asked what the best methods are to provide Town news and general information. The top responses from that survey included:

- Email (37%)
- Newspaper ad (23%)
- Direct mail (22%)
- Telephone (19%)

138

Base: Tecumseh adults aged 18+
*Multiple mentions were accepted.
Totals may exceed 100%.

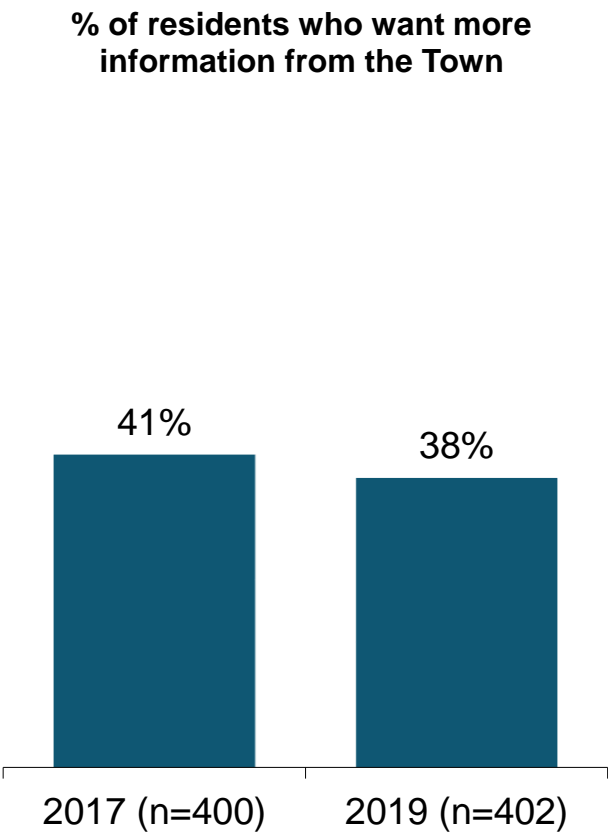
NEARLY FOUR IN TEN WOULD LIKE TO ACCESS MORE INFORMATION FROM THE TOWN

Q21. "Thinking about the amount of information you receive from the Town of Tecumseh, would you say you receive enough information about Town activities, or would you like more information?"

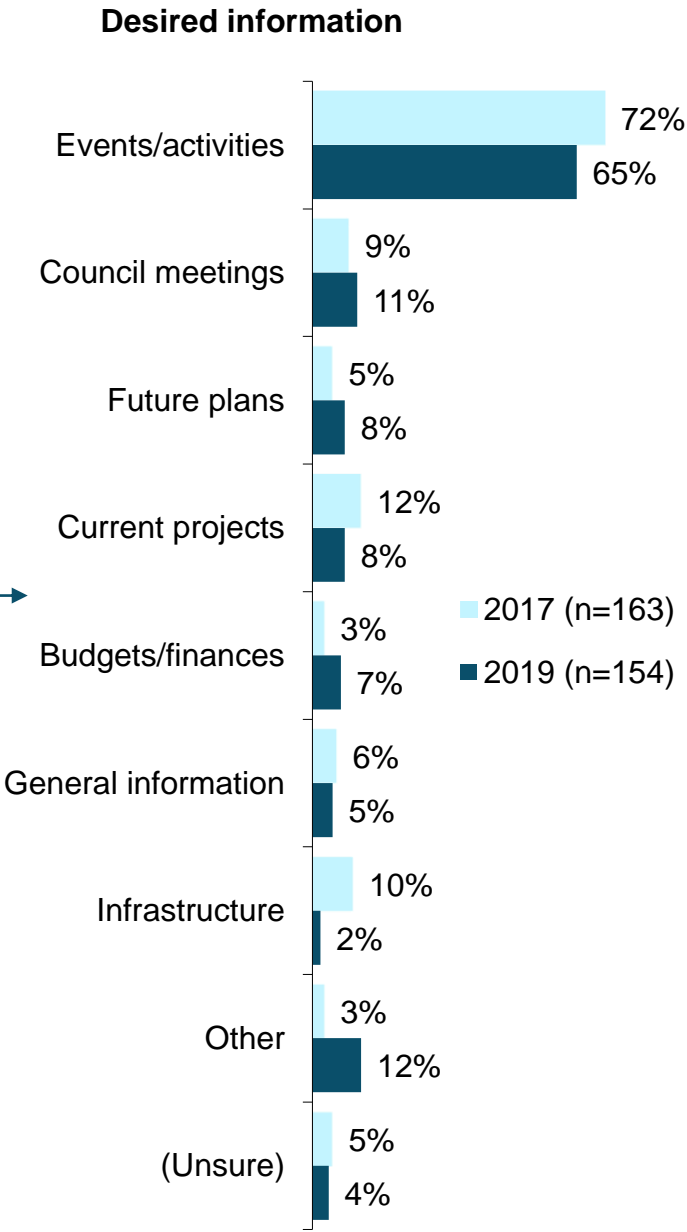
Base: Tecumseh adults aged 18+

Q22. "What information would you like to know more about?"

Base: Those who want additional information

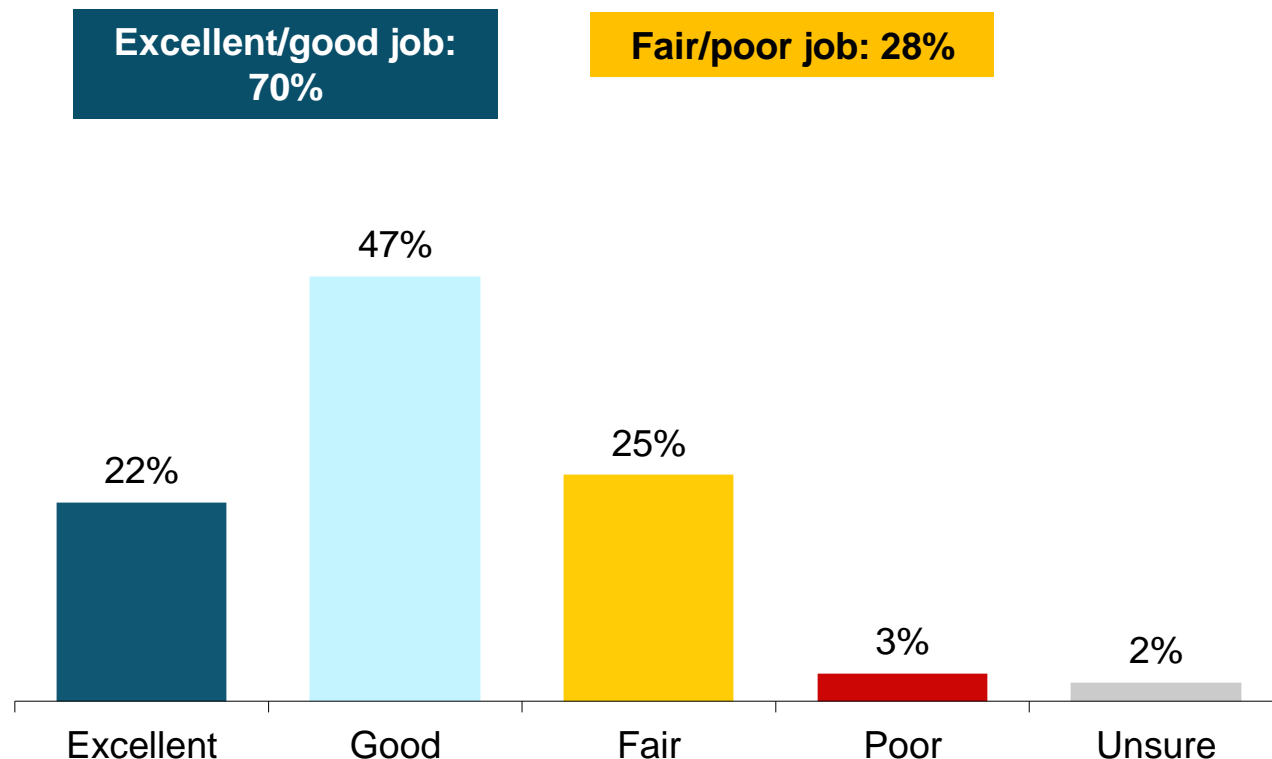


- Those who are most likely to want more information include:
- Residents of Ward 1 (49% vs. 28% among those in Ward 3).
 - Those earning higher household incomes (45% among those earning \$100K+).
- 139



SEVEN IN TEN RESIDENTS SAY THE TOWN DOES A GOOD JOB OF KEEPING THEM INFORMED

Q23. "Overall how good of a job does the Town of Tecumseh do informing citizens about important issues?"



Those most likely to say the Town does an excellent job keeping them informed include:

- Ward 3 residents (32% vs. 12% among those in Ward 2).
- Those who provided higher ratings on the Town's other satisfaction metrics.

ONE-QUARTER OF RESIDENTS WANT A NEWSLETTER OR FLYER SENT TO THEIR HOUSEHOLDS

Q24. "What could the Town do to better inform residents like you about important issues?"



Base: Tecumseh adults aged 18+

- Ward 1 residents are more likely to request a newsletter, flyer or other piece of direct mail from the Town (34% vs. 15% among those living in Ward 2).

CONCLUSIONS AND KEY INSIGHTS



CONCLUSIONS AND KEY INSIGHTS

- The Town continues to enjoy very high ratings on its key community metrics, including residents' sense of their quality of life, the perceived direction of the Town, views regarding value for tax dollars and overall satisfaction (97% very or somewhat satisfied) with Town services. Tecumseh has maintained very high scores on these metrics during the past five years, which shows that the Town's residents are generally very happy with their local government.
- The fact Tecumseh's residents are quite content makes it difficult to identify obvious areas for improvement. Our driver analysis shows that of all the programs and services citizens receive, there are three – waste collection, land use planning and drinking water – that have the greatest impact on overall satisfaction. Maintaining and/or improving levels of service in these areas should do the most to ensure that Tecumseh residents remain satisfied overall with Town programs and services.
- At the same time, flooding remains a significant concern – particularly in areas of the Town most likely to be affected by drainage issues. Concern regarding flooding has increased during the past two years, while satisfaction with stormwater drainage remains quite low. While improvements to stormwater drainage will not do much to increase citizens' overall satisfaction with Town services, this remains a critical issue for the Town to address.
 - Although satisfaction with most Town services remains high, the results also show that satisfaction with recreational opportunities, including facilities and greenspace, is somewhat lower in more outlying/exurban areas of the community, including Wards 4 and 5. The Town may wish to examine why this is and explore potential opportunities to offer additional services in these areas.
 - As well, there remains a strong appetite for additional recreation programs and facilities in the Town. Although the proportion who specifically feel the Town needs an indoor pool has decreased to some degree, the findings show clearly that Tecumseh residents desire additional recreational opportunities in their community.

CONCLUSIONS AND KEY INSIGHTS (CONT'D)

- It should be noted that additional services were included in this year's survey. These items (land use planning, public transit, bylaw enforcement...) may have received lower satisfaction scores because they are used less frequently by citizens and therefore a greater proportion of respondents are unable to provide a response. When these "unsure" responses are removed, however, the level of satisfaction with these services is comparable to other services that are used by a higher proportion of Town residents.
- Although Tecumseh's crime rate is quite low and citizens generally feel safe, it is important to note that for the first time in nearly a decade, crime registered as a top-of-mind issue, with satisfaction with police services also decreasing significantly compared to previous waves. There appears to be some additional degree of concern about crime in the community that should be monitored and addressed.
- Satisfaction with festivals and events increased during the past two years, while the results exploring perceptions of the Corn Festival show not only high levels of participation in this event among community members, but also that the majority of residents feel this event delivers good value for the Town.
- On the whole, Tecumseh residents say the Town does a good job of communicating with them about important issues. Although residents mainly get their information about civic issues from local print and broadcast media, there are opportunities for the Town to further supplement this information using a mix of additional channels, including printed and/or electronic versions of newsletters and other direct mail pieces, the Town website and social media.



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Paul Anthony, Director Parks & Recreation Services

Date to Council: February 11, 2020

Report Number: PRS-2020-03

Subject: 2020 Essex Power Youth in Community Fund

Recommendations

It is recommended:

That Parks and Recreation Report No. PRS-2020-03, regarding the 2020 Essex Power Youth In Community Fund, **be received** for information.

Background

In 2014, Essex Power Corporation approved the “Youth in Community” (YIC) Fund policy that distributes funding equally amongst the Shareholders of Essex Power Corporation in order for Essex Power Corporation to support its communities by sponsoring organizations that offer activities and projects geared towards youth. In accordance with the funding requirements, the Town of Tecumseh is responsible for administering the allocation of the YIC funding and each group that receives funding agrees to identify Essex Power as the sponsor through acknowledgement on various promotional materials including signage, flyers and websites.

The YIC funding programing has continued annually since 2014, and throughout the years has sponsored the following Tecumseh programs and organizations:

Breakfast with Santa
Canada Day Celebration
Christmas in Tecumseh
Earth Day Celebration
In Motion 12 o'clock Walk
McAuliffe Park Sports
Outdoor Movie Night

Public Recreational Skating
Public Recreational Swims
St. Mary's Sports
Summer Concert Series
Tecumseh Minor Baseball Association
Tecumseh Shoreline Minor Hockey Association
Tecumseh Skateboarding Competition
Tecumseh Skating Club
Tecumseh Soccer Association
Tecumseh Summer Day Camp

Comments

Administration received confirmation that the Essex Power Corporation Board of Directors has once again approved funding for its Shareholders to continue to support organizations that offer activities and projects geared towards youth in 2020. EPC has approved \$40,000 Youth in Community Funding to be distributed among four communities: Amherstburg, LaSalle, Leamington and Tecumseh.

2020 will be the seventh year of the funding. Over the years, EPC has invested \$280,000 to support youth in its four communities.

According to the funding requirements:

- Fund allocations will be restricted by the Corporate Shareholders to a maximum of \$2,500 for each youth organization activity/event/project
- Special consideration for funding requests above \$2,500 may be given only upon request
- The Corporate Shareholder shall be the sole administrator and distributor of funds

The Guidelines and Eligibility Requirements of the Program include:

- Youth organizations activities/events/projects must take place within the shareholder community which is serviced by Essex Power Corporation
- Must be youth driven; eighteen (18) years of age or under
- Must include an element of education, fitness, art/culture, or social responsibility
- Projects benefiting a larger number of youth shall be given greater consideration
- Essex Power shall be prominently acknowledged as the source of the funding through the placement of Essex Power Corporation's logo on the various promotional items whenever possible

The Town will be required to provide the Essex Power Board of Directors a bi-annual report detailing fund recipients and amount received.

The Recreation Department will continue to manage the Town of Tecumseh's allotment of YIC funding by coordinating activities throughout the year through direct programming and partnerships with community groups.

Consultations

Financial Services

Financial Implications

Administration expects no additional costs as a result of operating this program. Internal resources will continue to be responsible to ensure compliance with program requirements.

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 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:

Kerri Rice
Manager Recreation Programs & Events

Reviewed by:

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

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation 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: February 11, 2020

Report Number: PBS-2020-04

Subject: Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
1222 Lesperance Road (Halliwill Seguin LLP)
Planning, Design and Architectural Grant Program
OUR FILE: D18 CIPFIP - CIP-01/20

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 1222 Lesperance Road (Roll No. 374416000007400), **be deemed eligible and approved** for the Planning, Design and Architectural Grant Program in the amount of \$3,000 in relation to the preparation of drawings for the building façade and parking lot improvements proposed for the subject property, all of which is in accordance with Section 11.3 (5) of the CIP and with PBS-2020-04.

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 2019, Town Administration met with the Owner of the commercial property located at 1222 Lesperance Road (see Attachments 2 and 2A for location) regarding proposed improvements to the property's building facade and parking lot. A 353 square metre (3,800 square foot) commercial building (former Billiards Plus) that is occupied by a law firm (Halliwill Seguin LLP)

is situated on the northerly portion of the property with the balance of the lot being used as a parking area (see image below). Access to the parking area is from Legion Lane, which extends easterly from Lesperance Road.



The Owner wishes to make improvements to the existing facades of the building, which includes repair and re-painting of the existing stucco, repairs to existing windows and the installation of new signage. In addition, the Owner is proposing to improve the parking area by resurfacing it and introducing additional landscaped areas and decorative fencing. To assist in meeting the design/architectural guidelines of the CIP for the building façade improvements, along with the preparation of a site plan that will illustrate the proposed parking lot improvements, the Owner is retaining the services of an architect. Accordingly, he is requesting CIP funding toward the expense of the preparation of architectural drawings and the related site plan. A grant to assist with these costs is contemplated by the CIP subject to meeting the design guidelines.

Proposed Grant Details

Based on the foregoing, the Owner has submitted a Financial Incentive Program Grant Application under the Planning, Design and Architectural Grant Program seeking \$3,000 (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 costs related to the preparation of architectural/engineering drawings for the proposed development, as identified below:

Humble Opulence - \$6,200

Architectural Design Associates. - \$11,300

The requested amount of \$3,000 represents the maximum amount of grant available (50% of the total eligible costs up to \$3,000), as established by the selected preferred quote of Humble Opulence.

The subject grant 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 it 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 with respect to the Planning, Design and Architectural Grant Program:

- i) the Owner will have a period of six months to start the works 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, 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

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. This 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 2020 budget includes CIP grant funding of \$125,000. An additional \$110,527 of uncommitted budget allocation from prior period budgets was carried forward, thus totalling \$235,527 in funds available for 2020. To date, no other applications have been approved during 2020. Accordingly, the current available funding total is \$235,527.

Upon approval of the recommendation of this report, remaining available program funds for 2020 will be \$232,527 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 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:

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
Director Financial Services & Chief Financial Officer

Reviewed by:

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

Recommended by:

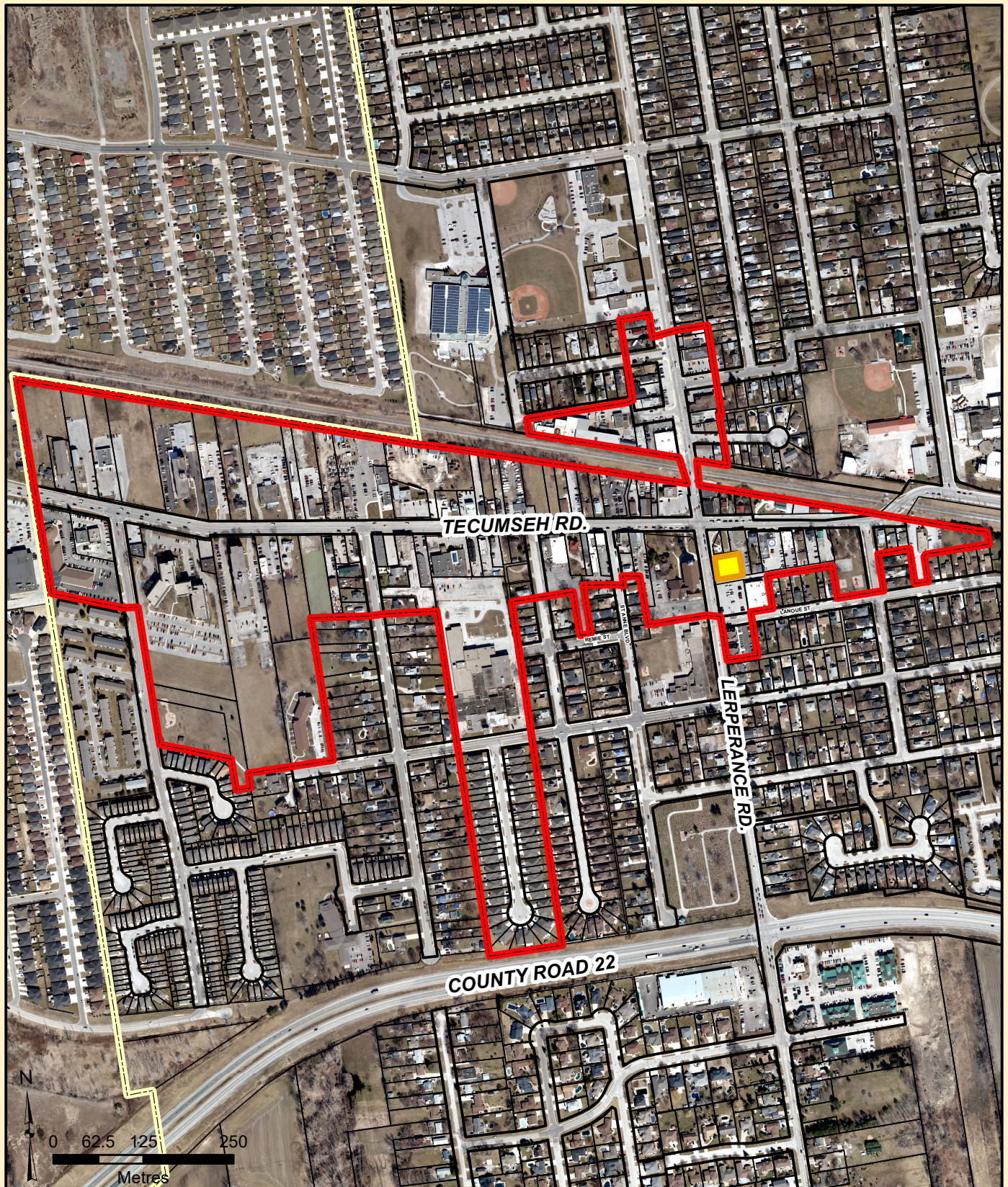
Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

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
1222 Lesperance Road
CIP Support Programs and Incentives Summary

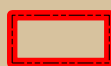
11.4 SUPPORT PROGRAMS AND INCENTIVES SUMMARY

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



Prepared By:
Tecumseh Planning and
Building Services Department

Legend:



CIP Area

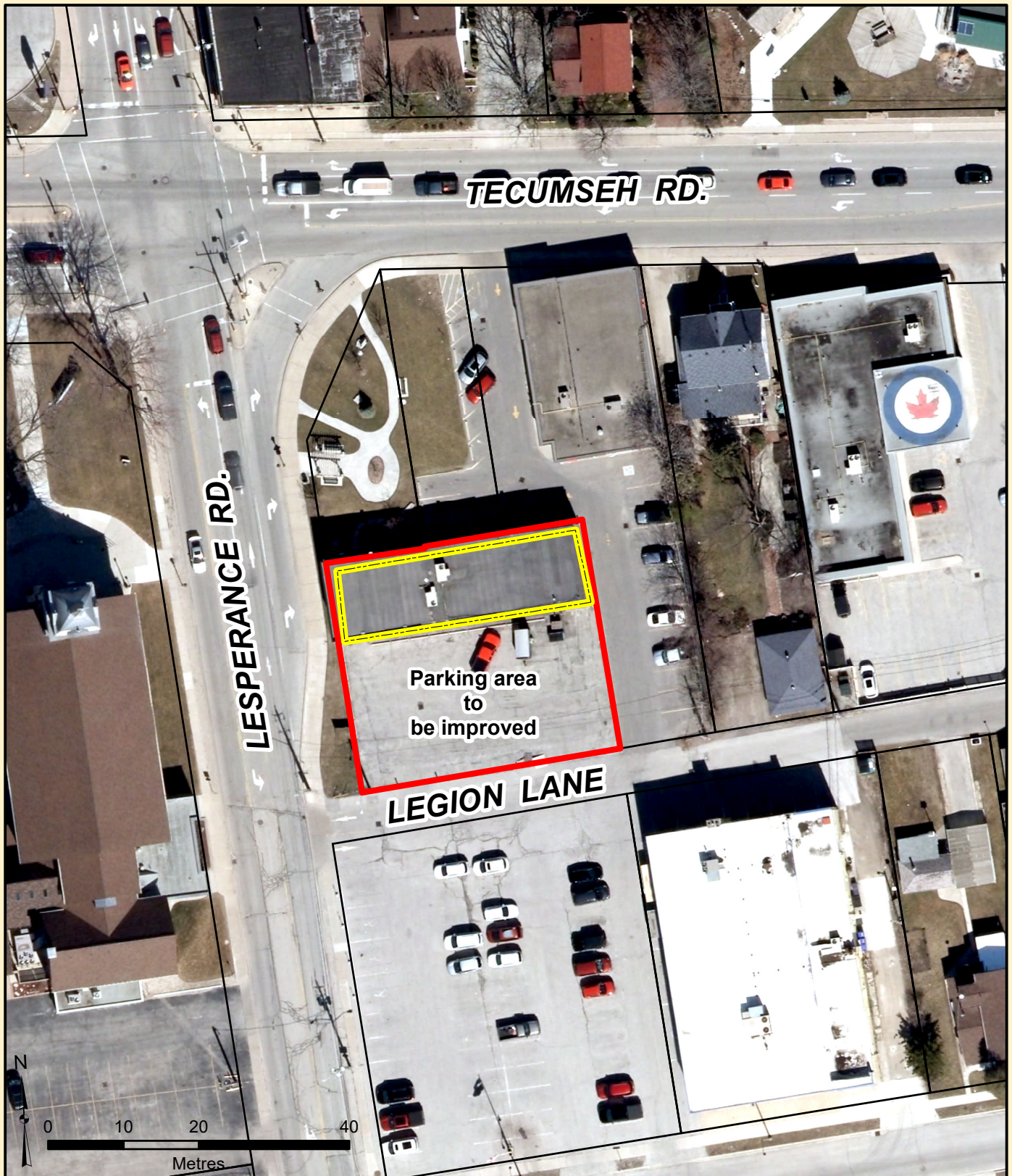


Subject Property



Municipal Boundary

Attachment 2
Financial Incentive Program Grant Application
Tecumseh Road Main Street CIP
1222 Lesperance Road
Property Location in Relation to CIP Study Area



Legend:



Subject Property



Building facades
proposed to be
improved



Prepared By:
Tecumseh Planning and
Building Services Department

Attachment 2A
Financial Incentive Program Grant Application
Tecumseh Road Main Street CIP
1222 Lesperance Road
Property Location, Detail View

Attachment 3A
Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
1222 Lesperance Road
CIP Incentives Financial Summary Chart No. 1

CIP Incentives Summary - Year-to-Date February 11, 2020				
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	\$ -	\$ -	\$ -
7. Sidewalk Café Grant Program	\$ 12,000	\$ -	\$ -	\$ -
8. Mural/Public Art Program	\$ 5,000	\$ -	\$ -	\$ -
	\$ 417,000	\$ -	\$ 3,000	\$ -
Actual Budget Allocations:				
2020	\$ 125,000			
Prior Years - Carry-forward	\$ 110,527			
Total Available for 2020	\$ 235,527			
2020 Annual Funding Shortfall including carry-overs	\$ (181,473)			
Total Available for 2020 less Projects Committed		\$ 235,527		
Remaining Available less Projects Proposed			\$ 232,527	

Attachment 3B
Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
1222 Lesperance 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	PBS Report #
CIP-01/16	Buckingham Realty	\$ 1,475								\$ 1,475	05-16
CIP-02/16	Frank Brewing Co.							\$ 2,000		\$ 2,000	09-16
CIP-03/16	1614840 Ontario Ltd.		\$ 2,000	\$ 80,784						\$ 82,784	13-16
CIP-04/16	Valente Development Corp.			\$ 80,003						\$ 80,003	20-16
CIP-02/17	Valente Development Corp.			\$ 78,120						\$ 78,120	07-17
CIP-03/17	Lesperance Plaza Inc				\$ 15,000					\$ 15,000	17-17
CIP-04/17	St. Anne Church				\$ 15,000					\$ 15,000	21-17
CIP-05/17	Carrots N Dates							\$ 2,000		\$ 2,000	22-17
CIP-06/17	Buckingham Realty				\$ 15,000					\$ 15,000	26-17
CIP-01/18	1071 Lesperance Road – c/o Lesperance Square Inc.	\$ 3,000								\$ 3,000	PBS 2018-14
CIP-02/18	12350 Tecumseh Rd. - Tecumseh Historical Society								\$ 1,000	\$ 1,000	PBS 2018-16
CIP-03/18	Buckingham Realty		\$ 600							\$ 600	PBS 2018-17
CIP-04/18	1071 Lesperance Road – c/o Lesperance Square Inc.			\$ 5,416	\$ 15,000	\$ 40,000				\$ 60,416	PBS 2018-18
CIP-05/18	12357 Tecumseh Road - Bosely Hair					\$ 20,000				\$ 20,000	PBS 2018-19
CIP-06/18	Team Goran Inc.				\$ 4,000					\$ 4,000	PBS 2018-33
CIP-07/18	1122 Lesperance (2586168 ON)	\$ 3,000								\$ 3,000	PBS 2018-39
CIP-08/18	1122 Lesperance (2586168 ON)				\$ 15,000					\$ 15,000	PBS-2018-42
CIP-09/18	1122 Lesperance (2586168 ON)		\$ 562							\$ 562	PBS-2018-23
CIP-01/19	11958 Tecumseh Road	\$ 3,000								\$ 3,000	PBS-2019-15
CIP-02/19	12222 Tecumseh Road						\$ 9,575			\$ 9,575	PBS-2019-29
CIP-03/19	Buckingham Realty						\$ 438			\$ 438	PBS-2019-34
CIP-04/19	Villa Pia Investments - 12000 Tecumseh Road	\$ 3,000	\$ 1,075							\$ 4,075	PBS-2019-38
CIP-05/19	11865 Tecumseh Road	\$ 3,000								\$ 3,000	PBS-2020-01
CIP-07/19	11957 Tecumseh Road			\$ 100,000						\$ 100,000	PBS-2020-03
	Total	\$ 16,475	\$ 4,237	\$ 344,323	\$ 79,000	\$ 60,000	\$ 10,013	\$ 4,000	\$ 1,000	\$ 519,048	
										GRANT PAID	



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: February 11, 2020

Report Number: PBS-2020-05

Subject: Annual Status Report on the Tecumseh Transit Service for 2019
OUR FILE: T03 TTS

Recommendations

It is recommended:

That PBS-2020-05, Annual Status Report on the Tecumseh Transit Service for 2019, be received.

