

## **Regular Council Meeting Agenda**

**Date:** Tuesday, October 11, 2022, 7:00 pm  
**Location:** Tecumseh Town Hall - Council Chambers  
917 Lesperance Road  
Tecumseh, Ontario N8N 1W9

**Pages**

- A. Roll Call**
- B. Order**
- C. Report Out of Closed Meeting**
- D. Moment of Silence**
- E. National Anthem**
- F. Land Acknowledgement**

We acknowledge that we are on land and surrounded by water, originally inhabited by Indigenous Peoples who have travelled this area since time immemorial. This territory is within the lands honoured by the Wampum Treaties; agreements between the Anishinaabe, Haudenosaunee, Lenni Lenape and allied Nations to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Three Fires Confederacy Ojibwe, Odawa, Potawatomi and Huron/Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit and Métis.

- G. Disclosure of Pecuniary Interest**
- H. Minutes**

1. Regular Council Meeting - September 13, 2022

9 - 19

**Recommendation**

Moved by Councillor Brian Houston

Seconded by Councillor Tania Jobin

**That** the September 13, 2022 minutes of the Regular Council Meeting, as were duplicated and delivered to the members, **be adopted**.

**I. Supplementary Agenda Adoption**

**Recommendation**

Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Brian Houston

**That** the supplementary items added to the Regular Meeting agenda regarding Report FS-2022-08 Budget Variance Report - June 2022, **be approved**

**J. Delegations**

**K. Communications - For Information**

1. City of Windsor dated October 6, 2022

20 - 21

Re: Notice for Virtual Public Information Centre - West Windsor Flood Assessment Study

**Recommendation**

Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Bill Altenhof

**That** Communications - For Information item 1 as listed on the Tuesday, October 11, 2022 Regular Council Agenda, **be received**.

**L. Communications - Action Required**

**M. Committee Minutes**

1. Police Services Board - September 8, 2022

22 - 28

**Recommendation**

Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Doug Pitre

**That** the September 8, 2022 minutes of the Police Services Board, as were duplicated and delivered to the members, **be accepted**.

2. Town of Tecumseh Business Improvement Area Minutes - August 17, 2022 29 - 32

**Recommendation**

Moved by Councillor Tania Jobin

Seconded by Councillor Brian Houston

**That** the August 17, 2022 minutes of the The Town of Tecumseh Business Improvement Area, as were duplicated and delivered to the members, **be accepted**.

3. Rural Broadband Advisory Committee - March 9, 2022 33 - 36

**Recommendation**

Moved by Councillor Tania Jobin

Seconded by Councillor Brian Houston

**That** the March 9, 2022 minutes of the Rural Broadband Advisory Committee, as were duplicated and delivered to the members, **be accepted**.

4. Court of Revision - September 27, 2022 - South Talbot and 12th Line Drain 37 - 40

**Recommendation**

Moved by Councillor Rick Tonial

Seconded by Councillor Doug Pitre

**That** the September 27, 2022 minutes of the Court of Revision as were duplicated and delivered to the members, **be adopted**.

**N. Reports**

1. Chief Administrative Officer - People & Culture
- a. CAO-2022-09 Tecumseh 100th Anniversary Celebration Report Out 41 - 45

**Recommendation**

Moved by Councillor Doug Pitre

Seconded by Councillor Tania Jobin

**That** Report CAO-2022-09 regarding the Tecumseh 100th Anniversary Celebration Report Out, **be received**.

2. Development Services

- a. DS-2022-41 Financial Incentive Program Grant Application - Tecumseh Road Main Street Community Improvement Plan - 1071 Lesperance Road (1797565 Ontario Ltd./HomeInstead) Parking Area Improvement Grant 46 - 57

**Recommendation**

Moved by Councillor Rick Tonial

Seconded by Councillor Bill Altenhof

**That** the Grant Application for the Tecumseh Road Main Street Community Improvement Plan (CIP) Financial Incentive Program for the property located at 1071 Lesperance Road (Roll No. 374406000005100), **be deemed eligible and approved** for the Parking Area Improvement Grant Program in the amount of \$10,000 in relation to the parking lot improvements proposed for the subject property, all of which is in accordance with Section 11.3 (5) of the CIP and with DS-2022-41.

- b. DS-2022-42 Consent Agreement - 6780 Holden Road - Municipal Drain Access Culvert 58 - 71

**Recommendation**

Moved by Councillor Brian Houston

Seconded by Councillor Doug Pitre

**That** a by-law to authorize the Mayor and Clerk to execute a Consent Agreement between The Corporation of the Town of Tecumseh and Raffaele Meo and Gina Meo, which facilitates the future construction of an access culvert across a municipal drain on the property located at 6780 Holden Road in order to satisfy condition 7 of consent application B-01-22, satisfactory in form to the Town's Solicitor, **be adopted**, subject to the Owner signing the agreement;

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

3. Financial Services

- a. FS-2022-08 Budget Variance Report - June 2022 72 - 102

**Recommendation**

Moved by Councillor Rick Tonial

Seconded by Councillor Bill Altenhof

**That** Report FS-2022-08 Budget Variance Report – June 2022, showing a projected tax-supported surplus of \$287,000 and a rate-supported deficit of \$52,000 **be received**.

4. Technology & Client Services

- a. TCS-2022-06 Bring Your Own Device Policy 103 - 114

**Recommendation**

Moved by Councillor Bill Altenhof

Seconded by Councillor Doug Pitre

**That** Report TCS-2022-06 entitled “Bring Your Own Device Policy” **be received**;

**And that** Attachment 1 to Report TCS-2022-06 “Bring Your Own Device Policy” **be approved**.

O. By-Laws

1. By-Law 2022-075 115 - 116

Being a by-law to close up and authorize the sale of the alley located 374 and 382 Barry Avenue and 12748 Little River Boulevard.

2. By-Law 2022-076 Consent Agreement - 6780 Holden 117 - 124

Being a by-law to authorize the execution of a Consent Agreement between The Corporation of The Town of Tecumseh and Raffaele Meo and Gina Meo

3. By-Law 2022-077 125 - 128

Being a by-law to amend By-law 1746, the Town’s Comprehensive Zoning By-law for those lands in the former Town of Tecumseh . D19-ARU - By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan.

4. By-Law 2022-078 129 - 132

Being a by-law to amend By-law 2065, the Town's Comprehensive Zoning By-law for those lands in the former Village of St. Clair Beach.

(D19 ARU – By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan)

5. By-Law 2022-079 133 - 136

Being a by-law to amend By-law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South

(D19 ARU – By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan)

### **Recommendation**

Moved by Councillor Tania Jobin

Seconded by Councillor Rick Tonial

**That** By-law 2022-075 being a by-law to close up and authorize the sale of the alley located at 374 and 382 Barry Avenue and 12748 Little Liver Boulevard.

**That** By-Law 2022-076 being a by-law to authorize the execution of a Consent Agreement between The Corporation of The Town of Tecumseh and Raffaele Meo and Gina Meo;

**That** By-Law 2022-077 being a by-law to amend By-law 1746, the Town's Comprehensive Zoning By-law for those lands in the former Town of Tecumseh . A By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan;

**That** By-Law 2022-078 being a by-law to amend By-law 2065, the Town's Comprehensive Zoning By-law for those lands in the former Village of St. Clair Beach. A By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan;

**That** By-Law 2022-079 being a by-law to amend By-law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South. A By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan

**Be given** first and second reading.

## **Recommendation**

Moved by Councillor Brian Houston

Seconded by Councillor Bill Altenhof

**That** By-law 2022-075 being a by-law to close up and authorize the sale of the alley located at 374 and 382 Barry Avenue and 12748 Little Liver Boulevard.

**That** By-Law 2022-076 being a by-law to authorize the execution of a Consent Agreement between The Corporation of The Town of Tecumseh and Raffaele Meo and Gina Meo;

**That** By-Law 2022-077 being a by-law to amend By-law 1746, the Town's Comprehensive Zoning By-law for those lands in the former Town of Tecumseh . A By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan;

**That** By-Law 2022-078 being a by-law to amend By-law 2065, the Town's Comprehensive Zoning By-law for those lands in the former Village of St. Clair Beach. A By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan;

**That** By-Law 2022-079 being a by-law to amend By-law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South. A By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan

**Be given** third and final reading.

## **P. Unfinished Business**

1. October 11, 2022

137 - 137

## **Q. New Business**

## **R. Motions**

**Recommendation**

Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Bill Altenhof

**That** By-Law 2022-080 being a by-law to confirm the proceedings of the Tuesday, October 11, 2022, regular meeting of the Council of The Corporation of the Town of Tecumseh **be given** first, second, third and final reading.

**S. Notices of Motion**

**T. Next Meeting**

Tuesday, November 8, 2022

7:00 pm Regular Council Meeting

**U. Adjournment**

**Recommendation**

Moved by Councillor Rick Toniai

Seconded by Councillor Doug Pitre

**That** there being no further business, the Tuesday, October 11, 2022 meeting of the Regular Council **be adjourned** at 8:15 pm.

## **Regular Meeting of Council**

### **Minutes**

Date: Tuesday, September 13, 2022  
Time: 7:00 pm  
Location: Tecumseh Town Hall - Council Chambers  
917 Lesperance Road  
Tecumseh, Ontario N8N 1W9

#### **Present:**

Mayor, Gary McNamara  
Deputy Mayor, Joe Bachetti  
Councillor, Bill Altenhof  
Councillor, Brian Houston  
Councillor, Tania Jobin  
Councillor, Doug Pitre

#### **Absent:**

Councillor, Rick Tonial

#### **Also Present:**

Chief Administrative Officer, Margaret Misek-Evans  
Director Community & Recreation Services, Paul Anthony  
Director Public Works & Engineering Services, Phil Bartnik  
Director Community Safety & Fire Chief, Wade Bondy  
Director People & Culture, Michelle Bonnici  
Director Technology & Client Services, Shaun Fuerth  
Director Development Services, Brian Hillman  
Director Financial Services & Chief Financial Officer, Tom Kitsos  
Acting Clerk, Jennifer Alexander  
Manager Committee & Community Services, Christina Hebert

#### **A. Roll Call**

#### **B. Order**

The Mayor calls the meeting to order at 7:24 pm.

#### **C. Report Out of Closed Meeting**

A Closed meeting was held earlier today at 5:30 pm in accordance with Section 239 (2) (c)(f)(h) of the Municipal Act, 2001. At the meeting, the Members received an update from the Town's Solicitor on a land acquisition for the Town, and an update on an ongoing project.

**D. Moment of Silence**

The Members of Council and Administration observe a Moment of Silence for the passing of Queen Elizabeth II.

**E. National Anthem**

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

**F. Land Acknowledgement**

We acknowledge that we are on land and surrounded by water, originally inhabited by Indigenous Peoples who have travelled this area since time immemorial. This territory is within the lands honoured by the Wampum Treaties; agreements between the Anishinaabe, Haudenosaunee, Lenni Lenape and allied Nations to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Three Fires Confederacy Ojibwe, Odawa, Potawatomi and Huron/Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit and Métis.

**G. Disclosure of Pecuniary Interest**

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

**H. Minutes**

1. **Regular Council Meeting - August 9, 2022**
2. **Public Council Meeting - August 9, 2022 - ZBA 4155 Manning Road**
3. **Public Council Meeting - August 9, 2022 - Town of Tecumseh Official Plan Amendment - CIP Policies**
4. **Public Council Meeting - August 9, 2022 - ZBA 6715 Malden Road**
5. **Public Council Meeting - August 9, 2022 - Housekeeping Amendment to Town Zoning By-Laws on Additional Residential Units**

**Motion: RCM - 256/22**

Moved by Deputy Mayor Joe Bachetti  
Seconded by Councillor Brian Houston

**That** the Tuesday, August 9, 2022 minutes of the Regular Council Meeting and the Public Council Meetings as were duplicated and delivered to the members, **be adopted**.

Carried

**I. Supplementary Agenda Adoption**

There are no supplementary agenda items.

**J. Delegations**

There are no Delegations presented to Council.

**K. Communications - For Information**

**1. Town of Kingsville dated September 1, 2022**

Re: Bill 3, Strong Mayors, Building Homes Act, 2022

**Motion: RCM - 257/22**

Moved by Councillor Brian Houston  
Seconded by Councillor Bill Altenhof

**That** Communications - For Information item 1 as listed on the Tuesday, September 13, 2022 Regular Council Agenda, **be received.**

Carried

**L. Communications - Action Required**

There are no Communications - Actions Required items presented to Council.

**M. Committee Minutes**

**1. Town of Tecumseh Business Improvement Area Minutes - June 15, 2022**

**Motion: RCM - 258/22**

Moved by Councillor Brian Houston  
Seconded by Councillor Doug Pitre

**That** the June 15, 2022 minutes of the Town of Tecumseh Business Improvement Area as were duplicated and delivered to the members, **be adopted.**

Carried

## **N. Reports**

### **1. Development Services**

- a. DS-2022-40 County Wide Active Transportation System (CWATS) Town of Tecumseh 20232 Proposed Projects OUR FILE T05 CWATS

#### **Motion: RCM - 259/22**

Moved by Councillor Bill Altenhof  
Seconded by Councillor Doug Pitre

**That** Report DS-2022-40 entitled, “County Wide Active Transportation System (CWATS) Town of Tecumseh 2023 Proposed Projects”, **be received.**

**And that** with respect to the Proposed 2023 Municipal Partnership Program (MPP) Projects - One-Week Bike Camp, Bike Rodeo and Bike Valet for Town Events in 2023:

- i. The total estimated cost of \$5,250 (excluding H.S.T.) for the:
  - a. One-Week Bike Camp;
  - b. Bike Rodeo; and
  - c. Bike Valets associated with the Canada Day celebrations, the Tecumseh Twilight event and the Labour Day Weekend Fireworks;

with Tecumseh’s share being \$2,625 (50%) and the County’s share being \$2,625 (50%), in accordance with the MPP cost-sharing arrangement, **be endorsed;**

- ii. An application “Form D – Municipal Partnership Program” **be submitted** to the CWATS Implementation Committee for its consideration; and
- iii. Funding for this project from the Infrastructure Reserve, **be approved** for the purpose of the CWATS application and **referred** to the 2023 Budget process.

Carried

**2. Legislative & Clerk Services**

- a. LCS-2022-30 Inaugural Meeting of Council-Elect 2022

**Motion: RCM - 260/22**

Moved by Councillor Bill Altenhof

Seconded by Councillor Doug Pitre

**That** the Inaugural Meeting of the Council-elect for the 2022-2026 term be held on Tuesday, November 15, 2022 at 7:00 pm at the Ciociaro Club of Windsor, located at 3475 North Talbot Road, Tecumseh;

**And that** notice of the meeting and change of venue **be given** on the Town's website and social media.

Carried

- b. LCS-2022-31 Alley Closing and Transfer of Land Abutting 374 and 382 Barry Avenue and 12748 Little River Boulevard

**Motion: RCM - 261/22**

Moved by Councillor Brian Houston

Seconded by Deputy Mayor Joe Bachetti

**That** Report LCS-2022-31 entitled "Alley Closing and Transfer of Land Abutting 374 and 382 Barry Avenue and 12748 Little River Boulevard", **be received;**

**And that** the Acting Clerk **prepare** a by-law to close up and authorize the sale of the alley located between 374 and 382 Barry Avenue and Little River Boulevard **to be read** at the September 27, 2022 Regular Council Meeting;

**And further that** a Notice **be posted** on the Town's website regarding the Alley Closure and the Transfer of Land along with the intention to pass a By-law at the next Regular Council Meeting;

**And furthermore that** the cost of the closure and conveyance of the Subject Alley **be confirmed** to be the responsibility of the neighbouring property owner(s) acquiring the lands.

Carried

- c. LCS-2022-32 Call for 2022 Award Nominations

**Motion: RCM - 262/22**

Moved by Councillor Doug Pitre  
Seconded by Councillor Bill Altenhof

**That** Report LCS-2022-32 entitled “Call for 2022 Award Nominations” **be received;**

**And that** the call for nominations as set out in the Town’s Awards Policy for the 2022 Awards **be deferred** to January 2023;

**And further that** submissions **be considered** at a Special Meeting of Council on Tuesday, March 14, 2023 at 6:00 pm.

Carried

- d. LCS-2022-33 Committees and Local Boards Application and Selection Process for 2023

**Motion: RCM - 263/22**

Moved by Councillor Brian Houston  
Seconded by Deputy Mayor Joe Bachetti

**That** Notice of the Call for Applications for Statutory Committees and Local Boards **be posted** to the Town’s website and Facebook page, **advertised** in the local media, **delivered** to the current Local Board Members, **displayed** on the Town’s LED signs and **posted** in prominent locations in the Town’s facilities in September 2022;

**And that** the Notice of the Call for Applications for non-statutory Advisory Committees **be deferred** and that the Acting Clerk review the mandates of the non-statutory Advisory Committees relative to the Town’s Strategic Priorities and **report back** to Council on the findings and recommendations;

**And further that** a Special Meeting of Council **be scheduled** for Tuesday, December 13, 2022, at 6:00 pm for the purpose of considering Statutory Committee and Local Board applications.

Carried

**3. Public Works & Engineering Services**

- a. PWES-2022-38 Ministry of Transportation Transfer of Municipal Roads - Outer Drive and South Talbot Road

**Motion: RCM - 264/22**

Moved by Councillor Bill Altenhof  
Seconded by Councillor Doug Pitre

**That** Report PWES-2022-38 titled “Ministry of Transportation of Ontario Transfer of Municipal Roads to the Town of Tecumseh: A Portion of Outer Drive and a Portion of South Talbot Road”, **be received**.

Carried

**4. Finance Services**

- a. FS-2022-07 2021 Year-End Budget Variance Report

**Motion: RCM - 265/22**

Moved by Deputy Mayor Joe Bachetti  
Seconded by Councillor Brian Houston

**That** the 2021 Year-End Budget Variance Report, dated September 13, 2022, showing a tax supported surplus of \$1,341,379 and a rate-supported surplus of \$500,021 **be received**;

**And that** tax-supported surplus **transfers be made** as follows:

- a. \$500,000 operating fund surplus to Tax Rate Stabilization Reserve, including;
  - a. \$9,000 of unused funds allocated towards Energy Management initiatives to be carried forward into 2022, and
  - b. \$491,000 to replenish the Tax Rate Stabilization Reserve to approximately \$3.3 million
- b. \$810,569 operating fund surplus to Infrastructure Reserve; and
- c. \$30,810 capital fund surplus to Tax Rate Stabilization Reserve to be used for 2021 approved Small Equipment purchases not fulfilled at year-end.

**And further that** rate-supported surplus (Water and Wastewater services) **transfers be made** as follows:

- a. \$218,813 water operating fund surplus to the Water Rate Stabilization Reserve Fund; and

- b. \$281,208 wastewater operating fund surplus to the Wastewater Rate Stabilization Reserve Fund.

Carried

- b. FS-2022-09 Payroll Process Review Update

**Motion: RCM - 266/22**

Moved by Councillor Brian Houston  
Seconded by Councillor Bill Altenhof

**That** Report FS-2022-09 Payroll Process Review Update **be received;**

**And that** Administration **report back** to Council with a further update following results of our upcoming Vadim Business Specialist review.

Carried

**O. By-Laws**

**1. By-Law 2022-071**

By-law to restrict Cannabis Greenhouse Operations in the Agricultural (A) Zone in accordance with the Policies of the Town of Tecumseh Official Plan

**2. By-Law 2022-072**

Being a by-law to amend By-law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South. (Planning File: D19 6715MAL – 6715 Malden Road)

**3. By-Law 2022-073**

Being a by-law to amend By-law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South. (Planning File: D19 4155MAN – 4155 Manning Road Condition of Consent Application B-09-22)

**Motion: RCM - 267/22**

Moved by Councillor Brian Houston  
Seconded by Councillor Bill Altenhof

**That** By-law 2022-071 being a by-law to restrict Cannabis Greenhouse Operations in the Agricultural (A) Zone in accordance with the Policies of the Town of Tecumseh Official Plan;

**That** By-Law 2022-072 being a by-law to amend By-Law 85-18 the Town's Comprehensive Zoning By-Law for those Lands in the former Township of Sandwich South - 6715 Malden Road;

**That** By-law 2022-073 being a by-law to amend By-law 85-15, The Town's Comprehensive Zoning By-Law for those lands in the former Township of Sandwich South - 4155 Manning Road.

**Be given** first and second reading.

Carried

**Motion: RCM - 268/22**

Moved by Councillor Brian Houston

Seconded by Deputy Mayor Joe Bachetti

**That** By-law 2022-071 being a by-law to restrict Cannabis Greenhouse Operations in the Agricultural (A) Zone in accordance with the Policies of the Town of Tecumseh Official Plan;

**That** By-Law 2022-072 being a by-law to amend By-Law 85-18 the Town's Comprehensive Zoning By-Law for those Lands in the former Township of Sandwich South - 6715 Malden Road;

**That** By-law 2022-073 being a by-law to amend By-law 85-15, The Town's Comprehensive Zoning By-Law for those lands in the former Township of Sandwich South - 4155 Manning Road.

**Be given** third and final reading.

Carried

**P. Unfinished Business**

**1. September 13, 2022**

The Members receive the Unfinished Business listing for Tuesday, September 13, 2022.

**Q. New Business**

**Manning Road Construction**

A Member raised awareness of resident concerns with the recent vehicle accidents on Manning Road in the vicinity of where the construction was just completed. It is requested that Administration continue to monitor the area for the safety of motorists.

**Tecumseh Business Improvement Area (BIA)**

The Tecumseh BIA Christmas Party will be held on November 26, 2022 and Members are requested to save the date.

**R. Motions**

**1. E-Scooters/Bike Program**

This motion is brought forward by Deputy Mayor Joe Bachetti.

**Motion: RCM - 269/22**

Moved by Deputy Mayor Joe Bachetti  
Seconded by Councillor Brian Houston

**That** Administration **be directed** to investigate the possibility of a pilot project with vendors that offer public access to utilize their e scooters or e bikes as an alternative mode of transportation on a pay-to-ride basis, and report back to Council with options and budget implications in time for consideration during the 2023 budget deliberations.

Carried

**2. Confirmatory By-Law 2022-074**

**Motion: RCM - 270/22**

Moved by Councillor Bill Altenhof  
Seconded by Councillor Brian Houston

**That** By-Law 2022-074 being a by-law to confirm the proceedings of the Tuesday, September 13, 2022, regular meeting of the Council of The Corporation of the Town of Tecumseh **be given** first, second, third and final reading.

Carried

**S. Notices of Motion**

There are no Notices of Motion presented to Council.