Executive Summary

After three years of lower than usual ridership, the Tecumseh Transit Service (TTS) ridership levels for 2019 increased to pre-2016 levels at well over 28,000. This increase may be attributed to route revisions implemented in mid-2018 to make the service more reliable along with the purchase of a second kneeling bus to improve accessibility, safety and comfort for the ridership. The 2019 total revenue also increased by 4.1% over the 2018 levels going from \$24,002 to \$24,974. Revenue from TTS bus passes continued to increase overall and constituted a greater share of the total revenue than in previous years. The purpose of this Report is to provide Council with a statistical overview of the TTS for the 2019 calendar year and to provide an outlook of initiatives anticipated for 2020.

Background

The Tecumseh Transit Service (TTS) has now completed its tenth year of operation after being 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

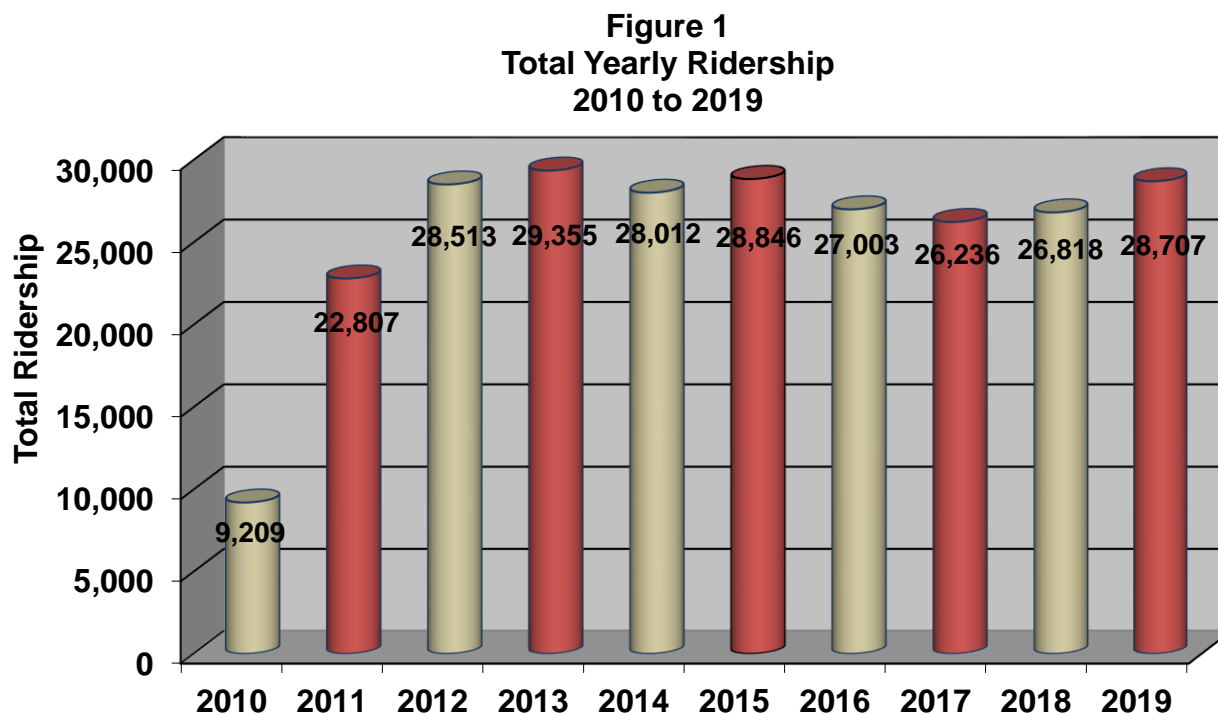
process that resulted in some bus stop locations being removed and others added in an attempt to minimize delays in service. The Town manages the service but contracts the operation and maintenance of the two Town-owned buses to First Student Canada (FSC). This contract expires at the end of 2020 but includes an option to extend for another term.

Comments

Ridership Use Analysis

The current route is conveniently accessible to 65 percent of the population of Tecumseh with accessibility being based on a 400-metre walking distance to a bus stop. Within the northerly settlement area of the Town, 72% 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% of the population. Over the past ten years, the TTS has served approximately 252,000 riders and, in the past eight years, has maintained an annual ridership of between 26,000 and 29,000.

Total ridership in 2019 was 28,707 (see Figure 1 below) which represents an increase of 1,889 passengers and a 7% increase from the 2018 total ridership of 26,818. This increase cannot be attributed to any particular stop as increases were experienced throughout the TTS system. The 2019 total ridership is the third highest achieved since the TTS's inception in 2010.



The average daily ridership by month for 2019 was consistently higher when compared against the 2018 monthly averages (see Figure 2 below). In 2019, the TTS reached a monthly average daily ridership peak of 107 passengers in May. The second highest average daily

ridership month was September with 104 passengers. The 2019 overall average annual daily ridership was 95 passengers compared to an average of 88 passengers per day in 2018.

Figure 2
Average Daily Ridership by Month
2018 and 2019

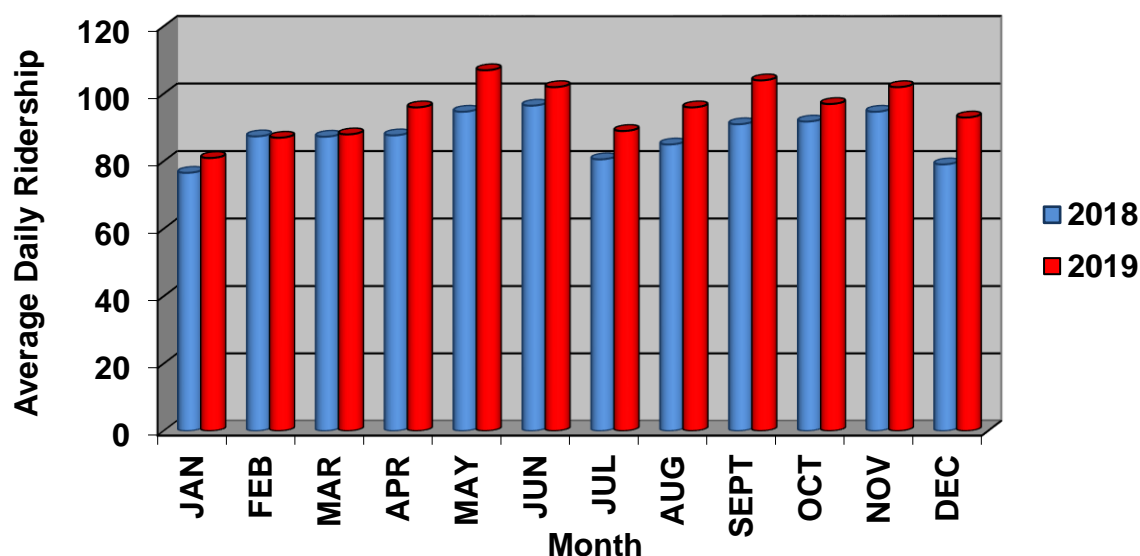


Figure 3 below provides a comparison of total monthly ridership for 2018 and 2019. The 2019 total monthly ridership high of 2,879 occurred in May. This is higher than the 2018 monthly high of 2,511, which occurred in June of 2018.

Figure 3
Total Monthly Ridership
2018 and 2019

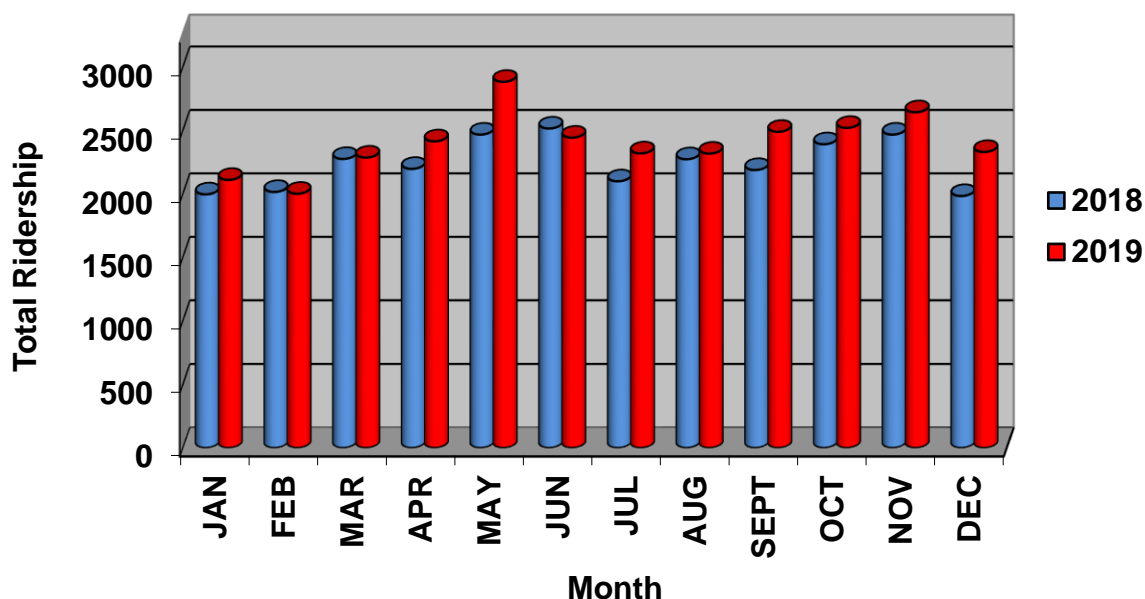
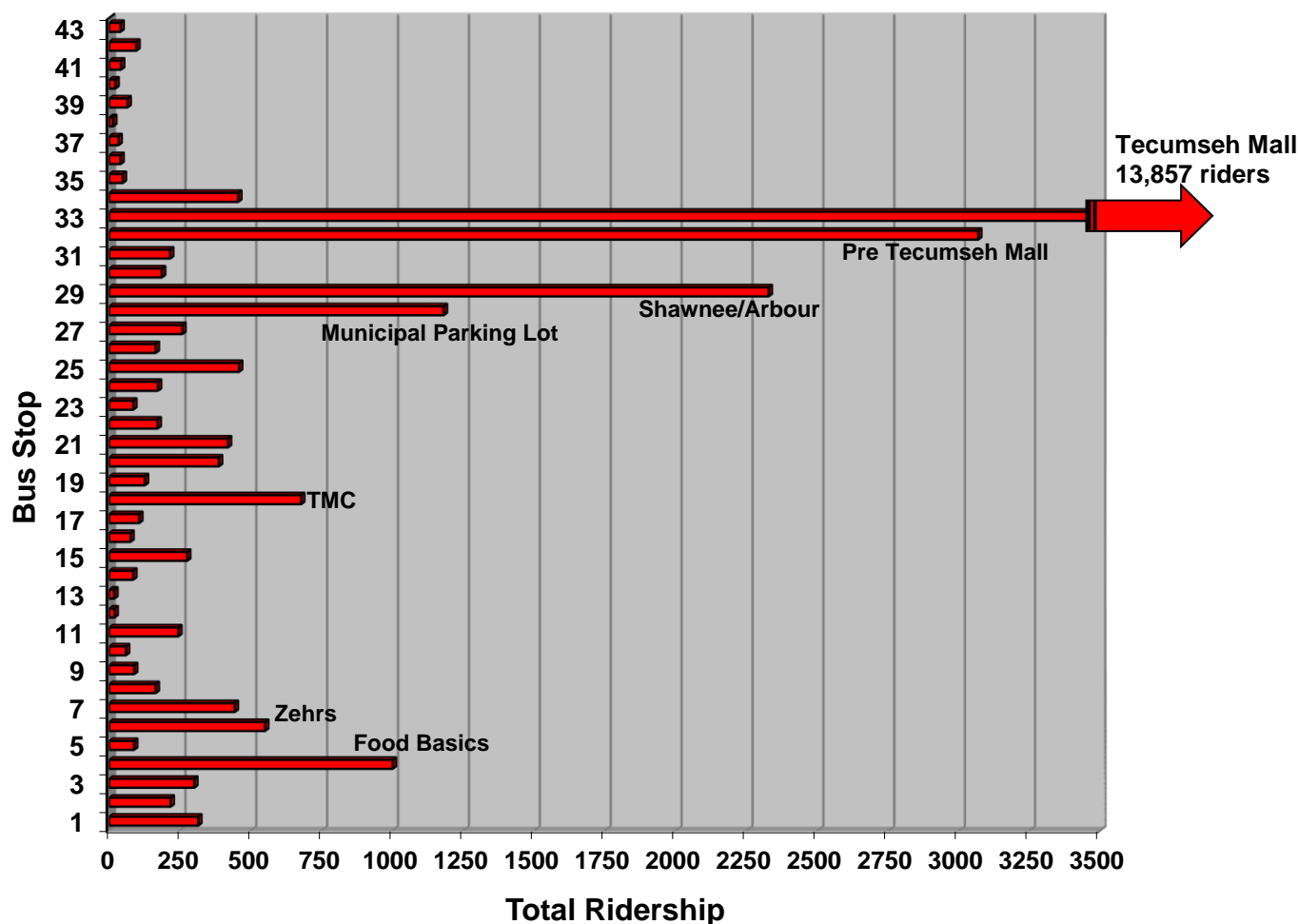


Figure 4 below and Attachment 1 illustrate ridership levels by bus stop for 2019. As anticipated, stop 33 at Tecumseh Mall was the most popular stop/destination with 48.3% of all passengers boarding the TTS bus at this location. This total is slightly higher than the 46.9% of all passengers who boarded the TTS bus at this location in 2018.

The next most popular stops in 2019 were 32 (10.7% of riders), 29 (8.1% of riders), 28 (4.1% of riders) and 4 (3.5% of riders). Respectively, these stops are: the stop immediately preceding the Tecumseh Mall at Southfield Drive; the northwest corner of Shawnee/Arbour; the municipal parking lot on Tecumseh Rd (at St. Anne's Street); and the Food Basics grocery store. Other popular bus stops during 2019 included stops 6 (Zehrs Plaza) and 18 (Tecumseh Medical Centre plaza). The July 2019 relocation of the former TTS bus stop at the Sobeys' grocery store on the west side of Manning Road in Lakeshore to the new Food Basics grocery store on the east side of Manning Road in Tecumseh, resulted in an increase in monthly ridership from 54 to 112 – a 107% increase. This revision has also helped to alleviate delays due to the congestion experienced along Amy Croft Drive in Lakeshore.

Figure 4
Total Ridership by Bus Stop
2019



As shown in Figure 5 below, the TTS was in highest demand during the afternoon peak period between 2:00 p.m. to 4:00 p.m. accounting for 21.8% of the total ridership. The demand during this time period is largely attributed to student ridership. The next highest ridership levels are experienced during the morning peak hours of 7:00 a.m. to 9:00 a.m., the mid-day hours of 11:00 a.m. to 2:00 p.m. and the post-work afternoon peak hour of 4:00 p.m. to 5:00 p.m. Ridership is at its lowest during the early morning (6:00 a.m. to 7:00 a.m.) and early evening hours (5:00 p.m. to 6:00 p.m.) at the beginning and end of the daily schedule.

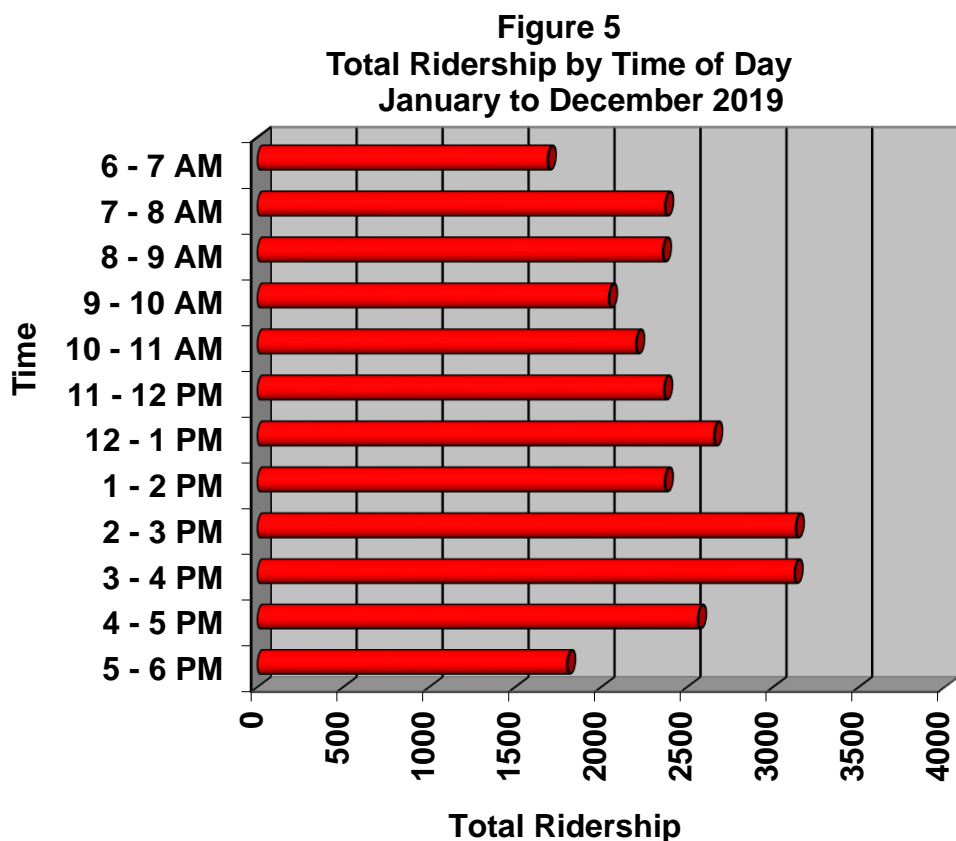
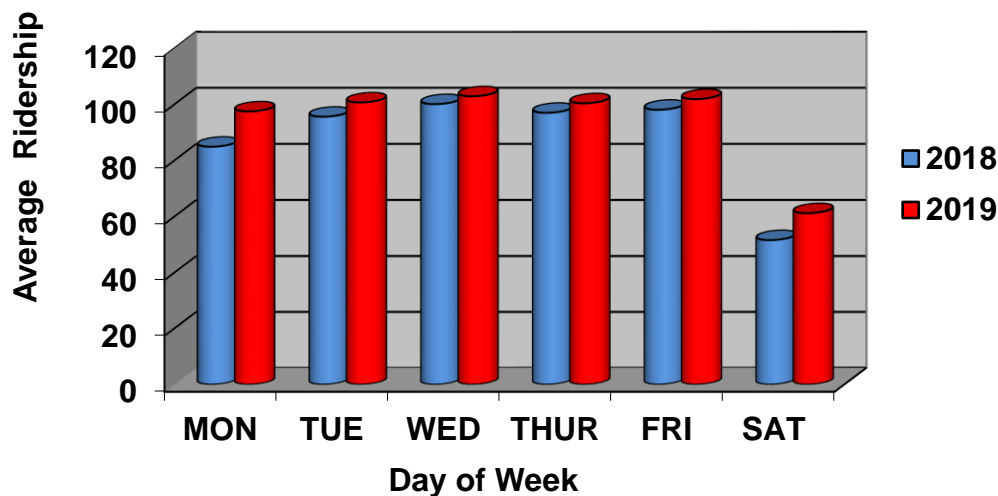


Figure 6 below illustrates that, with the exception of Saturday, there does not seem to be any significant difference amongst the days of the week on which people are using the transit system. Lower ridership on Saturdays can be attributed to fewer students using the service on this day and fewer places of employment being open.

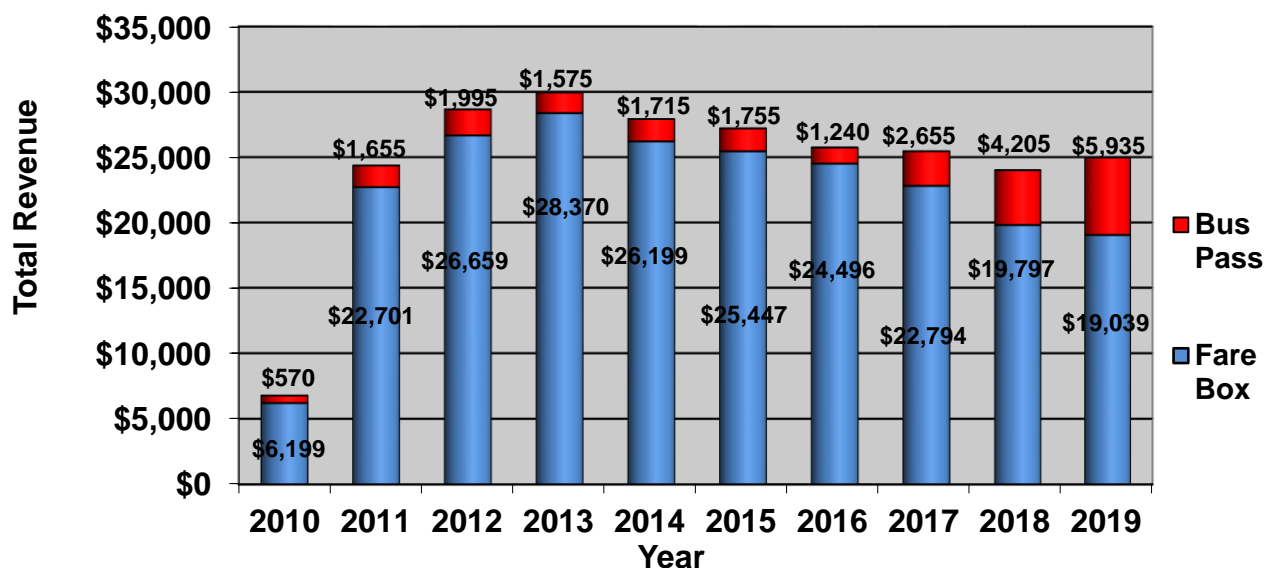
Figure 6
Average Daily Ridership by Day of the Week
2018 and 2019



Ridership Revenue Analysis

Figure 7 depicts total annual fare box and bus pass revenues generated by the TTS from 2010 to 2019. The 2019 total annual fare box revenues were \$19,039 (compared to \$19,797 for 2018) representing a 3.8% decrease in fare box revenue over the previous year.

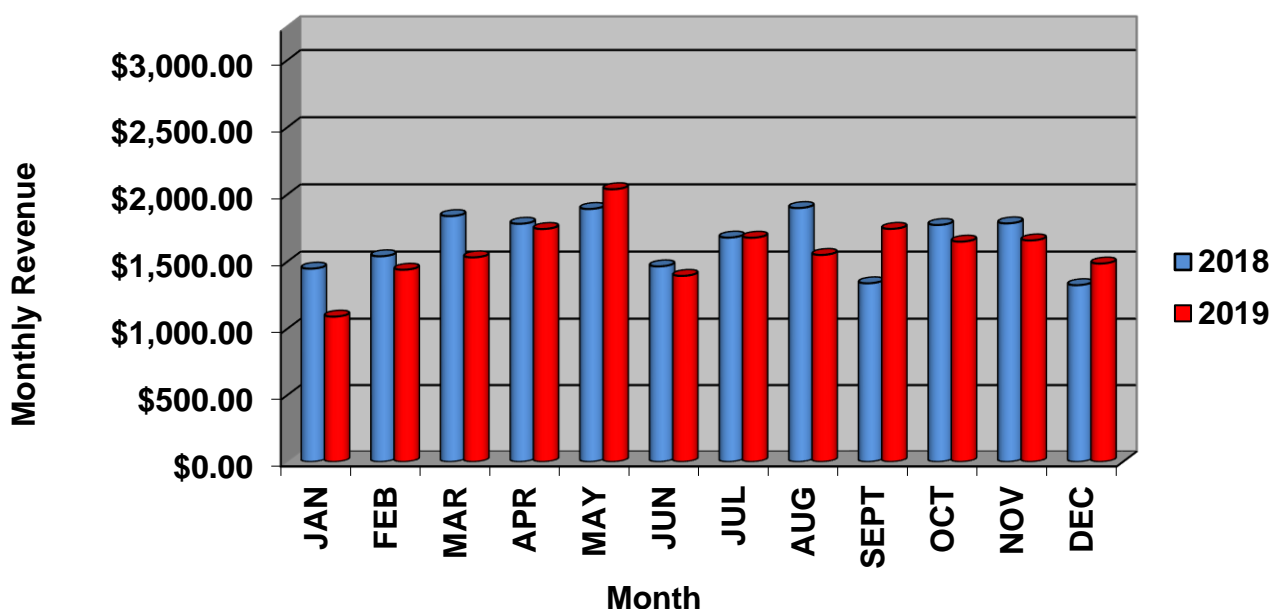
Figure 7
Annual Revenues
2010 to 2019



Part of this downward trend in fare box revenue over the past few years is a result of the increase in the sales of monthly bus passes. A total of \$5,935 was generated through the sale of bus passes in 2019 (compared to \$2,655 in 2017 and \$4,205 in 2018) bringing total revenues generated for 2019 to \$24,974 (compared to \$24,002 for 2018) amounting to a 4.1% increase in total overall annual revenues for 2019. It is anticipated that TTS revenues for 2020 will continue to increase, particularly given that the fares have been increased by \$0.25 with corresponding relative increases to bus passes.

Figure 8 depicts a comparison of monthly total fare box revenues generated by the TTS for 2018 and 2019. The highest total monthly revenue for 2019 (\$2,042) occurred in May. It should be noted that revenues in June were relatively low due to the Seniors Ride for Free promotion.

Figure 8
Total Monthly Fare Box Revenues
2018 and 2019

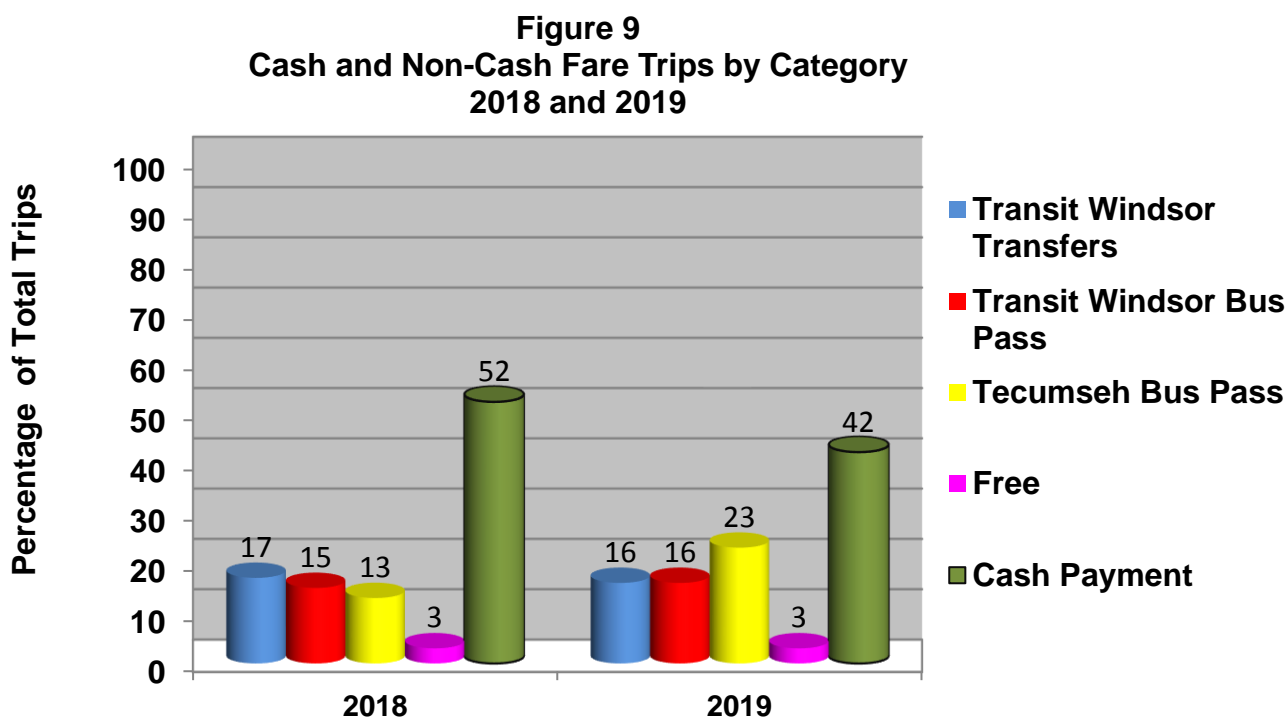


Two general boarding options exist for passengers using the bus: cash fare and non-cash fare payment. Non-cash fare includes the following categories:

- Transit Windsor transfer (at Tecumseh Mall only);
- Transit Windsor bus pass (at Tecumseh Mall only);
- 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 9 below identifies the distribution of passengers based on category of fare payment. For 2019, Transit Windsor transfers accounted for 28% of all non-cash fare trips (compared to 36% in 2018) and 16% of total trips (compared to 17% in 2018). These trips are primarily Tecumseh residents who pay an outbound fare (to Tecumseh Mall), continue into Windsor by using the Transit Windsor system, then return to Tecumseh by using the aforementioned transfer stub.

In 2019, riders using a Transit Windsor bus pass when boarding the bus at Tecumseh Mall accounted for 27% of all non-cash fare trips (compared to 32% in 2018) and 16% of total trips (compared to 15% in 2018). These users are 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.



Passengers using a Tecumseh Transit bus pass, providing access to the system at any stop, accounted for 40% of all non-cash fare trips (compared to 27% in 2018) and 23% of total trips (compared to 13% in 2018). These riders have purchased a monthly bus pass at the Town Municipal Office. Free riders accounted for 3% of all trips in 2019, the same as in 2018.

A total of 90 Tecumseh Transit bus passes were purchased in 2019, up from the 60 purchased in 2018. Students accounted for 36, Adults for 29 and Seniors for 25 of these passes. Of the 90 passes, 53 were one-month and 37 were multi-month passes.

Initiatives Planned for 2020

Seniors Ride for Free Month

As in 2018, the TTS will provide a promotion for the Town's seniors in 2019, allowing them to ride the TTS for free for the entire month of June (Seniors' Month in Ontario). In keeping with Council's direction to better promote the service to seniors, Administration is once again recommending this program for 2020. The principle objective of this initiative will be to help seniors gain a better understanding and appreciation for the TTS and transit in general in the hope that they would feel comfortable using the service on a regular basis. To assist with this objective, Administration is planning to hold a TTS orientation session with both seniors and students during this month to help better familiarize these ridership groups with the TTS system.

Fleet Management Services - GPS Units and Counters on the Buses

In accordance with the 2019 Council-approved budget, Fleet Management Services were installed in both low floor accessible buses. These services included the installation of GPS units on the two buses, thereby enabling staff to track the bus location in real time. This has proven very useful in dealing with inquiries/complaints regarding the TTS, particularly with respect to perceived speeding of the bus and its timing at stops as the software maintains a log of this type of bus activity. Administration continues to work toward a solution that would allow riders to access this real time information. The ability to do this is subject to an agreement being finalized between our Fleet Management Services provider and ESRI with respect to GIS Real-time mapping software integration.

This service has also enabled the bus drivers to use electronic counters to track riders boarding and departing the bus. Subject to some additional refinements, it is hoped that the service will ultimately reduce the time and effort by staff involved in tabulating and reporting the requisite transit statistics to the Ministry of Transportation and the Canadian Urban Transit Association (CUTA).

Continued Dialogue with Transit Windsor Regarding Cross Boundary Service Opportunities

In accordance with the direction of Council, Administration continues to meet with Transit Windsor representatives to discuss potential areas of mutual interest related to the two transit systems. Transit Windsor recently completed a review of its transit service through the "More than Transit" initiative. Through this initiative, it was discovered that many trips on the Transit Windsor system originate in the east end of the City, and in Tecumseh, with their destination being in the west end of the City – particularly at St. Clair College. Accordingly, Transit Windsor is implementing changes recommended through the study that it believes will greatly benefit those travelling from the east end of the City and Tecumseh to the west end.

In addition to the foregoing revision, the study also identified significant opportunities for enhanced transit in the Oldcastle Hamlet. To address this potential demand, Transit Windsor is considering introducing a pilot program to extend the current Transit Windsor route servicing the Oldcastle Hamlet to cover a greater area through a hybrid of conventional fixed-route

service and on-demand service. The on-demand service would be available during peak hours and would involve the use of smart technology, either through the use of a phone app or hotline, to identify real time demand for the service and establish corresponding custom routing during these times. Discussions with Transit Windsor regarding this service will continue to take place in 2020. Further detailed reporting to Council will be provided as these discussions advance.

Summary

TTS ridership levels for 2019 increased marginally over the 2018 levels. In addition, riders purchasing TTS bus passes continues to increase, along with also providing a greater share of the TTS overall yearly revenue. These increases 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 buses also provided for more efficient loading of wheelchair riders and 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 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 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:

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

2019 Ridership Totals by Bus Stop Map

Attachment 1
Tecumseh Transit Service, 2019 Statistical Review
Total Ridership by Bus Stop, 2019





The Corporation of the Town of Tecumseh

Public Works & Environmental Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Environmental Services

Date to Council: February 11, 2020

Report Number: PWES-2020-05

Subject: Traffic Analysis – 2019 Radar Speed Surveys

Recommendations

It is recommended:

That Public Works & Environmental Service Report No. PWES-2020-05 Traffic Analysis – 2019 Radar Speed Surveys, **be received**.

Background

Public Works & Environmental Services (PWES) staff deployed portable radar speed trailers along roadways where residents raised concerns respecting vehicular speeding. The radar collects vehicular traffic data and generates traffic statistics such as vehicle speed and traffic volume and other data to perform analysis and develop comprehensive reports.

Comments

PWES conducted radar speed surveys at thirteen locations on eleven streets as listed below in Table 1. The radar trailers were deployed at each location for a minimum of one week.

Speed Analysis

The traffic engineering industry standard utilized in setting the regulatory speed limit for a street facility uses the “85th percentile speed,” which is defined as the speed at or below which 85 percent of all vehicles are observed to travel under free-flowing conditions. Most motorists generally travel at a speed deemed comfortable depending on visual aspects that influence speeds, such as:

- Lane and shoulder configurations, widths and presence of curbs;
- Presence of vertical and horizontal curves;
- Sight distance and obstructions;
- Presence of surrounding developments to the street; and
- Access management characteristics and medians/turn lane configurations.

Maintaining the uniformity of speeds increases safety and reduces the risks for vehicle collisions. When vehicles deviate from a standard speed, either faster or slower, the potential for accidents is increased. By setting the speed limit to the 85th percentile speed this uniformity is achieved and safety is increased. Selection of the most appropriate speed limit is important in inviting driver compliance, allowing effective enforcement, and reducing accident incidence.

The data in Table 1 illustrates the locations of the radar speed trailers, the posted speed limit at each location, the recorded average speed and the recorded 85th percentile speed.

Table 1: 2019 Radar Speed Locations

Location	Posted Speed Limit (km/h)	Average Speed (km/h)	85th Percentile Speed (km/h)
Arlington Blvd. south of Hayes (northbound traffic)	40	44	55
Arlington Blvd. south of Hayes (southbound traffic)	40	44	54
Brighton Rd. south of Cove (northbound traffic)	50	45	50
Clarice Rd. mid-point (eastbound traffic)	40	40	49
Dillon Dr. bet'n Lacasse & St. Pierre (westbound traffic)	40	38	48
Dresden Pl. adjacent Dresden Park (eastbound traffic)	40	39	48
Lanoue St. at Cortina (westbound traffic)	50	46	55
Oldcastle Rd. north of Castlewood (southbound traffic)	50	59	69
Riverside Dr. east of Christy (westbound traffic)	50	55	62

Location	Posted Speed Limit (km/h)	Average Speed (km/h)	85 th Percentile Speed (km/h)
Riverside Dr. at Grace (eastbound traffic)	50	55	62
Southfield Dr. at Dove (northbound traffic)	40	46	56
St. Gregory's Rd. east of Revland (eastbound traffic)	40	41	49
St. Thomas Cres. west of Lesperance (westbound traffic)	40	37	47

According to the data recorded and downloaded from the radar speed trailers, motorists on the majority of the streets that were monitored were generally found to be traveling at speeds that are not considered excessive as indicative of the Average Speeds outlined in the above table.

The **85th percentile speed** points to four streets where motorists were traveling more than 10 km/h over the posted speed limit:

- Arlington Boulevard;
- Oldcastle Road;
- Riverside Drive; and
- Southfield Drive

The Ontario Provincial Police (OPP) were notified of the above-noted areas of concern for further enforcement. Detailed data was provided for further assistance such as time of day and direction of traffic where speeding was more prevalent.

PWES will also look to continue to gather radar speed data on these streets to determine the trend analysis, which may result in a separate report to Council with recommendations on possible speed limit changes, enhanced enforcement, or the introduction of appropriate traffic calming features, as deemed necessary.

The **average speed** slightly exceeded the posted speed limit at five of the eleven streets, of which the exceedance was not greater than 9km/h.

Public Works staff will continue to conduct radar speed surveys in response to speeding complaints on a complaint-driven basis.

Consultations

Ontario Provincial Police

Financial Implications

There are no financial implications arising from this report.

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 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:

Cheryl Curran, BES
Clerk I Administrative Clerk

Reviewed by:

Kirby McArdle, P.Eng.
Manager Roads & Fleet

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	None



The Corporation of the Town of Tecumseh

Public Works & Environmental Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Environmental Services

Date to Council: February 11, 2020

Report Number: PWES-2020-06

Subject: Amendment to the 2020-2024 PWES Five Year Capital Works Plan
St. Mark's Pumping Station – Pump Repair

Recommendations

It is recommended:

That the St. Mark's Pumping Station – Pump Repair capital project **be added** to the 2020-2024 PWES Five Year Capital Works Plan;

And that the amount of \$36,433 excluding HST **be authorized and funded** out of the Storm Sewer Lifecycle Reserve.

Background

At the December 11, 2018 Regular Meeting of Council, Council approved the recommendations (Motion RCM-361/18) of PWES Report No. 2018-08 titled "2019-2023 Public Works & Environmental Services 5 Year Capital Works Plan" that authorized Administration to proceed with the capital works projects which included the engineering design for the Scully and St. Mark's Storm Pump Station and Riverside Drive Storm Sewers project. This project was also identified and detailed as part of the Town's Storm Drainage Master Plan (2019).

The Scully and St. Mark's Storm Pump Station and Riverside Drive Storm Sewers project costs are estimated at \$16.6M. This project is identified in report PWES-2019-49 titled "2020-2024 Public Works and Environmental Services Five Year Capital Works Plan" as a future proposed project in the 2021-2024 timeframe.

As funding programs have become available over the last year, the Town has included the Scully and St. Mark's Storm Pump Station and Riverside Drive Storm Sewers project as part of their applications. Due to these funding opportunities, and the costs for engineering design being eligible under those programs, the design work has not commenced to date. Administration is currently waiting to receive the results of the second intake application to the Disaster Mitigation and Adaptation Fund (DMAF) prior to initiating the engineering design.

Comments

In the fall of 2019, Dillon Consulting Limited (Dillon) prepared a memo at the Town's request regarding Tecumseh Storm Pump Station Site Assessments in response to the local flooding concerns being experienced in the region due to the high lake water levels in Lake St. Clair.

The memo was the result of reviewing engineering construction record drawings, conducting field inspections and an operational review with Town staff. Dillon recognized the Town's future plans for the St. Mark's pump station to be decommissioned and replaced as part of a new storm pump station at the Scully pump station site in the future, as outlined in the Town of Tecumseh Storm Drainage Master Plan (2019). For this reason, investment of significant funds in maintaining this station would not be advisable; however, if the station were to experience a pump failure it would require significant dollars in order to maintain storm water pumping capabilities in an emergency scenario.

In the short term, Dillon's recommendations were that the existing standby pump and duty pump both be assessed by a service technician to confirm the scope and cost of repairs to reduce the risk of a possible pump failure. Lekter and the pump manufacturer were engaged by the Town for this review.

Single/Sole Sourcing

Section 3.3 Single/Sole Sourcing of By-law 2017-63, being a by-law to govern procurement policies and procedures, states that:

"In circumstances where there may be more than one source of supply in the open market, but only one of these is recommended by the Department Director, with the concurrence of the Purchasing Officer, for consideration on grounds that it is more cost effective or beneficial to the Town; and where the expenditure will exceed \$100,000, approval must be obtained from Town Council prior to negotiations with the single source..."

Where expenditures do not exceed \$100,000, approval authority rests with the Department Director and Purchasing Coordinator or CAO and has been granted, accordingly.

Lekter is a full-service contractor who has worked on the Town's pumping stations, both sanitary and storm, in the past. They have the expertise and capabilities to perform the work as required and the confidence of Administration in their experience from past work completed. Ensuring that the contractor is competent to perform the work and that the work will be completed within the accepted timeframes is paramount to the Town's interests; this pumping

station is one of three that serve the Ward 2 area of the Town and it only has two pumps in the station. Performing this work during the winter is desired as the use of storm water pump stations decrease over the winter months and this repair is expected to be about 8 weeks in length.

The foregoing is the basis for the Department Director's recommendation to single source this work in concurrence with the Purchasing Officer, as per the Town's Purchasing by-law.

In conjunction with Administration's approval of the sole source award, Council authorization is required to amend the 2020-2024 PWES Five Year Capital Works Plan to incorporate this project and also to fund the work from the Storm Lifecycle Reserve.

Consultations

Financial Services

Financial Implications

The estimated cost of this rehabilitation of the second pump at St. Marks pump station and the additional funds for unforeseen repairs is below \$50,000. In accordance with the Town's Purchasing Policy and the single/sole sourcing of this work, approval must come from the Department Director and Purchasing Coordinator or CAO.

The costs of rehabilitation of the pump would be allocated from the Storm Sewer Lifecycle Reserve.

Pending Council approval of the recommendation of this report, the Storm Lifecycle Reserve projected deficit balance, as attached to Council report PWES-2019-49 titled "2020-2024 PWES Five Year Capital Works Plan" of \$(2,613,597) will increase to \$(2,650,030).

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.
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<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:

Kirby McArdle, P.Eng.
Manager Roads & Fleet

Reviewed 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
1	Lekter Industrial Services Inc. Quotation



INDUSTRIAL SERVICES

INC.

500 HARVARD DRIVE - BELLE RIVER - ONTARIO - N0R 1A0 - (519) 727-3713 - info@lekter.net

Dec 17, 2019

Town of Tecumseh
Tecumseh ON

Attention: **Kirby McArdle**

Subject: **pump repair at St Mark Storm water Station**

Based on discussion with Jay Harris and Cascade pump Co. our scope of work is as follows;

On site disconnect & removal of cascade pump and motor via crane, Deliver to MDR shop, dis-assemble, visual assessment of components, replace Bowl Assembly. This a similar bowl assembly to that supplied originally, model #14AP for St. Clair Beach. It includes a stainless steel liner, a galvanized basket strainer and standard black enamel paint. Re-assemble pump with new lower assembly and prep for shipment.

Motor work - Dis-assembly - AWA windings, also visual inspection, check all fits, clean all parts
Wash & Bake stator, replace bearings, Glyptal winding, Re-assemble & test, paint.

NOTE: If we find any other anomalies or wear with pump not visible, (ie..shaft deterioration,) an additional quote will be provided prior to work performed. Any Mechanical/machining work required on Motor would be extra.

Deliver & Crane pump assembly back into position, re-mount motor and align, replace dresser coupling, secure assembly and commission startup & run

Price \$ 26,433.00

Delivery 6-8 weeks from receipt of order

Taxes are extra, valid for 30 days

Thank you for the opportunity to quote your project. Please call at your convenience if you have any questions.

Respectfully submitted

Roger Rivard (Sales Mgr)



The Corporation of the Town of Tecumseh

Public Works & Environmental Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Environmental Services

Date to Council: February 11, 2020

Report Number: PWES-2020-07

Subject: Ontario Ministry of Transportation
Authorized Requester Agreement for Access to Motor Vehicle Collision
Data

Recommendations

It is recommended:

That a by-law **be prepared** to authorize the Mayor and Clerk to execute an Authorized Requester Agreement for Access to Motor Vehicle Collision Data between the Ontario Ministry of Transportation and The Corporation of the Town of Tecumseh.

Background

In April 2017, the Ontario Ministry of Transportation (MTO) provided municipalities access to Motor Vehicle Collision Reports online to assist in claiming damages to municipal infrastructure as a result of a motor vehicle collision and/or to provide data that can be used for statistical analysis (i.e. traffic analysis) through an online channel known as ARIS (Authorized Requester Information Services). A copy of the communique from the MTO is appended to this report as Attachment 1.

In the past, Administration would obtain Motor Vehicle Collision (MVC) Reports directly from the Ontario Provincial Police (OPP) Tecumseh Detachment via an email request. Due to the high volume of requests from the Town of Tecumseh (Town), and the timeframe for which this information is required, the OPP recommended the Town apply to the MTO for access to MVC Reports online.

In order to receive the MVC Reports from the MTO, the Town must enter into an Authorized Requester Agreement for the specific purpose of obtaining motor vehicle collision data.

Comments

The Town has previously entered into an Authorized Requester Agreement for the provision of information with respect to municipal parking tickets. However, MTO requires that a separate Authorized Requester Agreement be entered into specific to motor vehicle collision data.

The Authorized Requester Agreement sets out certain terms and conditions with respect to the information being provided, including confidentiality, security, reporting and costs.

Once an Authorized Requester Agreement is fully executed, the Town's account will be activated and MVC Reports will be accessible. For privacy reasons, some of the information provided in the MVC Reports will be redacted (i.e. name, address, telephone number, driver's licence number, details pertaining to the Investigating Officer, etc.).

MVC Reports will assist in identifying any areas of concern within Tecumseh (i.e. locations with a high rate of accidents) and provide data to (potentially) trigger further review and analysis of those specific areas.

It is important to note that the information within the MTO database only contains reported MVCs; speeding tickets are not logged into the database.

Consultations

Corporate Services & Clerk
Ministry of Transportation
Ontario Provincial Police

Financial Implications

There is a one-time registration fee of \$250 and a \$14 charge for each Cost Recovery Report (to assist in cost recovery for municipal property damage).

The cost to register as an Authorized Requester and any fees incurred for Cost Recovery Reports will be allocated to the Public Works Operating Budget.

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 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:

Cheryl Curran, BES
Clerk I Administrative Clerk

Reviewed by:

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

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

Ministry of Transportation Letter dated April 2017

Licensing Administration
and Support Office
1355 John Counter Blvd
Kingston, ON
K7L 5A3

Date April, 2017

To whom it may concern,

In an effort to address the needs of municipalities across the province, the Ministry of Transportation (MTO) is pleased to announce that motor vehicle collision reports and collision information is now available on-line.

Municipalities will be able to obtain motor vehicle collision reports for cost recovery purposes and collision data for statistical analysis by becoming an Authorized Requester and requesting these products through an on-line channel known as ARIS (Authorized Requester Information Service).

In order to receive such products through ARIS, clients must be registered as an authorized requester and have a signed agreement in place. In general, there is a one-time fee of \$250 to become an authorized requester.

Collision Data:

There will be no additional charge for municipalities to receive their own collision data. You will have the option of requesting this data using either a Collision Date range (all the collision reports the ministry has received at the time of request for collisions that happened in this timeframe will be provided) or a Collision Received Date range (all the collision reports the ministry has received in this timeframe will be provided).

Information required for statistical analysis will be included, such as gender, date of birth, the residential municipality of the driver, the Investigating Officer's diagram, etc. Information for collisions occurring since July 1, 2014, that has been reported to the ministry will be available only, and the information will be provided overnight in XML format.

Please see Appendix A for a listing of the information that will be redacted from the Collision Data.

Cost Recovery Collision Report:

Authorized Requesters will also be able to obtain electronically received collision reports (any collision occurring on or after July 1, 2014) to assist in cost recovery for property damage or emergency services provided at a collision. In order to obtain the specific collision report for cost recovery purposes, it will be necessary to provide Collision Date with one of Collision Report Number, Plate Number, and Driver's Licence Number or, for Ontario vehicles only, Vehicle Identification Number (VIN).

The ministry cannot provide information when there has been no collision, e.g. fire only incidents such as a car fire, and may not receive information at all for collisions when there have been no injuries and total damage is less than \$2000.00

There will be a charge of \$14.00 for each report. These reports will be in PDF format, available on-line and, dependent on the user's choice, provided immediately or in an overnight batch.

***Note:** It will not be possible to request a report until 20 calendar days after the collision has occurred.*

Please see Appendix B for a listing of information that will be redacted from the Cost Recovery Collision Report.

How to become an Authorized Requester

- To learn about the requirements to become an authorized requester or, if applicable, how to have an existing authorized requester agreement amended, please call the ministry's authorized requester line at 416-246-7112 or 1 800-769-2419 and select option 1 for assistance.

Yours sincerely,



Rob Sinclair
Manager, Licensing Administration & Support Office - Kingston
Licensing Services Branch
Road User Safety Division

Appendix A – Collision Data

There will be no charge for a municipality to receive their own jurisdiction's collision data. You will have the option of requesting this data using either a Collision Date range (all the collision reports the ministry has received at the time of request for collisions that happened in this timeframe will be provided) or a Collision Received Date range (all the collision reports the ministry has received in this timeframe will be provided).

The following information will be redacted/not provided:

- All telephone numbers
- All names for both individuals and companies (e.g. if vehicle is owned by company)
- All addresses except:
 - Municipality and province/state from address will be provided for the driver, unless the driver is less than 16 years of age, in which case no address information will be provided
- All driver licence numbers
- All plate numbers
- All VINs if the vehicle is registered in Ontario
- All CVOR numbers
- All insurance information, e.g. insurance company, policy number
- All Driver Breathalyzer/Blood Test Administered information (on the report today only Yes or No is reported, so this information would not be provided)
- Vehicle Taken/Towed To and Vehicle Taken/Towed By information, if the vehicle required towing after the collision
- Injured Taken To and Injured Taken By information, if anyone involved in the collision was transported to hospital
- All Investigating Officer details, e.g. badge number, division/detachment/platoon, police service
- All offence details for any charges laid, e.g. offence, act, section, subsection, ticket number
- All Diagrams except:
 - Investigating Officer's if collision is police reported
 - Drivers if collision is self-reported
- All Statements except:
 - Investigating Officer's if collision is police reported
 - Drivers if collision is self-reported

Appendix B – Cost Recovery Collision Report

Authorized Requesters will also be able to obtain electronically received collision reports (any collision occurring on or after July 1, 2014) to assist in cost recovery for property damage or emergency services provided at a collision. In order to obtain the specific collision report for cost recovery purposes, it will be necessary to provide Collision Date with one of Collision Report Number, Plate Number, and Driver's Licence Number or, for Ontario vehicles only, Vehicle Identification Number (VIN).

The following information will be redacted/not provided:

- All telephone numbers
- All names except for Investigating Officer, Drivers and Vehicle Owners
- All address information except for Drivers and Vehicle Owners
- All Driver information (name and address) if the driver is less than 16 years of age
- All Driver Breathalyzer/Blood Test Administered information (on the report today only Yes or No is reported, so this information would not be provided)
- All Diagrams except:
 - Investigating Officer's if collision is police reported
 - Drivers if collision is self-reported
- All Statements except:
 - Investigating Officer's if collision is police reported
 - Drivers if collision is self-reported



For the past number of years municipalities have had challenges getting Motor Vehicle Collision Reports (MVCR) so that they could recover damages to municipal infrastructure. Often, when municipalities received MVCRS, these documents were heavily redacted to the point where the municipality could not identify the person(s) involved. This has been a long standing issue on OGRA's policy agenda.

Ministry of Transportation of Ontario has been working to find a solution to this problem. Municipalities can now receive MVCRS to assist in claiming damages and they can also receive collision data that can be used for statistical analysis. MTO has enlisted OGRA's assistance in disseminating the information to Ontario municipalities.