**T. Next Meeting**

Tuesday, September 27, 2022

6:30 pm Court of Revision - South Talbot Drain and 12th Line Drain

7:00 pm Regular Council Meeting

**U. Adjournment**

**Motion: RCM - 271/22**

Moved by Councillor Bill Altenhof

Seconded by Councillor Brian Houston

**That** there being no further business, the Tuesday, September 13, 2022 meeting of the Regular Council **be adjourned** at 8:37 pm.

Carried

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Gary McNamara, Mayor

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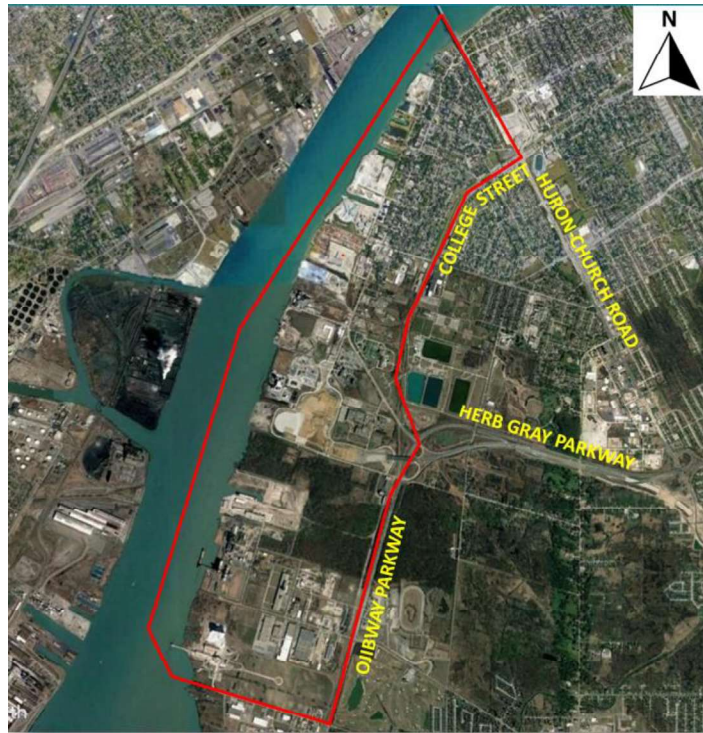
Jennifer Alexander, Acting Clerk

## West Windsor Flood Assessment Study

### NOTICE OF VIRTUAL PUBLIC INFORMATION CENTRE

Peak water levels in the Detroit River have risen significantly in recent years, peaking during May 2020. These high water levels have had significant impacts on the City of Windsor's coastal areas and municipal drainage infrastructure. The City of Windsor's 2020 Sewer and Coastal Flood Protection Master Plan recognized that the West Windsor shoreline is vulnerable to high Detroit water levels and recommended the completion of a flood risk assessment to evaluate coastal flooding impacts.

The City of Windsor is undertaking a flood risk assessment study to develop a flood risk profile for the West Windsor area under extreme Detroit River water levels and to identify recommended flood protection solutions. The study area is generally bounded by the Detroit River to the west, Huron Church Road and Ambassador Bridge to the north, the Essex Terminal Railway and College Street to the east, and the Town of LaSalle municipal boundary to the south, as shown on the Project Location Map.



**PROJECT LOCATION MAP**

We are now launching the Virtual Public Information Centre (P.I.C.) for this project!

This P.I.C. includes:

- A recorded presentation available on the project website beginning October 6, 2022, which describes the project scope and purpose, the flood risk study methodology, the effects of flooding, and flood mitigation solutions: <https://www.citywindsor.ca/residents/Construction/Environmental-Assessments-Master-Plans/Pages/West-Windsor-Flood-Assessment-Study.aspx>; and
- A survey on the project website to provide comments and feedback from October 6 to October 20, 2022.

The recorded presentation is approximately 40 minutes long.

If you face any challenges with accessing the virtual P.I.C., would prefer an in-person meeting with a member of the technical team to discuss the project, or if you require additional information related to this study, please contact:

Aojeen Issac, M.Eng., P.Eng.  
Engineer II  
City of Windsor  
350 City Hall Square, Suite 310  
Windsor, Ontario N9A 6S1  
Phone: 519-255-6100 ext. 6368  
Email: [aissac@citywindsor.ca](mailto:aissac@citywindsor.ca)

Nick Emery, P.Eng.  
Project Manager  
Dillon Consulting Limited  
130 Dufferin Avenue, Suite 1400  
London, Ontario N6A 5R2  
Phone: 519-438-1288  
Email: [nemery@dillon.ca](mailto:nemery@dillon.ca)

## **Police Services Board for the Town of Tecumseh**

### **Minutes**

Date: Thursday, September 8, 2022  
Time: 4:30 pm  
Location: Electronic meeting live streamed at:  
<https://video.isilive.ca/tecumseh/live.html>.

#### **Present:**

Mayor, Gary McNamara  
Deputy Mayor, Joe Bachetti  
Member, Marc Gomes  
Chair, Christopher Hales  
Vice-Chair, Paul Sweet

#### **Also Present:**

OPP Staff Sergeant, Jamie Smith  
Secretary, Margaret Misek-Evans, CAO  
Recording Secretary, Ellen Preuschat

#### **Absent:**

OPP Inspector Angela Ferguson

#### **Others:**

OPP Chief Superintendent Dwight Thib (West Region)  
OPP Superintendent Franka Campisi (West Region)

### **A. Call to Order**

Chair Christopher Hales called the meeting to order at 4:30 pm. He acknowledged the passing of Her Majesty Queen Elizabeth II earlier today and stated "God Save the King."

### **B. Roll Call**

Chair Hales introduced Chief Superintendent Dwight Thib and Superintendent Franka Campisi of OPP West Region. Mayor Gary McNamara welcomed them on behalf of Town Council, noting Tecumseh's longstanding relationship with the OPP.

Essex County OPP Detachment Commander Angela Ferguson was unable to attend due to a conflict with another municipal board meeting.

### **C. Disclosure of Pecuniary Interest**

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

**D. Approval of the Agenda**

**Motion: PSB - 24/22**

Moved by Deputy Mayor Joe Bachetti

Seconded by Member Marc Gomes

**That** the Agenda for the Police Services Board Meeting, dated Thursday, September 8, 2022, as duplicated and delivered to the members thereof, **be accepted.**

Carried

**E. Approval of the Previous Minutes**

**1. Police Services Board Regular Meeting - June 9, 2022**

**Motion: PSB - 24/22**

Moved by Mayor Gary McNamara

Seconded by Vice-Chair Paul Sweet

**That** the Regular Minutes of the June 9, 2022 Police Services Board Meeting, as duplicated and delivered to the members thereof, **be adopted.**

Carried

**F. Committee Minutes**

**1. Policy Committee Meeting - June 24, 2022**

**Motion: PSB - 25/22**

Moved by Vice-Chair Paul Sweet

Seconded by Deputy Mayor Joe Bachetti

**That** the Minutes of the June 24, 2022 Police Services Board Policy Committee Meeting, as duplicated and delivered to the members thereof, **be adopted.**

Carried

**G. Delegations**

**1. PC Sarah Werstein, Essex County OPP**

Re: Crime Stoppers Windsor-Essex County

Mayor McNamara inquired if there is a link to Crime Stoppers on the Town's website. The IT department will follow up and add one if it is not already included.

**Motion: PSB - 26/22**

Moved by Member Marc Gomes

Seconded by Mayor Gary McNamara

**That** the presentation by Essex County OPP Constable Sarah Werstein regarding Crime Stoppers Windsor-Essex County **be received**.

Carried

**H. OPP Monthly Report**

- 1. OPP Police Services Board Monthly Overview - May to July 2022**
- 2. OPP Report to Tecumseh PSB - May to July 2022**

Staff Sgt. Jamie Smith provided a summary of the OPP Report for the months of May to July 2022. He noted there have been targeted traffic patrols on CR 22, Brighton Road, Riverside Drive and other areas, with an average of 19 traffic stops per day in July.

Member Marc Gomes inquired what number of the impaired driving charges are for Tecumseh residents or drivers passing through the municipality. Staff Sgt. Jamie Smith will follow up on this inquiry.

Mayor McNamara noted that the increase in traffic stops and visibility of the OPP in the streets has been noted by residents. He requested continued attention to CR 22, particularly on Friday night and Saturday when vehicles appear to be racing.

The value of bike patrols was discussed. Chair Hales observed that the question of whether auxiliary officers could assist with these patrols has not yet been resolved, and this would be good to know for next summer in the parks.

The Chair invited Chief Superintendent Thib to address the board. CS Thib provided some background on his career and reviewed policing trends in the region - violent crime has been decreasing while MVCs and related fatalities have been increasing. He stated that his focus is currently on filling vacancies, including key leadership vacancies, as well as all constable level vacancies. He noted that for the first time in the history of the OPP, experienced officers are being recruited from across the country and from other agencies. The goal is an intake of 135 recruits, three times per year.

CAO Margaret Misk-Evans inquired if the Chief Superintendent could provide any insight into when the new *Community Safety and Policing Act* will be implemented. CS Thib stated he has no new information to share but will follow up. He also suggested the board reach out to the Executive Director of the Ontario Association of Police Services Boards (OAPSB).

Superintendent Campisi thanked Staff Sgt. Smith for a well done report. She is pleased to see an increase in foot patrols in the area. Supt. Campisi noted that monthly meetings are carried out with detachment command staff, and she hopes to stop by Town Hall next time she is in the area.

**Motion: PSB - 27/22**

Moved by Mayor Gary McNamara  
Seconded by Deputy Mayor Joe Bachetti

**That** the OPP Report for the months of May, June and July 2022, **be received.**

Carried

**I. Reports**

**1. PC Blake Cohoe, Essex County OPP**

Re: Grant Update - OPP Mental Health Teams

PC Cohoe provided an overview of his report on the grants supporting the OPP's mental health response teams and noted that the Town can expect to receive a refund of \$75,471 for officers' wages next year.

Mayor McNamara commended the OPP and Constable Cohoe for their leadership in developing the mental health response teams.

CAO Misk-Evans inquired if, given the successful results of this program, the teams will become part of the permanent structure of the OPP's service. This would be beneficial since reporting and administering these grants requires considerable resources on an ongoing basis. CS Thib agreed that the process could be streamlined and will follow up with the Commissioner on moving towards a permanent operational model.

Chair Hales inquired about the City of Windsor's mental health response teams and whether there is liaison with them. Constable Cohoe confirmed that considerable communication takes place with all the teams in the region for a coordinated response to issues.

Deputy Mayor Bachetti left the meeting at 5:32 pm due to municipal business.

**Motion: PSB - 27/22**

Moved by Member Marc Gomes

Seconded by Vice-Chair Paul Sweet

**That** the report by PC Blake Cohoe on Essex County OPP Mental Health Teams - Grant Update **be received**.

Carried

**J. Communications - Action Required**

There were no Communications - Action Required presented to the board.

**K. Communications - For Information Purposes**

There were no Communications - For Information Purposes presented to the board.

**L. Old Business**

**1. Status of Provincial Appointments**

Chair Hales reported that the most recent extensions to the provincial appointments for Vice Chair Sweet and Member Gomes expire on October 10. Therefore, this may be the final meeting for these members, and there may be only three board members available for the October 13 board meeting. It is uncertain at this time whether a further extension will be forthcoming from the province. Mayor McNamara suggested that correspondence be sent to the Appointments Secretariat and copied to our MPP. The CAO advised that the Ministry advised the board today of a new Zone advisor and her office will reach out in this regard.

**M. New Business**

**1. Community Safety and Well-Being Walks**

Re: Draft CPTED Pamphlet

Staff Sgt. Smith reported that Community Safety and Well-Being walks are being conducted in Windsor and some county municipalities, with additional walks planned for next year. CAO Misek-Evans confirmed that Tecumseh and Lakeshore will be considered for walks this year if a spot opens up and a formal request has been submitted for next year. This could assist with property damage occurring in Optimist Park. When the CPTED brochure is finalized, the Town will assist in promoting it to businesses and residents in support of public safety.

**Motion: PSB - 28/22**

Moved by Mayor Gary McNamara  
Seconded by Vice-Chair Paul Sweet

**That** the draft informational brochure on Crime Prevention through Environmental Design (CPTED) in support of the Community Safety & Well-Being Plan as presented by the Essex County OPP **be received**.

Carried

**2. Traffic Enforcement and Mitigation Measures**

Staff Sgt. Smith reported that the OPP continues to work in partnership with the Town to address traffic issues as they arise. He would like to continue expanding the team that addresses traffic concerns locally. Mayor McNamara added that it is unfortunate not all residents observe road closure signage as posted.

**3. 2023 Police and Police Services Board Budget**

CAO Marg Misek-Evans reported that the Town's 2023 budget planning has commenced, and a draft Police and Police Services Board budget will be presented at the next board meeting in October. In the absence of provincial regulations on the formation of detachment boards, a 'status quo' budget for the board will be drafted. She inquired if a Community Safety Officer will be reinstated, as the board does set aside funds in support of this position. Supt. Campisi will follow up and report back. CS Thib added that, in areas where school boards have declined to have police officers in schools, those detachments are looking for other ways to engage with youth.

The CAO also noted that, because it is an election year, board appointments may not be in place in time for the budget presentation to Council and she will therefore do the presentation.

**4. 2022 Meeting Schedule**

Re: Cancellation of Meeting - December 8, 2022

**Motion: PSB - 29/22**

Moved by Vice-Chair Paul Sweet  
Seconded by Mayor Gary McNamara

**Whereas** a municipal election will take place on October 24, 2022; and

**Whereas** appointment of municipal members to the Tecumseh Police Services Board is scheduled to take place on December 13, 2022;

**Therefore be it resolved that** the December 8, 2022 meeting of the Tecumseh Police Services Board **be cancelled**.

Carried

**N. Next Meeting**

Thursday, October 13, 2022 at 4:30 pm

**O. Adjournment**

**Motion: PSB - 30/22**

Moved by Mayor Gary McNamara  
Seconded by Member Marc Gomes

**That** there being no further business to discuss, the Thursday, September 8, 2022 meeting of the Tecumseh Police Services Board **adjourn** at 6:02 pm.

Carried

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Christopher Hales, Chair

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Margaret Misek-Evans, Secretary

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

A Regular General Meeting of the Town of Tecumseh BIA (TOTBIA) Members held as of  
Wednesday, August 17, 2022 at 6:00 PM.

Meeting Minutes are available on the BIA website at [www.tecumsehbia.com](http://www.tecumsehbia.com)

**Link to Tecumseh BIA Agenda:**

<https://tecumseh-pub.escribemeetings.com/Meeting.aspx?Id=615af635-a049-4214-b9f5-3120826a8b3e&Agenda=Agenda&lang=English&Item=23&Tab=attachments>

**(TOTBBM-73-08)**

Call to Order

The meeting is called to order at 6:10 PM by Vice Chair, Leo Demarce.

**(TOTBBM –74-08)**

**Roll Call**

Vice Chair	Leo Demarce
Treasurer	Paul Bistany
Councillor	Rico Tonial
Director	Sandra Zanet
Director	Jules Champoux
Director	Jessica Fowler

Regrets:	Councillor	Brian Houston
	Chair	Linda Proctor
	Director	Eddy Hammoud

Absent:	Director	Travis Dorner
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Minute Taker:	Coordinator	Denise Pelaccia
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Guest:

**(TOTBBM – 75-08)**

**Disclosure of Pecuniary Interest – No disclosures of pecuniary interest at this meeting.**

**(TOTBBM –76-08)**

**Delegations – No delegations at this meeting.**

**(TOTBBM – 77-08)**  
**Communications**  
**TOTBIA Board of Management Meeting Minutes**

**Motion: (BBM-53/08)** Moved by: Paul Bistany  
Second by: Jules Champoux

That the minutes of the Town of Tecumseh TOTBIA Regular General Meeting held on June 15, 2022 be approved as distributed.

Approved.

Carried.

**Letters From–** Nothing at this time.

**(TOTBBM – 78-08)**

**Reports**

**Chair Report- June & July 2022:**

- See Agenda attachment.

**Motion: (BBM-54/08)** Moved by: Paul Bistany  
Second by: Sandra Zanet

That the Chair Report for June & July 2022 be accepted.

Approved.

Carried.

**Treasurer Report:**

**Tecumseh BIA**

**2022 Month End Financials:**

- See PDF of Financial Reports for June & July 2022 in Agenda.

**June & July 2022 Financial Report:**

**Motion: (BBM-55/08)** Moved by: Jules Champoux  
Second by: Sandra Zanet

That the June & July 2022 Financial Report be accepted.

Approved.

Carried.

**Coordinator Report – D. Pelaccia reports the following:**

- See Agenda attachment.

**Motion: (BBM-56/08)** Moved by: Jules Champoux  
Second by: Paul Bistany

That the Coordinator Report for June & July 2022 be accepted.

Approved.

Carried.

**Council Report –**

- See PDF of Council Reports for June & July 2022 in Agenda.

**Motion: (BBM-57/08)**

Moved by: Jules Champoux

Second by: Jessica Fowler

That the Council Reports for June & July 2022 be accepted.

Approved.

Carried.

**Committee Reports –  
(TOTBBM – 79-08)**

**Marketing Committee: (Keep 5-10 minutes.)**

- See Agenda attachment.

**Membership Committee: (Keep 5-10 minutes.)**

- See Agenda attachment.

**Beautification Committee: (Keep 5-10 minutes.)**

- See Agenda attachment.

**Events Committee: (Keep 5-10 minutes.)**

- See Agenda attachment.

**Governance Committee: (Keep 5-10 minutes.)**

- See Agenda attachment.

**Motion: (BBM-58/08)**

Moved by: Deferred due to no quorum.

Second by: Deferred due to no quorum.

That the Committee Reports for June & July 2022 be accepted.

Approved.

Carried.

**(TOTBBM – 80-08)**

**Adjournment**

**Motion: (BBM-59/08)**

Moved by: Paul Bistany

Second by: Sandra Zanet

That the regular general meeting be adjourned early due to no quorum, the August 17, 2022 regular general meeting of the TOTBIA Board of Management be adjourned at 6:51 PM.

Carried.

Approved.

**(TOTBBM – 81-08)**

**Unfinished Business**

- MOU- Finalize - Deferred due to no quorum.

**(TOTBBM – 82-08)**

**New Business**

- Tecumseh BIA Email & Web Domain- Town to take back our email and web domain, would need to create new ones and update all our Members and marketing materials.
  - o Update from Town of Tecumseh - Deferred due to no quorum.
- Town of Tecumseh License Plates - Deferred due to no quorum.
- Footprints of Encouragement - Deferred due to no quorum.
- Commemorative Tree Program for 100th Anniversary – Choose Tree & Location - Deferred due to no quorum.

**(TOTBBM – 83-08)**

**Next Meeting**

The next regular general meeting is scheduled on Wednesday, September 21, 2022 at 6:00 PM at the Tecumseh BIA office. Meeting Minutes will be available on the BIA website at [www.tecumsehbia.com](http://www.tecumsehbia.com)



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Linda Proctor, Chair



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Denise Pelaccia, Coordinator

**MINUTES NOT YET APPROVED.**

## **Rural Broadband Advisory Committee**

### **Minutes**

Date: Wednesday, March 9, 2022

Time: 6:30 pm

Present: Councillor, Brian Houston  
Councillor, Tania Jobin  
Mayor Gary McNamara  
Member Nicole Colenutt  
Member Darrin Drouillard  
Member Dan Grosu

Absent: Member, Aldo DiNardo

Also Present: Chief Administrative Officer, Margaret Misek-Evans  
Director Technology & Client Services, Shaun Fuerth  
Manager Committee & Community Services, Christina Hebert

#### **A. Roll Call**

#### **B. Call to Order**

The Chair calls the meeting to order at 6:32 pm.

#### **C. Disclosure of Pecuniary Interest**

There is no pecuniary interest declared by a Member.

#### **D. Delegations**

##### **1. David Hartleib, MNSi Outside Plant Manager**

##### **Re: New Service Area in Tecumseh**

Messrs. David Hartleib and Justin Greer of MNSi provide an overview of MNSi services, including introduction of fiber optic services which started approximately twelve years ago. A map highlighting the current project underway to service areas in the Oldcastle Hamlet is provided. The project route is anticipated to take six months to complete. Notification was provided to affected property owners.

Mr. Hartleib advises access to rural areas with low population density can get costly, which is also dependent on the method needed to access the route. A business decision could be undertaken if identify areas in need within the municipality.

Discussion ensues regarding using the speed test campaign to help build out and pin point defined areas in need of servicing.

The delegation vacated the meeting at 6:54 pm.

## **2. Dan Circelli, President & CEO Connecting Windsor-Essex**

### **Re: Connecting Windsor-Essex Updates**

Mr. Dan Circelli, President & CEO of Connecting Windsor-Essex (CWE), provides an update to his previous presentation to the Committee regarding CWE.

He reviews what constitutes an 'intelligent community' under six (6) key indicators: broadband, knowledge workforce, innovation, digital equality, sustainability and advocacy and outlines the indicators CWE is actively engaged in within the community.

As part of their mandate, CWE is continually examining ways to access underserved rural areas and reminds participating in testing of Starlink Satellite Services to share their knowledge of the quality and capability of the service.

CWE will be releasing a request for proposal later this year as several contracts will be expiring in early 2023, including public sector facilities that provide services to date.

In response to a Member's query, Mr. Circelli explains the premium and flat rate Starlink fees.

It is noted public/private engagement is not unheard of to help bring service to an area.

Mr. Circelli vacates the meeting at 7:14 pm.

## **E. Communications**

### **1. Rural Broadband Advisory Committee Minutes**

December 8, 2021

#### **Motion: RBAC - 1/22**

Moved By Tania Jobin

Seconded By Gary McNamara

**That** the December 8, 2021 minutes of the Rural Broadband Advisory Committee as were duplicated and delivered to the members, **be adopted.**

Carried

**F. Reports**

None.

**G. Unfinished Business**

**1. March 9, 2022**

**2. Director Technology & Client Services Briefing Note, dated March 9, 2022**

**Re: Tecumseh Rural Broadband Advisory Committee (TRBAC) March 2022**

The Director Technology & Client Services reviews the briefing note and following Unfinished Business matters:

**Speed Test**

- A final campaign reminder will be provided to residents to conduct speed tests and clearly define areas in need

**Hydro One Tower Site**

- As discussed previously, subsequent meetings have taken place to start the dialogue between the necessary parties to explore opportunities for 50/10 wireless connectivity

**Short / Long Term Action Plan**

- Informal action plan noted in Unfinished Business and will continue to develop

**Interim Report**

- An update report on the Committee's initiatives to-date will be presented at the April 26, 2022 Regular Council Meeting

**H. New Business**

**The Building Broadband Faster Act**

The Members are apprised of the recently enacted Building Broadband Faster Act, 2021 (Act), which gives authority to the Minister of Infrastructure to reduce barriers to the deployment of broadband-related infrastructure and subsequent amendments. Under the Act, timelines are now being established and the Minister may impose administrative penalties for non-compliance or contravention of the Act and its regulations.