Click here to view this important announcement from MTO.

Municipal Clerk: Please place this item on your next Council agenda.

Have a look at the **OGRA Career Hub**. Where you look for a career, not just a job.

Join the conversation at **the OGRA Interchange**



The Corporation of the Town of Tecumseh

Public Works & Environmental Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Environmental Services

Date to Council: February 11, 2020

Report Number: PWES-2020-09

Subject: 2020 Supply of Various Vehicles

Recommendations

It is recommended:

That Administration obtain quotations for the 2020 Supply of Various Vehicles as follows:

1. Public Works Vehicle	Estimated Price
PW 07-11-3500 Dump Body	\$65,000
PW 04-10 Single Axle Plow Truck	\$275,000
2. Water Vehicle	Estimated Price
W 04-12 2500 Service Truck	\$60,000
WE 10-04 Trailer- previously approved	\$2,600
3. Parks Vehicle	Estimated Price
P 12-09 Kubota B3030 Tractor	\$35,000
P31-16 Jacobson R311T Mower	\$80,000
P 22-14 Landscape Trailer	\$6,000
P 23-12 Landscape Trailer	\$7,500
P (32-34)-17 Kubota ZD1211 Mower (3)	\$54,000

	P 35-17 Kubota ZD 1211 Mower	\$19,000
	P 41-05 Aerator	\$10,000
4.	Building Vehicle	Estimated Price
	B 02-10 1500 Pickup Truck	\$30,000
5.	Recreation Vehicle	Estimated Price
	AE 04-98 Zamboni- previously approved	\$110,000
	M 03-20 1500 Pickup Truck- addition to fleet	\$30,000

And that the following equipment be declared surplus and disposed of through Part VI, Disposal of Surplus or Scrap Materials and Equipment of the Town's Purchasing By-law:

1.	Public Works Vehicle	Unit Number	Year Purchased
	PW 07-11 3500 Dump Body	PW 07-11	2011
	PW 04-10 Single Axle Plow	PW 04-10	2009
2.	Water Vehicle	Unit Number	Year Purchased
	W 04-12 2500 Service Truck	W 04-12	2012
	WE 10-04 Trailer	WE 10-04	2004
3.	Parks Vehicle	Unit Number	Year Purchased
	P 12-09 Kubota B3030 Tractor	P 12-09	2009
	P31-16 Jacobson R311T Mower	P31-16	2016
	P 22-14 Landscape Trailer	P 22-14	2014
	P 23-12 Landscape Trailer	P 23-12	2012
	P (32-34)-17 Kubota ZD1211 Mower (3)	P (32-34)-17	2017
	P 35-17 Kubota ZD 1211 Mower	P35-17	2017
	P 41-05 Aerator	P41-05	2004
4.	Recreation Vehicle	Unit Number	Year Purchased
	AE 04-98 Zamboni	AE 04-98	1998

5. Building Vehicle	Unit Number	Year Purchased
B 02-10	B 02-10	2010

And further that Appendix 'A' Town of Tecumseh 2020 – 2029 Ten Year Fleet Funding and Replacement Schedules and Appendix 'B' Town of Tecumseh 2020 – 2029 Ten Year Fire and Rescue Services Apparatus Funding and Replacement Schedules attached to Report PWES-2020-09, be adopted as amended and attached.

And furthermore that the purchase of the 2020 Supply of Various Vehicles of \$784,100 plus associated costs for outfitting of \$13,500, for a total of \$797,600, be funded from the Fleet Lifecycle Reserve.

Executive Summary

The Town has implemented a Fleet Replacement Schedule (Schedule) to efficiently manage the Town's fleet in a cost effective manner. This Schedule is used as a guide for purchasing new vehicles and equipment in the designated years. Prior to replacing the vehicles, inspections are conducted to confirm the timing of the replacement and a re-evaluation of the type of vehicle for replacement is considered to ensure the new replacement vehicle best serves the needs of the particular department.

In accordance with the Schedule, and in consultation with Administration, sixteen vehicles and/or pieces of equipment are recommended for purchase in 2020, including the following:

1. One pick-up truck and one plow truck for Public Works;
2. One service truck and trailer for the Water Division;
3. Two trailers, five mowers, a tractor and aerator for the Parks Division; and
4. One Zamboni and one new pickup truck for the Recreation Division;
5. One pick-up truck for Building Department.

Following Council's approval to purchase the recommended vehicles and equipment, in the amount of \$784,600, a Request for Formal Quotes for Supply of Various Vehicles (RFQ) will be prepared and advertised in accordance with the Town's Purchasing Policy.

Subsequent to the purchase and receipt of the new vehicles and equipment, the replaced vehicles and equipment will be declared surplus and sold at Auction, in accordance with the Town's Purchasing Policy.

Background

Council, at their regular meeting held February 12, 2019, adopted as amended the 2019-2028 Ten Year Fleet Replacement Schedule as attached to Report PWES-2019-07 (Motion: RCM-34/19).

An annual report is presented to Council outlining the recommended vehicles and equipment identified for replacement.

According to the Fleet Replacement Schedule and in consultation with associated Departments in 2020, sixteen vehicles and/or pieces of equipment are recommended for replacement.

Comments

According to the Fleet Replacement Schedule and in consultation with Public Works, Water, Parks and Recreation, Planning & Building, and Fire & Rescue, the following is provided for Council's consideration for 2020 replacements/additions:

Public Works

1. PW 07-11: 3500 Dump Body – \$65,000

This vehicle has over 50,000 kilometers on it. It has been used for all Public Works functions (i.e. road patrol to service calls) but specifically as a mid sized dump truck. It is used for all cold patching operations and towing of equipment and has reached its useful life. Administration recommends continuing with the replacement schedule of eight years due to the conditions of use and the current practice of replacement prior to incurring considerable expenses for repairs.

2. PW 04-10 Single Axle Plow – \$275,000

This vehicle has over 36,000 kilometers. It has been used for all Public Works winter control operations and has reached its useful life. These trucks are used in harsh conditions under heavy loads, which takes a toll on the lifespan of the vehicle, regardless of the mileage used. Constant low speed operations wear on the drivetrain of these large vehicles. Administration recommends continuing with the replacement schedule due to the conditions of use and the current practice of replacement prior to incurring considerable expenses for repairs.

Water

1. W 04-12: Small Service Truck – \$60,000

Administration, in consultation with the Water Department, has reviewed the fleet complement in 2019 and recommended that this vehicle be replaced in 2020. There are 132,483 kilometers on this vehicle. The truck is the primary meter service truck in the Water Department. In recent years, it has had recurring ignition problems that have been costly to repair. This vehicle was the first year the Town utilized a reduced size aluminum service body and it is starting to lose its paint in some areas. The unit has reached the end of its useful service life. Administration recommends continuing with the current replacement schedule of eight years due to conditions of use and the current practice of replacing vehicles prior to incurring excessive repairs.

2. WE 10-04: Utility Trailer – Previously Approved

This trailer is used to transport the department trench box and other large equipment required with a watermain break. This trailer has been deferred for the last few years due to its acceptable condition. It has now reached the end of its useful life and a replacement trailer is now recommended. This was deferred from 2019 and will be purchased in 2020.

Parks

1. P (32-34)-17 ZD1211; (3) Kubota Mower 60 inch – \$18,000 each

P 35-17: ZD1211 Kubota Mower 72 inch – \$19,000

The Parks department has a fleet of 6 zero-turn mowers that are the work horses of the day-to-day maintenance operations. Four of the mowers were purchased in 2017 and have an average 850 hours each, all under the ideal trade-in limit of 1000 hours. They have been very dependable machines with no major repairs required, but they are now out of warranty and expensive repairs are likely to be required in future years. By replacing them now, we will receive excellent trade-in values, while getting new machines that will be covered under full two-year warranties.

2. P 12-09 3030 Kubota Tractor – \$35,000

This tractor is used primarily at St. Mary's Park allowing the St. Mary's volunteers the ability to groom the three baseball diamonds, as well as cut grass as needed. During the winter months, it is stationed at the arena and is utilized for winter control and moving the ice shavings. It is well past its ideal life expectancy, having been in use for 11 seasons. It does not accumulate a large number of hours each season, allowing for a longer useful life, but it should be replaced with a reliable machine that will be covered under warranty.

3. P 31-16 Jacobson R311T Mower – \$80,000

This is one of two large mowers within the Parks fleet that undertakes the mowing of the larger parks and sports fields. This mower was purchased in 2013 and has 1387 operating hours, exceeding the ideal trade-in limit of 1,000 hours. This mower has been well maintained and has had relatively few major repairs, but is now out of warranty coverage and will be very costly to repair as it ages beyond 4 seasons of rigorous operation. It was slated for replacement last year, but the quotes received exceeded the budgeted amount. By replacing this mower on a 3 to 4 year schedule, we are receiving very good trade-in value with excellent performance from machines that are critical to the daily maintenance of the sports fields and parklands.

4. P 22-14 Landscape Trailer 20 foot – \$6,000

The parks department deploys three machine crews to carry out the day-to-day maintenance of all of the parks in the Town. Each crew is highly dependant on reliable trailers to float the mowers used for turf maintenance. This trailer has now reached a condition that warrants its replacement before extensive repairs are necessary to pass the annual safety inspections.

5. P 23-12 Landscape Trailer 20 foot – \$6,000

This trailer is a specialty item used primarily to transport the larger equipment in the fleet, such as the tractors and the skid-steer. It is not used as extensively as the landscape trailers, allowing for a longer useful life before replacement. It is now in a state that would require extensive repairs for the annual safety inspection and should be replaced.

6. P 41-05 Aerator – \$10,000

This implement is used behind a large tractor to aerate sports fields, essential for turf maintenance. It relies on tines penetrating the sports fields to remove plugs of dirt. This provides for improved aeration and moisture conditions. The tines have now reached a stage where they are not penetrating the soil as deeply as required, and the unit should be replaced.

Recreation

1. AE 04-98: Zamboni Ice Resurfacer - \$110,000

At the July 24, 2018 regular meeting of Council, Council approved Report No. PRS-2018-15 titled “Ice Resurfacer Pre-order and Purchase” that authorized Administration to pre-order then purchase replacement Ice Resurfacers (Motion: RCM-231/18). The machines will be delivered in the timeframe recommended within the Fleet Replacement schedule and paid for upon purchase.

2. M03-20: 1500 Regular Cab Truck - \$30,000

The Facilities and Maintenance Departments are requesting a new truck for their Manager and staff in 2020. With expanding responsibilities and duties of the department at remote locations of the municipality, this truck will assist the department in those duties and eliminate the use of a personal vehicle to travel to these locations when all other department trucks are in use. This truck can be smaller than the typical truck purchased for crew work and transportation. A smaller vehicle will assist the municipality reduce its GHG emissions produced, when compared to a larger truck that is typically purchased.

Building

1. B02-10: Pick-up Truck - \$30,000

This vehicle has over 140,000 kilometers on it. It is the primary Building Services vehicle and is used daily; it has reached its useful life. This truck has been repurposed from the Water Department a few years ago and is now at the point that significant repairs will be required. This vehicle is one of the most used vehicles in the Town fleet and the kilometers are evidence of that. To date it has served the Town well. Administration recommends continuing with the replacement schedule due to the conditions of use and the current practice of replacement prior to incurring considerable expenses for repairs.

The above noted vehicles and equipment are recommended for replacement in 2020.

Annual Fleet Replacement Costs

Appendix 'A' (attached) provides an updated summary of the annual fleet replacement costs scheduled for each department. The updated schedules reflect adjustments to the future costs based on current equipment values. Administration recommends that Council adopt the updated Appendix 'A' Town of Tecumseh 2020 – 2029 Ten Year Fleet Funding Replacement Schedules attached to Report PWES-2020-09.

Appendix 'B' (attached) provides the summary of the annual fire apparatus replacement costs scheduled for the Fire and Rescue Services department. The schedules reflect adjustments to the future costs based on current equipment values. Administration recommends that Council adopt the updated Appendix 'B' Town of Tecumseh 2020 – 2029 Ten Year Fire and Rescue Services Apparatus Funding and Replacement Schedules attached to Report PWES-2020-09.

Following Council's approval of the Report PWES-2020-09, Administration will prepare a "Request for Formal Quotes for Supply of Various Vehicles" (RFQ) with reference to the above noted vehicles to be replaced and in accordance with the Town's Purchasing Policy. The RFQ will be advertised on the Town's website. Each Manager will prepare a list of Suppliers and invitations to download the documents will be sent directly to each supplier.

Green Fleet Considerations

Administration is continuing to investigate the Electric Vehicle Chargers Ontario grant program (EVCO) to create a network of public electric vehicle fast-charging stations. The EVCO program is designed to cover the purchase and installation cost of public fast-charging stations along major transportation corridors and in urban centres across the province.

Surplus

Following Council's approval of the recommendations within this report, and upon receipt of the new equipment, Administration proposes that the replaced vehicles be declared surplus and sold at Auction.

1. Public Works:

Vehicle	Unit Number	Year Purchased
PW 07-11 3500 Dump Body	PW 07-11	2011
PW 04-10 Single Axle Plow	PW 04-10	2009

2. Water:

Vehicle	Unit Number	Year Purchased
W 04-12 2500 Service Truck	W 04-12	2012
WE 10-04 Trailer	WE 10-04	2004

3. Parks:

Vehicle	Unit Number	Year Purchased
P 12-09 Kubota B3030 Tractor	P 12-09	2009
P31-16 Jacobson R311T Mower	P 31-16	2016
P 22-14 Landscape Trailer	P 22-14	2014
P 23-12 Landscape Trailer	P 23-12	2012
P (32-34)-17 Kubota ZD1211 Mower (3)	P (32-34)-17	2017
P 35-17 Kubota ZD 1211 Mower	P35-17	2017
P 41-05 Aerator	P41-05	2004

4. Recreation:

Vehicle	Unit Number	Year Purchased
AE 04-98 Zamboni	AE 04-98	1998

5. Building

Vehicle	Unit Number	Year Purchased
B 02-10	B 02-10	2010

The vehicles/equipment can be disposed of through Part VI, Disposal of Surplus or Scrap Materials and Equipment, of the Town's Purchasing By-law that states:

- a) All departments shall notify the Treasurer when items become obsolete or surplus to their requirements to ascertain if the items can be of use by another department rather than disposed of.
- b) Items that are not claimed for use by another department may be offered for sealed bids, public auction or other public sale, depending in the opinion of the Treasurer on which method is most suitable for the equipment or material involved.
- c) A major auction shall be held annually or as required dependent upon individual circumstances such as delivery of replacement items and storage capacity.
- d) The revenue from the sale of obsolete material shall be credited to the appropriate account.

Surplus vehicles/equipment continue to be made available to Town employees through public auction as per Part VI of the Town's Purchasing By-law. Town staff will be notified of the date and location of the impending auction.

According to the Ten Year Fleet Replacement Schedules as referenced in Motion RCM-214/09, "As Fleet vehicles and Fire Apparatus are sold, net proceeds be allocated to the Fleet Lifecycle Reserve and Fire Apparatus Lifecycle Reserve respectively". The intent will be to follow the recommendation and place the net proceeds into the appropriate reserve.

Consultations

Financial Services
Fire & Rescue Services
Parks & Recreation Services
Planning & Building Services

Financial Implications

The replacement values used in Appendix 'A' are based on the original estimates provided by Covenco Ltd., in its report dated March 2007, adjusted forward for known changes based on recent purchases and quotes.

The replacement values used in Appendix 'B', Fire and Rescue Apparatus are based on the original estimates provided by Covenco Ltd., in its report dated March 2007, adjusted forward for known changes based on recent quotations.

In addition to the purchase cost of the vehicles there is an associated cost to “outfit” them for their intended use. The cost associated with outfitting each of the vehicles is approximately \$2,700 for a total cost of \$13,500.

The estimated cost net of recoverable taxes is \$784,100 plus \$13,500 associated outfitting costs, totalling \$797,600.

Administration recommends that funding for the purchase of the 2020 Supply of Various Vehicles plus associated costs for outfitting be funded from the Fleet Lifecycle Reserve in the approximate amount of \$797,600.

During the 2020 budget process, the annual allocation for Lifecycle Fleet was increased by \$8,000 to accommodate the additions to the Town fleet of a Recreation pick-up truck, referenced in Recommendations of this report, and the 2019 mid-year addition of a rescue boat for the Fire department, referenced in Council Report FS-2019-12. This increased the annual allocation from the general tax levy from \$416,000 to \$424,000.

During the development of this report, replacement costs of larger vehicles, such as the Single Axle Plow Truck identified in the Recommendations section of this report, were found to have increased significantly. As such, replacement costs in the accompanying schedules have been increased from \$230,000 to \$275,000. Similarly, replacement costs of Tandem Axle Plow Trucks have been increased from \$290,000 to \$310,000.

These increases incorporated in the accompanying schedules now project an irreversible reserve deficit by 2028. Inflationary increases to the annual Lifecycle Fleet allocation should be considered during the 2021 budget process. As well, an update to the Town’s Fleet Review Study (Covenco 2007) should be considered in the near future.

Under the current Schedule ‘A’, fleet replacement will be fully funded up to year-nine of this 10-year period. Considering the significant inflationary increases reflected in replacement costs of this report, further analysis should be undertaken to determine timing and amount of increases to the Lifecycle Fleet allocation to address the projected deficit.

Under the current Schedule ‘B’, fire and rescue apparatus replacement will be fully funded up to year-nine of this 10-year period as well. These vehicles have longer replacement schedules and are impacted by currency exchange fluctuations, which combined can potentially create a significant gap in actual replacement costs when the time comes to replace a vehicle. As such, Administration recommends that replacement costs for all units be updated every five years to ensure the annual budget allocation is sufficient. The last such update was performed in 2016 and those updated replacement costs are reflected in Schedule B.

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 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:

Kirby McArdle, P.Eng.
Manager Roads & Fleet

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Reviewed by:

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

Reviewed by:

Wade Bondy
Director Fire Services & Fire Chief, C.E.M.C.

Reviewed 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:

Paul Anthony, RRFA
Director Parks & Recreation Services and Acting
Chief Administrative Officer

Attachment Number	Attachment Name
1	Appendix A Town of Tecumseh 2020-2029 Ten Year Funding and Replacement Schedules
2	Appendix B Town of Tecumseh 2020-2029 Ten Year Fire and Rescue Services Apparatus Funding Replacement Schedules

Appendix A
Town of Tecumseh
2020 - 2029 Ten Year Fleet Funding and Replacement Schedules

2020 - 2029 Ten Year Fleet Funding Schedule

Account	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Reserve Carried Forward	\$ 1,030,000	\$ 776,400	\$ 698,900	\$ 1,064,800	\$ 741,900	\$ 333,600	\$ 589,100	\$ 444,900	\$ 233,600	\$ (214,400)
Fleet Lifecycle	\$ 424,000	\$ 424,000	\$ 424,000	\$ 424,000	\$ 424,000	\$ 424,000	\$ 424,000	\$ 424,000	\$ 424,000	\$ 424,000
Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Provincial (Transit)	\$ -	\$ -	\$ -	\$ 63,000	\$ 63,000	\$ -	\$ -	\$ -	\$ 63,000	\$ 63,000
Water Fleet LC	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Wastewater Fleet LC	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000
Total Funds Available	\$ 1,574,000	\$ 1,320,400	\$ 1,242,900	\$ 1,671,800	\$ 1,348,900	\$ 877,600	\$ 1,133,100	\$ 988,900	\$ 840,600	\$ 392,600

2020 - 2029 Ten Year Fleet Replacement Schedule

Department	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Public Works	\$ 340,000	\$ 345,000	\$ 65,000	\$ 310,000	\$ 670,000	\$ 150,000	\$ 340,000	\$ 405,000	\$ 462,000	\$ 110,000
Parks	\$ 211,500	\$ 86,000	\$ 105,000	\$ 292,000	\$ 107,000	\$ 107,000	\$ 270,000	\$ 55,700	\$ 216,000	\$ 244,000
Water	\$ 62,600	\$ 147,000	\$ -	\$ 90,000	\$ 24,000	\$ -	\$ 32,000	\$ 212,600	\$ 55,000	\$ 150,000
Building	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -
Administration	\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Command	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000	\$ 20,000
Recreation	\$ 140,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 50,000	\$ 110,000
Transit	\$ -	\$ -	\$ -	\$ 190,000	\$ 190,000	\$ -	\$ -	\$ -	\$ 190,000	\$ 190,000
Sub-total	\$ 784,100	\$ 608,000	\$ 170,000	\$ 911,000	\$ 991,000	\$ 275,000	\$ 672,000	\$ 728,300	\$ 1,028,000	\$ 824,000
Committed - carry forward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outfitting (\$3k per vehicle)	\$ 13,500	\$ 13,500	\$ 8,100	\$ 18,900	\$ 24,300	\$ 13,500	\$ 16,200	\$ 27,000	\$ 27,000	\$ 20,000
Total Expenditure	\$ 797,600	\$ 621,500	\$ 178,100	\$ 929,900	\$ 1,015,300	\$ 288,500	\$ 688,200	\$ 755,300	\$ 1,055,000	\$ 844,000
Ending Balance	\$ 776,400	\$ 698,900	\$ 1,064,800	\$ 741,900	\$ 333,600	\$ 589,100	\$ 444,900	\$ 233,600	\$ (214,400)	\$ (451,400)

Appendix A
Town of Tecumseh
2020 - 2029 Ten Year Fleet Replacement Schedule - Public Works

Unit Number	Year Purchased	Type	Make	Replacement Value	Life Span (yrs)	Year to Replace	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
PW 03-12	2011	Tandem axle pre wet w/wing	Mack (tandem axle pre wet w/wing)	\$ 310,000	7 to 10	2021	\$ -	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PW 05-13	2012	Single axle pre wet	Freightliner SD180 (single axle/pre wet)	\$ 275,000	7 to 10	2023	\$ -	\$ -	\$ -	\$275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PW 07-11	2011	3500 Dump	Dodge 3500 Dump Body	\$ 65,000	10	2020	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PW 08-12	2012	3500 Dump	Dodge 3500 Aluminum Dump Body	\$ 65,000	10	2022	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PW 02-18	2018	1500 Ext Cab	GMC Ext Cab1500	\$ 35,000	8	2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
PW 10-15	2014	1500 Reg Cab	Dodge 1500 4X4	\$ 35,000	10	2024	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
PW 09-12	2012	1500 Ext Cab	Dodge Ext Cab1500	\$ 35,000	11	2023	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PW 11-12	2011	1500 Ext Cab	Dodge Ext Cab1500	\$ 35,000	11	2021	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PW 12-12	2012	2500 Crew Cab	GMC 2500 Crew Cab	\$ 35,000	7 to 10	2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -
PW 13-15	2014	Single axle pre wet	Mack (single axle pre wet)	\$ 275,000	7 to 10	2023	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -
PW 15-16	2015	Single axle pre wet	Freightliner SD180 (single axle/pre wet)	\$ 275,000	7 to 10	2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,000	\$ -	\$ -	\$ -
PW 06-18	2018	1500 Ext Cab	Chevy Extended Cab 4 X 4-Storm Sewer	\$ 32,000	7 to 10	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000	\$ -
PW 16-15	2014	Tandem axle w/wing	Mack (tandem axle w/wing)	\$ 310,000	7 to 10	2024	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ -	\$ -	\$ -	\$ -	\$ -
PW 01-18	2018	Tandem axle pre wet w/wing	Freightliner (tandem axle pre wet w/wing)	\$ 310,000	7 to 10	2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 310,000	\$ -	\$ -
PW 04-10	2010	Single axle pre wet w/wing	International (single axle pre wet w/wing)	\$ 275,000	7 to 10	2020	\$ 275,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PW 14-18	2018	1500 Reg Cab	Chevy Extended Cab 4x4 Truck- Drainage	\$ 30,000	7 to 10	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -
PWE 02-13	2013	Backhoe	Cat 420F Backhoe	\$ 110,000	10 to 15	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000	\$ -
PWE 03-14	2014	Backhoe	Case 580 WT Backhoe	\$ 110,000	10 to 15	2029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000
PWE 04-13	2013	Sweeper	Elgin Whirlwind Sweeper	\$ 290,000	15 to 20	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 290,000	\$ -
PWE 05-01	2013	-	Trackless M6	\$ 150,000	10	2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ -	\$ -	\$ -	\$ -
PWE 05-01	2016	Flail Boom	Trackless Attachment-Flail Boom	\$ 30,000	10	2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
PWE 11-12	2012	Tractor	Zetor Tractor with Bucket/Snow Box	\$ 60,000	15	2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000	\$ -	\$ -
PWE 12-17	2011	Skid Steer-Loader	Bobcat S-185 - from Parks Dept.	\$ 50,000	6	2024	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total				\$ 3,197,000			\$ 340,000	\$ 345,000	\$ 65,000	\$ 310,000	\$ 670,000	\$ 150,000	\$ 340,000	\$ 405,000	\$ 462,000	\$ 110,000

Appendix A
Town of Tecumseh
2020 - 2029 Ten Year Fleet Replacement Schedule
Water and Building

Water

Unit Number	Year Purchased	Type	Make	Replacement Value	Life Span (yrs)	Year To Replace	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
W1-18	2018	1500 Ext Cab	Dodge 3500 Cab and Service Body	\$ 55,000	7 to 10	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ -
W2-14	2013	1500 Ext Cab	Dodge 1500 Ext Cab	\$ 24,000	7 to 10	2024	\$ -	\$ -	\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -
W3-14	2013	4500 Service	Ford F-450 Service Truck	\$ 85,000	7 to 10	2023	\$ -	\$ -	\$ -	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
W4-12	2011	1500 Ext Cab	GMC Sierra Ext Cab Service Truck	\$ 50,000	7 to 10	2020	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 60,000
W5-16	2015	Tandem Axle	International Tandem Axle	\$ 210,000	7 to 10	2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 210,000	\$ -	\$ -
W6-11	2010	5500 Service	Ford F-550 HD Service Truck	\$ 85,000	7 to 10	2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000
W7-12	2011	1500 Ext Cab	Dodge 1500 Ext Cab	\$ 37,000	7 to 10	2021	\$ -	\$ 37,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
W8-17	2017	1500 Ext Cab	Dodge Extended Cab 4 X 4	\$ 32,000	7 to 10	2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 32,000	\$ -	\$ -	\$ -
WE9-10	2010	Backhoe	John Deere 310D Backhoe	\$ 110,000	7 to 10	2021	\$ -	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
WE10-04	2004	Trailer	Utility Trailer	\$ 2,600	8	2018	\$ 2,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,600	\$ -	\$ -
Total				\$ 690,600			\$ 62,600	\$ 147,000	\$ -	\$ 90,000	\$ 24,000	\$ -	\$ 32,000	\$ 212,600	\$ 55,000	\$ 150,000

Building

Unit Number	Year Purchased	Type	Make	Replacement Value	Life Span (yrs)	Year To Replace	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
B1-15	2015	SUV	Dodge Journey	\$ 18,000	10	2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -
B2-10	2010	1500 Reg Cab	GMC Pick-up Sierra	\$ 25,000	10	2020	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total				\$ 43,000			\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ -	\$ -

Appendix A
Town of Tecumseh
2020 - 2029 Ten Year Fleet Replacement Schedule - Parks