**I. Next Meeting**

**J. Adjournment**

**Motion: RBAC - 02/22**

Moved By Dan Grosu

Seconded By Darrin Drouillard

**That** there being no further business, the Wednesday, March 9, 2022 meeting of the Rural Broadband Advisory Committee **be adjourned** at 7:31 pm.

Carried

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Councillor Brian Houston, Chair

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Councillor Tania Jobin, Vice-Chair

## **Court of Revision Meeting**

### **Minutes**

Date: Tuesday, September 27, 2022  
Time: 6:30 pm  
Location: Electronic meeting live streamed at:  
<https://video.isilive.ca/tecumseh/live.html>.

Present: Mayor, Gary McNamara - Chair  
Deputy Mayor, Joe Bachetti  
Councillor, Brian Houston  
Councillor, Tania Jobin

Also Present: Chief Administrative Officer, Margaret Misek-Evans  
Acting Clerk, Jennifer Alexander  
Director Public Works & Engineering Services, Phil Bartnik  
Manager Committee & Community Services, Christina Hebert  
Drainage Superintendent, Alessia Mussio

Others: Assistant Drainage Superintendent, Joseph Lappalainen

#### **A. Roll Call**

#### **B. Call to Order**

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

#### **C. Land Acknowledgement**

We acknowledge that we are on land and surrounded by water, originally inhabited by Indigenous Peoples who have travelled this area since time immemorial. This territory is within the lands honoured by the Wampum Treaties; agreements between the Anishinaabe, Haudenosaunee, Leni Lenape and allied Nations to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Three Fires Confederacy Ojibwe, Odawa, Potawatomi and Huron/Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit and Métis.

#### **D. Disclosure of Pecuniary Interest**

There is no pecuniary interest declared by a Member of the Court.

#### **E. Introduction and Purpose of Meeting**

The purpose of the meeting is to hear from any affected owner who wishes to appeal his/her assessment or any part thereof as set out in the Drainage Report,

prepared by Josh Warner, P.Eng., of R. Dobbin Engineering Inc., dated May 18, 2022.

The Drainage Superintendent provides an update since the Public Council meeting held on July 12, 2022. At the meeting of consideration, the two delegates raised concerns on the use of buffer strips outlined in the report as appended on the agenda. The use of buffer strips is outlined in the Town's Official Plan and supported by the Essex Region Conservation Authority and Ontario Ministry of Agriculture, Food and Rural Affairs to help control silt and sediment buildup in the drain. This has the affect of decreasing the frequency of maintenance and expense to the affected property owners in the watershed.

Mr. Ray Dobbin, a Drainage Engineer from R. Dobbin Engineering Inc., is available to answer any questions from the Members.

## **F. Delegations**

### **1. Wayne Farough**

Mr. Farough, property owner, explains the brush on the drain bank and weed growth. He comments that laying grass seed now is a waste of money given the time of year. The issue of the buffer strips is raised and he does not feel this measure is a necessity for the proposed works and does not want to maintain it at his expense. Mr. Farough advises that he will be losing production area in his field without compensation from the Town.

The Chair opens the floor for questions to the Members.

A Member advises that the delegation's concern on the use of buffer strips is a concern expressed in the farming community with the loss of workable land. In addition, she comments that property owners have to maintain the buffer strips at their expense. She requests consideration of removing the buffer strips given the loss of crop yield and the cost to maintain as it is the responsibility of the affected property owners.

The Drainage Engineer explains the benefits of installing buffer strips and states he's in favour of the Town implementing them for erosion prevention in the field and reducing the amount of fertilizer in the drain.

The Director Public Works & Engineering Services explains that the use of buffer strips are being implemented in Essex County on municipal drains. Section 78 in the Drainage Act provides the authority for municipalities to install buffer strips and offer compensation to the property owner. It is confirmed that there was compensation through allowances and grants for the affected property owner for the installation of buffer strips.

In response to an inquiry on the grass seeding from previous works, the Director outlines the works completed and explains the remaining works need to be tendered as this was not a full restoration to get flow into the drain.

The Drainage Superintendent explains that 27 percent of the work has been completed to date. The remaining works will be tendered out following the third reading of the by-law.

A Member inquires on the level of maintenance on the buffer strips and expectations to maintain. The Director responds that the responsibility is to the landowner to maintain the buffer strip.

The Chair asks the delegation if he has any further questions. Mr. Farough explains the maintenance on the drain currently with the height of weeds.

A Member requested that the weeds be cleaned out and not be the financial responsibility of Mr. Farough. The Drainage Engineer suggested consulting with the awarded contractor about the extra cleaning being requested.

#### **G. Communications**

1. Public Notice

2. By-Law 2022-052

Being a bylaw to provide for the repair and improvements to the South Talbot Road Drain East and 12th Line Drain

3. PWES-2022-29 Request to Consider Engineer's Report - South Talbot Road Drain East and 12th Line Drain

#### **Motion: CR - 05/22**

Moved By Councillor Brian Houston

Seconded By Mayor Gary McNamara

**That** Communications - For Information 1 through 3 as listed on the Tuesday, September 13, 2022 Court of Revision Agenda, **be received**.

Carried

**H. Adjournment**

**Motion: CR - 06/22**

Moved By Councillor Tania Jobin

Seconded By Councillor Brian Houston

**That** there being no further business, the Tuesday, September 13, 2022 meeting of the Court of Revision **be adjourned** at 7:10 pm.

Carried

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Chair Gary McNamara, Mayor

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Jennifer Alexander, Acting Clerk



## The Corporation of the Town of Tecumseh

Chief Administrative Officer

**To:** Mayor and Members of Council

**From:** Margaret Misek-Evans, Chief Administrative Officer

**Date to Council:** October 11, 2022

**Report Number:** CAO-2022-09

**Subject:** Tecumseh 100th Anniversary Celebration Report Out

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### Recommendations

It is recommended:

**That** Report CAO-2022-09 regarding the Tecumseh 100th Anniversary Celebration Report Out, **be received**.

### Background

The Town's 100th Anniversary celebration event was held from July 2-4, 2022.

Throughout the course of the event planning, Council received regular updates on the celebration. The projected expenses were referred to the 2022 budget deliberations at the Regular Council meeting of November 9, 2021 (RCM-358/21). Subsequently, through 2022 budget deliberations, Council approved event costs budgeted at \$286,000, offset by \$127,500 in anticipated grants and sponsorships, with the balance of \$158,500 to be funded from reserves.

The purpose of this report is to provide a final report out on the three-day event, including budgetary review.

## Comments

The Mayor's 100th Anniversary Task Force (Task Force), together with Administration, planned an event-filled weekend from July 2–4, 2022.

With the grace of blue skies, attendees were able to partake in a variety of activities geared for all ages and interests. Starting from sunrise with our Indigenous partners, the Tecumtha Ogitchada Society offered prayers to mark the day and express appreciation and thanks for life and nature. Showcasing the three former municipalities prior to amalgamation, events were held in the former Township of Sandwich South, Village of St. Clair Beach and Town of Tecumseh – including a memorial walk, exhibits, pancake breakfast, bike rally, outdoor movies, mural and art unveiling, concerts and fireworks, providing enjoyment for the community at large. This celebration of the Town's rich history, agricultural past and the many community and sports groups who have a long history within the municipality resulted in a highly attended and successful event weekend.

An event of this magnitude would not be feasible without the involvement of the community and volunteers. The Task Force, which consisted of representatives from historical, business and community groups, along with members of Tecumseh Council and Administration, led a long planning process and brought to fruition the itinerary and execution of events. Appreciation is extended to all the community organization volunteers who generously gave of their time at the various events. Town staff were integral in ensuring all event aspects were successfully carried out.

The community will be able to reflect on the Town's 100th Anniversary celebration for years to come. The beautiful murals on the Royal Canadian Legion Branch 261 and in Council Chambers, together with the commissioned Indigenous art sculpture in the Town Hall lobby and Firefighter monument at Fire Hall Station 1 celebrate the Town's history and leave a lasting legacy.

## Consultations

Mayor's 100<sup>th</sup> Anniversary Celebration Task Force

## Financial Implications

### Revenues

As part of its budgetary responsibility, Administration actively pursued grant funding opportunities and corporate sponsorships to support the projected expenditures. An overview of the grants Administration applied for was provided in [Report CAO-2022-03](#).

The Town successfully received the following grants:

Heritage Canada “Anniversary Grant”	Received \$29,500
Heritage Canada “Legacy Grant” - Firefighter Monument	Received \$10,000
Veterans Affairs Grant - Legion Mural	Received \$10,000
My Main Street – Legion Mural*	Received \$10,097
Reconnect Ontario**	Received \$39,417
<b>Total Funding</b>	<b>\$99,014</b>

\* My Main Street Grant was a joint application with the Tecumseh BIA, for 50/50 cost share of the total funding in the amount of \$20,195.

\*\* Reconnect Ontario was in support of the Town’s Canada Day and 100th Anniversary events in the total funding amount of \$42,117, of which \$2,700 was allocated for Canada Day expenses.

Administration also actively pursued corporate sponsors to help support the event expenditures through a sponsorship campaign which provided benefits such as logo or name on event website, on-air radio recognition, live public address mentions and the like.

A total of \$68,250 was received from corporate and community partner sponsorships – an increase of \$30,000 from the initial budgetary revenue target.

## Expenditures

During 2022 budget deliberations, the anticipated event costs were budgeted at \$286,000. By securing cost savings on various expense line items, total expenditures resulted in being under budget by approximately \$41,953.

Accordingly, with a favourable offset from grant and sponsorship revenues, the balance of event expenditures to be funded from reserves is approximately \$76,000 – a savings of approximately \$82,000 from initial budget.

## Link to Strategic Priorities

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

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

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
None	None



## The Corporation of the Town of Tecumseh

Development Services

**To:** Mayor and Members of Council

**From:** Brian Hillman, Director Development Services

**Date to Council:** October 11, 2022

**Report Number:** DS-2022-41

**Subject:** Financial Incentive Program Grant Application  
Tecumseh Road Main Street Community Improvement Plan  
1071 Lesperance Road (1797565 Ontario Ltd./Home Instead)  
Parking Area Improvement Grant  
OUR FILE: D18 CIPFIP - CIP-02-22

---

### 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 1071 Lesperance Road (Roll No. 374406000005100), **be deemed eligible and approved** for the Parking Area Improvement Grant Program in the amount of \$10,000 in relation to the parking lot improvements proposed for the subject property, all of which is in accordance with Section 11.3 (5) of the CIP and with DS-2022-41.

### Background

#### Past Community Improvement Plan (CIP) Application Approvals

The subject property, which abuts the west side of Lesperance Road/St. Denis Street T-intersection (1071 Lesperance Road), is occupied by a mixed-use building containing the offices of Home Instead (a company that provides in-home senior care services) on the main floor and two residential apartment units on the second floor. The building is situated on the westerly portion of the property with the balance of the property being

used as a parking area. Access to the parking area is from Lesperance Road and the municipal parking area that abuts the west side of Lesperance Road (see Attachments 1A and 1B).

In November of 2018, Town Council granted the previous Owner of the subject property \$3,000 under the Planning, Design and Architectural Grant Program, \$15,000 under the Building Façade Improvement Grant, \$40,000 under the Residential Grant Program and \$5,416 under the Development Charges Grant Program of the Tecumseh Road Main Street Community Improvement Plan (CIP) in relation to the building façade improvement to the building and the creation of the aforementioned two residential apartment units. These grants were paid to the previous Owner upon completion of these improvements.

### **Current CIP Application**

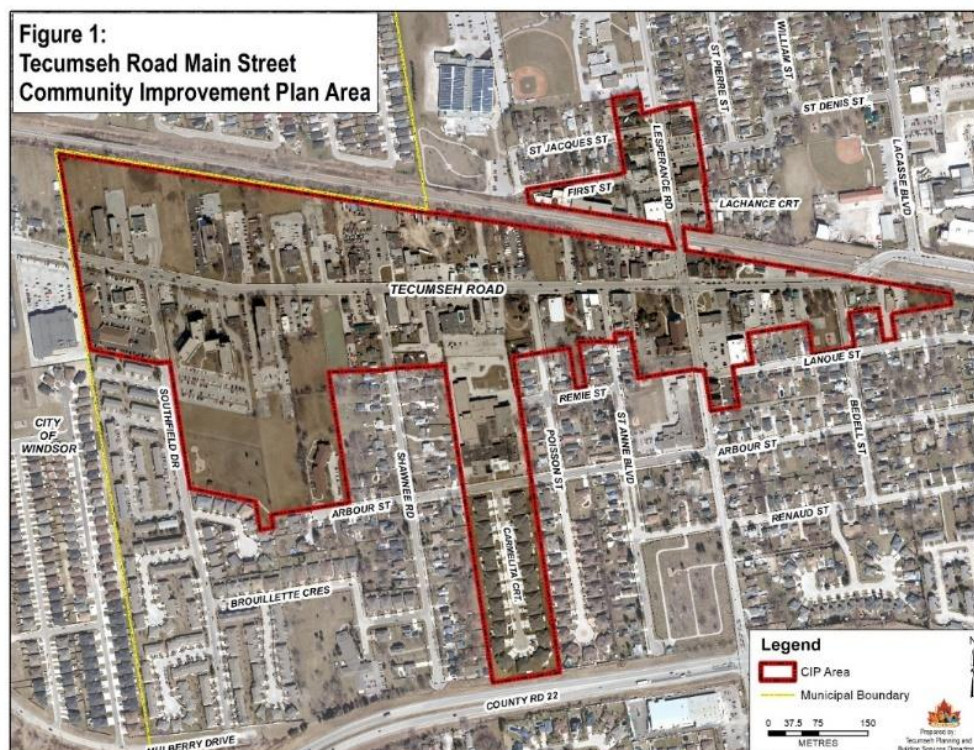
The current Owner has now submitted a Financial Incentive Program Grant Application seeking funding under the Parking Area Improvement Grant Program (PAIP) of the CIP in the amount of \$10,000, which is related to the costs associated with the proposed parking lot improvements. These improvements include:

- i) removal of old asphalt and repaving of parking area;
- ii) delineation of parking spaces;
- iii) installation of new parking bumpers; and
- iv) replacement of existing catch-basin if required.

### **Tecumseh Road CIP**

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 below). 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 2 contains a table that outlines the financial incentives available for lands in the CIP Area, subject to satisfying various criteria and rules.



## Comments

### Proposed CIP Grant Details

As noted above, the Owner is requesting \$10,000 with respect to the PAIP. As required by the CIP, the Owner has provided two reliable cost estimates for each grant, as identified below (note: HST is not included as part of the grant):

1. Toritto Paving Inc: \$28,842
2. Riverside Paving & Trucking Ltd.: \$24,509

The requested amount of \$10,000 represents the maximum grant available (50% of the total eligible costs) in accordance with the selected preferred quote by Riverside Paving & Trucking Ltd.

The grant application has been reviewed and evaluated by Town Administration against the requirements of the CIP. Town Administration has no concerns with the application and recommends that the application be deemed eligible and approved in accordance with Section 11.3 (5) of the CIP.

## **Next Steps**

Upon Council approval, a letter from the Town to the Owner advising of Council's approval will represent a grant commitment. The CIP establishes the following:

- i) the Owner will have a period of six months to start the project and one year to complete the proposed works from the date of Council approval;
- ii) extensions will be considered on a case-by-case basis; and
- iii) an application may be cancelled if work does not commence within the six-month period or if the approved works are not completed within a one-year period from the date of Council approval.

Upon completion of the proposed improvements, 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 grants 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 2022 budget includes CIP grant funding of \$125,000. An additional \$2,164 of uncommitted budget allocation from prior period budgets was carried forward, providing for a total of \$127,164 in available funds in 2022. To date, this is the second application that has been brought forward for approval in 2022. Accordingly, upon approval of the

recommendation of this report, remaining available program funds for 2022 will be \$109,484 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 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:

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

Reviewed by:

Chad Jeffery, MA, MCIP, RPP  
Manager Planning Services & Local Economic Development

Reviewed by:

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

Reviewed by:

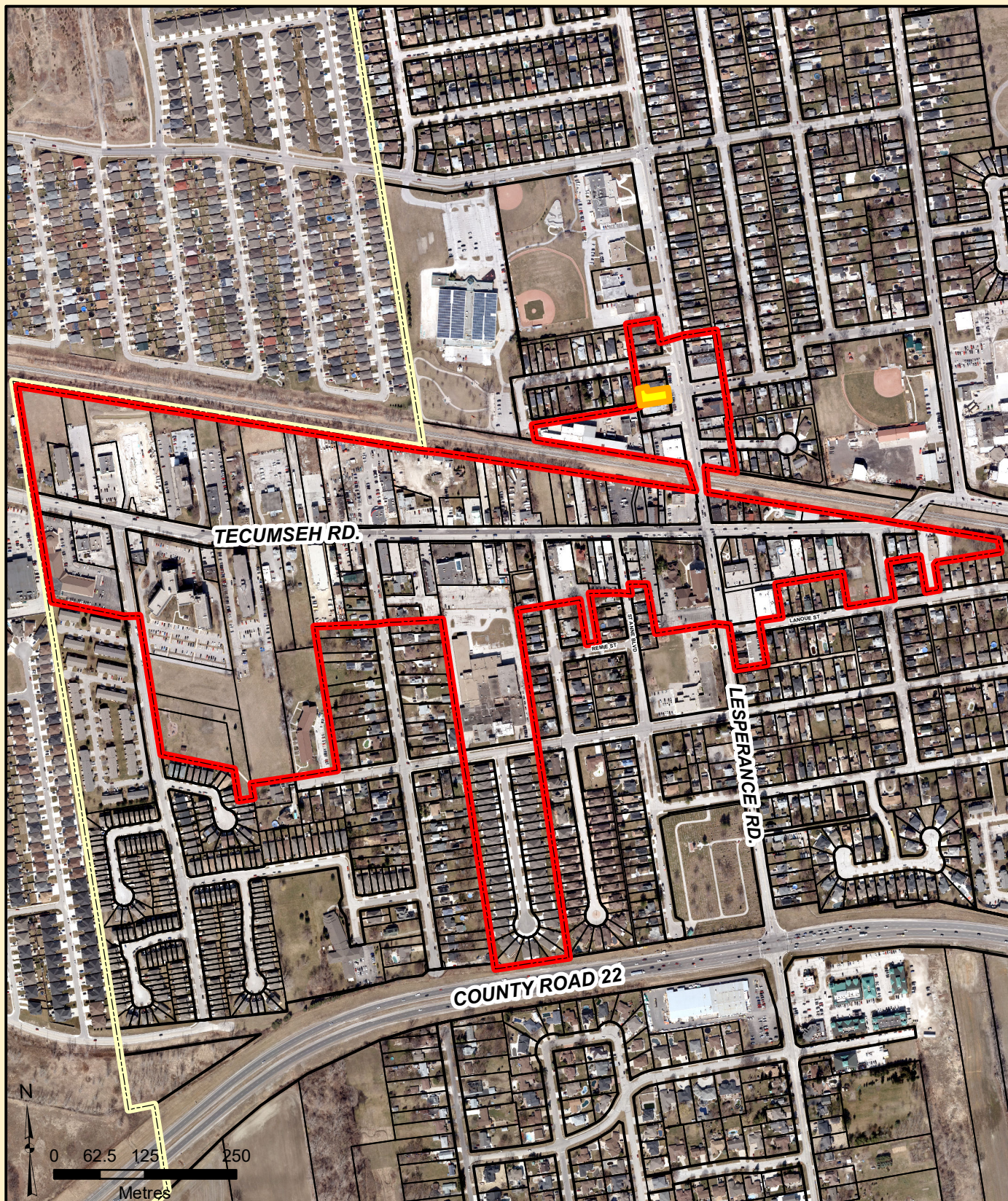
Brian Hillman, MA, MCIP, RPP  
Director Development Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1A	Property Location in Relation to CIP Study Area
1B	Property Location, Detail View

<b>Attachment Number</b>	<b>Attachment Name</b>
2	CIP Support Programs and Incentives Summary
3A	CIP Incentives Financial Summary Chart No. 1
3B	CIP Incentives Financial Summary Chart No. 2



Prepared By:  
Development Services

**Legend:**



CIP Area



Subject Property



Municipal Boundary

**Attachment 1A, DS-2022-41**  
Financial Incentive Program Grant Application  
Tecumseh Road Main Street CIP  
Parking Area Improvement Grant  
1071 Lesperance Road  
**Property Location in Relation to CIP Study Area**



**Legend:**



Subject Property



Parking Area  
to be improved



Prepared By:  
Development Services

**Attachment 1B, DS-2022-41**  
Financial Incentive Program Grant Application  
Tecumseh Road Main Street CIP  
Parking Area Improvement Grant  
1071 Lesperance Road  
**Property Location, Detail View**

**Attachment 2, DS-2022-41**  
**Financial Incentive Program Grant Application**  
**Tecumseh Road Main Street CIP**  
**Parking Area Improvement Grant**  
**1071 Lesperance Road**  
**CIP Support Programs and Incentives Summary**

**11.4 SUPPORT PROGRAMS AND INCENTIVES SUMMARY**

<b>Grant Program</b>	<b>Monetary Incentive</b>	<b>Annual Program Allocation</b>
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 Rehabilitation Loan Program (BRLP)	Loan equivalent to a proportion of the work value and on a matching funds basis, to a maximum of 50% of eligible costs. The maximum loan is \$15,000.	N/A
Residential Grant Program (RGP)	Grant equal to the cost of rehabilitating existing residential units and/or constructing new residential units on the basis of \$30 per square foot of habitable floor space rehabilitated or constructed, to a maximum grant of \$20,000 per unit.	\$100,000
Parking Area Improvement Program (PAIP)	Matching grant of 50% of the cost of eligible parking area improvement work to a maximum grant of \$10,000, with a maximum of one grant per property per year.	\$30,000
Sidewalk Café Grant Program	One-time grant of 50% of the cost, up to a maximum of \$2,000 for the design of a sidewalk café. Additionally, the Town will provide eligible candidates an annual grant of 50% of the costs for related work, up to a maximum of \$2,000.	\$12,000
Mural/Public Art Program	One-time grant of a maximum of \$1,000.	\$5,000