Unit Number	Year Purchased	Type	Make	Replacement Value	Life Span (yrs)	Year To Replace	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
P1-17	2017	2500 Crew Cab	Dodge 2500 H.D. Crew Cab	\$ 37,000	9	2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,000	\$ -	\$ -	\$ -
P2-16	2016	1500 Reg Cab	Dodge 1500 Reg Cab	\$ 22,000	8	2024	\$ -	\$ -	\$ -	\$ -	\$ 22,000	\$ -	\$ -	\$ -	\$ -	\$ -
P3-16	2016	1500 Ext Cab	Dodge 1500 Crew Cab	\$ 29,000	8	2024	\$ -	\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -
P4-18	2018	2500 Reg Cab	Dodge 2500 Reg Cab Long Box	\$ 35,000	8	2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -
P5-12	2012	2500 Crew Cab	GMC 2500 Crew Cab	\$ 37,000	10	2022	\$ -	\$ -	\$ 37,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P6-12	2011	2500 Crew Cab	Dodge 2500 Crew Cab	\$ 37,000	8	2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 37,000	\$ -	\$ -
P7-16	2016	3500 Dump	Ford 3500 with Dump body	\$ 65,000	10	2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 65,000	\$ -	\$ -	\$ -	\$ -
P8-16	2016	1500 Ext Cab	Dodge 1500 Extend Cab	\$ 35,000	8	2024	\$ -	\$ -	\$ -	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -
P50-11	2017	Skid-Steer Loader	Kubota SSV75P Skid Steer	\$ 50,000	6	2023	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000
P10-14	2014	Tractor - Utility	Kubota L4600 Tractor	\$ 20,000	8	2023	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P11-15	2015	Tractor - Utility	Kubota 4701 Tractor	\$ 25,000	8	2022	\$ -	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P12-09	2009	Tractor - Compact	Kubota B3030 HSDC Tractor	\$ 35,000	8	2020	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P13-14	2014	Tractor - Utility	Kubota L5460 Tractor	\$ 35,000	8	2021	\$ -	\$ 35,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,000
P26-11	2011	Trailer Dump	Trailer Dump 6'x10'	\$ 6,000	8	2021	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000
P25-18	2018	Trailer Dump	Trailer Landscape 12'	\$ 5,200	8	2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,200	\$ -	\$ -
P21-18	2018	Trailer Landscape	Trailer Landscape 20'	\$ 6,000	8	2027	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -
P22-14	2014	Trailer Landscape	Trailer Landscape 20' hard side	\$ 6,000	8	2020	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -
P23-12	2012	Trailer Tilt	Tilt Trailer 20'	\$ 7,500	7	2020	\$ 7,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,500	\$ -	\$ -
P24-14	2014	Trailer Flat Bed	Flat Bed 8 X 22 Trailer	\$ 7,000	8	2022	\$ -	\$ -	\$ 7,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P20-17	2017	Trailer Landscape	Trailer Landscape 22'	\$ 6,000	8	2025	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -
P31-16	2016	Mower - Large Area Rotary	Jacobson RT311T Mower	\$ 80,000	3	2019	\$ 80,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000	\$ -	\$ -	\$ 80,000
P30-18	2018	Mower - Wide Area Rotary	Jacobson HR700 Mower	\$ 69,000	5	2023	\$ -	\$ -	\$ -	\$ 69,000	\$ -	\$ -	\$ -	\$ -	\$ 69,000	\$ -
P32-17	2017	Mower - Zero-Turn	Kubota ZD1211 Mower	\$ 14,000	3	2020	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000
P33-17	2017	Mower - Zero-Turn	Kubota ZD1211 Mower	\$ 14,000	3	2020	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000
P34-17	2017	Mower - Zero-Turn	Kubota ZD331 Mower	\$ 14,000	3	2020	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000
P36-16	2016	Mower - Zero-Turn	Kubota 331 Mower	\$ 18,000	3	2019	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -
P35-17	2017	Mower - Zero-Turn	Kubota ZD1211 Mower	\$ 15,000	3	2020	\$ 19,000	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ 19,000	\$ -	\$ -	\$ 19,000
P37-16	2016	Mower - Zero-Turn	Kubota 331 Mower	\$ 15,000	3	2019	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -	\$ -	\$ 18,000	\$ -
P42-16	2016	Utility Vehicle	Kubota Utility 900 4X4	\$ 15,000	5	2021	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
P43-16	2016	Utility Vehicle	Kubota Utility 1100 4X4	\$ 15,000	5	2021	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
P46-16	2016	Utility Vehicle	Kubota Utility 900 4X4	\$ 15,000	5	2021	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -
P40-08	2018	Chipper	Vermeer Chipper VC1500	\$ 85,000	10	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 85,000	\$ -
P41-05	2005	Aerator	Aerway Airtator	\$ 10,000	15	2020	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
P60-13	2013	Top Dresser	Verti-Drain Rink 2020 Top Dresser	\$ 20,000	15	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000	\$ -
P61-09	2009	Overseeder	Brillion Overseeder BOS4F2	\$ 15,000	15	2024	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
P62-14	2014	Truck Bed Salter	Truck Bed Salter	\$ 6,000	10+	2024	\$ -	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ -	\$ -
Total				\$ 925,700			\$ 211,500	\$ 86,000	\$ 105,000	\$ 292,000	\$ 107,000	\$ 107,000	\$ 270,000	\$ 55,700	\$ 216,000	\$ 244,000

Appendix A
Town of Tecumseh
2020 - 2029 Ten Year Fleet Replacement Schedule
Recreation and Transit

Recreation

Unit Number	Year Purchased	Type	Make	Replacement Value	Life Span (yrs)	Year to Replace	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
M01-12	2011	1500 Reg Cab	Dodge Ram 1500	\$ 30,000	10	2021	\$ -	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AM01-14	2014	1500 Reg Cab	Dodge Ram 1500	\$ 30,000	10	2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ -	\$ -
M02-18	2018	1500 Reg Cab	Chevy 1500 Ext. Cab	\$ 25,000	10	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
R01-18	2018	Mini Van	Dodge Mini Van	\$ 25,000	10	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000	\$ -
M03-??	2020	1500 Reg Cab	N/A	\$ 25,000	10	2021	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AE3-98	2009	Ice Resurfacers	Zamboni	\$ 110,000	10	2019	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 110,000
AE4-98	2010	Ice Resurfacers	Zamboni	\$ 110,000	10	2020	\$ 110,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Totals				\$ 355,000			\$ 140,000	\$ 30,000	\$ -	\$ -	\$ -	\$ -	\$ 30,000	\$ -	\$ 50,000	\$ 110,000

Transit

Unit Number	Year Purchased	Type	Make	Replacement Value	Life Span (yrs)	Year to Replace	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
T01-09	2017	15 Passenger Bus	Crestline - Ford E-450	\$ 190,000	5	2015	\$ -	\$ -	\$ -	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ 190,000	\$ -
T02-10	2011	15 Passenger Bus	Ford E450	\$ 190,000	5	2016	\$ -	\$ -	\$ -	\$ -	\$ 190,000	\$ -	\$ -	\$ -	\$ -	\$ 190,000
Totals				\$ 380,000			\$ -	\$ -	\$ -	\$ 190,000	\$ 190,000	\$ -	\$ -	\$ -	\$ 190,000	\$ 190,000

Subsidized through Provincial Bus Replacement Program (1/3 funding)

Appendix A
Town of Tecumseh
2020 - 2029 Ten Year Fleet Replacement Schedule
Administration and Fire Command

Administration

Unit Number	Year Purchased	Type	Make	Replacement Value	Life Span (yrs)	Year To Replace	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
N/A	2003	Trailer Enclosed	OPP TRAILER (Graffiti Trailer) (1/3 Lakeshore/Kingsville/Tecumseh)	\$ 29,000	20	2023	\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N/A	2007	Generator	Generator - Emergency back-up for Tecumseh Complex	\$ 500,000	40	2047	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PE20-00	2000	Trailer Enclosed	Enclosed Trailer 8 X 22 (from Parks)	\$ 20,000	8	N/A	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total				\$ 549,000			\$ -	\$ -	\$ -	\$ 29,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Fire Command

Unit Number	Year Purchased	Type	Make	Replacement Value	Life Span (yrs)	Year To Replace	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
F1-18	2018	Pickup Truck	Ford SSV 4X4 Extended Cab	\$ 55,000	8	2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ -	\$ -
F2-10	2010	SUV	Chevrolet Tahoe (Command 2)	\$ 45,000	8	2018	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ -
F4-16	2016	Minivan	Dodge MiniVan	\$ 20,000	12	2028	\$ -	\$ -	\$ -	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000
Total				\$ 120,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000	\$ 20,000

Appendix B
Town of Tecumseh
2020 - 2029 Ten Year Fire and Rescue Services Apparatus Funding and Replacement Schedules

2020 - 2029 Ten Year Fire and Rescue Services Apparatus Funding Schedule

Account	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Reserve Carried Forward	\$ 976,000	\$ 1,165,000	\$ 1,289,000	\$ (123,000)	\$ 71,000	\$ 265,000	\$ 459,000	\$ (53,000)	\$ 141,000	\$ (371,000)
Apparatus Lifecycle	\$ 194,000	\$ 194,000	\$ 194,000	\$ 194,000	\$ 194,000	\$ 194,000	\$ 194,000	\$ 194,000	\$ 194,000	\$ 194,000
Total Funds Available	\$ 1,170,000	\$ 1,359,000	\$ 1,483,000	\$ 71,000	\$ 265,000	\$ 459,000	\$ 653,000	\$ 141,000	\$ 335,000	\$ (177,000)

2020 - 2029 Ten Year Fire and Rescue Services Apparatus Replacement Schedule

Department	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
Fire Apparatus	\$ -	\$ 70,000	\$ 1,600,000	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ 700,000	\$ 700,000
Sub-total	\$ -	\$ 70,000	\$ 1,600,000	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ 700,000	\$ 700,000
Committed - carry forward	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Outfitting	\$ 5,000	\$ -	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ 6,000	\$ 6,000
Total Expenditure	\$ 5,000	\$ 70,000	\$ 1,606,000	\$ -	\$ -	\$ -	\$ 706,000	\$ -	\$ 706,000	\$ 706,000
Ending Balance	\$ 1,165,000	\$ 1,289,000	\$ (123,000)	\$ 71,000	\$ 265,000	\$ 459,000	\$ (53,000)	\$ 141,000	\$ (371,000)	\$ (883,000)

Appendix B
Town of Tecumseh
2020 - 2029 Ten Year Fire and Rescue Services Apparatus Replacement Schedule

Fire Apparatus

Unit Number	Year Purchased	Type	Make	Replacement Value	Life Span	Year to Replace	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
104	2017	Rescue	Fort Garry (Pumper/Rescue 1)	\$ 700,000	20	2017	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
N/A	2008	Engine	Smeal (Engine 1)	\$ 700,000	15*	2028	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -
92	2009	Engine	Smeal (Engine 2)	\$ 700,000	15*	2029	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000
94	2006	Rescue	Rosenbauer Engine Tanker (Rescue 2)	\$ 700,000	20	2026	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ -	\$ -
N/A	2002	Aerial	Sutphen Platform (Truck 1)	\$ 1,600,000	20	2022	\$ -	\$ -	\$ 1,600,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F3-08	2008	2500 Crew Cab	Ford 250 (Squad 2)	\$ 70,000	12	2021	\$ -	\$ 70,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
F5-xx	N/A	2500 Crew Cab	2500 Squad - fleet addition for 2019	\$ 50,000	12	2031	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	2019	Rescue Boat		\$ 10,000			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
				\$ 4,530,000			\$ -	\$ 70,000	\$ 1,600,000	\$ -	\$ -	\$ -	\$ 700,000	\$ -	\$ 700,000	\$ 700,000

*Frontline pumper must be replaced after 15 years
the truck can be downgraded and remain in service as a second run unit.

**The Tanker is scheduled to be replaced with an Urban/Interface unit
in 2006 with a frontline life time of 15 years.

***Sutphen Platform (Truck 1) at end of lifespan. Will transfer to Fire Strn. 2



The Corporation of the Town of Tecumseh

Public Works & Environmental Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Environmental Services

Date to Council: February 11, 2020

Report Number: PWES-2020-11

Subject: Drainage Act, Summary of Proposed Changes and Administrative Comments

Recommendations

It is recommended:

That PWES-2020-11 *Drainage Act*, Summary of Proposed Changes and Administrative Comments, **be received**;

And that PWES-2020-11 **be submitted** to the Ontario Ministry of Agriculture, Food and Rural Affairs as comments from the Town of Tecumseh on the proposed changes to the *Drainage Act*.

Background

The purpose of this report is to provide comments on the proposed *Drainage Act* changes that are relevant to the Town of Tecumseh. Upon approval by Council, this report will be forwarded to the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) as the Town's comments on the proposed changes, in advance of the commenting deadline of February 18, 2020.

On January 22, 2020, OMAFRA released a letter seeking input on a proposal to streamline *Drainage Act* approval processes to address common stakeholder concerns about the Act while maintaining the province's high environmental standards (Attachment 1). The *Drainage Act* Discussion Paper (Attachment 2) describes some of the proposed changes to the *Drainage Act* which are intended to reduce costs and project delays for affected property owners including municipalities. The discussion paper also poses questions for stakeholder feedback which will be considered when the proposed changes are finalized.

On January 31, 2020, OMAFRA hosted a webinar for municipalities and presented three (3) proposals being considered to streamline *Drainage Act* processes. At the time of the webinar, details for these proposals had not been fully developed and participants were encouraged to ask questions and provide feedback for OMAFRA's consideration whilst refining possible legislative amendments to the *Drainage Act*. The webinar slides are appended to this report as Attachment 3. Additional webinars were also held for Conservation Authorities (January 31, 2020), Drainage Industry (February 7, 2020) and General Farm Organizations (February 7, 2020).

Based on the webinar, OMAFRA is considering modification to the *Drainage Act* that would:

- Provide the Minister with legislative authority to develop and sign off on **supporting technical protocols** such as the *Drainage Act and Conservation Authorities Act Protocol* (DART protocol);
- Create a new **streamlined *Drainage Act* approval process** for minor improvements;
- Enable a **simplified administrative process** to update the engineer's report to account for changes to the design made during construction.

The comments in this report address the three principal modifications outlined above and provide questions/comments for the Ministry to consider in refining proposed changes.

Comments

The following are the key areas of proposed changes and the associated Administrative comments:

1. Proposed Change: Supporting Technical Protocols – authority to adopt protocols by reference in regulation

Projects under the *Drainage Act* typically require approvals from multiple agencies such as Conservation Authorities, Department of Fisheries and Oceans (DFO) and Ministry of Natural Resources and Forest (MNRF). When not coordinated, these approvals can result in added cost and/or project delays.

In 2008, the DART protocol was established to streamline approvals under section 28 of the *Conservation Authorities Act* for municipal drain repair and maintenance projects being completed under the provisions of the *Drainage Act*. Based on the observed benefits of the DART protocol, OMAFRA is proposing to amend the *Drainage Act* to enable broader adoption of this collaborative approach by providing the legislative authority for the minister to develop and sign off on other technical protocols. These protocols would be created through collaboration with other provincial ministries, federal agencies and conservation authorities.

Administration Comments:

The Town currently utilizes the DART protocol when a request is received for drain maintenance to meet the requirements of both the *Drainage Act* and *Conservation Authorities Act*. The DART protocol provides standard mitigation measures to be followed when drain maintenance works are undertaken which satisfy Conservation Authority approval requirements. Based on the Town's experience, the DART protocol creates efficiencies for both the Town and the Conservation Authority. Administration agrees that the creation of additional technical protocols with other approval agencies would help to streamline approval processes.

Questions/comments proposed by Administration include:

- Municipal representation is required on Committees responsible for developing new protocols.
- Protocols with DFO and MNRF are recommended.
- Can protocols address federal legislations such as the *Fisheries Act*?
- What sections of the *Drainage Act* would these protocols have authority over?

2. Proposed Change: Streamlining Approvals – creating a new process for minor improvements

The *Drainage Act* lacks a streamlined process to undertake minor improvements to existing drains which have minimal impact on the environment and other properties. Currently these projects must follow a lengthy process that includes all assessed landowners which creates additional cost and may result in delays or avoiding the improvement activities.

OMAFRA is considering a new *Drainage Act* process for minor improvements so these projects can be completed in a less costly and more efficient way.

Administration Comments:

Currently, section 77 of the Drainage Act allows for deepening, widening or extending of a municipal drain without the need of a report to streamline drainage works provided the cost is not more than \$4,500. However, this section lacks clarity in aspects such as the authority to enter lands, how to assess owners, and allowances.

A streamlined process for minor improvements has the potential to increase efficiencies, reduce costs and improve delivery of services to residents. Administration agrees that a streamlined process for minor improvements such as new crossings, extension of an existing crossing, limited bank stabilization, the addition of grass buffers, etc. could be beneficial provided that the eligible works and process are clearly defined.

Questions proposed by Administration include:

- Will public consultation be required? Do other landowners have appeal rights? If so, how will this reduce process time?
- How will minor improvements outside of the current by-law be assessed?

- Who decides what is considered a “minor improvement”?
- Would a minor improvement only be applicable if one property is involved and/or the cost of same is the responsibility of one property owner?
- How is the future maintenance addressed for minor improvements?
- How will OMAFRA grants be applied to minor improvements?

3. Simplifying Administrative Processes – accounting for changes to drain design during construction

Drainage systems constructed under the *Drainage Act* occasionally deviate from the adopted engineer’s plans and profile due to unforeseen conditions or problems found on site during construction. Currently, there is no mechanism to easily include the as-built conditions in the current by-law which can lead to a lack of clarity for municipal drainage superintendents who plan and implement maintenance and repair activity in accordance with the engineer’s report.

OMAFRA is considering amendments to the *Drainage Act* to enable a simplified process to update the engineer’s report to account for any changes made during construction.

Administration Comments:

Currently, section 58(4) is the only mechanism to amend changes encountered during construction. However, this section defines these changes as a “gross error” and states that Council may apply to the Tribunal to correct the error. Otherwise, a new report must be produced to adopt these changes.

Administration is in support of a simplified process to update the engineer’s report to account for any changes made during construction. However, this process must establish clear direction for the approval, implementation and assessment of any additional costs related to the changes.

Questions proposed by Administration include:

- How are additional costs assessed?
- If there are additional costs, are these costs appealable?
- If future maintenance is affected, do affected landowners need to be consulted?

In summary, OMAFRA is currently considering the above noted amendments to the *Drainage Act*, however, specific details regarding these potential changes have not been finalized. Once these amendments and procedures have been fully developed, it is Administration’s understanding that there will be forthcoming opportunities to review the proposals and provide additional comments.

Consultations

Ontario Ministry of Agriculture, Food and Rural Affairs

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 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 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:

Cheryl Curran, BES
Clerk I Administrative Clerk

Reviewed by:

John Henderson, P.Eng.
Manager Engineering 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	Letter dated January 22, 2020 from the Ministry of Agriculture, Food and Rural Affairs
2	Drainage Act Discussion Paper
3	Webinar Presentation held January 31, 2020

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

**Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
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www.ontario.ca/MAAARO



January 22, 2020

Marg Misek-Evans
CAO
Town of Tecumseh
mevans@tecumseh.ca

Dear Ms. Misek-Evans:

The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) is seeking input on a proposal to streamline Drainage Act approval processes that would address common stakeholder concerns about the act while maintaining our province's high environmental standards. This is part of our government's broader initiative to reduce regulatory burden in consultation with the farm and agri-food sector while preserving rules that keep Ontarians safe and healthy.

The Drainage Act Discussion Paper is posted on the province's Environmental Registry at ero.ontario.ca/notice/019-1187. It describes some of the proposed changes which would reduce costs and project delays for farmers and other rural landowners and municipalities. The paper also poses questions for your feedback.

OMAFRA will be hosting webinars for key stakeholders who play an important role in the Drainage Act. The webinars are scheduled for:

January 31st	10:00 - 11:00 a.m.	Municipalities
January 31st	1:00 - 2:00 p.m.	Conservation Authorities
February 7th	10:00 - 11:00 a.m.	Drainage Industry
February 7th	1:00 - 2:00 p.m.	General Farm Organizations

To register, please contact the Agricultural Information Contact Centre (AICC) by email to ag.info.omafr@ontario.ca or call 1-877-424-1300. Although the webinars are targeted to specific audiences, you are very welcome to enroll at a time or date that better suits your schedule.

.../2

Printed copies of the French Discussion Paper are also available from the AICC on request.

Our Ministry is committed to relieving the red tape burden that will ensure drainage continues to deliver critical economic and environmental benefits that will help rural communities, agricultural landowners and drainage contractors save money and/or time. We are confident the proposed changes will assist in making this a reality.

I look forward to your input.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', with a large, stylized initial 'E'.

Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

Drainage Act Discussion Paper

Summary of Proposal

Ontario's agri-food sector is an important component of the provincial economy, contributing \$39.5 billion in Gross Domestic Product (GDP) and employing nearly 822,500 people in 2017. Primary agriculture accounted for roughly 11 per cent of the sector's GDP (\$4.4 billion), generating \$13.1 billion in farm cash receipts and employing 68,500 people in 2017 while producing a diverse range of over 200 different commodities.

Drainage is critical for supporting agricultural productivity and the production of food. It also enables sector growth by delivering environmental and economic benefits such as improved crop productivity, nutrient loss reduction, reduced soil erosion, habitat protection and flood control. Though mostly unnoticed, it is an essential part of the rural Ontario landscape with more than 45,000 kilometers of municipal drains servicing approximately 1.75 million hectares of cropland.

It also positively impacts the economy as over \$100M is privately invested in drainage annually which has created 800-900 jobs and supports over 100 independent businesses.

To permit the construction and maintenance of municipal drains and private agricultural drainage systems, the agricultural sector has relied on drainage legislation for over 150 years. OMAFRA administers three pieces of agricultural drainage legislation: the *Drainage Act*, the *Tile Drainage Act* and the *Agricultural Tile Drainage Installation Act*.

The *Drainage Act* is unique in many ways. It establishes a process for resolving property right disputes involving water flow and drainage. It is premised on a user pay system where costs are fairly assessed to the property owners within the watershed. A drainage engineers report provides the design and allocation of project costs for a municipal drain that involves multiple private properties. Through collaboration between private landowners, it has helped address broader societal benefits such as flood control within Ontario's rural communities.

The *Drainage Act* is one of the Province's oldest pieces of legislation. Passed in 1859, there have not been any significant changes to the legislation since 1975. This has led to stakeholders requesting changes to the Act. For example, some stakeholders have indicated there are too many steps and agencies involved for drainage construction, maintenance and improvements to be approved in a timely and less costly way. Others have suggested that additional protocols (such as the *Drainage Act and Conservation Authorities Act Protocol*) could help with streamlining approvals for low risk activities.

To address some of these stakeholder concerns and reduce burden (e.g. project delays and projects costs) while maintaining environmental standards, OMAFRA is considering changes to the *Drainage Act*. This is part of the Ontario Government's broader approach to cutting red tape and reducing regulatory burden for all businesses, to lower business operating costs and improve Ontario's competitiveness.

OMAFRA is proposing changes to the *Drainage Act* that would, if passed:

- Create a new streamlined *Drainage Act* process for minor improvements to drainage systems;
- Enable a simplified process to update the engineer's report to account for changes to the design made during construction; and
- Provide the minister with legislative authority to adopt technical protocols such as the DART Protocol by reference in regulation.

1. Supporting Technical Protocols

Authority to adopt protocols by reference in regulation

Currently, projects under the *Drainage Act* typically require approvals from multiple agencies (e.g. conservation authorities, Department of Fisheries and Oceans, Ministry of Natural Resources and Forestry) to address protection of endangered species, water management and flood risks and other environmental considerations. When not coordinated, these additional approvals can add cost and project delays.

Protocols (such as the *Drainage Act and Conservation Authorities Act Protocol*) when adopted, have been demonstrated to reduce project delays and project costs while maintaining environmental protections. OMAFRA is proposing to amend the *Drainage Act* to enable broader adoption of this collaborative approach by providing legislative authority for the minister to develop and sign off on technical protocols.

Similar to the DART Protocol that originated from a multi-agency Drainage Act and Regulations Team (DART), OMAFRA would work in collaboration with other ministries, regulatory agencies, conservation authorities, municipalities, farming organizations, indigenous organizations and others on the development of any new protocols.

The DART Protocol was established in 2008 to streamline approvals for municipal drain repair and maintenance projects that meet *Conservation Authorities Act* permitting requirements in order to support compliance with *Drainage Act* requirements. For example, specific drainage maintenance and repair that follows environmental mitigation measures recommended in the

DART Protocol are provided with a streamlined approval under section 28 of the *Conservation Authorities Act* where conservation authorities have adopted the Protocol.

Numerous stakeholders contributed to the development of the DART protocol including the Ministry of Natural Resources and Forestry, Conservation Ontario, conservation authorities, the Drainage Superintendents Association of Ontario, the Society of Professional Engineers Land Drainage Committee, Ontario Federation of Agriculture, Ontario Farm Environmental Coalition and the Rural Ontario Municipal Association.

2. Streamlining Approvals

Creating a new process for minor improvements

The *Drainage Act* establishes a process for resolving issues involving water flow and drainage. However, it doesn't enable a streamlined process for simple drain improvement projects that have minimal impact on the environment and other properties. This leads to a very lengthy and involved process that involves all assessed landowners, creating additional cost and burden, and can result in delaying or avoiding improvement activities.

OMAFRA is considering a new *Drainage Act* process for minor improvements so projects could be completed in a less costly and more efficient way. Examples of minor improvements could include: creating or widening a crossing, relocating a drain on an individual property or the addition of a feature with environmental benefits (e.g. buffer, water retention area). It would also allow for easier adoption of some green infrastructure technologies that have multiple benefits.

It is estimated that a streamlined minor improvement process could reduce the approval process by half; from 9 months to possibly 4-5 months. Less process and fewer meetings could result in an estimated 10 per cent savings a year for minor improvement project costs. The reduced process and costs would be especially important in facilitating environmental improvements to drains.

Moving the requirements into a new regulation would define minor improvement projects and describe a process to implement them in a streamlined way.

3. Simplifying Administrative Processes

Accounting for changes to drain design during construction

An engineer's report is prepared at the beginning of a drainage project to assess water drainage needs, affected landowners, system design and costs. It is common for drainage systems built under the *Drainage Act* to deviate from the design plans in the engineer's report because of unforeseen site conditions in the field. These changes are currently not identified in the engineer's report since there is no authority or defined process in the Act to follow to amend the report with new information. This can lead to a lack of clarity for municipal drainage superintendents who plan and implement maintenance and repair activity in accordance with the engineer's report.

OMAFRA is considering amendments to the *Drainage Act* to enable a simplified process to update the engineer's report to account for any changes made during construction. This would recognize and align with existing engineering practices.

It would also ensure the municipality has the authority to maintain the drain "as built" which would ensure that landowners are fairly assessed for the costs of maintaining and repairing the drain. By providing clarity to municipalities on the content of the engineer's report (accounting for changes made to the design during construction), cost savings could also be expected for municipalities while increasing certainty for landowners.

Summary

Changes to the *Drainage Act* are proposed that would, if passed, enable a streamlined process for drainage projects to meet the requirements of property owners, municipalities and a cross section of government agencies. Additional housekeeping amendments may be considered.

The ministry is seeking your feedback on potential amendments to the *Drainage Act* and related programs. Your feedback will be considered during the development of possible legislative amendments.

We are also committed to consulting further on more specific changes to be included in a regulatory proposal for minor drain improvements.

Questions for Consultation

- i. Beyond the DART Protocol, what additional protocols could be established to help streamline approvals?*
- ii. What projects should be included in the definition of minor improvements? What else would you like a minor process to achieve?*
- iii. Do you have any specific concerns with any of the items discussed in the paper?*
- iv. Do you have any additional suggestions to reduce burden or contribute to additional opportunities for your business?*

Email

OMAFRA: sara.peckford@ontario.ca

Address

Ontario Ministry of Agriculture, Food and Rural Affairs
Food Safety and Environmental Policy Branch
1 Stone Road West, 2nd Floor SW
Guelph, ON N1G 4Y2
c/o Sara Peckford

Drainage Act **Amendment Proposal**

Stakeholder Consultation

January 31 and February 7, 2020

Agenda

- Welcome and Introductions
- Background
- Proposed Changes
 - Discussion & Feedback
- Next Steps and Closing Remarks



Background

- Three Acts regulate drainage in rural communities: *Drainage Act*, *Agricultural Tile Drainage Installation Act*, *Tile Drainage Act*. The *Drainage Act* is a long established piece of legislation that has not been significantly updated since 1975.
- Over the past several years, opportunities for burden reduction have been identified by stakeholders and through internal review.
- The Ministry is proposing enabling amendments to the *Drainage Act* that would, if passed:
 - Create a new streamlined *Drainage Act* process for minor improvements to drainage systems;
 - Enable a simplified process to update the engineer's report to account for changes to the design made during construction; and
 - Provide the minister with legislative authority to adopt technical protocols such as the DART Protocol by reference in regulation.
- These proposals are expected to reduce administrative burden, streamline approvals and address stakeholder concerns while maintaining environmental standards.
- This is the beginning of a consultation process. Further consultation would occur on the proposed regulation which would include details on the minor improvement process and the process to update the engineer's report.



Streamlining Approvals

Creating a New Process for Minor Improvements

Current

The *Drainage Act* doesn't enable a streamlined process for simple drain improvement projects that have a minimal impact on the environment and other properties.

Why Consider a Change

The current process involves all landowners assessed during the original development of the entire municipal drain, creating unnecessary cost and burden, and can result in delaying or avoiding improvement activities on an individual property.

Proposal

Create a new *Drainage Act* process for minor improvements so projects can be completed in a less costly and more efficient way while maintaining environmental protections. A new regulation would be developed to define minor improvements and describe the process.

- Examples of minor improvements could include: creating or widening a crossing, relocating a drain on an individual property, or the addition of a feature with environmental benefits (e.g. buffer, water retention area).

Simplifying Administrative Processes

Accounting for Changes to Drain Design during Construction

Current

Drainage systems built under the *Drainage Act* sometimes deviate from the design plans because of unforeseen site conditions in the field. These changes are not recognized in the engineer's report since there is no authority or defined process to do so under the Act.

Why Consider a Change

Without a process to recognize changes in the engineer's report, the municipality doesn't have the authority to maintain the drain "as built". This can lead to a lack of clarity for municipal superintendents who plan and implement maintenance and repair activity in accordance with the engineer's report.

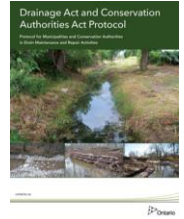
Proposal

Amend the *Drainage Act* to enable a simplified process to update the engineer's report to account for any changes made during construction. A new regulation would be developed to outline the process.

Supporting Technical Protocols

Authority to Adopt Protocols by Reference in Regulation

Current



There is one technical protocol for drain maintenance and repair activities (*Drainage Act and Conservation Authorities Act Protocol* (DART Protocol)) which is currently implemented voluntarily. The Protocol includes general and activity specific environmental mitigation requirements.

The Ministry of Natural Resources and Forestry (MNRF) proposed changes to development permit regulations under the *Conservation Authorities Act* in April 2019. These proposed changes included exempting, across all CAs, certain drain repair and maintenance activities that are undertaken in accordance with the DART Protocol.

Why Consider a Change

Stakeholders such as the Ontario Federation of Agriculture and the Land Drainage Committee have suggested new protocols, which could be developed collaboratively by the DART team.

Proposal

Amend the *Drainage Act* to enable the incorporation of technical protocols by reference in regulation. Any new Protocols would need to ensure that environmental protections are maintained.

Proposal Recap

Proposals

Streamlining Approvals

Create a new process for minor improvements

Simplifying Administrative Processes

Enable a simplified process to update the engineer's report and to account for changes to drain design during construction

Supporting Technical Proposals

Incorporation of protocols by reference in a regulation

Intended Benefits

The proposed amendments have the intended benefits of:

- Supporting economic competitiveness by making it easier and more cost effective to ensure existing drains perform well
- Increasing opportunity for collaboration in the development of protocols to ensure environmental protections are maintained
- Enhancing climate resiliency by encouraging the uptake of new technologies and approaches

Discussion and Feedback

Discussion Paper Questions

1. Beyond the DART Protocol, what additional protocols could be established to help streamline approvals?
2. What projects should be included in the definition of minor improvements? What else would you like a minor process to achieve?
3. Do you have any specific concerns with any of the items discussed in the paper?
4. Do you have any additional suggestions to reduce burden or contribute to additional opportunities for your business?

Next Steps

- Access the full proposal at www.ero.Ontario.ca
- Provide your comments by February 18, 2020.
- Feedback gathered will be used in finalizing the proposed changes.
- To implement the proposed *Drainage Act* amendments, OMAFRA will be developing a regulatory proposal. We will consult separately on this proposal.

Contact Information

Sara Peckford

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Food Safety and Environmental Policy Branch
Ontario Ministry of Agriculture, Food and Rural Affairs
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Phone: 1-888-466-2372 ext. 519-400-0986 (toll-free)
or (519) 400-0986 (local)

Email: sara.Peckford@Ontario.ca

Thank you for your
participation

The Corporation of the Town of Tecumseh

By-Law Number 2020 - 11

Being a by-law to adopt a revised Code of Conduct for Members of Tecumseh Council and Local Boards.

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 Section 223.2(1) of the Municipal Act, 2001, S.O. 2001, c.25 requires a municipality to establish codes of conduct for members of the council of the municipality and its local boards;

And Whereas the Council of The Corporation of the Town of Tecumseh adopted a Code of Conduct for Members of Council, Local Boards and Committees by By-law No. 2014-01 on the 14th day of January, 2014;

And Whereas the Council of The Corporation of the Town of Tecumseh is desirous of adopting a updated Code of Conduct to set out broad principles, procedures, rules and policies governing the ethical behaviour in carrying out municipal roles and functions of the Members of Council and Local Boards, and the role and responsibility of the Integrity Commissioner in accordance with the Municipal Act, 2001, S.O. 2001 C.25 and the Municipal Conflict of Interest Act R.S.O. 1990, c. M.50 ;

Now Therefore the Council of The Corporation of The Town of Tecumseh enacts as follows:

1. **That** Policy No. 63, attached hereto and forming part of this By-law as Schedule A establishing a Code of Conduct for the Members of Council and Local Boards, is approved;
2. **THAT** By-law No. 2014-01 is hereby repealed.

Read a first, second, third time and finally passed this 11th day of February, 2020.

Gary McNamara, Mayor

Laura Moy, Clerk



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: 63

Effective Date: [Click here to enter a date.](#)

Supersedes: By-Law No. 2008-47; RCM Jul. 8, 2008 (RCM-193/08)
By-Law No. 2014-01; RCM Jan. 14, 2014 (RCM-19/14)

Approval: By-Law No. 2020-11; RCM Feb. 11, 2020 (RCM-XX/20)

Subject: **Code of Conduct for Members of Council, and Local Boards**

1.0 Scope

1.1 Members of Council, and Local Boards (Members) have important obligations and responsibilities to those they represent, serve and interact with in connection with carrying out the roles and duties of a Member's office. A Member's conduct and behavior in terms of ethics and interpersonal conduct and communications are regulated by legislative acts including:

- *Municipal Act*, 2001, S.O. 2001, c. 25 (Municipal Act);
- *Public Inquiry Act*, 2009, S.O. 2009, c. 33 (PIA);
- *Occupational Health and Safety Act* (OHSA);
- Ontario Human Rights Code (OHRC);
- *Municipal Freedom of Information and Protection of Privacy Act*, R.S. 1990, c.M. 56 (MFIPPA);
- *Municipal Elections Act*, 1996, S.O. 1996, c. 32 (MEA); and
- *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M. 50 (MCIA).

- 1.2 This Code applies to every Member of Council and to members of Local Boards, who are not members of Council, with necessary modifications applied at the discretion of the Integrity Commissioner

2.0 Purpose

- 2.1 The purpose and intent of this Code of Conduct for Members of Council, and Local Boards is as follows:
- a) to establish **rules** for ethical conduct required of Members;
 - b) to establish **rules** to encourage and ensure interpersonal conduct, communications and interactions consistent with legal requirements (i.e. OHSA, OHRC); and
 - c) to provide mechanisms to ensure accountability and compliance with the required ethical and interpersonal conduct standards of this Code of Conduct.

3.0 General Standards of Conduct:

- 3.1 Members shall conduct themselves at all times in a manner that:
- a) is consistent with and advances the interests of the community they serve;
 - b) is consistent with the well-being and interests of The Corporation of the Town of Tecumseh (Corporation);
 - c) is consistent with the Corporation's interest in transparency and accountability;
 - d) reflects a diligent and impartial exercise of the office held to the best of the Member's knowledge and ability;
 - e) reflects the Member's adherence to obligations in connection with avoidance of conflicts of interest; and
 - f) is consistent with the legal deliverables governing interpersonal interactions (i.e. civil and respectful, free from harassment or discrimination, free from violence or the threat of violence).

4.0 Ethical Conduct Requirements:

4.1 Decision-making Process

- 4.1.1 Members shall conduct themselves with decorum during the proceedings of meetings. Members shall show courtesy and not distract from the business of the Council or Committee during presentations and when other Members have the floor.
- 4.1.2 Members shall accurately and adequately communicate the attitudes and decisions of Council and Local Boards, such that respect for the decision and decision-making process is fostered.
- 4.1.3 Members are responsible for making honest public statements and no member shall make a statement when they know that statement is false, or with the intent to mislead other members or the public

4.2 Conflict of Interest

- 4.2.1 Members shall conduct themselves in accordance with the MCIA, as amended from time to time.
- 4.2.2 Members have strict obligations to avoid conflicts of interest by taking the following steps whenever a Member has a direct or indirect pecuniary interest in any matter that is before them in a meeting where the Member is present:
 - a) disclose the general nature of the Member's interest prior to any consideration of the matter in the meeting;
 - b) refrain from participating in the discussion of the matter or in any vote on the matter; and
 - c) refrain from attempting to influence the voting on the matter or question, before, during or after the meeting.
- 4.2.3 Members have important ethical and statutory obligations to adhere to the steps outlined above to ensure avoidance of any conflict of interest in connection with carrying out the obligations of the Member's office.

4.3 Confidential Information

- 4.3.1 Members have a duty to hold in strict confidence all information concerning matters dealt with at In-Camera meetings (meetings closed to the public). Members shall not, either directly or indirectly, release, make public or in any way divulge any such information or any aspect of the In-

Camera deliberations to anyone, unless expressly authorized by Council or required by law to do so.

- 4.3.2 Members shall not release information in contravention of the provisions of the MFIPPA.
- 4.3.3 Members shall not release information subject to solicitor-client privilege, unless expressly authorized by Council or required by law to do so.
- 4.3.4 Members shall not misuse confidential information (information that they have knowledge of by virtue of their position as a Councillor, Board or Committee Member that is not in the public domain, including e-mails and correspondence from other Members of Council, Board or Committee Member or third parties) such that it may cause detriment to the Corporation, Council or others, or benefit or detriment to themselves or others.

4.4 Release of Information to Public and Media

- 4.4.1 Members acknowledge that official information related to decisions and resolutions made by Council will normally be communicated to the community and the media by the Council as a whole or the Mayor as Head of Council, or by his/her designate. Further guidelines on the release of information to public and media are outlined in the Corporate Communication Policy No. 76.

4.5 Acceptance of Gifts

- 4.5.1 The stipend paid to each Member is intended to fully remunerate Members for service to the Corporation. Members shall not solicit, accept, offer or agree to accept a commission, reward, gift, advantage or benefit of any kind, personally or through a family member or friend, which is connected directly or indirectly with the performance or duties of office.
- 4.5.2 Members are not precluded from accepting:
 - a) personal gifts, normal hospitality among persons doing business, benefits, rewards, commissions or advantages from any person or organization not connected directly or indirectly with the performance or duties of office;
 - b) political contributions that are otherwise offered, accepted and reported in accordance with applicable law;
 - c) food, beverages and/or admission fees provided by banquets, receptions or similar events if attendance is the result of protocol or

social obligation consistent with the responsibilities of office, and the person extending the invitation has done so infrequently and that person or a representative of the donor is in attendance;

- d) services provided without compensation by persons volunteering their time;
- e) food, lodging, transportation and entertainment provided by other levels of governments or by other local governments, boards or commissions;
- f) reimbursement of reasonable expenses incurred in performing the duties of office;
- g) reimbursement of reasonable expenses incurred and honorariums received in the performance of activities connected with municipal associations;
- h) token gifts such as souvenirs, mementos and commemorative gifts that are given in recognition of service on a committee, for speaking at an event or representing the Corporation at an event; or
- i) gifts that are received as an incident of protocol or social obligation that normally and reasonably accompany the responsibility of office.

4.5.3 Members shall return any gifts or benefits which exceed these limits, along with an explanation why the gifts or benefits cannot be accepted.

4.6 Engaging in Incompatible Activity

4.6.1 Members shall not engage in any activity, financial or otherwise, which is incompatible or inconsistent with the ethical discharge of official duties or the public interest.

4.6.2 Without limiting the generality of the foregoing, Members shall not:

- a) use any influence of office for any purpose other than official duties;
- b) act as an agent before Council or any Committee, Board or Commission of Council;

- c) solicit, demand or accept the services of any employee of the Corporation, or any individual providing the services under contract of the Corporation, for re-election purposes during hours in which the employee, or individual providing services under contract, is in the paid employment of the Corporation;
- d) use any information gained in the execution of office that is not available to the general public for any purpose other than for official duties;
- e) place themselves in a position of obligation to any person or organization which might reasonably benefit from special consideration or may seek preferential treatment;
- f) give preferential treatment to any person or organization in which a Member has a financial interest;
- g) influence any decision or decision-making process of Administration or Council involving or affecting any person or organization in which a Member has a financial interest; or
- h) use the Corporation's materials, equipment, facilities or employees for personal gain or for any private purpose.

4.7 Avoidance of Waste

- 4.7.1 Members shall avoid waste, abuse and extravagance in the provision or use of public resources, or any other Corporation property.

4.8 Interpersonal Behaviour

- 4.8.1 Members shall be respectful of the fact that staff work for the Corporation and are charged with making recommendations that reflect their professional expertise and corporate perspective, without undue influence from any Member(s). Accordingly, no Member shall maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of staff, and all Members shall show respect for the professional capacities of the staff of the Corporation.
- 4.8.2 No Member shall compel staff to engage in partisan political activities or be subject to threats or discrimination for refusing to engage in such activities. Nor shall any Member use, or attempt to use their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any staff member with the intent of interfering with that person's duties, including duty to disclose improper activity.

- 4.8.3 Members shall be respectful of the fact that staff carry out direction of Council and administer the policies of the Corporation, and are required to do so without any undue influence from any Member.

5.0 Interpersonal Conduct and Communication Requirements

5.1 General

- 5.1.1 Members have important legal responsibilities and accountabilities in connection with the tone and substance of interpersonal interactions, conduct or communications pursued in the context of carrying out the activity of a Member's office.
- 5.1.2 The purpose of this section of the Code of Conduct and the referenced policies is to ensure that Members governed by this Code of Conduct understand and comply with standards of conduct required by law in terms of their interpersonal interactions, communications and conduct; as well as the Corporation's Violence and Harassment in the Workplace Policy No. 68 and Harassment Policy No. 6.
- 5.1.3 The Corporation and Members, as agents of the Corporation, share important obligations in ensuring compliance with required standards of interpersonal conduct and interactions. A failure to adhere to the required standards of interpersonal conduct can expose both the Corporation and individual Members to potential liabilities.

5.2 Ontario Human Rights Code

- 5.2.1 The OHRC extends equality rights guarantees in the context of employment and the delivery of services. The Corporation is both an employer and service provider. As a result, the interactions and conduct of Members governed by this Code of Conduct generally occur in the context of providing services or interacting with employees.
- 5.2.2 In connection with such interactions, Members have a legal obligation to ensure adherence to equality rights guarantees. Members have an obligation to ensure that all individuals dealt with are treated with dignity and respect, and not exposed to harassment or discrimination as prohibited by the OHRC.
- 5.2.3 Members' obligations, in this regard, extend to anyone dealt with in the context of employment or delivery of services including, but not necessarily limited to, the following: other Members, employees of the Corporation, individuals providing services to the Corporation, contractors, students and the public.

5.3 Discrimination

- 5.3.1 In accordance with the OHRC, Members shall not discriminate against anyone on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability. The terms “age”, “disability”, “family status”, “record of offences”, “same-sex partnership status” shall be interpreted as they are defined in the OHRC.

5.4 Harassment

- 5.4.1 In accordance with the OHRC, Members shall not expose anyone to conduct representing harassment. Harassment includes engaging in a course of vexatious comment or conduct that is known, or ought reasonably to be known, to be unwelcome.
- 5.4.2 Without limiting the generality of the definition of "harassment", Members shall not:
- a) make racial, homophobic, sexist or ethnic slurs;
 - b) display pornographic, homophobic, sexist, racist or other offensive or derogatory material;
 - c) make leering (suggestive staring) or other offensive gestures;
 - d) make written or verbal abuse or threats;
 - e) vandalize the personal property of others;
 - f) commit physical or sexual assault;
 - g) make unwelcome remarks, jokes, innuendoes or taunting statements about a person's physical appearance, racial background, colour, ethnic origin, place of origin, citizenship, ancestry, creed (religion or belief), sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, disability (physical or mental);
 - h) make unwelcome remarks, insulting gestures or jokes which cause embarrassment or awkwardness;
 - i) refuse to converse or interact with anyone because of their racial or ethnic background, colour, creed, sex, sexual orientation, age, record of offences, marital status, same-sex partnership status, family status, or disability;

- j) make unnecessary or unwanted physical contact, including touching, patting, or pinching; or

- k) demand or request sexual favours.

5.4.3 Harassment which occurs in the course of, or related to, the performance of duties by Members is subject to this policy and the Violence and Harassment in the Workplace Policy and Harassment Policy appended.

5.5 Occupational Health and Safety Act

5.5.1 The OHSA has identified and prohibited the potential health risk of "personal harassment" or "psychological harassment" in workplaces. The OHSA has also serious and significant obligations to ensure the removal of the risk, threats, or acts of violence in Ontario workplaces.

5.6 Personal or Psychological Harassment

5.6.1 Members must ensure that their interactions, personal communications and conduct are constructive, civil, respectful, and devoid of any content or tone that would constitute "personal harassment" or "psychological harassment".

5.6.2 Personal and Psychological Harassment includes unwelcome words and/or actions that are known, or should have been known, to be embarrassing, humiliating or demeaning. Such conduct can include, but is not limited to, the following:

- a) remarks, jokes, comments or innuendo that demean, ridicule, intimidate or offend;

- b) bullying;

- c) repeated offensive or intimidating phone calls, e-mails or verbal outbursts;

- d) yelling, screaming or rude, demeaning remarks;

- e) volatile displays of temper or anger; and

- f) exposing people to foul, abusive or obscene language.

5.7 Members are required to ensure that they interact and communicate in a manner that is respectful and consistent with the well-being of those they deal with. Members must ensure that their interactions and communications are free of any conduct that would be considered personal or psychological harassment.

5.8 Violence

5.8.1 Members must ensure that they avoid any interactions, communications or conduct with employees that would constitute "Workplace Violence". Employees of the Corporation have significant rights and recourses if exposed to any threat of violence or act of violence in connection with work or work related activity including conduct by or interactions with Members.

5.8.2 Workplace violence is defined as the exercise of physical force by a person against a worker in a workplace that causes or could cause physical injury to the worker. To appreciate the broad nature of the definition of violence, it is important to understand that violence includes the following:

- a) attempts to exercise force that could cause physical injury (does not have to cause injury); and
- b) statements or behaviour that could reasonably be interpreted as a threat to exercise physical force (verbal threats will constitute violence).

5.8.3 Examples of violence include:

- a) verbal threats, attacks or physical conduct;
- b) threatening notes, e-mails, or voice mail communications;
- c) shaking a fist or other threatening physical gestures; and
- d) wielding an object as a weapon at an individual.

5.8.4 Members are required to ensure that they avoid any interactions, conduct, communications, or gestures that would constitute violence or a threat of violence.

5.9 Municipal Elections Act

5.9.1 Members are required to follow the provisions of the MEA.

- 5.9.2 No Member shall use the property, facilities, equipment, supplies, services or other resources of the Corporation (including Councillor newsletters, telephone system and Councillor websites linked through the Corporation's website) for any election campaign-related activities. No Member shall undertake campaign-related activities on Corporation property. No Member shall use the services of persons during hours in which those persons receive any compensation from the Corporation.
- 5.9.3 Further guidelines on Member conduct during an election are outlined in the Corporation's Use of Corporate Resources for Election Purposes Policy No. 69.

6.0 Compliance, Accountability, and Enforcement

6.1 General

- 6.1.1 The Corporation has important obligations and interests in ensuring compliance with the ethical and interpersonal conduct standards required of Members by this Code of Conduct.
- 6.1.2 The Corporation has an interest and obligation to respond to all allegations, complaints or incidents of alleged conduct inconsistent with the standards outlined in this Code of Conduct (and the Violence and Harassment in the Workplace Policy) in a manner consistent with the interests and legal obligations of the Corporation.
- 6.1.3 The Corporation recognizes that the Corporation and the Members have a mutual interest in providing and encouraging access to compliance/enforcement mechanisms in connection with the conduct required by this Code of Conduct that deliver objective, independent, skilled and efficient determinations in connection with alleged misconduct by any Member.

6.2 Integrity Commissioner

- 6.2.1 The Corporation shall appoint an Integrity Commissioner pursuant to Section 223.3(1) of the *Municipal Act* to inquire into and determine any alleged non-compliance with the standards of conduct defined in the Code of Conduct by a Member.
- 6.2.2 The referral of alleged breaches of the Code of Conduct to the Integrity Commissioner under this Code of Conduct does not preclude the rights of potential claimants/complainants at law or pursuant to Corporation policies.

6.2.3 The Integrity Commissioner shall provide the following services:

- a) The application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them.
- b) The application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards or of either of them.
- c) The application of sections 5, 5.1 and 5.2 of the *Municipal Conflict of Interest Act* to members of council or of local boards.
- d) Requests from members of council and of local boards for advice respecting their obligations under the code of conduct applicable to the member.
- e) Requests from members of council and of local boards for advice respecting their obligations under a procedure, rule or policy of the municipality or of the local board, as the case may be, governing the ethical behaviour of members.
- f) Requests from members of council and of local boards for advice respecting their obligations under the *Municipal Conflict of Interest Act*.
- g) The provision of educational information to members of council, members of local boards, the municipality and the public about the municipality's code of conduct for members of council and members of local boards and about the *Municipal Conflict of Interest Act*.

6.3 Informal Code of Conduct Complaint Procedure for Complainants

6.3.1 Individuals (for example, municipal employees, members of the public, Members of Council, Committees or Local Boards), or organizations who have identified or witnessed behaviour or an activity by a Member that they believe is in contravention of the Code of Conduct may address the prohibited behaviour or activity themselves as follows.

- a) Advise the Member that the behaviour or activity contravenes the Code of Conduct.
- b) Encourage the Member to stop the prohibited behaviour or activity.

- c) Keep a written record of the incident(s) including dates, times, locations, other persons present and any other relevant information.
- d) Tell someone else (for example, a senior staff member or an officer of the organization) about your concerns, your comments to the Member and the response of the Member.
- e) If applicable, advise the Member of your satisfaction with their response or, if applicable, advise the Member of your dissatisfaction with their response.
- f) Consider the need to pursue the matter in accordance with the formal complaint procedure or in accordance with another applicable judicial or quasi-judicial process or complaint procedure.

6.4 Formal Code of Conduct Complaint Procedure for Complainants

6.4.1 Individuals (for example, municipal employees, members of the public, Members of Council, or Local Boards), or organizations who have identified or witnessed behaviour or an activity by a Member that they believe is in contravention of the Code of Conduct may file a formal complaint and request an investigation by executing the following steps.

- a) The complainant shall submit the complaint in writing by filling out the appended Affidavit (Appendix 1) and submitting it to the Integrity Commissioner by mail, e-mail, fax or courier. The Affidavit must be signed by an identifiable individual.
- b) The Affidavit shall set out reasonable and probable grounds for the allegation that the Member has contravened the Code of Conduct and set out the evidence in support of the complaint with specific reference to sections of the Code which have been breached.
- c) A Complaint Procedure Information Package shall be available at the Director Corporate Services & Clerk's office.

6.4.2 The Integrity Commissioner shall undertake an initial review of a complaint that has been filed and shall determine whether the matter relates to non-compliance with the Code or other corporate policy applying to Members. The Integrity Commissioner shall have no power or jurisdiction to investigate or otherwise deal with the complaint, if the complaint is not alleging a contravention of the Code or other corporate policy applying to Members or if the complaint relates to the following matters:

- a) **Criminal Matter** – if the complaint relates to an allegation of a criminal nature consistent with the Criminal Code, the complainant shall be advised that pursuit of such an allegation must be made through the appropriate police service;
 - b) **Municipal Freedom of Information and Protection of Privacy** – if the complaint relates to a matter under the Municipal Freedom of Information and Protection of Privacy Act, the complainant shall be referred to the Clerk.
 - c) **Municipal Elections Act** – if the complaint relates to the enforcement of the Municipal Elections Act, the complainant shall be referred to the Compliance Audit Process if the matter relates to campaign finances or to such other avenues of investigation as dictated by that Act.
- 6.4.3 If the Integrity Commissioner determines they do not have jurisdiction as described in Section 6.4.2 the Integrity Commissioner shall advise the complainant in writing accordingly.
- 6.4.4 The Integrity Commissioner may dispose of a complaint on the basis that it is not within the jurisdiction of the Integrity Commissioner in a summary manner and may do so confidentially or report same to Council. The Integrity Commissioner may also seek further information or clarification from the complainant and shall endeavour to apprise the complainant of subsequent steps and the processing of the complaint and any ensuing investigation.
- 6.4.5 If the Integrity Commissioner is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Integrity Commissioner may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. The Integrity Commissioner shall advise the complainant in writing of his or her decision and reasons for not undertaking an investigation or terminating it.
- 6.4.6 If the Integrity Commissioner has decided to commence an investigation of a complaint (except where otherwise required by the *Public Inquiries Act*, 2009, if applicable), the Integrity Commissioner shall provide a copy of the complaint and supporting evidence to the Member whose conduct is in question with a request for a written response to be provided within fourteen (14) days. The Integrity Commissioner may provide the response from the Member to the complainant with a request for a written reply also within fourteen (14) days.