**Attachment 3A, DS-2022-41**  
Financial Incentive Program Grant Application  
Tecumseh Road Main Street CIP  
Parking Area Improvement Grant  
1071 Lesperance Road  
**CIP Incentives Financial Summary Chart No. 1**

<b>CIP Incentives Summary - as of Septmber 27, 2022 RCM</b>				
<b>Grant Program</b>	<b>Annual Program Allocation Limit</b>	<b>Projects Committed</b>	<b>Projects Proposed</b>	<b>Paid</b>
1. Planning, Design, and Architectural Grants	\$ 15,000	\$ -	\$ -	\$ -
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	\$ 7,680	\$ 10,000	\$ -
7. Sidewalk Café Grant Program	\$ 12,000	\$ -	\$ -	\$ -
8. Mural/Public Art Program	\$ 5,000	\$ -	\$ -	\$ -
	<b>\$ 417,000</b>	<b>\$ 7,680</b>	<b>\$ 10,000</b>	<b>\$ -</b>
<b>Actual Budget Allocations:</b>				
2022	\$ 125,000			
Prior Years - Carry-forward	\$ 2,164			
<b>Total Available for 2022</b>	<b>\$ 127,164</b>			
2022 Annual Funding Shortfall including carry-overs	\$ (289,836)			
Total Available for 2022 less Projects Committed		<b>\$ 119,484</b>		
Remaining Available less Projects Proposed			<b>\$ 109,484</b>	

**Attachment 3B, DS-2022-41**  
Financial Incentive Program Grant Application  
Tecumseh Road Main Street CIP  
Parking Area Improvement Grant  
1071 Lesperance Road  
**CIP Incentives Financial Summary Chart No. 2**

CIP Approved Projects and Funding Since Inception											
Project		Approved Funding by Grant Program									PBS Report #
Code / Year	Project Name	1	2	3	4	5	6	7	8	Total	
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									-	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									-	PBS-2020-01
CIP-07/19	11957 Tecumseh Road			\$100,000						\$ 100,000	PBS-2020-03
CIP-01/20	1222 Lesperance Road	\$ 3,000								\$ 3,000	PBS-2020-04
CIP-06/19	Villa Pia Investments - 12000 Tecumseh Road			\$ 26,152						\$ 26,152	PBS-2020-11
CIP-02/20	1033 Lesperance Road - Desjardins Insurance				\$ 3,416		\$ 8,950			\$ 12,366	PBS-2020-15
CIP-03/20	12137 Tecumseh Road - The Job Shoppe						\$ 10,000			\$ 10,000	PBS-2020-16
CIP-04/20	11870 Tecumseh Road - Gateway Tower Inc			\$100,000						\$ 100,000	PBS-2020-19
CIP-06/20	12357 Tecumseh Road - Bosely Hair										PBS-2020-31
CIP-07/20	11865 Tecumseh Road	\$ 3,000								\$ 3,000	PBS-2020-33
CIP-08/20	12049 Tecumseh Road						\$ 10,000			\$ 10,000	PBS-2020-40
CIP-01/21	1200-1250 Southfield Drive - Skyline Apartments			\$100,000						\$ 100,000	PBS-2021-03
CIP-03/21	11865 Tecumseh Road				\$ 15,000					\$ 15,000	PBS-2021-09
CIP-05/21	11941 Tecumseh Road - Demeter Developments			\$100,000						\$ 100,000	PBS-2021-22
CIP-07/21	11865 Tecumseh Road		\$1,680				\$ 10,000			\$ 11,680	PBS-2021-24
CIP-08/21	11977 Tecumseh Road - Kona Sushi	\$ 3,000								\$ 3,000	PBS-2021-25
CIP-09/21	11977 Tecumseh Road - Kona Sushi				\$ 15,000					\$ 15,000	PBS-2021-33
CIP-10/21	12300 Tecumseh Road	\$ 3,000				\$ 40,000				\$ 43,000	PBS-2021-47
CIP-11/21	1222 Lesperance Road				\$ 15,000		\$ 10,000			\$ 25,000	PBS-2021-48
CIP-02-22	1122 Lesperance (2586168 ON)						\$ 7,680			\$ 7,680	DS-2022-22
	<b>Total</b>	<b>\$22,476</b>	<b>\$5,919</b>	<b>\$670,478</b>	<b>\$ 127,416</b>	<b>\$100,000</b>	<b>\$ 66,643</b>	<b>\$ 4,000</b>	<b>\$ 1,000</b>	<b>\$ 996,451</b>	
										<b>GRANT PAID</b>	
										<b>GRANT RECINDED</b>	



## The Corporation of the Town of Tecumseh

Development Services

**To:** Mayor and Members of Council

**From:** Brian Hillman, Director Development Services

**Date to Council:** October 11, 2022

**Report Number:** DS-2022-42

**Subject:** Consent Agreement  
6780 Holden Road  
Municipal Drain Access Culvert  
OUR FILE: B-01-22

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### Recommendations

It is recommended:

**That** a by-law to authorize the Mayor and Clerk to execute a Consent Agreement between The Corporation of the Town of Tecumseh and Raffaele Meo and Gina Meo, which facilitates the future construction of an access culvert across a municipal drain on the property located at 6780 Holden Road in order to satisfy condition 7 of consent application B-01-22, satisfactory in form to the Town's Solicitor, **be adopted**, subject to the Owner signing the agreement;

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

## Background

### Consent to Sever Application B-01-22

On February 28, 2022, consent application B-01-22 was granted provisional consent by the Committee of Adjustment for a property on the east side of Holden Road, approximately 1.1 kilometres north of its intersection with County Road 8 (6780 Holden Road). The purpose of the application was to sever a 0.55 hectare (1.35 acre) surplus dwelling lot and retain a 20.13 hectare (49.7 acre) agricultural parcel (see Attachments 1 and 2). As a condition of consent, a zoning by-law amendment was subsequently approved by Council in order to:

- i. rezone the 0.55 hectare (1.35 acre) surplus dwelling lot (6780 Holden Road), from “Agricultural Zone (A)” to a site specific “Agricultural Zone (A-37)” to establish a maximum lot area of 0.55 hectares (1.35 acres); and
- ii. rezone the 20.13 hectare (49.7 acre) agricultural parcel from “Agricultural Zone (A)” to a site specific “Agricultural Zone (A-38)” to prohibit a residential dwelling from being constructed.

Also, as a condition of consent, the applicant was required to provide a new access culvert and driveway from Holden Road to the retained agricultural lot, across the open municipal drain (Branch of the South Talbot & Holden Outlet Drain) in accordance Section 78 of the *Ontario Drainage Act*, as amended. This process involved the Owner submitting a Request for Improvements Form to the Town for the new access culvert with the understanding that all costs related to the new access culvert and driveway would be the responsibility of the Applicant.

It was understood that it would be unlikely that the engineer’s Drainage Report and the installation of the culvert could be completed by the March 4, 2023, deadline by which the consent conditions need to be satisfied. Accordingly, the Owner is required to enter into a Consent Agreement with the Town and have it registered on title. This agreement will ensure that if the parcel to be retained was sold after the severance, but prior to the installation of the access culvert through the Drainage Act process, any potential new owners would be made aware of the ongoing Drainage Engineer’s Report and the associated costs for the new culvert.

In order to address the discrepancy between the consent approval and the *Ontario Drainage Act* timelines, Town Administration, in consultation with the Town Solicitor, provided the applicant with the option of entering into the aforementioned Consent Agreement. This Agreement would ensure the access culvert will be constructed and the storm drainage service will be installed thereby enabling the applicant to meet those corresponding conditions of consent. The applicant agreed to this approach.

## **Comments**

The Town Solicitor has drafted the attached Consent Agreement (see Attachment 3), which commits the Owner to the future construction of the access culvert and storm drainage service. As noted, the Consent Agreement is also to be registered on the title of the property to ensure that future owners are made aware of their responsibilities related to the costs of the access culvert and storm service should the property be sold before these works are constructed.

Town Administration has reviewed the proposed Consent Agreement and has no concerns. Accordingly, Town Administration recommends that Council authorize the execution of the Consent Agreement, as prepared by the Town Solicitor attached hereto.

## **Consultations**

Legislative Services & Clerk  
Public Works & Engineering Services  
Town Solicitor

## **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  
Planner

Reviewed by:

Chad Jeffery, MA, MCIP, RPP  
Manager Planning Services & Local Economic Development

Reviewed by:

Jennifer Alexander, MPA  
Acting Clerk

Reviewed by:

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

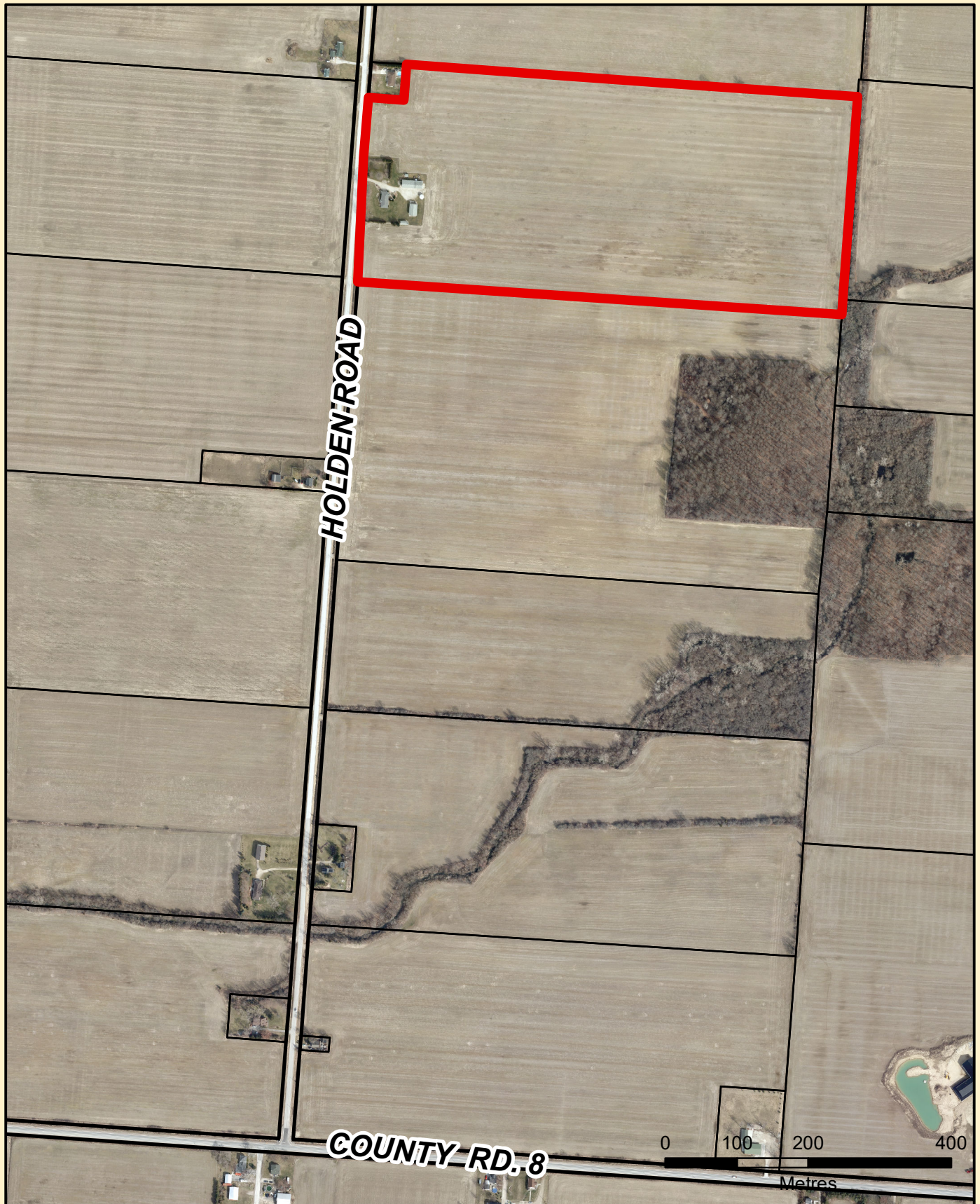
Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1.	Property Location Map
2.	Approved Consent Application Sketch
3.	Consent Agreement



Prepared By:  
Development Services



**Legend:**



Subject Property

**Attachment 1, DS-2022-42**  
Consent Agreement  
Condition of Consent B-01-22  
6780 Holden Rod  
**Property Location**



Prepared By:  
Development Services

**Legend:**



To be severed



To be retained

**Attachment 2, DS-2022-42**

Consent Agreement

Condition of Consent B-01-22

6780 Holden Road

**Approved Consent Application Sketch**

## **CONSENT AGREEMENT**

Between:

**The Corporation of the Town of Tecumseh**

-and-

**Raffaele Meo and Gina Meo**

**PREPARED BY:**

**WOLF HOOKER PROFESSIONAL CORPORATION**

Barristers & Solicitors  
72 Talbot Street North, Suite 100  
Essex, Ontario  
N8M 1A2

## ***CONSENT AGREEMENT***

***THIS AGREEMENT*** made effective in triplicate this \_\_\_\_\_ day of September, 2022.

**B E T W E E N:**

***THE CORPORATION OF THE TOWN OF TECUMSEH,***  
hereinafter called the "**Municipality**" or "**Town**"  
**OF THE FIRST PART**

-and-

**RAFFAELE MEO and GINA MEO**  
hereinafter called the "**Owner**"  
**OF THE SECOND PART**

**HEREINAFTER** collectively referred to as the "**Parties**"

### ***RECITALS***

**WHEREAS** the Owners, own certain lands situated within the corporate limits of the Town, said lands being more particularly described in Schedule "A" hereto (the "Lands");

**AND WHEREAS** the Committee of Adjustment for the Town under file no. B-01-22 has given conditional consent to sever the lands described in Schedule "B" hereto (herein "the Severed Lot") from the Lands in accordance with Section 53 of The Planning Act, R.S.O. 1990, c.P13 and amendments thereto;

**AND WHEREAS** as a condition of consent the Committee of Adjustment for the Town has required as condition numbered 7. in its decision that the Owner, prior to the severance being finalized, install a new access culvert and driveway across the open municipal drain (Meo Drain) in accordance with section 78 of the Drainage Act, RSO 1990, as amended, submit a Request for Improvements Form to the Town for the required new access culvert, and otherwise bear responsibility for all costs related thereto.

**AND WHEREAS** delays beyond the control of the Owner and otherwise arising by reason of the procedures required under the Drainage Act leave the Owner unable to complete all work within the two year time frame permitted under the Planning Act.

**AND WHEREAS** the Owner wishes to enter into this agreement as a Consent Agreement in accordance with Section 53(12) and 51(26) of the Planning Act, R.S.O. 1990, c.P13 and amendments thereto as an alternate means of fulfilling the condition and otherwise acknowledging the obligations remain outstanding to be fulfilled in the manner set forth below.

**WITNESSETH** that in consideration of these presents, and other good and valuable consideration, the Parties hereto mutually covenant, promise and agree as follows:

### ***ARTICLE I***

#### **INSTALLATION OF ACCESS CULVERT**

##### **1.1 ACCESS CULVERT and DRIVEWAY**

The Owner agrees that before any building permit is obtained respecting any building or other structure is built upon the retained lot described in Schedule "C" hereto (herein "the

Retained Lot”), the Owner shall:

- a) submit a Request for Improvements Form to the Town for the required new access culvert;
- b) install a new access culvert and driveway across the open municipal drain (Branch of the South Talbot & Holden Outlet Drain) abutting Holden Road in accordance with section 78 of the Drainage Act, RSO 1990, as amended;
- c) comply with and adhere to the recommendations, conclusions, assessments and findings of any report issued by the Drainage Engineer appointed under the Drainage Act to facilitate item 1.1 b); and
- d) otherwise pay and bear responsibility for all costs related to items a), b), and c).

### **1.2 COSTS OF THIS AGREEMENT**

The Owner shall pay the costs incurred by the Town in having its legal counsel prepare and following execution attend to the registration of this agreement over title to the Retained Lot prior to the creation of the lot and its transfer to the intended recipient who shall remain bound by the terms of this agreement for its compliance as if a party hereto and as a successor and assign within the meaning of section 3.6 below.

The Owner shall advise future owners of the pending assessment of costs under the Drainage Act for the work contemplated in section 1.1 above to be levied against the lot, the exact amount of which is yet to be determined.

### **1.3 NO RELEASE**

The Owner acknowledges and agrees that the issuance of a final Consent does not release the Owner from their obligations to this Consent Agreement.

## ***ARTICLE 2***

### ***REGISTRATION AND CONSENTS***

#### **2.1 REGISTRATION AND ENFORCEMENT**

Pursuant to Section 51(26) of the said Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, this Agreement shall be registered against the Lands to which it applies, as a first charge, at the Owner's expense, and the Town is entitled to enforce the provisions hereof against the Owners, who shall be jointly and severally liable for the Owners' covenants and obligations outlined herein, and, subject to the provisions of The Registry Act, R.S.O. 1990, c.R.20 and amendments thereto, and the Land Titles Act, R.S.O. 1990, c.L.5 and amendments thereto, against any and all subsequent owners of the Lands.

#### **2.2 CONSENT**

The Owners hereby consent to the registration of this Agreement on the title of the Lands, said registration (as well as the preparation of this Agreement) to be at the Owners' expense.

## ***ARTICLE 3***

### ***MISCELLANEOUS***

#### **3.1 COMMUNICATION**

Subject to the express provisions of this Agreement, all communications provided for or

permitted hereunder shall be in writing, personally delivered to an officer of the addressee or sent by registered and receipted mail, charges prepaid, or by facsimile transmission or other means of recorded telecommunication, charges prepaid, to the applicable address set forth below or to such other address as either party hereto may from time to time designate to the other in such manner.

Communications sent to the Town shall be addressed to:  
917 Lesperance Road, Tecumseh, Ontario N8N 1W9  
Attention: Clerk's Office

Communications sent to the Owner shall be addressed to:  
3872 St. Francis Crescent, Lasalle, ON N9H 0E8

Any communication so personally delivered shall be deemed to have been validly and effectively given on the date of such delivery. Communications so sent by registered and receipted mail shall be deemed to have been validly and effectively given on the Business Day next following the day on which it is received, as evidenced by the postal receipt. Communications so sent by facsimile transmission or other means of recorded telecommunication shall be deemed to have been validly and effectively given on the Business Day next following the day on which it is sent. Any party may from time to time change his or its address for service on written notice to the others.

### **3.2 TIME OF ESSENCE**

Time shall be of the essence of this Agreement and of every part thereof.

### **3.3 WAIVER**

No waiver by any part of a breach of any of the covenants, conditions and provisions herein contained shall be effective or binding upon such party unless the same shall be expressed in writing and any waiver so expressed shall not limit or affect such party's rights with respect to any other future breach.

### **3.4 FURTHER ASSURANCES**

Each of the Parties covenants and agrees that he, his heirs, executors, administrators and assigns will sign such further agreements, assurances, waivers and documents, attend such meetings, enact such by-laws or pass such resolutions and exercise such votes and influence, do and perform or cause to be done and performed such further and other acts and things as may be necessary or desirable from time to time in order to give full effect to this Agreement and every part thereof.

### **3.5 HEADINGS**

The headings of the Articles of this Agreement are inserted for convenience only and do not constitute part of this Agreement.

### **3.6 SUCCESSORS AND ASSIGNS**

The covenants hereunder shall run with the land and this Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

### **3.7 GENDER**

All words and personal pronouns relating thereto shall be read and construed as the number and gender of the party or parties referred to in each case require and the verb shall be construed as agreeing with the required word and pronoun.

### **3.8 SEVERABILITY**

If any covenant or provision contained herein is determined to be in whole or in part, invalid

or unenforceable by reason of any rule of law or public policy, such invalidity or unenforceability shall not affect the validity or enforceability of any other covenant or provision contained herein and, in the case of partial invalidity or unenforceability of a covenant or provision, such partial invalidity or unenforceability shall not affect the validity or enforceability of the remainder of such covenant or provision, and such invalid or unenforceable covenant or provision or portion thereof, as the case may be, shall be severable from the remainder of this Agreement.

**3.3 ENTIRE AGREEMENT**

This Agreement expresses the final agreement among the parties hereto with respect to all matters herein and no representations, inducements, promises or agreements or otherwise among the parties not embodied herein shall be of any force and effect. This Agreement shall not be altered, amended or qualified except by a memorandum in writing, signed by all the parties hereto, and any alteration, amendment or qualification thereof shall be null and void and shall not be binding upon any such party unless made and recorded as aforesaid.

**3.10 EXECUTION IN COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which when so executed shall be deemed to be an original and all of which together shall constitute one and the same instrument.

**3.11 JURISDICTION**

This Agreement and all other agreements, security and documents to be delivered in connection with this agreement shall be governed by and construed in accordance with the applicable laws of the Province of Ontario and of Canada.

**3.12 ASSIGNMENT**

Subject to the terms of this agreement, this agreement is not assignable by the owner prior to completion of the works without the consent of the Town.

**3.13 TRUE COPY**

All of the parties hereto acknowledge having received a true copy of this document.

**IN WITNESS WHEREOF** the Parties hereto have hereunto set their hands and seals.

**SIGNED, SEALED AND DELIVERED** }  
in the presence of }  
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**THE CORPORATION OF THE  
TOWN OF TECUMSEH**

Per: \_\_\_\_\_  
**Gary McNamara - MAYOR**

\_\_\_\_\_  
**Jennifer Alexander -Acting Clerk**

\_\_\_\_\_  
Raffaele Meo

\_\_\_\_\_  
Gina Meo

**SCHEDULE "A"**

**THE LANDS**

PT W1/2 LT 2-3 CON 6 SANDWICH EAST AS IN R378203  
EXCEPT PT 1, 12R7600; S/T SS9167; TECUMSEH

Being all of PIN 01398-0285

Known municipally as 6780 HOLDEN RD TECUMSEH

**SCHEDULE "B"**

**THE SEVERED LOT**

PT W1/2 LT 2-3 CON 6 SANDWICH EAST designated as Part 3,  
Part 8, and Part 10 on Plan 12R-29030; S/T SS9167; TECUMSEH

Being part of PIN 01398-0285

**SCHEDULE "C"**

**THE RETAINED LOT**

PT W1/2 LT 2-3 CON 6 SANDWICH EAST designated as Part 1 on  
Plan 12R-29030; TECUMSEH

Being part of PIN 01398-0285



## 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:** October 11, 2022

**Report Number:** FS-2022-08

**Subject:** Budget Variance Report – June 2022

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### Recommendations

It is recommended:

**That** report FS-2022-08, Budget Variance Report – June 2022, showing a projected tax-supported surplus of \$287,000 and a rate-supported deficit of \$52,000 be received.

### Executive Summary

Administration has reviewed year-to-date financial activity and completed a forecast of the Town's financial position to year-end. Based on projections and assumptions through to the end of December 31, 2022, Administration is projecting a year-end surplus in the Operating Fund of \$235,597. This is made up of a tax-supported surplus of \$287,456 and a rate-supported deficit of \$51,859.

Key drivers of the projected surplus include:

- Tax Supported:
  - Grant Revenue (\$352K Surplus) – Represents use of remaining balance of the 2021 COVID-19 Relief funding (\$145K) and incremental government grants projected to support major one-time events, use of

summer students, and improvements to our digital strategy, records management, and transit system.

- User Fees, Permits & Charges (\$385K Deficit) – Two major developments anticipated to commence in 2022 will proceed in early 2023, resulting in a decrease in building permit revenue (\$224K). We also anticipate a loss in lottery licenses revenue (\$40K), arena rentals (\$65K) and a decrease in revenue from Provincial Offences collections (\$69K) all primarily resulting from the impacts of COVID-19 restrictions. 2021 COVID-19 Relief grant funding of \$145K deferred from 2021, will be used to offset these variances.
  - Operating & Maintenance Supplies (\$44K Deficit) – Projecting gasoline and diesel expenditures to cause a \$70K deficit (\$76K attributable to rate increase, slightly offset by a \$6K decrease in usage).
  - Net Transfers To/From Reserves (\$144K Deficit) – Compared to budget, the projection shows us requiring \$144K less from Reserves to fund operations. This is due to lower projected legal fees, increased Investment Income as well as Grant & Donation revenues.
- Rate supported:
- Contract Services (\$138K Deficit) – The projected deficit is due to a higher than budgeted rate being charged by the City of Windsor for wastewater treatment. This is partially offset by lower consumption.
  - Salaries & Benefits (\$145K Surplus) – Favourability stemming from multiple vacancies.

The Capital/Lifecycle analysis consists of reviewing the status of approved projects comparing approved funding to current activity. A complete listing of all capital projects planned for 2022 as identified within department five-year capital plans is detailed in Attachments 3 and 4.

In total, over 120 projects are included in this variance report having a total budgeted cost of \$38M.

## Background

Annual operating budgets for all Town departments are set at the beginning of the calendar year based on Council direction. Budget inputs consist of numerous professional estimates based on information available at the time (including the legislative environment, and macroeconomic trends such as currency fluctuations, commodity prices, unemployment figures, business investment, etc.).

Departments continuously monitor financial results and provide revised year-end forecasts. This helps us identify potential exposures and provides an opportunity to create or adjust our risk mitigation strategies to remain at, or as close to, the approved budget as possible.

## **Impact of COVID-19**

During the 2022 budget preparation process, COVID-19 related restrictions were being lifted and the local Health Unit's data was showing favourable trending. With this information in mind, the 2022 Budget was established with the assumption that there would be minimal financial impact due to COVID-19. As of June 2022, the Town has experienced some COVID-19 related financial hardships, mainly stemming from facility closures in January 2022. Significant variances to budget that are directly linked to COVID-19 are mentioned throughout Attachment 2. The Town has approximately \$145K of grant funding carried forward from 2021 to offset these costs/lost opportunities.

## **Comments**

### **Operating Fund**

**Attachment 1** provides a summary of the 2022 projected year-end variances by department, listed in order from the largest dollar deficit to the largest dollar surplus. As of our June 2022 variance analysis, we project a year-end surplus of \$235,597 (tax-supported surplus of \$287,456 and a rate-supported deficit of \$51,859).

**Attachment 2** provides a description of significant variances for each department.

### **Tax Supported Variances**

As of June 30, 2022, Administration is projecting a year-end surplus of \$287,456. **Table 1** below shows the impact each department/division has on our projected position.

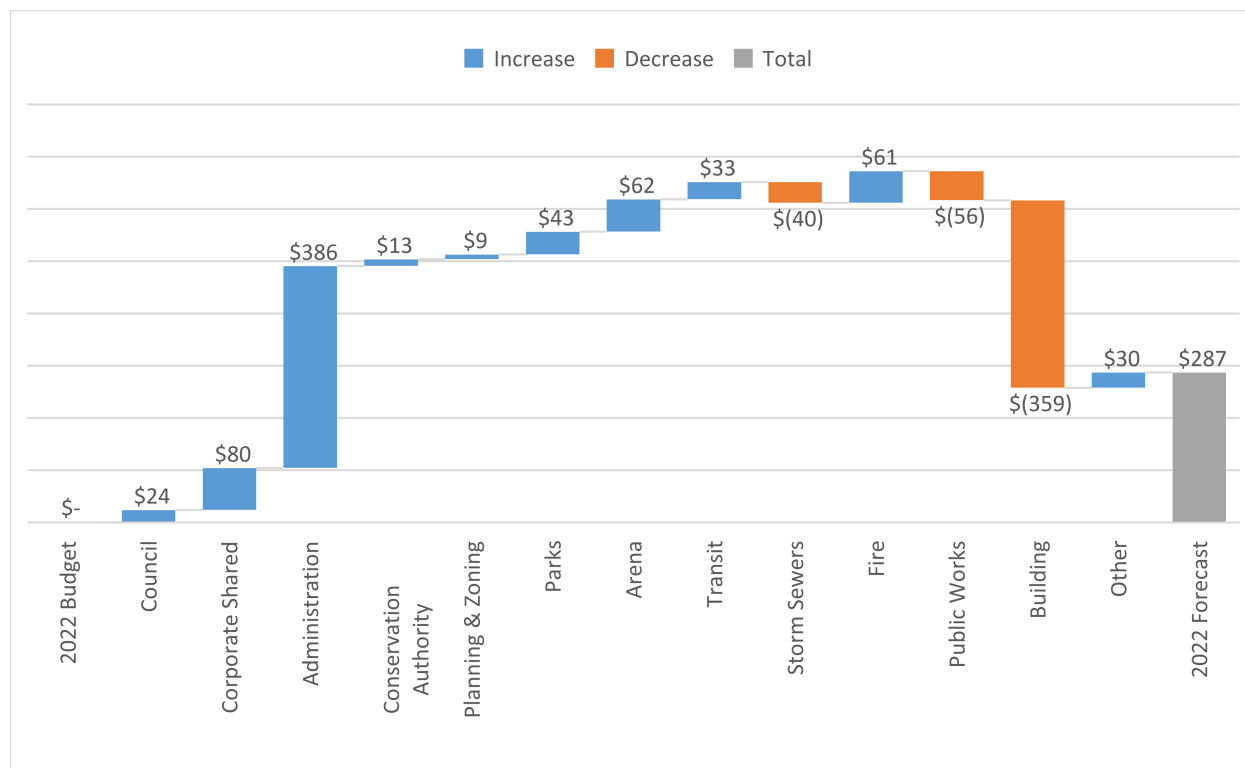


Table 1 - Projected Fiscal 2022 Surplus (Deficit) in 000's

The largest shortfall among the departments/divisions is in the “Building” budget. The projected deficit primarily relates to compensation and permit revenue. Professional fees and wages & benefits are projected to be net unfavourable by \$128K (\$39K favourable and \$167K unfavourable respectively). This is a result of greater than budgeted costs for temporary staff needed to process plans and inspections for several multi-unit residential structures permitted in 2021 and fill temporary vacancies. Permit revenue is projected to be \$224K unfavourable due to two major developments anticipated for 2022, now commencing in early 2023.

The projected year-end variance broken down by major account category is presented below in **Table 2**.

Account Category		Net Favourable/ (Unfavourable) Variance
<b>Revenue</b>		
User fees, Permits & Charges	\$	(372,791)
Transfers from Reserves		57,695
Taxes		65,427
Investment Income		133,791
Grants		351,816
<b>Subtotal - Revenue</b>	<b>\$</b>	<b>235,938</b>
<b>Expenses:</b>		
Transfers to Reserves	\$	(201,422)
Operating & Maintenance Supplies		(43,852)
Utilities & Insurance		19,866
Other		21,858
Salaries & Benefits		37,489
Grants & Donations		106,301
Professional Services		111,278
<b>Subtotal - Expenses</b>	<b>\$</b>	<b>51,518</b>
<b>2022 Forecasted Year-End Surplus</b>	<b>\$</b>	<b>287,456</b>

Table 2 - Projected Operating Budget Variance by Category – Tax Rate Supported

## Explanation of Key Variances

### Revenue Variance

The largest projected surplus is within the “Grants” category. Of this, \$145K represents COVID-19 Relief funding that was carried forward from 2021 to offset costs/lost opportunities in Arena (\$50K), Financial Services (\$55K), and Corporate Services & Clerks (\$40K) departments. The remainder consists of additional projected revenue from the province for major one-time events, improvements to our digital strategy and records management, and from the Canadian government to cover summer students and improvements to our transit system.

Offsetting this surplus is a substantial deficit within the “User fees, Permits & Charges” category. As noted above, the “Building” department is anticipating a \$224K decrease in permit revenue. We are also anticipating a \$69K decrease in revenue from Provincial Offences based on year-to-date activity, and a \$40K shortfall in lottery licenses revenue however, the greater part of these losses are funded through the COVID-19 Relief grant noted above.

The “Transfers from Reserves” deficit is mainly driven by increased grant revenue (\$82K for Tecumseh’s 100<sup>th</sup> Year Celebration).

### **Expense Variance**

Overall, a budget to actual surplus of \$52K is anticipated for expenditures. The deficit projected for “Transfers to Reserves” mainly represents an offset to the surpluses in “Grants & Donations” and “Investment Income” categories.

A notable variance for a common expenditure that is affecting many departments is Gasoline and Diesel costs. Projected gasoline and diesel expenditures result in a deficit of \$70K. Of this, \$76K is attributable to rate increase, slightly offset by a \$6K decrease in usage.

### **Rate Supported Variances**

As of June 30, 2022, Administration is projecting a year-end rate-support deficit of \$51,859. The projected year-end variance broken down by major account category is presented in **Table 3** below.

Account Category	Net Favourable/ (Unfavourable) Variance	
Revenue		
User fees, Permits & Charges	\$	3,727
Subtotal - Revenue	\$	3,727
Expenses:		
Contracted Services	\$	(138,325)
Operating & Maintenance Supplies		(71,647)
Other		(21,592)
Professional Services		(4,558)
Utilities & Insurance		(1,276)
Grants & Donations		36,704
Salaries & Benefits		145,108
Subtotal - Expenses	\$	(55,586)
2022 Forecasted Year-End Deficit	\$	(51,859)

Table 3 - Projected Operating Budget Variance by Category – Rate Supported

## **Explanation of Key Variances**

### **Expense Variance**

The projected deficit for “Contract Services” is due to a higher than budgeted rate being charged by the City of Windsor for wastewater treatment. This is partially offset by lower anticipated volumes.

Salaries & Benefits are projected to have a \$145K surplus mainly stemming from multiple vacancies.

## **Capital/Lifecycle Variances**

The Capital/Lifecycle analysis consists of reviewing the status of approved projects, comparing approved funding to current activity. A complete listing of all capital projects planned for 2022 as identified within department five-year capital plans is detailed in **Attachments 3 and 4**.

In total, over 120 projects are included in this variance report having a total budgeted cost of \$38M. Projects in this report are either included in the 2022 Capital Works Plan and/or included in prior year Capital Works plans incurring 2022 costs.

Project surplus/deficits impact the amount of reserve funds required resulting in lesser/greater use of capital reserve funding.

## **Consultations**

All Departments

## Financial Implications

Summary of projected year-end variance is as follows:

<b>Tax supported services</b>	<b>Amount</b>
Operating Surplus	\$287,456

<b>Rate supported services</b>	<b>Amount</b>
Operating surplus - Water	\$105,623
Operating deficit - Wastewater	\$(157,482)

<b>Total surplus</b>	<b>\$235,597</b>
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## Link to Strategic Priorities

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

## Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

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

Prepared by:

Vanessa DaDalt, CPA, CA  
Deputy Treasurer & Manager Revenue Services

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

Attachment Number	Attachment Name
1	Projected Fiscal 2022 Surplus (Deficit)
2	Projected Fiscal 2022 Variance Report – Operating Items
3	June 2022 Variance - Capital Summary by Department (Excluding PWES)
4	June 2022 Variance – Capital Summary by Cost Centre (PWES)

## Projected Fiscal 2022 Surplus (Deficit)

Division/Department	2022 Approved Budget	2022 Year End Projection	2022 Projected Surplus/(Deficit)	% Var. of Budget
<b>Tax Supported</b>				
Building	\$ (18,997)	\$ 339,768	\$ (358,765)	1,888.5%
Public Works	2,254,490	2,310,239	(55,749)	(2.5%)
Storm Sewers	449,624	489,640	(40,016)	(8.9%)
Police	3,437,089	3,439,562	(2,473)	(0.1%)
Garbage Collection/Disposal	1,546,015	1,545,998	17	0.0%
Emergency Measures	23,800	23,014	786	3.3%
Golden Age Club	16,000	15,111	889	5.6%
Recreation Other	108,596	103,612	4,984	4.6%
Libraries & Culture	19,600	13,410	6,190	31.6%
Pool	109,024	101,792	7,232	6.6%
Planning & Zoning	742,291	732,927	9,364	1.3%
Other Protection	109,572	97,624	11,948	10.9%
Conservation Authority	305,774	292,940	12,834	4.2%
Council	410,181	385,773	24,408	6.0%
Transit	107,847	74,461	33,386	31.0%
Parks	1,582,068	1,538,637	43,431	2.7%
Fire	1,560,222	1,499,547	60,675	3.9%
Arena	766,913	704,815	62,098	8.1%
Corporate Shared	(17,478,214)	(17,558,128)	79,914	(0.5%)
Administration <sup>1</sup>	3,948,105	3,561,802	386,303	2.7%
<b>Subtotal - Tax Supported</b>	\$ -	\$ (287,456)	\$ 287,456	
<b>Rate Supported</b>				
Sanitary Sewers	\$ -	\$ 157,482	\$ (157,482)	
Waterworks System	-	(105,623)	105,623	
<b>Subtotal - Rate Supported</b>	\$ -	\$ 51,859	\$ (51,859)	
<b>2022 Operating Budget</b>	\$ -	\$ (235,597)	\$ 235,597	

### Note 1:

Administration is comprised of:

People & Culture	\$ 433,268	\$ 451,303	\$ (18,035)	(4.2%)
Maintenance	188,050	198,987	(10,937)	(5.8%)
Advisory Committees	15,000	4,511	10,489	69.9%
Customer Service	257,282	209,605	47,677	18.5%
Information & Technology Services	778,050	720,029	58,021	7.5%
CAO	477,380	413,193	64,187	13.4%
Corporate Services & Clerks	575,574	468,804	106,770	18.6%
Financial Services	1,223,501	1,095,370	128,131	10.5%
	\$ 3,948,105	\$ 3,561,802	\$ 386,303	

## Notable Variances – By Department

### Tax Supported

Significant variances within department operating budgets are summarized below. A positive number represents a favourable variance (increases in revenues or decreases in expenditures).

#### Building

##### Building

Budget Item	Commentary	Amount
Permits	Building permits are projected to be unfavourable due to two major developments not proceeding as had been anticipated, with commencement now expected for early 2023.	\$ (224,000)
Wages & Benefits	Projected to be unfavourable due to higher costs for temporary staff than anticipated and originally budgeted in Professional Fees. Temporary staff needed to process plans and inspections for several multi-unit residential structures permitted in 2021 and fill temporary vacancies.	\$ (167,000)
Professional Fees	Costs for temporary staff have been primarily processed through our payroll system and therefore reflected in Wages & Benefits above. Favourability here partially offsets the unfavourability in Wages & Benefits.	\$ 39,000

## Public Works

### Roadways

Budget Item	Commentary	Amount
Wages & Benefits	Unfavourability mainly due to incremental overtime hours beyond what was budgeted.	\$ (48,000)
Maintenance Materials & Supplies	Unfavourability mainly a result of higher than anticipated fuel rates (\$27,000), slightly offset by lower materials & supplies usage (\$5,000)	\$ (22,000)
Maintenance Services	Projected to be favourable to budget due to fewer ditch cleanings in the first half of the year.	\$ 10,000
Contract Services	Expenditures related to traffic light maintenance are projected to be unfavourable due to a \$10,000 delay in invoicing from vendor for services rendered in prior years.	\$ (14,000)
Professional Fees – Engineer	Unfavourable due to unbudgeted consulting work to be undertaken for two major grant funding applications.	\$ (7,000)

### Street Lighting

Budget Item	Commentary	Amount
Maintenance Services	Increased costs to replace streetlights on Old Tecumseh Rd. These maintenance fees will be funded by reserves.	\$ (8,000)
Utilities	Favourable hydro costs due to temporary provincial rebates in place.	\$ 8,000

### Winter Control

Budget Item	Commentary	Amount
Maintenance Materials & Supplies	Salt expenditures are dependent on the quantity and severity of weather events in the year. The Town's salt sheds were filled in advance of a price increase and no further purchases are anticipated for the year.	\$ 35,000

### Storm Sewers

Budget Item	Commentary	Amount
User Charges	Miscellaneous revenue is projected to be unfavourable to budget due to no electricity sales to the grid from our Manning Storm Pump Station generator, offset by development related cost recoveries of property owners.	\$ (5,000)
Wages & Benefits	Unfavourability mainly due to shared cost in the planned addition of a Development Engineer for 2022 Q4 approved by Council after budget adoption.	\$ (6,000)
Maintenance Materials & Supplies	Projected to be unfavourable due to replacement of Mason PI storm infrastructure (\$13,000)	\$ (12,000)
Maintenance Services	Unfavourability due to investigation and subsequent repairs to Mason PI storm infrastructure.	\$ (26,000)
Transfer to Reserves	No anticipated sales of generator electricity to the grid for the year, therefore no Transfer to Reserve expense for this budget.	\$ 10,000

## Police

Budget Item	Commentary	Amount
Revenue	Unfavourability mainly due to revenue sharing of alarm registrations with Fire (\$8,000) and lower than anticipated parking fees (\$2,000).	\$ (11,000)

## Emergency Measures

Budget Item	Commentary	Amount
User Charges / Transfer to Reserves	Budget represents revenue from electricity sales to the grid from our generator at the arena. No revenues are anticipated this year. This is offset by a reduction in Transfers to Reserves, thus no impact to the operating budget.	\$ NIL

## Libraries & Culture

### Cultural Committee

Budget Item	Commentary	Amount
Net Expenditures	Minimal activity is anticipated for fiscal 2022 resulting in lower than budgeted expenditures.	\$ 5,000

## Pool

Budget Item	Commentary	Amount
Grants	Projected to be favourable to budget due to greater than anticipated Canadian Summer Student grants.	\$ 20,000
User Charges	Unfavourable due to lower than anticipated Pool program enrollment.	\$ (13,000)

## Planning & Zoning

### Planning & Zoning

Budget Item	Commentary	Amount
Tecumseh Hamlet Secondary Plan	Increase in project costs of \$7,000 to engage consultant service for consultation with major property owners regarding land servicing cost sharing strategies. Funded through reserves, so no net impact to operating budget.	\$ NIL
Mainstreet Community Improvement Plan	Tecumseh Mainstreet CIP grant program disbursements anticipated to be \$100,000 below budget. Uncommitted CIP grant program costs are transferred to reserve to be carried forward for future years, therefore no impact to operating budget.	\$ NIL
Development Charge Study	Higher than budgeted professional service fees of \$2,000 anticipated, to be funded through reserves. No net impact to operating budget.	\$ NIL
Oldcastle Future Development Lands Study	Projected costs anticipated to be lower than budgeted for 2022 as study started later than anticipated. Study to be completed in 2023. Fully funded through reserves, no impact to operating budget.	\$ NIL
Comprehensive Zoning By-law	Consultant secured through RFP process and project anticipated to be at approved budget.	\$ NIL
Industrial Community Improvement Plan	This project was not included in the 2022 approved budget. Project and funding approved by Council subsequent to budget with costs anticipated to be \$58,000 and to be funded through the Town's Lifecycle Strategic Issues Reserve.	\$ NIL

### Committee of Adjustment

Budget Item	Commentary	Amount
Wages & Benefits	Favourable due to a reduction in meetings and per diems as a result of COVID-19.	\$ 9,000

## Other Protection

### Animal Control

Budget Item	Commentary	Amount
Licences	Dog tag revenues are projected to be significantly below budget and prior year actuals.	\$ (10,000)
Other Expenditures	Miscellaneous services are projected to be favourable as commissionaire services, used to enforce dog tag registration, were not utilized during the year due to COVID-19.	\$ 10,000

### Crossing Guards

Budget Item	Commentary	Amount
Wages & Benefits	Favourable due to school closures in January 2022 as a result of COVID-19.	\$ 11,000

## Conservation Authority

Budget Item	Commentary	Amount
Contract Services	Costs for Town share of Essex Region Conservation Authority (ERCA) program activities lower than budgeted.	\$ 13,000

## Council

Budget Item	Commentary	Amount
Wages & Benefits	Favourability is driven by lower than anticipated health benefits enrollment (\$11,000), Ward 1 Councilor position vacancy (\$6,000), and lower than anticipated per diems (\$4,000).	\$ 22,000

## Transit

Budget Item	Commentary	Amount
User Charges	Unfavourability mainly a result of lower than anticipated bus fare revenue (\$20,000) and advertising revenue (\$4,000). Under the on-demand bus model, we are experiencing lower ridership (approximately 30-40 riders per day). Some of lower ridership is still likely attributable to community not fully recovered from COVID-19.	\$ 24,000
Contract Services	Favourability is related to decrease in call center usage.	\$ 10,000

## Parks

### Parks

Budget Item	Commentary	Amount
User Charges / Transfers to Reserves	Received donations related to the Commemorative Tree and Bench program (\$6,500). These funds will be transferred to reserves, thus no impact to operating budget.	\$ NIL
Wages & Benefits	Favourability is due to vacancies (including fewer students due to reduced demand on park and sport fields as a result of COVID-19 closures), partially offset with seasonal coverage.	\$ 52,000

<b>Budget Item</b>	<b>Commentary</b>	<b>Amount</b>
Maintenance Materials & Supplies	Unfavourability mainly caused by higher than budgeted gas rates in the year.	\$ (22,000)
Insurance	Lower than budgeted premiums.	\$ 6,000

### Park Buildings

<b>Budget Item</b>	<b>Commentary</b>	<b>Amount</b>
Grants	Revenue received from Canadian Summer Student grant program greater than budget	\$ 4,000
Utilities	Favourability due to lower than budgeted consumption.	\$ 4,000