- 6.4.7 The Integrity Commissioner shall review the written responses and may, if necessary discuss the matter with anyone that the Integrity Commissioner considers is relevant to the complaint. The Integrity Commissioner may access and examine any of the information described in subsections 223.4(3) and (4) of the *Municipal Act, 2001* and may access any Town workplace relevant to the complaint, including any documents or records under the custody or control of the Town.
- 6.4.8 Before finalizing a report to Council which recommends sanctions, the Integrity Commissioner shall provide the respondent Member with the basis for their findings and any sanctions that may be recommended. The Member shall have the opportunity to comment further, either in writing, verbally or in person to the Integrity Commissioner on the proposed findings and sanctions.
- 6.4.9 Upon conclusion of a complaint investigation, the Integrity Commissioner shall:
- a) issue a report to Council on the findings of the investigation and, where there is a finding of contravention of the Code, the report shall contain the detailed findings, any recommended sanctions, or any settlement; and
 - b) provide a copy of the final report to the Member at the same time as the final report is made available to the Clerk and to the complainant at the same time as the report becomes public.
- 6.5 Application Under The Municipal Conflict Of Interest Act**
- 6.5.1 An Application to the Integrity Commissioner to inquire into an alleged contravention of Sections 5, 5.1 or 5.2 of the *Municipal Conflict of Interest Act* ("MCIA") may be made by an elector as defined in Section 1 of the MCIA or by a person demonstrably acting in the public interest, as follows:
- a) An application shall be made in writing and shall be sent directly to the Integrity Commissioner by mail, e-mail, fax or courier;
 - b) An Application must be signed and dated by the complainant who shall be an identifiable individual (complaints may not be submitted by any group, organization or corporation);
 - c) An Application shall include:

- An explanation with specific reference to sections of the MCIA, as to why the issue raised is alleged to be a contravention of the Act;
 - any evidence in support of the allegation;
 - any witnesses in support of the allegation must be identified; and
 - a statutory declaration attesting to the fact that the applicant became aware of the alleged contravention not more than six weeks before the date of application in accordance with Section 223.4.1 (5) and (6) of the *Municipal Act*, as amended.
- d) An Application may only be made within six weeks after the applicant became aware of the alleged contravention and otherwise in compliance with Section 223.4.1(5) & (6) of the *Municipal Act*, as amended.

6.5.2 Upon conclusion of an Application investigation, the Integrity Commissioner may, if he/she considers it appropriate, apply to a Judge under section 8 of the *Municipal Conflict of Interest Act* for a determination as to whether the member has contravened Section 5, 5.1 or 5.2 of the Act.

6.5.3 The Integrity Commissioner shall:

- a) advise the applicant if he or she will not be making an application to a judge; and
- b) after deciding whether or not to apply to a judge, provide a written report providing reasons for the decision.

6.6 Opportunity for Resolution

6.6.1 If at any time, following the receipt of a formal complaint or during the investigation process, the Integrity Commissioner believes that an opportunity to resolve the matter may be successfully pursued without a formal investigation, and both the complainant and the Member agree, efforts may be made to achieve informal resolution.

6.7 Duty of Council

6.7.1 The Council shall consider the report of the Integrity Commissioner within thirty (30) days of it being received by the Clerk and shall take the action it

considers appropriate with regard to the recommendation(s) of the Integrity Commissioner.

- 6.7.2 In circumstances where the alleged breach of trust or other misconduct is serious in nature, Council may pass a resolution, pursuant to the *Municipal Act*, requesting a judicial investigation into the Member's conduct.

6.8 Election Blackout Period

- 6.8.1 No investigation shall be commenced or continued, nor shall the Integrity Commissioner report to Council respecting an investigation, within the election period between nomination day and six weeks after voting day, except as provided in s.223.4 and 223.4.1 of the *Municipal Act*.

6.9 Confidentiality of Complaint Documents

- 6.9.1 The Integrity Commissioner and every person acting under his/her instructions shall preserve the confidentiality of all documents, material or other information, whether belonging to the Town or not, that come into their possession or to their knowledge during the course of their duties as required by section 223.5 of the *Municipal Act*.
- 6.9.2 Pursuant to section 223.5(3) of the *Municipal Act*, this section prevails over the MFIPPA.
- 6.9.3 If the Integrity Commissioner reports to the Council on an investigation into an alleged breach of the Code of Conduct, the report shall only disclose such information, that in the Integrity Commissioner's opinion, is required for the purposes of the report.
- 6.9.4 If the Integrity Commissioner issues an annual or other periodic report to Council on his/her activities, the Integrity Commissioner shall summarize the advice he/she has given but shall not disclose confidential information that could identify a person concerned.

6.10 Penalties

- 6.10.1 Penalties imposed in connection with breaches of the Code of Conduct pursuant to the Code of Conduct may include:
- a) a written reprimand; and/or
 - b) suspension of remuneration paid to a Member with respect to services up to ninety (90) days (section 223.4(5) of the *Municipal Act*).

6.11 Conduct Investigation Refusal

- 6.11.1 If the Integrity Commissioner is of the opinion that the referral of a matter to him/her is frivolous, vexatious or not made in good faith, or that there are no grounds or insufficient grounds for an investigation, the Integrity Commissioner shall not conduct an investigation, or, where that becomes apparent in the course of an investigation, terminate the investigation.
- 6.11.2 Complaints referred that are repetitious in nature, not germane to the Code of Conduct in the opinion of the Integrity Commissioner, deemed frivolous and without substance in the opinion of the Integrity Commissioner, or, where the complaint is deemed vexatious in the opinion of the Integrity Commissioner, complaints shall not be advanced to an investigation stage.
- 6.11.3 Other than in exceptional circumstances, the Integrity Commissioner will not report to Council or a Local Board on any complaint described in subsections (a) and (b) except as part of an annual or other periodic report.

6.12 Other Avenues of Complaints

- 6.12.1 While the Corporation encourages and supports the use of the Integrity Commissioner as the means of addressing any issues of non-compliance with the Code of Conduct by Members, the Corporation has an obligation and commitment to support complainants or potential complainants' use of the following avenues of complaint.
- 6.12.2 Complainants have the right to the procedures committed to in the Corporation's relevant policies for harassment, discrimination and violence.
- 6.12.3 Complainants have the right to file complaints with the Ontario Human Rights Tribunal (in connection with human rights allegations).
- 6.12.4 Complainants have the right to file complaints with the ministry of Labour (in connection with allegations of violence, threats of violence or personal harassment).
- 6.12.5 Complainants have the right to bring a matter to the Ontario Provincial Police to pursue an investigation under Section 122 of the Criminal Code of Canada where allegations of fraud, of breach of trust or of a Member's involvement with demands for, acceptance of, offering of or agreement to accept a loan, reward, benefit or other advantage from any person, are made in connection with a Member carrying out the duties of office.

6.13 Judicial Investigation

6.13.1 In circumstances where liability is denied and the alleged misconduct is serious in nature, Council may pass a resolution, pursuant to section 274(1) of the *Municipal Act*, requesting a judicial investigation into the Member's conduct.

7.0 Summary

7.1.1 The Corporation and all Members of Council share an important interest and responsibility in ensuring that the standards of conduct required under this Code of Conduct are understood, maintained and, where necessary, enforced by holding Members accountable.

7.1.2 The standards reflect the ethical and legal context in which the Corporation and Members must deliver services to the community served by the Council and Members.

7.1.3 Deviations from the standards of conduct outlined in this Code of Conduct leave the Corporation, Council and individual Members exposed to the following:

- a) reputational risk;
- b) loss of credibility in the community; and
- c) risks of significant liabilities.

7.1.4 All Members are expected to be knowledgeable of the contents of this Code of Conduct and to adhere to the standards of conduct defined in the Code of Conduct.

7.2 References

- Harassment Policy No. 06
- Accountability and Transparency Policy No. 61
- Violence and Harassment in the Workplace Policy No. 68
- Use of Corporate Resources for Election Purposes Policy No. 69
- Corporate Communication Policy No. 76

The Corporation of the Town of Tecumseh

By-Law Number 2020 - 12

A By-Law to Appoint an Alternate Member to the Council of the County of Essex during an absence of the Mayor or Deputy Mayor.

Whereas Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017* received Royal Assent on May 30, 2017, and amends the *Municipal Act, 2001*, S.O. 2001, c. 25, herein referred to as the "Act";

And Whereas section 268(1) of the Act provides that the council of a local municipality may appoint one of its members as an Alternate Member to the upper-tier council, to act in place of a person who is a member of the councils of the local municipality and its upper-tier municipality, when the person is unable to attend a meeting of the upper-tier council for any reason;

Now Therefore the Council of The Corporation of The Town of Tecumseh enacts as follows:

1. **That** Councillor Tania Jobin is hereby appointed as the Alternate Member to County Council for the term of the council ending November 14, 2022, or until this appointment by-law is rescinded; or until such time as the Alternate Member's seat is declared vacant in accordance with section 259 of the Act.
2. **And that** the Alternate Member appointed herein shall not sit on behalf of the Mayor or Deputy Mayor at an Inaugural Meeting of Essex County Council.
3. **And further that** this by-law shall come into force on the day it is passed, and take effect on the day the Alternate Member takes the oath of office as administered by the County Clerk.

Read a first, second, third time and finally passed this 11th day of February, 2020.

Gary McNamara, Mayor

Laura Moy, Clerk

The Corporation of the Town of Tecumseh

By-Law Number 2020 - 13

A By-law to govern the proceedings of Council and its committees/local boards, the conduct of its members and the calling of meetings.

Whereas pursuant to Section 238(2) of the *Municipal Act, 2001, S.O. 2001, c.25*, (Act) every Council and local board shall adopt a procedure by-law to govern the calling, place and proceedings of meetings;

And Whereas Section 238(2.1) of the Act requires the procedure by-law to provide for public notice of meetings;

And Whereas the Council of The Corporation of the Town of Tecumseh adopted By-law No. 2008-69 on October 28, 2008 to provide for rules governing the order and procedure of and its Committees/Local Boards (Procedural By-law);

And Whereas in accordance with recent amendments to the Act and the *Municipal Elections Act, 1996, S.O. 1996 c.32*, amendments to the Procedural By-law are in order;

Now Therefore, The Council of The Corporation of The Town of Tecumseh, Hereby Enacts As Follows:

1. Definitions:

For the purpose of this by-law the following definitions are applicable:

- A) “CAO” shall mean the Chief Administrative Officer of the Town of Tecumseh;
- B) “Chair” shall mean the person presiding over a Council Meeting, Committee Meeting or Meeting of a Local Board;
- C) “Clerk” shall mean the Clerk of the Town of Tecumseh and shall include a Deputy Clerk or anyone designated by the Clerk to carry out duties of the municipal Clerk;
- D) “Committee” means any advisory or other committee, subcommittee or similar entity appointed by Council and which one or more members are also a member of Council and includes the Committee of Adjustment;
- E) “Corporation” means the Corporation of the Town of Tecumseh;
- F) “Council” shall mean the Council of the Town of Tecumseh;
- G) “Head of Council”, as Chief Executive Officer, means the Mayor;
- H) “Local Board” does not include Police Service Board or public library board;
- I) “Meeting” means any regular, special or other meeting of a Council, of a Local Board or of a Committee of either of them where:
 - 1. A quorum is present and

2. Members discuss or otherwise deal with any matter in a way that materially advances the business or decision make of the Council, Local Board or Committee;

J) “Town” means the Corporation of the Town of Tecumseh;

K) “Quorum” shall mean the majority of the whole number of the members of Council who are present in person. The quorum for the purpose of the Council of the Corporation of the Town of Tecumseh shall be 4 members of Council.

2. Scope

The rules and regulations contained in this by-law shall be observed in all proceedings of the Council, Local Board and Committees and shall be the rules and regulations for the dispatch of the Order of Business by Council, Local Boards and its Committees.

3. Establishment - Committees - As Necessary

- A) Council may appoint such standing, special and community Committees as are necessary or expedient for the orderly and efficient handling of the affairs of the Corporation and may establish generally or in detail the duties and responsibilities, composition, duration of a Committee established.
- B) The dates and times for meetings of Committees shall be established by resolution of Council.
- C) Notice of Committee meetings shall be posted on the Town’s website and/or declared at a prior meeting of Council.

4. Meetings of Council

A) Inaugural Meetings

1. The inaugural meeting of Council, after the 2018 regular election, shall be held on the first Tuesday in December at 7:00 pm in the Council Chambers of the Tecumseh Town Hall located at 917 Lesperance Road.
2. The inaugural meeting of Council, after the 2022 regular election and regular elections thereafter, shall be held on the first Tuesday that next follows November 15 at 7:00 pm in the Council Chambers of the Tecumseh Town Hall located at 917 Lesperance Road or at an alternate location determined by resolution of Council.
3. The Clerk shall call the inaugural meeting to order and chair the meeting until the Mayor-elect has taken the Oath of Office. The Mayor shall then assume the chair.

B) Regular Meetings

After its inaugural meeting, the Council shall meet on the second and fourth Tuesday of every month during the year, at 7:00 p.m. at the

Tecumseh Town Hall, located at 917 Lesperance Road, unless such day shall be a legal, public or civic holiday, in which case, the Council shall meet at the same hour the next following day which is not a legal, public or civic holiday and at the same place, or unless altered in the manner hereinafter provided.

C) Altering of Regular Meetings

1. Any regular meeting of the Council may be altered to a day named in:
 - a) A notice by the Mayor or Acting Mayor of Council given through the Clerk's office and two (2) clear days in advance of the regular meeting, or
 - b) A by-law or resolution of Council passed by a majority of the whole number of the members thereof providing therefore;
2. Notice of the alteration shall be posted on the Town's website and/or declared at a prior meeting of Council and/or in accordance with the relevant provisions of the Act, as amended from time to time and/or any by-law by the Town specifying requirements for the giving of notice.

D) Special Meetings

1. The Mayor may at any time summon a special meeting on one (1) clear days' notice specifying the purpose of such meeting which shall be the sole business transacted thereat.
2. Upon receipt of a petition by the majority of the members of Council, the Clerk shall call a special meeting for the purpose and at the time mentioned in the petition.
3. Notice of the meeting to members of Council may be given by the Clerk through electronic communication, telephone or in person.
4. Notice to the public of the Special meeting shall be posted at the Town Hall and on the Town's website.

E) Adjourned Meetings

Unless otherwise determined by a resolution of Council, passed by a majority of the whole number of the members thereof, the Council shall adjourn at the hour of 11:00 p.m., if it is then in session, and shall reconvene at the hour, date and place determined in such resolution when the unfinished business of the preceding meeting shall be transacted, including any business that might have been transacted at such preceding meeting but was not for want of time or opportunity to do so.

F) Closed Meetings

1. All Council, Local Board and Committee meetings shall be open to the public;

2. Notwithstanding paragraph 4. F) (1) above, a meeting of Council or a Committee may be closed to the public if the subject matter being considered relates to:
 - a) The security of the property of the Corporation or a Local Board;
 - b) Personal matters about an identifiable individual including municipal or Local Board employees;
 - c) A proposed or pending acquisition or disposition of land by the Corporation or Local Board;
 - d) Labour relations or employee negotiations;
 - e) Litigation or potential litigation including matters before administrative tribunals, affecting the Corporation or Local Board;
 - f) A matter in respect of which the Council, Local Board, Committee or other body has authorized a meeting to be closed under another Act;
 - g) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - h) The consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* while the Council, local board, commission, committee or other body is designated as the head of the institution for the purpose of that Act;
 - i) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - j) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
 - k) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - l) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board
3. A meeting of a Council or Local Board or of a Committee or either of them may be closed to the public if the following conditions are both satisfied:

- a) The meeting is held for the purpose of educating or training the members, and
 - b) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.
- 4. Before all or part of a meeting is closed to the public, the Council or Committee shall state by resolution:
 - a) The fact of the holding of the closed meeting; and
 - b) The general nature of the matter to be considered at the closed meeting.
- 5. Subject to Subsection 4. F) (2), a meeting shall not be closed to the public during the taking of a vote;
- 6. A meeting may be closed to the public during a vote if:
 - a) Subsection 4. F) (2) permits or requires a meeting to be closed to the public and;
 - b) The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Corporation, Local Board, Committee or persons retained by or under contract with the Corporation.
- 7. Meetings or sessions which are closed to the public may be referred to as 'in-camera' meetings or sessions.

5. Role of Council

It is the role of Council:

- A) to represent the public and to consider the well-being and interests of the municipality;
- B) to develop and evaluate the policies and programs of the Corporation;
- C) to determine which services the Corporation provides;
- D) to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- E) to ensure the accountability and transparency of the operations of the Corporation, including the activities of the senior management of the Corporation;
- F) to maintain the financial integrity of the Corporation; and
- G) to carry out the duties of Council under this or any other Act.

6. Role of Head of Council

It is the role of the Head of Council:

- A) to act as Chief Executive Officer of the Corporation;

- B) to preside over Council meetings so that its business can be carried out efficiently and effectively;
- C) to provide leadership to the Council;
- D) without limiting clause (c), to provide information and recommendations to the Council with respect to the role of Council described in subsection 5 (d) and (e);
- E) to represent the municipality at official functions; and
- F) to carry out the duties of the Head of Council under this or any other Act.

7. Head of Council as Chief Executive Officer

As Chief Executive Officer of the Corporation, the Head of Council shall:

- A) uphold and promote the purposes of the Corporation;
- B) promote public involvement in the Corporation's activities;
- C) act as the representative of the Corporation both within and outside the Town, and promote the Corporation locally, nationally and internationally; and
- D) participate in and foster activities that enhance the economic, social and environmental well-being of the Corporation and its residents.

In the absence of the Head of Council the Deputy Mayor will act as the Head of Council and while so acting, the Deputy Mayor has and may exercise all the rights, powers and authority of the Head of Council.

8. Order of Proceedings at a Meeting of Council, Local Board or Committee

A) When meeting is to be called to order

As soon after the hour fixed for a meeting as a Quorum is present, the meeting shall be called to order.

B) When meeting is NOT to be called to order

Where a Quorum is not present within fifteen (15) minutes after the hour fixed for a meeting, the Clerk shall record the names of the members of Council or Committee present and the meeting shall stand adjourned until the next meeting.

C) Order of Business: Council

The Order of Business for the ordinary meetings of Council shall be as follows:

1. Roll Call
2. Call to Order
3. Report Out on Closed Meeting
4. Moment of Silence

5. Disclosure of Pecuniary Interest
6. Minutes
7. Adoption of Supplementary Agenda
8. Delegations
9. Communications
10. Committee Minutes
11. Reports
12. By-laws
13. Unfinished Business
14. New Business
15. Motions
16. Notice of Motions
17. Next Meetings
18. Adjournment

All business shall be taken up in the Order of Business in which it stands, unless otherwise decided by Council.

D) Order of Business – Special, Public and Closed meetings of Council

The Order of Business for the ordinary meetings of Council shall be as follows:

1. Roll Call
2. Call to Order
3. Disclosure of Pecuniary Interest
4. Delegations
5. Communications
6. Reports
7. Adjournment

E) Order of Business – Committees and Local Board

The Order of Business for Committee and Local Board meetings shall be as follows:

1. Roll Call
2. Call to Order
3. Pecuniary Interest
4. Delegations
5. Communications

6. Reports
7. Unfinished Business
8. New Business
9. Next Meeting
10. Adjournment

All business shall be taken up in the Order of Business in which it stands, unless otherwise decided by Committee or Local Board.

F) Delivery of Agendas

1. The Clerk shall post on the municipal website notice for all Council, Committee and Local Board Meetings established by Council and such posting serves as notice of the Meeting to the public as required by the Act.
2. Prior to the first Meeting in January of each year the Clerk shall post on the Corporation's website the schedule for all regular Council Meetings for the calendar year.
3. The Clerk shall give at least twenty-four (24) hours' notice to the public of all special Meetings of Council, Committee and Local Board Meetings and post an agenda.
4. The Clerk shall post on the Corporation's website the full and complete agenda for each Council, Committee and Local Board Meeting not less than five (5) days in advance of the day appointed for holding the Meeting which posting may also serve as notice to the public of the Meeting.
5. Where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, the Clerk shall cause such notice to be published in a newspaper in addition to posting on the Corporation's website.
6. Where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, such notice shall be provided in the timeframe prescribed in the said statute, or its regulations, and if not so prescribed, notice shall be given at least four (4) calendar days prior to the proposed action being taken.
7. The Corporation's annual budget shall be adopted by by-law at a regular Council Meeting and the Clerk shall provide a minimum of four (4) days' notice by posting the notice on the municipal website and publishing the notice in a local newspaper. Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.
8. Unless otherwise prescribed, where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, the form of the notice shall include the following information:

- a) a description of the purpose of the meeting, or the purpose and effect of the proposed bylaw;
 - b) the date, time and location of the meeting;
 - c) where the purpose of the meeting or proposed by-law is related to specific lands within the municipality, a key map showing the affected lands; and
 - d) the name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments.
9. Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
 10. Lack of receipt of notice or failure to comply with the notice provisions of this by-law shall not invalidate the holding of the Meeting or any decision of Council or a Committee made at the Meeting.

9. Conduct of Proceedings at a Meeting of Council or Committee

A) Presiding Officer

It shall be the duty of the Mayor or Acting Mayor or Chair or the Chair of the Committee or of a Local Board:

1. To open the meeting of Council, Local Board or the Committee by taking the chair and calling the members to order;
2. To announce the business before the Council or Committee or Local Board in the order of which it is to be acted upon;
3. To receive and submit, in the proper manner, all motions presented by the members;
4. To put to vote all questions, which are regularly moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
5. To decline to put to vote motions which infringe the rules of procedure;
6. To restrain the members, when engaged in debate, within the Rules of Order;
7. To enforce on all occasions, the observance of order and decorum among the members;
8. To call by name any members persisting in breach of the Rules of Order of the Council or Committee or Local Board, thereby ordering him to vacate the Council or Committee chambers;
9. To receive and announce all messages and other communications and announce them to the Council or Committee or Local Board;

10. To authenticate, by his signature, when necessary, all by-laws, resolutions and minutes of the Council or Committee or Local Board;
11. To inform the Council, Local Board or Committee, when necessary or when referred to for the purpose, in a point of order or usage;
12. To select members of Council who are to serve on Committees or Local Board, after written submissions by members, which are to be delivered prior to the first meeting in each year;
13. To represent and support the Council or Local Board or Committee, declaring its will, and implicitly obeying its decisions in all things;
14. To ensure that the decisions of Council, Local Board or Committee are in conformity with the laws and by-laws governing the activities of the Council, Local Board or Committee;
15. To adjourn the meeting when the business is concluded;
16. To expel any person for improper conduct at a meeting;
17. To adjourn the meeting without question put in the case of grave disorder arising in the Council or Committee or Local Board chamber.

10. Decorum

No member shall:

- A) Disturb one another, or the Council or Committee or Local Board itself, by any disorderly deportment disconcerting to any member speaking;
- B) Resist the Rules of Order or disobey the decision of the Presiding Officer or of the Council or questions of order or practice or upon the interpretations of the Rules of Order of the Council or Committee or Local Board;
- C) Be permitted to retake his seat at any meeting after being ordered by the presiding officer to vacate, after committing a breach of any Rule of Order of the Council or Committee or Local Board, without making apology and obtaining the consent of Council or Committee or Local Board expressed by a majority vote of the other members present, determined without debate;
- D) Leave his place on adjournment until the Presiding Officer leaves the chair;
- E) Speak until he has addressed himself to the Presiding Officer;
- F) Walk across or out of the chamber or make any noise or disturbance when the Presiding Officer is putting a question and shall occupy his seat while a vote is being taken and until the result thereof is declared.

11. Rules of Order**A) The Presiding Officer**

In directing the course of debate, the Mayor, Acting Mayor or the Chair of the Local Board or Committee shall:

1. Designate the member who has the floor, when two or more members wish to speak;
2. Preserve order and decide questions of order;
3. Read all motions presented in writing and state all motions presented verbally before permitting debate on the question, except when otherwise provided in this by-law.

B) Members

In addressing the Council or Committee or Local Board, no member shall:

1. Speak disrespectfully of Her Majesty the Queen or any of the Royal Family, or of the Governor-General, Lieutenant-Governor or any member of the Senate, the House of Commons of Canada or the Legislative Assembly of Ontario;
2. Use indecent, offensive or insulting language in or against the Council or Committee or Local Board or any member thereof;
3. Speak beside the question in debate;
4. Reflect upon any prior determination of the Council or Committee or Local Board, except to conclude such remarks with a motion to rescind such determination;
5. Speak more than once to the same question, except:
 - a) upon the consideration of a report from a Committee to which it was referred by Council after being properly introduced and debated, but not determined, or
 - b) in explanation of a material part of his speech which may have been interpreted incorrectly, or
 - c) with leave of the Council or Committee or Local Board after all other members so desiring have spoken, or
 - d) a reply may be allowed by leave of the Council or Committee or Local Board to the member who presented the motion to Council, in which case, he shall speak for no longer than a five (5) minute period without leave of Council or Committee or Local Board;
6. Ask a question except of the previous speaker and in relation to that Speaker's remarks;
7. Interrupt the member who has the floor, except to raise a point of order.

C) General

1. Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
2. Any member may appeal the decision of the Presiding Officer on a point of order to the Council or Committee, which shall decide the question without debate upon a majority vote of the members present.
3. Debate shall be restricted to each proposal in its turn when a question has been divided upon leave of Council or Committee or Local Board.

12. Motions**A) Notice**

At least three (3) working days' notice shall be given to all new motions, except motions respecting:

1. matters of privilege,
2. the presentation of petitions,
3. to table a matter to a later date,
4. to move the previous question,
5. to refer a matter,
6. to adjourn,
7. to amend,
8. to suspend the Rules of Order, or
9. on the previous question.

B) "Notice of Motion"

Means a motion received by the Clerk in writing, moved by a member for inclusion on a future agenda of a meeting of the Council.

C) Must be Seconded

1. A motion must be formally seconded before the Presiding Officer can put the question or be recorded in the Minutes.
2. Motions which have not been seconded shall be recorded in the minutes and noted as defeated.

D) Withdrawal

After a motion is read or has been stated by the presiding officer, it shall be deemed to be in possession of the Council or Committee or Local Board and can be withdrawn before decision or amendment only with

leave of the Council or Committee or Local Board, expressed by resolution.

E) Priority of Disposition

A motion properly before Council or Committee or Local Board for decision must receive disposition before any other motion can be received, except a motion to amend, for the previous question, to adjourn, to extend the hour of closing proceedings, to commit, or on a matter of privilege.

F) To Amend

A notice to amend:

1. May be presented in writing;
2. Shall receive disposition of Council or Committee or Local Board before a previous amendment or the question;
3. Only one motion to amend an amendment to the question shall be allowed and any further amendment must be to the main questions;
4. Shall be relevant to the question to be received;
5. Shall not be received proposing a direct negative to the question;
6. Two separate distinct proposals of a question may be made;
7. Shall be put in the reverse order to that in which it is moved.