### Fire Services

<b>Budget Item</b>	<b>Commentary</b>	<b>Amount</b>
User Charges	Unfavourability mainly due to delay in implementation of new development related administration fees (\$4,000) and decrease in Fire training facility rental fees as a result of COVID-19 restrictions (\$3,000)	\$ (10,000)
Wages & Benefits	Projected to be favourable due to lower hours for volunteer firefighters, salary gapping and vacancies.	\$ 80,000
Maintenance Materials & Supplies	Unfavourability mainly due to increase rates on gas (\$7,000).	\$ (8,000)

## Arena

### Arena

Budget Item	Commentary	Amount
User Charges/Grants	Unfavourable due to facility and program closures as a result of COVID-19 restrictions. COVID-19 Relief grant funding, deferred from 2021, to be used in the amount of \$50,000 to reduce budgetary impact.	\$ (15,000)
Wages & Benefits	Favourable due to vacancies and reduced hours as a result of facility and program closures.	\$ 61,000
Maintenance Materials & Supplies	Unfavourability mainly caused by higher than budgeted gas rates in the year.	\$ (5,000)
Other Expenditures / Transfer from Reserves	Spent an incremental \$15,000 for security personnel related to vaccine passports. These direct COVID-19 operating costs will be funded through reserves established from 2021, thus no impact to bottom line.	\$ NIL

### Recreation Programs

Budget Item	Commentary	Amount
Grants	Received a Canadian Summer Student grant greater than budgeted.	\$ 8,000
Wages & Benefits	Favourability mainly due to salary gapping.	\$ 12,000

## Corporate Shared

Budget Item	Commentary	Amount
Taxes	Favourability driven by higher than anticipated residential/farm (\$126,000) and commercial/office (\$80,000) taxes.	\$ 145,000
Supplemental Taxes	In-year assessment growth less than budgeted. Annual supplemental tax budget is based on recent historical averages and anticipated development.	\$ (80,000)
User Charges	Favourability mainly driven by the unbudgeted receipt of funds related to WSIB surplus rebate (\$70,000).	\$ 72,000
Fines	Fines under the Provincial Offences Act are projected to be below budget by \$69,000 due to reduced ticketing and collections during COVID-19. COVID-19 Relief grant funding, deferred from 2021, to be used in the amount of \$55,000, to reduce budget impact.	\$ (14,000)
Investment Income / Transfer to Reserves	Higher than average monthly bank balances are projected to result in favourable bank interest revenue of \$117,000. These additional funds will be transferred to the Infrastructure Reserve, thus resulting in a NIL impact to the operating budget.	\$ NIL
Municipal Drain Interest	Interest is anticipated to be favourable due to unbudgeted revenue from the E. Townline Drain project. Annual interest is highly variable as it is dependent on drain projects billed and carrying costs incurred.	\$ 17,000
Wages & Benefits	Unbudgeted payment required to fund accumulated deficit in employee benefits ASO program due to increased employee benefit usage.	\$ (66,000)
Grants & Donations	Lower donations towards Lakeshore Community Services transportation program expected due to decreased ridership, likely a result of COVID-19.	\$ 6,000

## Administration

### People & Culture

Budget Item	Commentary	Amount
Professional Fees	Unfavourable due to legal services provided on confidential personnel matters.	\$ (15,000)

### Maintenance

Budget Item	Commentary	Amount
Wages & Benefits	Unfavourable due to addition of a co-op student mid-year.	\$ (9,000)

### Advisory Committees

#### a) Seniors

Budget Item	Commentary	Amount
Grants	Received additional funding from Seniors Community Grant (SCG) in the year.	\$ 9,000
Total Expenditures	The above noted SCG grant was utilized in the year for education and fitness workshops. The unused base amount will be carried forward to future years (\$5,000).	\$ (5,000)

#### b) Youth

Budget Item	Commentary	Amount
Total Expenditures	Favourability driven by less activity due to COVID-19 restrictions.	\$ 6,000

### Customer Service

Budget Item	Commentary	Amount
Wages & Benefits	Projected to be favourable due to vacancies.	\$ 48,000

### Technology & Client Services

Budget Item	Commentary	Amount
Grants	Favourability driven by the following grants: \$50,000 for Municipal Modernization Program Intake 2 (MMP2) for digital strategy received in fiscal 2022. \$16,000 of deferred grant revenue from fiscal 2021.	\$ 66,000
Transfers from Reserves	As a result of increased grant revenue, funds are no longer anticipated to be required from Reserves to support the implementation of Cloud Strategies.	\$ (40,000)
Wages & Benefits	Projected to be favourable due to vacancies.	\$ 59,000
Professional Fees	Unfavourable due to greater than anticipated cost incurred to implement Cloud/Digital Strategy. This is partially offset with additional revenue received, as noted above.	\$ (24,000)

## CAO

### a) Tecumseh 100 Celebration

Budget Item	Commentary	Amount
Grants	Higher than budgeted Grant revenue received for the Tecumseh 100 Celebration	\$ 10,000
Donations	Received more than budgeted donations received for Tecumseh 100 Celebration.	\$ 30,000
Total Expenditures	Projected to be favourable \$40,000 due to lower overall costs incurred than budget.	\$ 42,000
Transfer from Reserves	Higher than anticipated revenue coupled with lower than budgeted expenditures (see comments above) resulted in having to transfer less from Reserves.	\$ (82,000)

### b) Other

Budget Item	Commentary	Amount
Professional Fees – Legal	Favourability due to lower than anticipated costs to be spent on ongoing lottery litigation (\$161,000), offset by decrease in required amount to be Transferred from Reserves (\$130,000).	\$ 31,000
Professional Fees – Other	Favourable due to overall lower than anticipated activity.	\$ 33,000

### Legislative & Clerk Services

Budget Item	Commentary	Amount
Grants	Favourable due to grant revenue received for Records & Information Management Review (\$50,880) not budgeted and use of deferred COVID-19 Recovery Grant funding of \$40,000 to offset lottery licensing shortfall.	\$ 64,000
Licenses & Permits	Lottery licenses are projected to be unfavourable due to loss of revenue as a result of COVID-19. COVID-19 Relief grant funding, deferred from 2021, to be used in the amount of \$40,000 to offset impact to operating budget.	\$ (40,000)
Transfer from Reserves	Lower than anticipated because of full cost recovery for the Records & Information Management Review under the MMP-3 grant.	\$ (13,000)
Wages & Benefits	Favourable due to vacancies.	\$ 91,000
Professional Services	Unfavourability due to services related to Records Management review (\$10,000), Service Delivery review (\$8,500), and higher than anticipated costs for Integrity Commissioner. Partly offset by unbudgeted grant funding received through MMP-3 for Records Management Review.	\$ (23,000)
Public Relations	Favourability mainly due to not hosting a volunteer appreciation night during 2022 due to COVID-19.	\$ 4,000

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### Financial Services

Budget Item	Commentary	Amount
Wages & Benefits	Favourability driven by vacancies.	\$ 127,000
Grants / Professional Fees	Projected to spend an additional \$18,000 for professional fees related to the Payroll Service Delivery review. These fees are directly offset by grant revenue (MMP2) received for this project.	NIL

## Rate Supported

Significant variances within department operating budgets are summarized below. A positive number represents a favourable variance (increases in revenues or decreases in expenditures).

### Sanitary Sewers

Budget Item	Commentary	Amount
User Charges	Projected to be favourable largely due to revenues related to development reviews	\$ 6,000
Wages & Benefits	Unfavourable due to addition of Development Engineer for 2022 Q4, not in original approved budget, however approved by Council during 2022.	\$ (7,000)
Maintenance Services	Anticipating an unfavourability as a result of wastewater service replacements affecting three properties, which is unusual in one calendar year.	\$ (44,000)
Contract Services	Unfavourable due to higher than budgeted rates for wastewater treatment costs from the City of Windsor (approximately 18% increase) partly offset by lower anticipated volumes. City rates are based on prior year operating costs per volume.	\$ (140,000)
Grants Expense	Favourable due to lower than anticipated intake of wastewater backflow and foundation disconnection subsidy program.	\$ 37,000

## Waterworks System

### Watermain and Services

Budget Item	Commentary	Amount
Wages & Benefits	Favourable due to vacancies.	\$ 168,000
Maintenance Materials & Supplies	Unfavourability mainly due to higher than budgeted fuel rates (\$14,000) and costs for a locator replacement (\$7,000). Unfavourability is partially offset by lower than anticipated equipment rentals (\$3,000)	\$ (17,000)
Purchases for Resale	Unfavourability due to bulk water purchase rates greater than budgeted.	\$ (33,000)

### General Waterworks

Budget Item	Commentary	Amount
Wages & Benefits	Unfavourability due shared cost of Development Engineer for 2022 fourth quarter as well as additional overtime.	\$ (15,000)

### Water Oasis

Budget Item	Commentary	Amount
User Charges	Projected to be unfavourable based on lower bulk water purchase activity in the first half of the year.	\$ (7,000)

Department	Cost Centre	Project Name	Total Approved Budget as of Dec 31, 2022	Total Actuals From Project Start to Aug 9, 2022	Projected Costs as of Dec. 31, 2022	Comments
Arena	9999	Replacement of HVAC Units (from 2021)	\$ 60,000	\$ -	\$ 62,900	Awarded to Trane project was over budget by \$2,900 approval received for over expenditure
Arena	9999	Refrigeration Room Electrical Panel Upgrades (from 2021)	30,000	11,593	20,000	Project will be under budget
Arena	9999	Arena Roof Refurbishment	50,000	-	52,500	Awarded to Kingsville Roofing over budget by \$2,500 approval received for overexpenditure
Arena	9999	Replacement of Rink B Brine Pump and Chiller	180,000	-	167,000	Awarded to Cimco project under budget
Arena	9999	Fire Suppression System Repairs and Upgrades	20,000	16,155	16,155	Projected completed and under budget
Arena	9999	Replacement of Community LED Sign Board	50,000	53,424	53,424	Project over budget approved received for over expenditure under the 10%
Arena	9999	Annual General Lifecycle Repairs	20,000	5,860	14,140	
<b>Arena</b>		<b>Total Arena</b>	<b>\$ 410,000</b>	<b>\$ 87,032</b>	<b>\$ 386,119</b>	
Pool	9999	Replacement of Tot Pool Heater	\$ 10,000	\$ 8,000	\$ 8,000	Project complete and under budget
Pool	9999	Installation of Eaves Throughs on South Building	3,000	1,549	1,549	Project complete and under budget
Pool	9999	Replacement of Inlet of Tot Pool	2,000	500	500	Project complete and under budget
Pool	9999	Painting of Side Walls in Lap Pool	20,000	18,525	18,525	Project complete and under budget
Pool	9999	Upgrade Light Fixtures to LED	10,000	-	10,000	Project to be completed by year end
Pool	9999	Coping Repairs to Concrete Surface	3,000	2,900	2,900	Project complete and under budget
Pool	9999	Annual General Lifecycle Repairs	20,000	6,288	16,288	Projected year end total expenditure for this line
<b>Pool</b>		<b>Total Pool</b>	<b>\$ 68,000</b>	<b>\$ 37,762</b>	<b>\$ 57,762</b>	
Building	2002	CADA Library Architect Services Contract (from 2021)	\$ 60,000	\$ -	\$ 56,963	
Building	9999	Town Hall HVAC Roof Top Units Replacement (10 units)	240,000	-	180,300	Project awarded to Trane and will be completed in early fall
Building	9999	Portable Air Filtration Units	32,000	47,343	47,343	Project awarded to Trane. Additional units purchased due to underexpenditure of the HVAC Units
Building	9999	St. Clair Beach Community Centre 'A' Side HVAC Unit Replacement	24,000	-	24,000	Project will be awarded and completed by year end
Building	2002	CADA Library HVAC Unity Replacement	44,000	-	48,143	Project awarded over budget reflective on increased product cost, approved under the 10%
Building	9999	Fire Hall #1 Expansion Architect Services Contract	65,000	-	-	Project will be carried over until the Fire Master Plan is completed
Building	2002	CADA Library - Remediation Work (Programming Room)	20,000	1,500	15,000	Project will be under budget
Building	9999	OPP Fire Panel Upgrade	6,500	4,734	4,734	Project complete and under budget
Building	9999	Fire Hall #2 HVAC Unit Replacement	20,000	16,225	16,225	Project complete and under budget
Building	9999	Electric Vehicle (EV) Charging Stations	100,000	-	-	
Building	9999	Annual General Repairs	40,000	-	84,606	Project awarded and will be completed by fall
<b>Building</b>		<b>Total Building</b>	<b>\$ 651,500</b>	<b>\$ 69,802</b>	<b>\$ 477,314</b>	
Fire	9999	1 Pager	\$ 600	\$ -	\$ 600	FPO MacEachern
Fire	9999	5 Firefighter Helmets	2,875	3,013	4,700	2 helmets received, not yet invoiced. Includes 2021 purchases carried over into 2022 due to procurement delays
Fire	9999	6 Bunker Gear	16,800	1,540	16,540	5 Sets - D Dupuis, C Pearson, R O'Neil, Z Coste & H Simard
Fire	9999	10 Leather Boots	5,500	3,463	6,462	8 Sets - D Lessard, D Hargot, D Desantis, J Williams, R MacEachern, S McNamara, C Nugent, Z Zamojski. Includes some 2021 purchases carried over into 2022 due to procurement delays
Fire	9999	Vehicle Extrication	50,000	-	50,000	
Fire	9999	Locker Replacement Station 2	16,000	13,872	13,872	Complete
<b>Fire</b>		<b>Total Fire</b>	<b>\$ 91,775</b>	<b>\$ 21,889</b>	<b>\$ 92,174</b>	

Department	Cost Centre	Project Name	Total Approved Budget as of Dec 31, 2022	Total Actuals From Project Start to Aug 9, 2022	Projected Costs as of Dec. 31, 2022	Comments
TCS	9999	PC Replacements	\$ 20,000	\$ 20,772	\$ 30,000	New hires + changeover to laptops for WFH staff
TCS	9999	Network Upgrades	25,000	4,806	30,000	Implementing recommendations in Network assessment for security reasons
TCS	9999	Video Surveillance	6,000	-	6,000	
TCS	9999	A/V Systems	5,000	1,123	5,000	
TCS	9999	Miscellaneous Software	5,000	-	1,000	
TCS		Copier	2,200	-	500	
TCS	9999	Virtual Server Upgrades	110,000	6,307	120,000	RFP going out Q3
TCS	9999	FMW Capital Module update	20,000	916	916	Deferred to 2023 due to competing projects in Finance
TCS	9999	GPS Data Collector Unit	15,000	-	15,000	Getting pricing currently
TCS		Data Backup Solution	15,000	-	15,000	RFP going out Q3
TCS	9999	Microsoft Office Update	20,000	-	15,000	Subscription model billed monthly to 11-5-1230-5050. \$1,500 per month started in March
TCS	9999	Time and Attendance Software	50,000	-	-	Will follow Payroll process review and configuration updates - likely won't happen until new year
<b>TCS</b>		<b>Total TCS</b>	<b>\$ 293,200</b>	<b>\$ 33,924</b>	<b>\$ 238,416</b>	
Parks	4234	Lakewood North - historical storyboard	\$ 10,000	\$ -	\$ 10,000	Will be completed by year end
Parks	4250	McAuliffe Park - washroom renovation	15,000	11,731	11,731	Complete
Parks	4042	Chippewa Park - Courtyard Refurbishing	30,000	-	30,000	Will be completed by year end
Parks	9999	Park Sign Replacement	15,000	12,912	12,912	Complete
Parks	4230	Lacasse Baseball Grandstand - replacement design	45,000	-	45,000	Work is started looking for a fall tender
Parks	4234/425	Lakewood and McAuliffe - Community LED Signs	175,000	163,983	170,000	Possible underexpenditure of \$5,000 from the Municipal Modernization Funding
Parks	4371	St Mary's Park - baseball dugouts	10,000	9,845	9,845	Complete
Parks	9999	Bench and Garbage Can Replacements	12,000	12,745	12,745	Complete
Parks	9999	Sports Fields Top Dressing Overseeding	15,000	15,965	15,965	Complete
Parks	9999	Install Manufactured Wood Chips at Play Sets	15,000	-	15,000	Will be completed by year end
Parks	9999	Park Sign Replacement	15,000	-	15,000	Will be completed by year end
Parks	4370	St Mary's Park - backflow preventor and and booster pump	16,000	12,900	12,900	Complete
Parks	4234	Lakewood Pickleball - fencing and landscaping	20,000	19,205	19,205	Complete
Parks	4340	Rocheleau Park - Toddler Playset	25,000	-	25,000	Will be complete by year end
Parks	9999	Annual Project Allocations TBD	25,000	4,008	25,000	Ongoing
Parks	4440	Weston Park - Washroom Holding Tanks	25,000	13,282	13,282	Complete
Parks	4440	Weston Park Tennis Court Refurbishing	45,000	-	39,500	Work being undertaken in August
Parks	4373	Shawano Park - playset replacement	70,000	-	70,000	Will be complete by year end
Parks	4234	Lakewood Park Design Washrooms and Splash Pad	75,000	-	30,000	Remainder will be carried over to 2023 when project is constructed
Parks	21197	Bert Lacasse Ball Diamond Upgrade	750,000	-	-	
<b>Parks</b>		<b>Total Parks</b>	<b>\$ 1,408,000</b>	<b>\$ 276,576</b>	<b>\$ 583,085</b>	
		<b>Reforestation</b> Tree Inventory	\$ 40,000	\$ 20,142	\$ 40,000	
		Tree Planting	\$ 30,000	\$ -	\$ 30,000	
		<b>Trails</b> Lacasse washroom trail from Pavillion & Courts	\$ 30,000	\$ -	\$ 30,000	

Cost Centre	2022 PWES Capital Projects (and Carry Forward Projects)	Previously Approved	Approved for 2022	Total Approved Budget	Total Actuals from Project Start to Aug 18 2022	2022 Total Projected	Projected Total Project Costs as of Dec 31 2022 since project start	Comments
0001	Sidewalk Repair Program (Various Location)	\$ -	\$ 69,000	\$ 69,000	\$ -	\$ 69,000	\$ 69,000	Not started.
0002	Road Paving - Tar & Chip	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	Work has begun - Finish in coming weeks.
0002	Road Paving Asphalt	\$ -	\$ 1,100,000	\$ 1,100,000	\$ 831,949	\$ 871,949	\$ 871,949	One final section to complete - second invoice still to come.
0002	Road Paving - Crack Sealing	\$ -	\$ 100,000	\$ 100,000	\$ -	\$ 100,000	\$ 100,000	Not started.
1703	Riverside Drive Trail	\$ 1,239,300	\$ 1,891,816	\$ 3,131,116	\$ 283,586	\$ 2,902,886	\$ 3,131,116	Tender awarded August 9, 2022 (Report PWES-2022-37). Planned to complete construction in 2022.
1718	Manning Road/ETLD Drain Relocation - Phase 2	\$ 5,621,300	\$ -	\$ 5,621,300	\$ 4,959,946	\$ 800,194	\$ 5,140,946	Majority of project is complete. Restoration is on-going.
1719	Manning Road - Road Reconstruction - Phase 3	\$ 328,000	\$ -	\$ 328,000	\$ 272,047	\$ -	\$ 272,047	On Hold - Construction pushed to 2027 (strategic priorities).
1807	Sylvestre Drive Sanitary Sewer Extension	\$ 285,000	\$ -	\$ 285,000	\$ 149,481	\$ -	\$ 149,481	Design on hold. Virtual PIC held early 2022. Administration working on cost recovery by-law. Construction pushed to 2031 (strategic priorities).
1809	SCADA Software-Server Upgrades	\$ 100,435	\$ 20,000	\$ 120,435	\$ 120,051	\$ -	\$ 120,051	SCADA software upgrade complete.
1902	Traffic Signal Controller Update	\$ 150,000	\$ -	\$ 150,000	\$ 55,548	\$ -	\$ 55,548	Ongoing with County.
1904	Expansion/Improvement PW Yard (North)	\$ 110,000	\$ 50,000	\$ 160,000	\$ 116,807	\$ 43,193	\$ 160,000	Work planned for Fall 2022.
1910	Cty Rd 46/Webster/Laval Sanitary Sewer Exten.	\$ 445,250	\$ -	\$ 445,250	\$ 282,152	\$ 100,350	\$ 335,152	Easement acquisition complete, Draft Excess Soil Report completed. Tentative construction 2024 (strategic priorities). Discussions with Bell.
1911	Delduca Drive Sanitary Sewer	\$ 472,350	\$ 52,000	\$ 524,350	\$ 151,817	\$ 242,187	\$ 391,817	Enbridge lowered existing gasmain early 2022. Construction pushed to 2029 (strategic priorities), however, may be earlier so additional works are now being considered for remainder of 2022.
1913	Sanitary Sewer Model Update & Flow Monitoring	\$ 315,000	\$ 30,000	\$ 345,000	\$ 310,306	\$ 34,694	\$ 345,000	Additional investigations are being undertaken at the Gauthier sanitary pump station.
1915	Scully & St. Marks Storm PS/Riverside Drive	\$ 1,297,250	\$ 15,752,750	\$ 17,050,000	\$ 665,913	\$ 950,733	\$ 1,405,913	Pump and road design 90% complete, Ancillary Consulting Services commencing, Preparing for pre-order of generator and pumps.
1921	MRSPA - Stormwater Facility	\$ 2,780,000	\$ -	\$ 2,780,000	\$ 1,276,362	\$ 27,593	\$ 1,296,362	On-going work on Draft FSR.
2003	Tecumseh Road Multi-Use Path (Arlington to DM Eagle)	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	This project is included in the Tecumseh Road Storm and Road Improvements project. Construction Fall 2022.
2004	Tecumseh Signage Project Study	\$ 16,000	\$ 60,000	\$ 76,000	\$ 4,020	\$ 71,980	\$ 76,000	Two large signs have been ordered. One large sign and one small sign to be ordered. Installation of all signs planned in 2022.
2005	Lesperance/VIA Rail Improvements	\$ 2,011,800	\$ 120,400	\$ 2,132,200	\$ 176,285	\$ 304,440	\$ 413,285	Project was tendered. One submission received/rejected. Preparing to re-tender in Fall 2022. Property acquisition on-going. VIA Agreements on-going.
2006	Lanoue Street Improvements	\$ 488,300	\$ -	\$ 488,300	\$ 122,904	\$ 12,494	\$ 134,404	Advance hydro relocation completed. Const pushed to 2032+. Draft tender documents end of 2022. Future updates required (excess soil, etc.). Intersection cost share expected 2023.
2009	CR42 and CR 43 Improvements	\$ 855,950	\$ 3,233,800	\$ 4,089,750	\$ 51,227	\$ 3,814	\$ 51,227	County tendered project and received no tenders. County is reviewing options. Unsure if this will proceed in 2022.
2010	Shoreline Management Plan	\$ 350,000	\$ -	\$ 350,000	\$ 318,486	\$ 19,861	\$ 328,486	Draft report received and under review. Council presentation planned early 2023.
2011	Stormwater Rate Study	\$ 45,000	\$ -	\$ 45,000	\$ 35,446	\$ -	\$ 35,446	Draft report received last year. On-hold - Finance researching programs for implementation.
2012	Tecumseh Hamlet EA and Functional Servicing Study	\$ 805,000	\$ -	\$ 805,000	\$ 125,262	\$ 96,423	\$ 215,262	On-going investigation for MTO landfill. On-going technical support for OP update.
2101	Lesperance Road Multi-Use Trail - CR22 to CR42	\$ 137,500	\$ -	\$ 137,500	\$ 70,306	\$ 51,597	\$ 120,306	Project paused in early 2022 to focus on Riverside Drive Trail. Re-start in Fall 2022. PIC early 2023.
2103	TTMP Bicycle Sharrows	\$ 15,000	\$ -	\$ 15,000	\$ 11,394	\$ -	\$ 11,394	Not started.
2104	2020 Water and Wastewater Rate Study	\$ 20,000	\$ -	\$ 20,000	\$ -	\$ -	\$ -	To be completed in-house Q4 2022
2105	Brighton Road Traffic Improvements	\$ 30,000	\$ -	\$ 30,000	\$ 8,455	\$ 7,583	\$ 15,955	Painting completed; signs ongoing.
2107	CWATS Study Pike Creek/Tecumseh Road	\$ 6,000	\$ -	\$ 6,000	\$ 9,295	\$ 18,205	\$ 18,205	Draft information provided for Town review. Tecumseh is managing the project with the following cost recoveries - Lakeshore 30%, County of Essex 40%.
2108	Snake Lane Road - Culverts No. 42	\$ 62,300	\$ -	\$ 62,300	\$ 21,862	\$ 29,009	\$ 45,605	On-site geotechnical work completed, design progressing, preliminary design/report expected Sept. 2022.
2109	Baseline Rd/Pike Cr Bridge 1005 - Bank Stabilization	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	Not started.

Cost Centre	2022 PWES Capital Projects (and Carry Forward Projects)	Previously Approved	Approved for 2022	Total Approved Budget	Total Actuals from Project Start to Aug 18 2022	2022 Total Projected	Projected Total Project Costs as of Dec 31 2022 since project start	Comments
2111	CR43/Banwell Watermain - Intersection to South CPR	\$ 130,900	\$ -	\$ 130,900	\$ 23,954	\$ 23,954	\$ 23,954	Design is temporarily on hold due to unknowns with Battery Plant.
2112	Banwell and 12th Concession Road (North) Watermains	\$ 608,600	\$ -	\$ 608,600	\$ 37,317	\$ 2,119	\$ 37,317	This work was included in County of Essex CR42/CR43 project. County tendered project and received no tenders. County is reviewing options. Unsure if this will proceed in 2022.
2113	Hwy 3/CR34 Water Valve Replacement	\$ 456,300	\$ -	\$ 456,300	\$ 21,042	\$ -	\$ 21,042	On-hold due to other priorities.
2114	Watermain Anode Program - Inspection/Replacement	\$ 259,690	\$ 20,000	\$ 279,690	\$ 216,319	\$ 254,390	\$ 279,690	Work is approximately 80% complete.
2116	P.J. Cecile (Kensington) Storm Pump Station	\$ 500,000	\$ 1,500,000	\$ 2,000,000	\$ -	\$ 15,000	\$ 15,000	Not started, Engineering RFP planned for late 2022.
2117	Turkey Creek Watershed Assessment - Phase 1 and 2	\$ 60,000	\$ -	\$ 60,000	\$ 11,801	\$ 11,536	\$ 15,301	Study planned to be completed in 2022. Note: Expected recovery from NDMP Funding is approximately \$7,300.
2120	Old Tec and 12th Concession Road (South) Watermains	\$ 499,500	\$ -	\$ 499,500	\$ 199,934	\$ 185,185	\$ 256,734	Tecumseh Road watermain is complete. Progress Payment Certificate No. 2 will be issued shortly.12th Concession (South) on hold due to other priorities and unfavourable market trends.
2121	Tecumseh Road Storm and Road Improvements	\$ 217,000	\$ 5,592,500	\$ 5,809,500	\$ 295,337	\$ 5,684,610	\$ 5,809,500	Construction is underway with completion planned for late 2022.
2122	CR19 Watermain Project - CR22 to Jamsyl	\$ 758,000	\$ -	\$ 758,000	\$ 14,803	\$ -	\$ 14,803	Work is proposed as part of the County of Essex CR19 improvements. County of Essex has this project on hold.
2123	Snake Lane Road - Culverts No. 53	\$ 65,100	\$ -	\$ 65,100	\$ 21,051	\$ 29,268	\$ 45,605	On-site geotechnical work completed, design progressing, preliminary design/report expected Sept. 2022.
2124	Snake Lane Road - Culverts No. 54	\$ 65,100	\$ -	\$ 65,100	\$ 22,600	\$ 28,534	\$ 45,605	On-site geotechnical work completed, design progressing, preliminary design/report expected Sept. 2022.
2125	Sylvestre Drive Sanitary Pump Station	\$ 30,000	\$ 25,000	\$ 55,000	\$ 21,285	\$ 23,693	\$ 29,785	Ongoing with OCWA.
2126	Lakewood Sanitary Pump Station	\$ 32,500	\$ 22,000	\$ 54,500	\$ 10,323	\$ 10,405	\$ 20,323	Ongoing with OCWA.
2129	Centennial/Woodbridge Watermain	\$ -	\$ 3,500,000	\$ 3,500,000	\$ 3,307	\$ 63,307	\$ 63,307	Project planned to start in September 2022.
2201	Gauthier Sanitary Pump Station	\$ -	\$ 15,000	\$ 15,000	\$ 3,878	\$ 14,878	\$ 14,878	Ongoing with OCWA.
2202	Bridge and Culvert Needs Study (with Spans>3.0m)	\$ -	\$ 39,000	\$ 39,000	\$ 13,207	\$ 39,000	\$ 39,000	Study commenced mid-June 2022. To be completed by end of 2022.
2203	Water Sampling Station Replacement	\$ -	\$ 37,000	\$ 37,000	\$ 9,000	\$ 37,000	\$ 37,000	Stations have been ordered. Installation planned for Fall 2022.
2204	North Tecumseh Water Distribution Model	\$ -	\$ 70,000	\$ 70,000	\$ -	\$ 70,000	\$ 70,000	Planned start late summer/early fall 2022.
2205	8th Concession Sanitary Sewer By-Law	\$ -	\$ 45,000	\$ 45,000	\$ -	\$ 18,000	\$ 18,000	Study commenced mid-2022 and is on-going.
9999	Oldcastle Storm Drainage Master Plan	\$ 490,000	\$ 45,000	\$ 535,000	\$ 517,038	\$ 535,000	\$ 535,000	Finalize project.
1609/1625	Tecumseh Road CIP - Streetscape Plan & Final Design	\$ 1,604,700	\$ -	\$ 1,604,700	\$ 1,272,662	\$ 94,742	\$ 1,351,262	Design is progressing. Scheduled to be complete by end of 2022.
	Tecumseh Hamlet SPA - NW Water and Wastewater	\$ -	\$ 1,060,000	\$ 1,060,000	\$ -	\$ -	\$ -	Start 2023 when Planning process is completed.
	Annual Project Contingency	\$ -	\$ 250,000	\$ 250,000	\$ 134,989	\$ 174,989	\$ 174,989	Professional Services, Tecumseh Road streetlights and sidewalk, Tecumseh South Water Model, Parking Lot No. 1 repair.
	Sub-Total:	\$ 24,114,125	\$ 34,800,266	\$ 58,914,391	\$ 13,280,754	\$ 14,173,796	\$ 24,328,053	



## **The Corporation of the Town of Tecumseh**

Technology & Client Services

**To:** Mayor and Members of Council

**From:** Shaun Fuerth, Director Technology & Client Services

**Date to Council:** October 11, 2022

**Report Number:** TCS-2022-06

**Subject:** Bring Your Own Device (BYOD) Policy

---

### **Recommendations**

It is recommended:

**That** Report TCS-2022-06 entitled “Bring Your Own Device Policy” **be received;**

**And that** Attachment 1 to Report TCS-2022-06 “Bring Your Own Device Policy” **be approved.**

### **Background**

The Bring Your Own Device (BYOD) Policy (Policy) sets out the expectations and responsibilities of both the Town and Town Employees who use their own mobile device to access Town information assets.

Through this Policy, Employees will understand and agree to the requirements and responsibilities when using their own mobile device to access corporate information such as emails, contacts or Town applications.

This Policy applies to all Town personnel, volunteers and Elected Officials. Where third parties including contractors connect to the Town’s networks using their own devices, the Policy will also apply.

## Comments

Popularity of mobile devices for both personal and business use has increased exponentially in recent years. Applications (Apps) on mobile devices have changed the way users communicate, travel, shop, work etc.

The goal of the policy is to provide a convenient, economical and secure option to Town Employees.

A BYOD Policy is a policy that will allow Employees to use their personally owned devices for work-related activities if approved by Technology & Client Services (TCS). Those activities include tasks such as accessing emails, connecting to the corporate network, and accessing corporate apps and data.

The Town recognizes that there may be a need or desire for Employees to only carry one mobile device with them while working. With a view to facilitating this, and with regard to network security issues, this policy has been developed to clearly define what is permitted and what is not when it comes to accessing corporate information assets with personally owned devices.

Employees and Elected Officials seeking to use their own device for Town-related business must make a request in writing using the form contained as part of the policy, which will also form the agreement with the Employee or Elected Official.

Applications received under the Policy by Employees must be approved by the Department Director and then forwarded to TCS for processing.

Once approved by the Director, a personally owned device must be on the approved list created by the Town's TCS Department or approved by the Director TCS. To ensure conformance to Town security policies, the device, if approved, will be programmed using the Town's mobile device management (MDM) platform. Upon approval, training and implementation will be carried out by TCS staff.

## Consultation

Senior Management Team

## Financial Implications

It is made clear in the Policy that the Town is not responsible for any costs related to airtime or hardware replacement for personally owned devices.

## Link to Strategic Priorities

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

## Communications

Not applicable ☒

Website ☐      Social Media ☐      News Release ☐      Local Newspaper ☐

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

Prepared by:

Shaun Fuerth, BCS  
Director Technology & Client Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Bring Your Own Device (BYOD) Policy
2	BYOD User Agreement Form



## The Corporation of the Town of Tecumseh

### Policy Manual

<b>Policy Number:</b>	<b>115</b>
<b>Effective Date:</b>	<b>October 11, 2022</b>
<b>Supersedes:</b>	Not Applicable
<b>Approval:</b>	October 11, 2022
<b>Subject:</b>	<b>The Corporation of the Town of Tecumseh - BYOD Policy No. 115.docx</b>

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## 1.0 Purpose

- 1.1 The BYOD Policy (Policy) sets out the expectations and responsibilities of both the Town and Town personnel who use their own mobile device to access Town information assets.
- 1.2 Through this Policy, personnel will understand the requirements and responsibilities when using their own mobile device to access corporate information assets.

## 2.0 Scope

- 2.1 This Policy applies to all Town personnel and Elected Officials. Where third parties including contractors connect to the Town's networks using their own devices, the Policy will also apply.

## 3.0 Definitions

- 3.1 **BYOD** (Bring Your Own Device), for the purposes of this policy, refers to the devices owned by Town personnel and Elected Officials that are allowed to connect to Town networks and/or data for business purposes. These devices will be referred to throughout the policy as "personally owned devices".
- 3.2 **Corporation** means The Corporation of the Town of Tecumseh.
- 3.3 **Employee** means any person employed by the Corporation on a full time, part time, seasonal, student and/or casual basis. Also included are volunteers, contract workers, Council and Committee members who communicate with the public and/or represent the Corporation.

## 4.0 Policy

- 4.1 The Town recognizes that there may be a need or desire for Employees to only carry one mobile device with them while working. With a view to facilitating this, this policy has been developed to clearly define what is permitted and what is not when it comes to accessing corporate information assets with personally owned devices.
- 4.2 To access corporate information assets using a personally owned device, written approval must first be obtained from the head of the department that the employee works for.

- 4.3 Additionally, the personally owned device must be on the approved list created by the Town's Technology & Client Services (TCS) Department or approved by the Director TCS.
- 4.4 Employees and Elected Officials seeking to use their own device for Town-related business must make a request in writing using the appended form, which will also form the agreement with the Employee or Elected Official.

## **5.0 Permitted Devices**

Subject to the make, model and operating system, the generally permitted devices include:

### **5.1 Smartphones**

Acceptable smartphones are:

- Apple iPhones
- Samsung Galaxy
- Google Pixel

### **5.2 Tablet Computers**

Acceptable tablet computers are:

- Apple iPad
- Samsung Galaxy
- Microsoft Surface

### **5.3 Non-Permitted Devices**

Laptops, home desktop computers and, generally, devices that do not fall within the categories of smartphones or tablet computers are not permitted as personally owned devices able to connect to corporate information assets.

TCS have the right to deny or revoke the request if a permitted device or the operating system is not kept up to date.

## **6.0 Protection of Data on Personally Owned Devices**

### **6.1 Passwords**

All personally owned devices must be password or PIN protected. If using a password, the password must be:

- Unique – not a password used for other personal or business accounts
- Length – a minimum of 8 characters
- Complex – each password must contain at least:
  - One uppercase letter
  - One lowercase letter
  - One number
  - One special character (for example, @, #, \$)

## 6.2 PINs

- If the device is capable of a 6-character PIN, this must be utilized
- Where the device is only capable of 4-character PINs, this is acceptable

## 6.3 Other

- Facial recognition
- Pattern recognition

## 6.4 Unattended Personally Owned Devices

Where possible, personally owned devices must be kept with the owner. When the devices are not with the owner, they must be automatically locked and protected with either a password or PIN as defined above.

## 6.5 Loss or Theft of Personally Owned Devices

If a personally owned device that has been approved to connect to corporate information assets is lost or stolen, it must be reported to TCS by the next business day.

If it is deemed necessary by the Town's TCS Department, employees should understand that the lost or stolen personally owned device may be remotely wiped clean to protect the Town's data. This may include the employee's personal data stored on that device. It is the responsibility of the employee to ensure that their personal data is backed up.

## 6.6 Monitoring of Personally Owned Devices

It is a requirement for all personally owned devices to be connected to the Town's network via the Town's Mobile Device Management (MDM) system.

While the Town will not actively monitor the activity of each device all employees should understand that this capability exists and may be initiated if deemed necessary. (ex. OS version up to date, location if lost or stolen, etc.)

## **6.7 Corporate and Personal Data**

The Town's MDM will facilitate the separation of corporate and personal data on each personally owned device. This facilitates a level of protection of the Town's data and a level of privacy for the personal data on the personally owned device.

## **6.8 Encryption of Corporate Data**

Encryption must be inherent in the approved device list. Confirmation of encryption capabilities will be determined by TCS Department upon request.

## **6.9 Confidential and Sensitive Data**

Confidential and sensitive data must not be stored on personally owned devices. Types of data considered confidential or sensitive include, but are not limited to employee personal information, health information and personally identifiable information such as social insurance numbers. Town related data on personally owned devices constitute a 'Town record' and therefore are subject to search for any records, emails, etc. related to Freedom of Information requests to the Town.

## **6.10 Applications**

The Town will not specifically prescribe which applications can and cannot be installed on personally owned devices. However, employees must not download or install applications that may affect the integrity of corporate applications and data. (ex. Virtual Private Network (VPN) software)

## **6.11 Cloud Technologies**

It is not permitted to store any corporate data or information on cloud storage technologies unless explicitly approved by the Town. (ex. Dropbox, iCloud, OneDrive etc.)

## **6.12 Anti-Malware**

The Town shall insist that a personally owned device must have anti-malware software installed on it. This is at the discretion of the Director Technology & Client Services.

# **7.0 Compensation and Costs**

7.1 The Corporation will not reimburse employees for the use of their personally owned devices to access Town information assets and networks.

7.2 It is the responsibility of the employee to ensure that all costs associated with the personally owned device are borne and paid for by the employee,

including any costs associated with the upload or transfer of data or images related to work activities.

- 7.3 The Corporation is not responsible for any loss or damage to personally owned devices while being used for corporate business or personal activities.

## **8.0 Technical Support**

- 8.1 Technical support from the Town's TCS Department will be limited to connectivity issues with the Town's networks and information assets, and associated corporate applications. The Corporation will not provide support on issues with personal connectivity or non-corporate applications.

## **9.0 Offboarding**

- 9.1 Upon an employee leaving the Corporation, either voluntarily or at the discretion of the Town, the personally owned device will be wiped clean of all corporate data by the Town's TCS Department.

## **10.0 Responsibilities**

- 10.1 All employees shall be responsible for following this Policy. This Policy will be reviewed as required based on revisions to corporate practices.
- 10.2 This policy will be posted on the Corporation's Intranet.

## **11.0 Termination of Access**

- 11.1 As determined by the Director TCS or Designate, the Corporation retains the right to rescind access of any personally owned device if this Policy is violated or for any other reason that the Corporation considers meriting such action.

## **12.0 Related Documents**

- Technology Acceptable Use Policy # 9
- Employee Code of Conduct



## The Corporation of the Town of Tecumseh

### Bring Your Own Device (BYOD) Policy #115

#### User Agreement

#### (Appendix #1)

#### 1.0 Purpose

- 1.1 This BYOD User Agreement form binds the employee to the terms and conditions outlined in Town of Tecumseh Policy Number 115 Bring Your Own Device (BYOD), effective October 11, 2022.

#### Employee

Name of Employee: \_\_\_\_\_

Department: \_\_\_\_\_

Reason for BYOD Access:

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Applications Requiring Access To:

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Employee Signature: \_\_\_\_\_

*Note: By signing this agreement, the employee agrees to the terms and conditions outlined in the BYOD Policy, Policy Number 115.*

### **Department Head Approval**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Technology & Client Services Approval**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Technology & Client Services Denial**

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Reason for Denial:

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Date: \_\_\_\_\_

☐ CC. People & Culture

# **The Corporation of the Town of Tecumseh**

## **By-Law Number 2022-075**

Being a by-law to close up and authorize the sale of the alley located 374 and 382 Barry Avenue and 12748 Little River Boulevard

**Whereas** pursuant to Section 268 of the *Municipal Act* S.O. 2001 Chapter 25, as amended, provide that every Council with authority to sell land shall by by-law establish procedures governing the sale of real property, including the giving of notice;

**And Whereas** pursuant to Section 268 of the *Municipal Act* S.O. 2001 Chapter 25, as amended, the Council of the Corporation of the Town of Tecumseh enacted By-law No. 2003-09 establishing procedures for the sale of surplus property and the notice of sale;

**And Whereas** notice of intention of the Council of The Corporation of the Town of Tecumseh to pass a by-law to convey the Alley abutting Lot 84, Plan 1183 and Lots 85 to 88, Plan 1183, in the Town of Tecumseh, County of Essex was published on the Town's website and the Shoreline Week from September 14, 2014 to October 3, 2014 in accordance with By-law No. 2003-06.

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

1. **That** the lands legally descried as alley abutting Lot 84, Plan 1183 and Lots 85 to 88, Plan 1183, in the Town of Tecumseh, County of Essex, being all of PIN 75259-0193 situated between 374 and 382 Barry Avenue and 12748 Little River Boulevard in the Town of Tecumseh be and the same hereby stopped-up and closed.
2. **That** the property owners whose lands abut upon the stopped-up and closed alley shall have the right to purchase a portion of the Alley which abuts his or her lands.
3. **That** the sale price of the closed Alley to the abutting property owners shall be a proportionate share of the survey, advertising, legal and any other costs incurred by The Corporation of the Town of Tecumseh to effect the Alley closing and transfer
4. **That** the Mayor and Clerk be and they are hereby authorized to execute on behalf of The Corporation of the Town of Tecumseh, and to seal any and all documents necessary to implement this by-law and the sale of the subject property.
5. **That** this by-law shall come into full force and take effect after its final passing, and upon its registration in the Land Registry Office for the County of Essex.

**Read** a first, second, third time and finally passed this 11th day of October, 2022.

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Gary McNamara, Mayor

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Jennifer Alexander, Acting Clerk

# **The Corporation of the Town of Tecumseh**

## **By-Law Number 2022-076**

Being a by-law to authorize the execution of a Consent Agreement between The Corporation of The Town of Tecumseh and Raffaele Meo and Gina Meo

**Whereas** Raffaele Meo and Gina Meo (Owner) own certain lands situated within the corporate limits of the Town;

**And Whereas** the Owner has made application for a consent to sever a portion of their lands described in Schedule A of the Agreement and municipally known as 6780 Holden Road, Tecumseh (Lands);

**And Whereas** the Committee of Adjustment for the Town under file no. B-01-22 has given conditional consent to sever the lands described in Schedule "B" from the Lands as a severed lot in accordance with Section 53 of *The Planning Act, R.S.O. 1990, c.P13* and amendments thereto;

**And Whereas** as a condition of the consent, the Committee of Adjustment for the Town has required the Owners, prior to the severance being finalized, install a new access culvert and driveway across the open municipal drain (branch of the South Talbot and Holden Outlet Drain) in accordance with Section 78 of the Drainage Act, R.S.O. 1990, as amended, submit a Request for Improvements Form to the Town for the required new access culvert, and otherwise bear full responsibility for all costs related thereto;

**And Whereas** delays beyond the control of the Owner and otherwise arising by reason of the procedures required under the *Drainage Act* leave the Owner unable to complete all work within the one-year time frame permitted under the *Planning Act*.

**And Whereas** the Town and Owners wish to enter into a Consent Agreement in accordance with Section 53(12) and 51(26) of the *Planning Act, R.S.O. 1990*, and amendments thereto, as an alternate means of fulfilling the conditions and otherwise acknowledging the obligations remain outstanding to be fulfilled in the manner set forth below.

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

1. **That** the Mayor and the Clerk are hereby authorized and empowered on behalf of the Council of The Corporation of the Town of Tecumseh, to execute the Consent Agreement, dated the 11th day of October, 2022 between The Corporation of the Town of Tecumseh and Raffaele Meo and Gina Meo; a copy of which Consent Agreement is attached hereto and forms part of this by-law, and to do such further and other acts which may be necessary to implement the said Consent Agreement and to register the Consent Agreement against the Lands in the Essex Land Registry Office .