G) Previous Question

A motion for the previous question:

1. Cannot be amended;
2. Cannot be proposed when there is an amendment under consideration;
3. Shall preclude all amendment of the main questions;
4. When resolved in the affirmative, the question is to be put forthwith without debate or amendment;
5. When resolved in the negative, the question shall not be put at the meeting, but placed on the Order [routine] of Business for the next ordinary meeting of Council or the Committee, or such later meeting as the Council or the Committee or Local Board may decide, but not later than the last ordinary meeting of the Council or the Committee or Local Board to be held in the year in which the original motion was made;
6. Cannot be received in any Committee of Council;
7. Can only be moved in the following words: "That the question be now put"; and
8. May be voted against by the mover and seconder.

H) To Adjourn

A motion to adjourn:

1. The meeting shall always be in order, except as provided in this paragraph and shall be put immediately without debate;
2. When resolved in the negative, cannot be made again until after some intermediate proceeding shall have been completed by Council or Committee or Local Board;
3. Is not in order when a member is speaking, nor during the verification of a vote;
4. Cannot be amended;
5. Is not in order immediately following the affirmative resolution of a motion for the previous question.

I) Repetition

A motion called in the order in which it stands upon the agenda of the order of business of a meeting and which is not decided by Council or Committee or Local Board, shall be allowed to stand, retaining its precedence upon the agenda of the order of business of the next ordinary meeting of Council or Committee or Local Board.

J) Ultra Vires

A motion on a matter beyond the jurisdiction of the Council or Committee or Local Board shall not be received by the Presiding Officer.

K) Privilege

A motion on a matter of privilege shall receive disposition of Council or Committee or Local Board forthwith upon receipt and, when settled, the question so interrupted shall be removed at the point where it was suspended.

L) Reconsideration

A motion for reconsideration of a question which has been decided upon but not acted upon may be made at any time by a member who voted thereon. A motion to reconsider will be carried by a two-thirds (2/3) majority of the members present and voting. No such motion can be received which would require reconsideration of the same question more than once during the twelve (12) months following the date on which the question was decided.

M) To Commit

A motion to commit or recommit a question to a Committee, with or without instructions, may be amended but must receive disposition by Council before the question, or an amendment to the question; and when

made prior thereto, before decision on a motion for the previous question or postponement.

N) Verbal Motions

Incidental motions in respect of a matter of special privilege, suspension of Rules of Order, adjournment, postponement, for the previous question, or commitment may be made verbally.

O) Divided Motion

A motion containing distinct proposals may be divided with leave of Council or Committee or Local Board.

13. Voting on Motions

A) Question Stated

Immediately preceding the taking of the vote thereon, the Presiding Officer may state a question in the form introduced, and shall do so if required by a member except when a motion for the previous question has been resolved in the affirmative, he shall state the question in the precise form in which it will be recorded in the minutes.

B) No Interruption After Question Stated

After a question is finally put by the Presiding Officer, no member shall speak to the question nor shall any other motion be made until after the vote is taken and the result has been declared.

C) Division of Question

A separate vote shall be taken upon each proposal contained in a question divided with leave of Council or Committee.

D) Vote of Presiding Officer

1. The Presiding Officer, except where disqualified to vote, may vote on all questions, and when so doing, shall vote last;
2. When the Presiding Officer determines to vote on a question, his vote shall be spoken, signified, polled and recorded after the votes of each member voting.

E) Vote Not Allowed

A member not present before the result of a division on a question is declared shall not be entitled to vote on that question.

F) Unrecorded Vote

The manner of determining the decision of Council or Committee or Local Board on a motion shall be at the discretion of the Presiding Officer, and may be by voice, show of hands, standing or otherwise.

G) Recorded Vote

Upon a request made before proceeding to another item of business, by a member who was present when the question was stated, a recount of the vote shall be taken and the previous decision of a vote determined in any other manner, and whether declared or not, shall not be binding upon the Council or Committee or Local Board.

14. General:**A) Order of Business**

The Clerk shall have prepared an agenda for the routine of business in paragraph 8 C), D) and E) for the use of each member at a Council or Committee or Local Board meeting.

B) Disclosure of Pecuniary Interest

1. At a meeting at which a member discloses an interest under section 5 of the *Municipal Conflict of Interest Act, R.S.O. 1990 c.M.50*, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Clerk.
2. The Clerk shall maintain a registry in which shall be kept,
 - a) a copy of each statement filed under section 5.1; and
 - b) a copy of each declaration recorded
3. The registry shall be available for public inspection on the Town's website and the Clerk's Department.

C) Minutes

1. The Minutes shall record:
 - a) The place, date and time of the meeting;
 - b) The names of the Presiding Officer or officers and of the members present;
 - c) The reading, presentation, correction and the adoption of the minutes of prior meetings.
2. It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting and all subsequent special meetings held more than three (3) days prior to a regular meeting, are placed on the next following regular Council meeting agenda.

D) Communications

Letters or written communications requiring consideration and action will be listed on the agenda

E) Delegations

1. Persons desiring to verbally present information on matters of fact or make a request of council, shall give written notice to the Clerk seven (7) days in advance of the meeting at which they wish to appear.
2. The written notice of delegation shall state the topic to be discussed and any request to be made of the members.
3. Delegations shall be limited in speaking not more than ten minutes (10), except that a deputation consisting of more than five persons (5) shall be limited to two (2) speakers, each limited to speaking not more than ten (10) minutes in total time.
4. May be heard upon approval of Council, by resolution stated at the meeting.
5. The Clerk in consultation with the Mayor and CAO has authority to deny Delegation requests under the following circumstances:
 - a) The request is not submitted within the time required in Paragraph 14. E) (1) of this By-law;
 - b) No written submission together with handouts or materials is provided with the request or the submission is incomplete;
 - c) The subject matter is deemed to be beyond the jurisdiction of Council;
 - d) The issue is specific to a labour/management dispute, or other matter properly held in closed session;
 - e) The issue has been or is to be considered by the Committee of Adjustment;
 - f) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue previously considered or decided by Council within a period of twelve (12) months following the date on which the issue was last considered or decided by Council;
 - g) Council previously indicated it will not hear further from this Delegation; or
 - h) The issue should be referred to Administration for action.
6. A Delegation shall not be received by Council on matters relating to litigation or potential litigation affecting the Corporation, including matters which are before and under the jurisdiction of any court or tribunal, unless such matter is referred to Council by the said court or tribunal, in the alternative, Council deems the matter to be sufficiently important to allow the Delegation to be heard.
7. The Clerk may refuse, or postpone, a delegation when there has been, or will be, at least one (1) public meeting held at which the

- public was, or will be, provided the opportunity to make formal presentations on that subject matter.
8. In the event that a delegation request is refused, the Clerk shall provide to the person(s) in writing the reasons for the refusal with a copy to Council.
 9. If applicable, Delegations shall provide a copy of their presentation to the Clerk seven (7) days in advance of the meeting at which they will be appearing. If using presentation software, such as PowerPoint, Delegations shall provide an electronic version to the Clerk, which shall be uploaded onto a Town-supplied laptop that Delegations may use during the Meeting. Presentation materials shall be attached to the circulated Agenda, whenever possible.
 10. Delegations shall not distribute printed materials during the Meeting. All printed materials must be submitted to the Clerk prior to the commencement of the Meeting.
 11. The display of placards and signs is not permitted during a Meeting.
 12. The Clerk will only circulate material that complies with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.
 13. Delegations will be scheduled in an order to be determined by the Clerk.
 14. Delegations shall address their remarks through the Chair.
 15. Delegations shall confine their remarks to the business stated in the written notice given to the Clerk.
 16. Except on matters of order, Members shall not interrupt a Delegation while he/she is addressing Council, the Committee or Local Board.
 17. Members may address a Delegation only to ask questions and not to express opinions or enter into debate or discussion.
 18. Once a motion to receive the presentation or to decide on the matter or to provide direction, has been moved and seconded, no further representation or questions of the Delegation shall be permitted.
 19. The Chair may curtail any Delegation, any questions of a Delegation or debate during the presentation, as a result of disorder or other breach of the Procedural By-law. If the Chair rules that the Delegation is concluded, the person or persons appearing before Council shall withdraw from the table.

F) Petitions

A petition in regard to a matter within the jurisdiction of Council or Committee or Local Board made over the signatures of the subscribers, shall be presented by a subscriber or agent who knows the contents

thereof and vouches for the propriety of the petition may be received on leave of Council or Committee or Local Board, may be disposed forthwith, assigned some future time for consideration by Council or Committee or Local Board, or referred to a Committee.

G) Reports

1. Shall be received upon leave of Council or Committee or Local Board; or
2. May be accepted or approved upon resolution of Council or Committee or Local Board;
3. May be recommitted to Council or Committee or Local Board or a different Committee.

H) Unfinished Business

The items listed in the Order of Business of prior meetings which have not been disposed of by Council or Committee or Local Board and the date of their first appearance on the order of business shall be noted and repeated on each subsequent order of business until disposed of by Council or Committee or Local Board, unless removed from the order of business by leave of Council or Committee or Local Board.

I) By-laws

Every proposed by-law shall:

1. be introduced by the Clerk, specifying the title or upon the report of a committee;
2. receive three (3) separate readings;
3. be endorsed by the Clerk with the date of the several readings thereof;
4. be the responsibility of the Clerk for correctness when amended;
5. be finally passed by Council before signature by the Mayor or Acting Mayor of Council and the Clerk, and
6. be stamped with seal of the Corporation of the Town of Tecumseh;

Every proposed by-law may be referred to a Committee for report after second reading, and such reference may be made with or without debate on either or both the proposed by-law or the motion to so commit, as the Council may decide.

J) Suspension of Rules

Any procedure required by this by-law may be suspended with consent of not less than four-fifths (4/5) of the members present.

K) Electronic Recordings and Photographs

Any person may make an electronic recording of Council, Committee or Local Board Meetings or take photographs provided that the activity does not, in the opinion of the Chair, interfere with the Meeting proceedings or interfere with the Corporation's recording of Council Meetings.

15. Former By-laws Repealed

By-law No. 2008-69, as amended, by the Corporation, is hereby repealed and any by-law inconsistent with this by-law.

16. Prolonged Absence

The office of a Member becomes vacant if the Member is absent from the meetings of Council for three (3) successive months without being authorized to do so by a resolution of Council.

This section does not apply to vacate the office of a Member if the absence is a result of the Member's pregnancy, the birth of the Member's Child or the adopt of a child by the Member.

17. Effective

This by-law shall come into full force on the date of the final passing thereof.

Read a first, second, third time and finally passed this 11th day of February, 2020.

Gary McNamara, Mayor

Laura Moy, Clerk

The Corporation of the Town of Tecumseh

By-Law Number 2020 - 14

Being a by-law to approve a two year Pilot Program for Licensing Urban Hens

Whereas Sections 11 (3) 9, and 103 of the Municipal Act 2001, S.O. 2001, c. 25, provide that by-laws may be passed by councils of municipalities for prohibiting or regulating the keeping of animals; if a municipality passes a by-law regulating or prohibiting with respect to the being at large or trespassing of animals, it may provide for the seizure and impounding of animals being at large or trespassing contrary to the by-law and for the sale of impounded animals under certain conditions;

And Whereas Section 425 of the Act authorizes a municipality to pass by-laws providing that a person who contravenes a by-law of the municipality passed under that Act is guilty of an offence;

And Whereas Council deems it desirable to pass a by-law providing for a system of licensing, controlling, regulating and urban hens;

Now Therefore the Council of The Corporation of The Town of Tecumseh enacts as follows:

1. **That** an Urban Hens Licensing Pilot Program (Pilot Program) be approved for a two (2) year term commencing March 1, 2020, to permit the keeping of hens in the urban areas of the Town of Tecumseh;
2. **And That** the Terms and Conditions of the Pilot Program be approved as set out in Schedule A attached hereto and forming part of this by-law;
3. **And That** the Registration Form for the Pilot Program be approved as set out in Schedule B attached hereto and forming part of this by-law;
4. **And that** every person who contravenes any section of the Terms and Conditions as set out in Schedule A is, upon conviction, guilty of an offence and shall be liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, c.P. 33, as amended, and be subjected to any other penalties permitted by law for each offence. Each day such violation continues, shall constitute a separate offence and may be punishable as such.
5. **And That** this By-law shall come into force and take effect upon third and final reading.

Read a first, second, third time and finally passed this 11th day of February, 2020.

Gary McNamara, Mayor

Laura Moy, Clerk

2020 Urban Hens Licensing Pilot Program
Registration Form

Applicant Information

First Name:			
Last Name:			
Permit Street Address (where hens will be housed):			
Town:		Postal Code:	
Phone:		Alternate Phone:	
E-mail:			

Registered Owner Information

***If the Applicant is a Tenant at the above-referenced property, the Owner's information and consent is required to permit hens.**

First Name:			
Last Name:			
Street Address			
Town:		Postal Code:	
Phone:		Alternate Phone:	
E-mail:			

Property Information

Size of the permit property in metric units:	<input type="checkbox"/> Frontage	<input type="checkbox"/> Depth	<input type="checkbox"/> Area
What type of dwelling is the permit property:	<input type="checkbox"/> Single	<input type="checkbox"/> Semi	<input type="checkbox"/> Duplex
Number of Hens to be kept at permit address (Minimum of 2): *if property is less than 10,000 sq feet, max 6 *if property is greater than 10,000 sq feet, for every additional 3,000 sq feet, permitted 1 extra hen to max of 12	<hr/> <hr/>		
If not the Owner, have you attached written consent from the property owner to allow for hens:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Property Lot Size Requirements

Lot Size Less Than 10,000 Sq. Ft.			
No. of Hens	Minimum Coop Area (S.F.)	Minimum Run Area (S.F.)	Maximum Coop & Run Area (S.F.)
2	8	20	120
3	12	30	120
4	16	40	120
5	20	50	120
6	24	60	120
Lot Size Greater Than 10,000 Sq. Ft.			
7	28	70	168
8	32	80	168
9	36	90	168
10	40	100	168
11	44	110	168
12	48	120	168

Hen Coop & Run Information

The total area of all hen coops and runs are less than 11.15 square metres (120 square feet) for properties under 10,000 sq. ft.; or 15.60 square metres (168 square feet) for properties greater than 10,000 sq. ft.:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
The hen coop and hen run are less than 3 metres (10 feet) in height:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there an enclosed hen run:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you meet the 0.37 square metres (4 square feet) minimum coop floor area per hen:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you meet the 0.92 square metres (10 square feet) minimum hen run per hen:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you meet the 1.2 metres (4 feet) setback from the lot lines:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Do you meet the 1.5 metres (5 feet) setback from the main dwelling:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you include a site plan illustrating where the hen coop and run will be located on permit property (Note: must be located in rear yard): See Appendix A for sample illustration	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you in compliance with the food and water provisions as outlined in the Terms & Conditions:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

*Please note: if answered No to any of the above questions, the Application cannot be accepted.

Applicant's Signature: _____

Date (mm/dd/yyyy): _____

Owner's Signature: _____

Date (mm/dd/yyyy): _____

DECLARED BEFORE ME at the Town of Tecumseh,

this _____ day of _____, 20____.

A Commissioner, etc. _____

*Please ensure you have read the Urban Hens Licensing Pilot Program Terms and Conditions and confirm same by signing under the 'Signature' section of this application.

1. Definitions:

"At Large" means a hen found at any place other than on the property of the owner of the hen outlined in their Urban Hens Pilot Registration Form.

"Coop" means a fully-enclosed weatherproof structure where hens are kept and the interior of which includes nest boxes for egg laying, perches for hens to roost on and food and water containers.

"Front Yard" means the area on a lot;

A. Between the front lot line and all front main walls of the building, and

B. Between the front lot line and a line extending parallel to the front lot line across the full width of the lot from the point where the front main wall of the building meets the building's side main walls closest to the respective side lot lines

"Hen" means a domesticated female chicken including a pullet.

"Hen Run" means a covered area typically made of chicken wire or other similar material that allows hens' access to the outdoors.

"Noise" means no person shall permit the persistent clucking, calling or other similar persistent noise made by any hens.

"Owner" includes any person who possesses, harbours or keeps a hen.

"Pullet" is a young female chick that is under the age of one (1).

"Rear Yard" means the area on a lot:

A. Between the rear lot line and all rear main walls of the building, and

B. Between the rear lot line and a line extending parallel to the rear lot line across the full width of the lot from the point where the rear main wall of the building meets the building's side main walls closest to the respective side lot lines

"Town" means the Corporation of the Town of Tecumseh.

"WECHS" means the Windsor Essex County Humane Society who shall have the right to enforce the provisions of this program.

2. Eligibility for the Keeping of Hens

The Owner agrees to keep hens only on the property outlined in their Urban Hens Pilot Registration Form.

Only residential properties are permitted to be registered. Neither apartment buildings, condominium buildings, nor properties without sufficient outdoor space to house the hens, as determined by the Planning and Building Department will be permitted.

3. Hens At Large

No Owner shall allow or permit any of his or her hens to be at large at any time.

Where the Town has taken possession of a hen at large, it shall be impounded with the Windsor Essex County Humane Society (WECHS) for 24 hours after the date of its seizure. If the hen was seized on a day when the WECHS is closed, the hen will be held for 24 hours after the time when the WECHS is next open for business. During the applicable 24-hour time period, the Owner may redeem the hen subject to a fee imposed by the WECHS.

If the hen is not redeemed within the 24 hour time period referred to above, the hen shall become the property of the WECHS and the WECHS may:

- a) transfer ownership of the hen; or
- b) euthanize the hen which costs will be charged back to the Owner.

4. Number of hens restricted

No Owner shall keep more than the number of hens, as indicated in the Property Lot Size Table, at any eligible residential property within the Town. Only hens, a minimum of two (2) are permitted, no roosters may be kept.

5. Non-Commercial use only

Owners shall keep hens as pets and for personal use only. The Owner agrees not to sell or offer for sale any part of a hen or its eggs or manure or engage in hen breeding or fertilizer production for commercial purposes. No person shall give or provide a hen, a part of a hen, eggs, or manure to any other person or entity.

6. Hen Coops & Runs

- a) The Owner agrees that no hen coops are permitted in any front yard.
- b) The Owner must ensure that all zoning requirements are followed on their property, including the zoning requirements for minimum setbacks for ancillary structures such as their coop, and comply with all other legal standards and requirements applicable to the coop.
- c) The Owner shall ensure each coop has a minimum coop floor area of 0.37m² (4 sq. ft.) per each hen kept in the coop.
- d) The Owner shall ensure each run has a minimum of at least 0.92 m² (10 sq. ft.) of enclosed space per hen kept in the coop.
- e) The Owner shall ensure that no hen coop exceeds a height of three (3) metres and a maximum floor area of 9.2 m² (100 square feet).
 - i. If property is greater than 10,000 square feet, the Owner shall ensure that no hen coop exceeds a height of three (3) metres (10 feet) and a maximum floor area of 15.6 m² (168 square feet)
- f) The Owner shall provide and maintain in each coop the following items:
 - i) at least 20 cm or (8 inches) perch for each hen; and
 - ii) one nest box, of a size and nature that is suitable for the number of hens kept in the coop.
- g) The Owner shall ensure all coops are enclosed on all sides and have a roof and doors. Access doors must be able to be shut and locked at night. If there are any windows and vents, they must be predator- and bird-proof.
- h) The Owner shall keep all coops in a clean, dry, odour-free, neat and sanitary condition at all times, and in a manner that will provide healthy living conditions for the hens while minimizing adverse impacts to other residents in the neighbourhood to the satisfaction of the Town. The Owner agrees to undertake any repairs directed by the Town at the Owner's sole cost and expense in order to comply with this section.

- i) During daylight hours, hens may be allowed outside of their coop in a securely-fenced hen run on the property of the Owner. Hens shall be secured within a locked coop during non-daylight hours [9:00 pm – 6:00 am].
- j) The Owner shall ensure the coop is weather-proofed, and the enclosure is insulated with air temperature suitable for the health of the hens. In addition, the Owner shall ensure the coop has adequate ventilation and adequate sun and shade and is impermeable to rodents, birds, and predators, including dogs and cats, to the satisfaction of the Town. The Owner agrees to undertake any repairs directed by the Town at the Owner's sole cost and expense in order to comply with this section.

7. Predators, Rodents, Insects, and Parasites

The Owner agrees to take necessary action at the Owner's sole cost and expense to reduce the attraction of predators and rodents and the potential infestation of insects and parasites to the satisfaction of the Town. Hens found to be infested with insects and parasites that may result in unhealthy conditions to human habitation must receive treatment in consultation with a veterinarian in a timely fashion. Non-compliance with this section may result in notice that the permission to keep hens in the Town is revoked and continued keeping of hens will be an offence under By-Law No. 2020-14.

8. Feed and Water

The Owner shall ensure that hens are provided with access to clean water at all times, and shall ensure that:

- a) such feed and water shall be protected against and unavailable to rodents, pests, birds and predators; and
- b) uneaten or spoiled feed must be removed in a timely manner.

9. Disposal of Hens

The Owner shall ensure that all dead hens are disposed of immediately by the Owner in a sanitary manner at the Owner's sole cost and expense.

10. Waste

The Owner agrees to ensure that all manure and waste are cleaned out regularly and stored in a secured container or composted and disposed of safely from any coop in a timely manner.

The Owner further agrees to ensure:

- a) coop floors are lined with shavings, straw, or other appropriate materials to absorb manure and facilitate cleaning; and
- b) coops are deep cleaned at least two times yearly including disinfecting of troughs, perches, and nests to ensure no waste residue.

11. Seizure and impoundment

Any hen found at large contrary to the provisions of the terms and conditions, may be seized and impounded by the WECHS in accordance with 'Hens at Large' section and this section.

Seized hens may be released back to the Owner only if the WECHS determines, in its sole discretion, that the issues that warranted the seizure have been resolved and the hen's health and safety are not at risk.

Despite the 'Hens at Large' section 3, where, in the opinion of the WECHS, a hen is injured or ill and should be euthanized without delay for humane reasons or safety to persons, the hen shall be

euthanized by the WECHS without permitting any person to reclaim the hen. The Owner understands and agrees to this process, as well as assumes responsibility for all euthanized costs.

12. Pilot Duration

The pilot is for a period of two (2) years, commencing March 1, 2020 and ending on April 30, 2022. **If the pilot is not continued beyond April 30, 2022, the Owner agrees to take all necessary steps to remove the hens from their property and the Town.** The Owner understands and agrees that upon notice, the Town may revoke the permission to keep hens in the Town during the pilot period, and continued keeping of hens after the date of such a notice shall be an offence under By-Law No. 2020-14.

13. Indemnity

The Owner shall save and hold harmless the Town, its servants, agents, successors or assigns, and ensure the same shall not be held liable for any injury, loss or damage, however caused, arising out of the granting of the permissions in these terms and conditions. The Owner further agrees that it will from time to time, and at all times hereafter, truly save, keep harmless and fully indemnify the Town, its servants, agents, successors and assigns from any and all actions, causes of actions, claims and demands whatsoever which may be brought against or made upon the Town, its servants, agents, successors and assigns and against all loss, liability, judgements, costs or expenses which the Town its servants, agents, successors or assigns may sustain, incur or be put to resulting from or arising out of any act or omission on the part of the Owner, its servants, agents, successors or assigns which was done, or purported to have been done, in relation to the granting of the permission to keep hens or the keeping of hens by the Owner.

14. Inspections

The Owner agrees to permit Town staff to attend and inspect their property as deemed necessary by the Town to assess and ensure compliance with these terms and conditions and any applicable by-laws, statutes or regulations. The Town will provide reasonable notice before an inspection.

15. Variance Request

When a Registration Form was not approved due to failure to meet the requirements as outlined in the Urban Hens Licensing Pilot Program Registration Form and Terms and Conditions, the Applicant may submit a written request for a variance to the Clerk detailing the circumstances for which they are seeking a variance from Council. The written request must be submitted at least seven (7) days in advance of the Council meeting at which the Applicant wishes to appear to request the variance.

16. Contact Information and Notice

If the contact information provided in the Urban Hens Licensing Pilot Program Registration Form changes, the Owner will update the Town forthwith. The Owner also understands and agrees that the Town may contact me and provide information or official notices by mail or by email to me at the addresses in the Urban Hens Pilot Registration Form and any notice so made or given shall be deemed to have been duly and properly made or given and received on the day on which it shall have been so delivered or, if mailed, then, in the absence of any interruption in postal service in the Town of Tecumseh affecting the delivery or handling thereof, on the day following three (3) clear business days following the date of mailing.

17. Non-Compliance with Terms and Conditions

Any violation of the provisions of these terms and conditions shall be grounds for a notice by the Town revoking permission for the Owner to keep the hens and ordering the Owner to remove the hens from the Town of Tecumseh. Continued keeping of hens after the date of such a notice will be an offence under By-Law No. 2020-14.

Signature

I _____ of _____, in the Town of Tecumseh, do solemnly declare:

That I am the applicant for the grant of a permit authorizing me to keep backyard hens at the above indicated address. I have read and agree to abide by the Urban Hens Licensing Pilot Program Terms and Conditions.

I understand that any permit issued pursuant to the said application is subject to revocation.

I understand that should the Pilot Program not continue beyond April 30, 2022, I agree to take all necessary steps to remove the hens from the property and the Town.

I have served written notice to the abutting property owner(s) that I have made application for a hen coop and hen run permit. These notices are attached to this application.

The information I have provided is complete and true

Applicant's Signature: _____ Date (mm/dd/yyyy): _____

Owner's Signature: _____ Date (mm/dd/yyyy): _____

DECLARED BEFORE ME at the Town of Tecumseh,

this _____ day of _____, 20____.

A Commissioner, etc. _____

Unsigned applications will be returned, unprocessed.

The personal information being collected on this Registration for Hen Coop Permit is being collected for the purpose of determining eligibility under the 2020 Urban Hens Pilot of the Town of Tecumseh. The information collected is under the authority of the *Municipal Act, 2001*, and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*. Questions regarding the collection, use and disclosure of this personal information may be directed to the Director Corporate Services & Clerk.

18. Submission of Registration

The complete registration form must be submitted in person at the following address:

Town of Tecumseh
917 Lesperance Road
Tecumseh, ON N8N 1W9

Please contact the Corporate Services & Clerk's Department at the Town of Tecumseh at 519-735-2184 Extensions 143 or 116 with any questions regarding the registration process.

For Office Use Only			
Permit Application Number:		Issued on:	
Registration Fee Collected:	Date:		Amount
Site Plan Inspection	Date:	Name of Inspector:	
Date Approved:			
Hen Identification Band Numbers:			



UNFINISHED REGULAR COUNCIL BUSINESS

	Meeting Date	Resolution	Subject	Action/Direction	Depart.	Status/Action Taken
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	Funding was approved in the 2020-2024 Buildings 5-year Capital Works Plan (RCM-397/19) to contract the services of an architect to work with the Town's and Essex County Library's administrations to hold public input sessions and complete concept designs to modernize the facility for Town and County Councils approvals.
19/18	May 22, 2018		Property Standards By-law (Zoning)	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/PRS	Report to be provided in Q1 of 2020

The Corporation of the Town of Tecumseh

By-Law Number 2020 - 15

Being a by-law to confirm the proceedings of the February 11, 2020 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 February 11, 2020, 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 February 11, 2020, 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, third time and finally passed this 11th day of February, 2020.

Gary McNamara, Mayor

Laura Moy, Clerk