2. **Read** a first, second, third time and finally passed this 11th day of October, 2022.

---

Gary McNamara, Mayor

---

Jennifer Alexander, Acting Clerk

## **CONSENT AGREEMENT**

Between:

**The Corporation of the Town of Tecumseh**

-and-

**Raffaele Meo and Gina Meo**

**PREPARED BY:**

**WOLF HOOKER PROFESSIONAL CORPORATION**

Barristers & Solicitors  
72 Talbot Street North, Suite 100  
Essex, Ontario  
N8M 1A2

## **CONSENT AGREEMENT**

**THIS AGREEMENT** made effective in triplicate this \_\_\_\_\_ day of September, 2022.

**B E T W E E N:**

**THE CORPORATION OF THE TOWN OF TECUMSEH,**  
hereinafter called the "Municipality" or "Town"  
**OF THE FIRST PART**

-and-

**RAFFAELE MEO and GINA MEO**  
hereinafter called the "Owner"  
**OF THE SECOND PART**

**HEREINAFTER** collectively referred to as the "Parties"

### **RECITALS**

**WHEREAS** the Owners, own certain lands situated within the corporate limits of the Town, said lands being more particularly described in Schedule "A" hereto (the "Lands");

**AND WHEREAS** the Committee of Adjustment for the Town under file no. B-01-22 has given conditional consent to sever the lands described in Schedule "B" hereto (herein "the Severed Lot") from the Lands in accordance with Section 53 of The Planning Act, R.S.O. 1990, c.P13 and amendments thereto;

**AND WHEREAS** as a condition of consent the Committee of Adjustment for the Town has required as condition numbered 7. in its decision that the Owner, prior to the severance being finalized, install a new access culvert and driveway across the open municipal drain (Branch of the South Talbot & Holden Outlet Drain) in accordance with section 78 of the Drainage Act, RSO 1990, as amended, submit a Request for Improvements Form to the Town for the required new access culvert, and otherwise bear responsibility for all costs related thereto.

**AND WHEREAS** delays beyond the control of the Owner and otherwise arising by reason of the procedures required under the Drainage Act leave the Owner unable to complete all work within the two year time frame permitted under the Planning Act.

**AND WHEREAS** the Owner wishes to enter into this agreement as a Consent Agreement in accordance with Section 53(12) and 51(26) of the Planning Act, R.S.O. 1990, c.P13 and amendments thereto as an alternate means of fulfilling the condition and otherwise acknowledging the obligations remain outstanding to be fulfilled in the manner set forth below.

**WITNESSETH** that in consideration of these presents, and other good and valuable consideration, the Parties hereto mutually covenant, promise and agree as follows:

### **ARTICLE I**

#### **INSTALLATION OF ACCESS CULVERT**

##### **1.1 ACCESS CULVERT and DRIVEWAY**

The Owner agrees that before any building permit is obtained respecting any building or

other structure is built upon the retained lot described in Schedule "C" hereto (herein "the Retained Lot"), the Owner shall:

- a) submit a Request for Improvements Form to the Town for the required new access culvert;
- b) install a new access culvert and driveway across the open municipal drain (Branch of the South Talbot & Holden Outlet Drain) abutting Holden Road in accordance with section 78 of the Drainage Act, RSO 1990, as amended;
- c) comply with and adhere to the recommendations, conclusions, assessments and findings of any report issued by the Drainage Engineer appointed under the Drainage Act to facilitate item 1.1 b); and
- d) otherwise pay and bear responsibility for all costs related to items a), b), and c).

## **1.2 COSTS OF THIS AGREEMENT**

The Owner shall pay the costs incurred by the Town in having its legal counsel prepare and following execution attend to the registration of this agreement over title to the Retained Lot prior to the creation of the lot and its transfer to the intended recipient who shall remain bound by the terms of this agreement for its compliance as if a party hereto and as a successor and assign within the meaning of section 3.6 below.

The Owner shall advise future owners of the pending assessment of costs under the Drainage Act for the work contemplated in section 1.1 above to be levied against the lot, the exact amount of which is yet to be determined.

## **1.3 NO RELEASE**

The Owner acknowledges and agrees that the issuance of a final Consent does not release the Owner from their obligations to this Consent Agreement.

# ***ARTICLE 2***

## ***REGISTRATION AND CONSENTS***

### **2.1 REGISTRATION AND ENFORCEMENT**

Pursuant to Section 51(26) of the said Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, this Agreement shall be registered against the Lands to which it applies, as a first charge, at the Owner's expense, and the Town is entitled to enforce the provisions hereof against the Owners, who shall be jointly and severally liable for the Owners' covenants and obligations outlined herein, and, subject to the provisions of The Registry Act, R.S.O. 1990, c.R.20 and amendments thereto, and the Land Titles Act, R.S.O. 1990, c.L.5 and amendments thereto, against any and all subsequent owners of the Lands.

### **2.2 CONSENT**

The Owners hereby consent to the registration of this Agreement on the title of the Lands, said registration (as well as the preparation of this Agreement) to be at the Owners' expense.

# ***ARTICLE 3***

## ***MISCELLANEOUS***

### **3.1 COMMUNICATION**

Subject to the express provisions of this Agreement, all communications provided for or permitted hereunder shall be in writing, personally delivered to an officer of the addressee or sent by registered and receipted mail, charges prepaid, or by facsimile transmission or other means of recorded telecommunication, charges prepaid, to the applicable address set forth below or to such other address as either party hereto may from time to time designate to the other in such manner.

Communications sent to the Town shall be addressed to:  
917 Lesperance Road, Tecumseh, Ontario N8N 1W9  
Attention: Clerk's Office

Communications sent to the Owner shall be addressed to:  
3872 St. Francis Crescent, Lasalle, ON N9H 0E8

Any communication so personally delivered shall be deemed to have been validly and effectively given on the date of such delivery. Communications so sent by registered and receipted mail shall be deemed to have been validly and effectively given on the Business Day next following the day on which it is received, as evidenced by the postal receipt. Communications so sent by facsimile transmission or other means of recorded telecommunication shall be deemed to have been validly and effectively given on the Business Day next following the day on which it is sent. Any party may from time to time change his or its address for service on written notice to the others.

### **3.2 TIME OF ESSENCE**

Time shall be of the essence of this Agreement and of every part thereof.

### **3.3 WAIVER**

No waiver by any part of a breach of any of the covenants, conditions and provisions herein contained shall be effective or binding upon such party unless the same shall be expressed in writing and any waiver so expressed shall not limit or affect such party's rights with respect to any other future breach.

### **3.4 FURTHER ASSURANCES**

Each of the Parties covenants and agrees that he, his heirs, executors, administrators and assigns will sign such further agreements, assurances, waivers and documents, attend such meetings, enact such by-laws or pass such resolutions and exercise such votes and influence, do and perform or cause to be done and performed such further and other acts and things as may be necessary or desirable from time to time in order to give full effect to this Agreement and every part thereof.

### **3.5 HEADINGS**

The headings of the Articles of this Agreement are inserted for convenience only and do not constitute part of this Agreement.

### **3.6 SUCCESSORS AND ASSIGNS**

The covenants hereunder shall run with the land and this Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns.

### **3.7 GENDER**

All words and personal pronouns relating thereto shall be read and construed as the number and gender of the party or parties referred to in each case require and the verb shall be construed as agreeing with the required word and pronoun.

### **3.8 SEVERABILITY**

If any covenant or provision contained herein is determined to be in whole or in part, invalid or unenforceable by reason of any rule of law or public policy, such invalidity or unenforceability shall not affect the validity or enforceability of any other covenant or provision contained herein and, in the case of partial invalidity or unenforceability of a covenant or provision, such partial invalidity or unenforceability shall not affect the validity or enforceability of the remainder of such covenant or provision, and such invalid or unenforceable covenant or provision or portion thereof, as the case may be, shall be severable from the remainder of this Agreement.

**3.3 ENTIRE AGREEMENT**

This Agreement expresses the final agreement among the parties hereto with respect to all matters herein and no representations, inducements, promises or agreements or otherwise among the parties not embodied herein shall be of any force and effect. This Agreement shall not be altered, amended or qualified except by a memorandum in writing, signed by all the parties hereto, and any alteration, amendment or qualification thereof shall be null and void and shall not be binding upon any such party unless made and recorded as aforesaid.

**3.10 EXECUTION IN COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which when so executed shall be deemed to be an original and all of which together shall constitute one and the same instrument.

**3.11 JURISDICTION**

This Agreement and all other agreements, security and documents to be delivered in connection with this agreement shall be governed by and construed in accordance with the applicable laws of the Province of Ontario and of Canada.

**3.12 ASSIGNMENT**

Subject to the terms of this agreement, this agreement is not assignable by the owner prior to completion of the works without the consent of the Town.

**3.13 TRUE COPY**

All of the parties hereto acknowledge having received a true copy of this document.

**IN WITNESS WHEREOF** the Parties hereto have hereunto set their hands and seals.

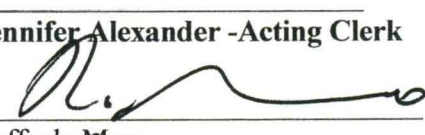
**SIGNED, SEALED AND DELIVERED**  
in the presence of


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**THE CORPORATION OF THE  
TOWN OF TECUMSEH**

Per: \_\_\_\_\_  
**Gary McNamara - MAYOR**

\_\_\_\_\_  
**Jennifer Alexander -Acting Clerk**  
  
Raffaele Meo

\_\_\_\_\_  
  
Gina Meo

**SCHEDULE "A"**

**THE LANDS**

PT W1/2 LT 2-3 CON 6 SANDWICH EAST AS IN R378203  
EXCEPT PT 1, 12R7600; S/T SS9167; TECUMSEH

Being all of PIN 01398-0285

Known municipally as 6780 HOLDEN RD TECUMSEH

**SCHEDULE "B"**

**THE SEVERED LOT**

PT W1/2 LT 2-3 CON 6 SANDWICH EAST designated as Part 3,  
Part 8, and Part 10 on Plan 12R-29030; S/T SS9167; TECUMSEH

Being part of PIN 01398-0285

**SCHEDULE "C"**

**THE RETAINED LOT**

PT W1/2 LT 2-3 CON 6 SANDWICH EAST designated as Part 1 on  
Plan 12R-29030; TECUMSEH

Being part of PIN 01398-0285

# **The Corporation of the Town of Tecumseh**

## **By-Law Number 2022 - 077**

Being a by-law to amend By-law 1746, the Town's Comprehensive Zoning By-law for those lands in the former Town of Tecumseh

(D19 ARU – By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan)

**Whereas** By-law No. 1746 is the Town's comprehensive zoning by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Tecumseh, for lands situated within the former Town of Tecumseh.

**And whereas** the Council of the Corporation of the Town of Tecumseh deems it necessary and in the best interest of proper planning to further amend By-law No. 1746;

**And whereas** this By-law conforms to the Town of Tecumseh Official Plan, as amended;

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

1. **That** By-law 1746, Section 5, General Provisions, as amended, is hereby further amended by the addition of a new subsection 5.42 to immediately follow subsection 5.41 and to read as follows:

**"5.42           REGULATIONS FOR ADDITIONAL RESIDENTIAL UNITS**

Where an Additional Residential Unit is permitted in a particular zone, the following regulations shall apply:

**5.42.1 Additional Residential Unit – Attached**

- a) Shall be permitted within single-unit detached, semi-detached and townhouse dwelling units;
- b) All yard and lot requirements shall be in accordance with the regulations that apply to the primary dwelling;
- c) Maximum gross floor area shall be 50% of primary dwelling except that it may occupy the whole of a basement;
- d) Shall provide a minimum of one (1) off-street parking space;

- e) Shall have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted on an elevation, or façade of the building that faces a public street or private road; and shall have no means of internal access to the primary dwelling unit, except that access to a primary and additional residential unit through a common vestibule entry is permitted;
- f) Shall require a permit from the Essex Region Conservation Authority if within the Limit of Regulated Area of the Essex Region Conservation Authority;
- g) Maximum density regulations established by subsections 6.1.12, 7.1.12 and 8.1.12 shall not apply.

#### 5.42.2 Additional Residential Unit – Stand-Alone

- a) Shall be permitted when associated with a single-unit detached, semi-detached or exterior townhouse dwelling units located on the same lot;
- b) Shall be permitted in rear and interior side yards only, except on the north side of Riverside Drive, in which case shall be permitted in the front or side yard only;
- c) Shall not be closer than 1.5 metres to any interior side or rear lot line. However, if located above the first storey of an accessory structure abutting a rear laneway, shall not be closer than 0.6 metres from rear lot line;
- d) Shall not be closer than 3.0 metres to side and rear lot lines in the case of a two-storey additional residential unit having windows adjacent to the aforementioned property lines;
- e) Shall not be closer than 3.0 metres to primary dwelling on the same lot;
- f) Shall not exceed 6.5 metres in height;
- g) Maximum gross floor area shall be 100 square metres and no greater than 50% of primary dwelling;
- h) Shall connect to and use the municipal sanitary and water services located on the lot for the primary dwelling;
- i) Shall provide a minimum of one (1) off-street parking space;

- j) Shall require a permit from the Essex Region Conservation Authority if within the Limit of Regulated Area of the Essex Region Conservation Authority;
  - k) Maximum density regulations established by subsections 6.1.12, 7.1.12 and 8.1.12 shall not apply.
2. **That** By-law 1746, Section 6, Residential Zone 1 (R1) Regulations is hereby further amended by the addition of a new subsection 6.1.1 e) to immediately follow subsection 6.1.1 d) and to read as follows:
- “e) one additional residential unit – attached, and/or one additional residential unit – stand-alone, in accordance with the provisions of subsection 5.42 of this By-law.”
3. **That** By-law 1746, Section 6, Residential Zone 1 (R1) Regulations is hereby further amended by the addition of a new subsection 6.1.2 d) to immediately follow subsection 6.1.2 c) and to read as follows:
- “d) one additional residential unit – attached, and/or one additional residential unit – stand-alone, serviced by a public water supply, sanitary sewage system and storm sewage system.”
4. **That** By-law 1746, Section 7, Residential Zone 2 (R2) Regulations is hereby further amended by the addition of a new subsection 7.1.1 e) to immediately follow subsection 7.1.1 d) and to read as follows:
- “e) one additional residential unit – attached, and/or one additional residential unit – stand-alone, in accordance with the provisions of subsection 5.42 of this By-law.”
5. **That** By-law 1746, Section 7, Residential Zone 2 (R2) Regulations is hereby further amended by the addition of a new subsection 7.1.2 d) to immediately follow subsection 7.1.2 c) and to read as follows:
- “d) one additional residential unit – attached, and/or one additional residential unit – stand-alone, serviced by a public water supply, sanitary sewage system and storm sewage system.”
6. **That** By-law 1746, Section 8, Residential Zone 3 (R3) Regulations is hereby further amended by the addition of a new subsection 8.1.1 f) to immediately follow subsection 8.1.1 e) and to read as follows:
- “f) one additional residential unit – attached, and/or one additional residential unit – stand-alone, serviced by a public water supply, sanitary sewage system and storm drainage system and in accordance with the provisions of subsection 5.42 of this By-law.”

7. **That** By-law 1746, Section 8, Residential Zone 3 (R3) Regulations is hereby further amended by the addition of a new subsection 8.1.2 i) to immediately follow subsection 8.1.2 h) and to read as follows:  
  
“i) one additional residential unit – attached, and/or one additional residential unit – stand-alone.”
8. This By-law shall take effect from the date of passage by Council and shall come into force in accordance with Section 34 of the *Planning Act, R.S.O. 1990*.

**Read** a first, second, third time and finally passed this 11th day of October, 2022.

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Gary McNamara, Mayor

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Jennifer Alexander, Acting Clerk

# **The Corporation of the Town of Tecumseh**

## **By-Law Number 2022 - 078**

Being a by-law to amend By-law 2065, the Town's Comprehensive Zoning By-law for those lands in the former Village of St. Clair Beach

(D19 ARU – By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan)

**Whereas** By-law No. 2065 is the Town's comprehensive zoning by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Tecumseh, for lands situated within the former Village of St. Clair Beach.

**And whereas** the Council of the Corporation of the Town of Tecumseh deems it necessary and in the best interest of proper planning to further amend By-law No. 2065;

**And whereas** this By-law conforms to the Town of Tecumseh Official Plan, as amended;

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

1. **That** By-law 2065, Section 5, General Provisions, as amended, is hereby further amended by the addition of a new subsection 5.35 to immediately follow subsection 5.34 and to read as follows:

**"5.35           REGULATIONS FOR ADDITIONAL RESIDENTIAL UNITS**

Where an Additional Residential Unit is permitted in a particular zone, the following regulations shall apply:

**5.35.1 Additional Residential Unit – Attached**

- a) Shall be permitted within single-unit detached, semi-detached and townhouse dwelling units;
- b) All yard and lot requirements shall be in accordance with the regulations that apply to the primary dwelling;
- c) Maximum gross floor area shall be 50% of primary dwelling except that it may occupy the whole of a basement;
- d) Shall provide a minimum of one (1) off-street parking space;

- e) Shall have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted on an elevation, or façade of the building that faces a public street or private road; and shall have no means of internal access to the primary dwelling unit, except that access to a primary and additional residential unit through a common vestibule entry is permitted;
- f) Shall require a permit from the Essex Region Conservation Authority if within the Limit of Regulated Area of the Essex Region Conservation Authority.

#### 5.35.2 Additional Residential Unit – Stand-Alone

- a) Shall be permitted when associated with a single-unit detached, semi-detached or exterior townhouse dwelling units located on the same lot;
- b) Shall be permitted in rear and interior side yards only, except on the north side of Riverside Drive, in which case shall be permitted in the front or side yard only;
- c) Shall not be closer than 4.92 feet to any interior side or rear lot line. However, if located above the first storey of an accessory structure abutting a rear laneway, shall not be closer than 1.96 feet from rear lot line;
- d) Shall not be closer than 9.84 feet to side and rear lot lines in the case of a two-storey additional residential unit having windows adjacent to the aforementioned property lines;
- e) Shall not be closer than 9.84 feet to primary dwelling on the same lot;
- f) Shall not exceed 21.32 feet in height;
- g) Maximum gross floor area shall be 1076 square feet and no greater than 50% of primary dwelling;
- h) Shall connect to and use the municipal sanitary and water services located on the lot for the primary dwelling;
- i) Shall provide a minimum of one (1) off-street parking space;
- j) Shall require a permit from the Essex Region Conservation Authority if within the Limit of Regulated Area of the Essex Region Conservation Authority.

2. **That** By-law 2065, Section 6, Residential Type One Zone (R1) Regulations is hereby further amended by the addition of a new subsection 6.1.1 d) to immediately follow subsection 6.1.1 c) and to read as follows:  
  
“d) one additional residential unit – attached, and/or one additional residential unit – stand-alone, in accordance with the provisions of subsection 5.35 of this By-law.”
3. **That** By-law 2065, Section 6, Residential Type One Zone (R1) Regulations is hereby further amended by the addition of a new subsection 6.1.2 c) to immediately follow subsection 6.1.2 b) and to read as follows:  
  
“c) one additional residential unit – attached, and/or one additional residential unit – stand-alone.”
4. **That** By-law 2065, Section 7, Residential Type Two Zone (R2) Regulations is hereby further amended by the addition of a new subsection 7.1.1 d) to immediately follow subsection 7.1.1 c) and to read as follows:  
  
“d) one additional residential unit – attached, and/or one additional residential unit – stand-alone, in accordance with the provisions of subsection 5.35 of this By-law.”
5. **That** By-law 2065, Section 7, Residential Zone Type Two (R2) Regulations is hereby further amended by the addition of a new subsection 7.1.2 c) to immediately follow subsection 7.1.2 b) and to read as follows:  
  
“c) one additional residential unit – attached, and/or one additional residential unit – stand-alone.”
6. **That** By-law 2065, Section 8, Residential Type Three Zone (R3) Regulations is hereby further amended by the addition of a new subsection 8.1.1 c) to immediately follow subsection 8.1.1 b) and to read as follows:  
  
“c) one additional residential unit – attached, and/or one additional residential unit – stand-alone, in accordance with the provisions of subsection 5.35 of this By-law.”
7. **That** By-law 2065, Section 8, Residential Type Three Zone (R3) Regulations is hereby further amended by the addition of a new subsection 8.1.2 c) to immediately follow subsection 8.1.2 b) and to read as follows:  
  
“c) one additional residential unit – attached, and/or one additional residential unit – stand-alone.”
8. This By-law shall take effect from the date of passage by Council and shall come into force in accordance with Section 34 of the *Planning Act, R.S.O. 1990*.

**Read** a first, second, third time and finally passed this 11th day of October, 2022.

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Gary McNamara, Mayor

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Jennifer Alexander, Acting Clerk

# **The Corporation of the Town of Tecumseh**

## **By-Law Number 2022 - 079**

Being a by-law to amend By-law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South

(D19 ARU – By-law to establish zoning regulations for Additional Residential Units (ARU), in accordance with the Policies of the Town of Tecumseh Official Plan)

**Whereas** By-law No. 85-18 is the Town's comprehensive zoning by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Tecumseh, for lands situated within the former Township of Sandwich South.

**And whereas** the Council of the Corporation of the Town of Tecumseh deems it necessary and in the best interest of proper planning to further amend By-law No. 85-18;

**And whereas** this By-law conforms to the Town of Tecumseh Official Plan, as amended;

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

1. **That** By-law 85-18, Section 5, General Provisions, as amended, is hereby further amended by the addition of a new subsection 5.49 to immediately follow subsection 5.48 and to read as follows:

**"5.49            REGULATIONS FOR ADDITIONAL RESIDENTIAL UNITS (ARU)**

Where an Additional Residential Unit is permitted in a particular zone, the following regulations shall apply:

**5.49.1 Additional Residential Unit – Attached**

- a) Shall be permitted within single-unit detached, semi-detached and townhouse dwelling units;
- b) All yard and lot requirements shall be in accordance with the regulations that apply to the primary dwelling;
- c) Maximum gross floor area shall be 50% of primary dwelling except that it may occupy the whole of a basement;

- d) Shall provide a minimum of one (1) off-street parking space;
- e) Shall have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted on an elevation, or façade of the building that faces a public street or private road; and shall have no means of internal access to the primary dwelling unit, except that access to a primary and additional residential unit through a common vestibule entry is permitted;
- f) Shall require a permit from the Essex Region Conservation Authority if within the Limit of Regulated Area of the Essex Region Conservation Authority.

#### 5.49.2 Additional Residential Unit – Stand-Alone

- a) Shall be permitted when associated with a single-unit detached, semi-detached or exterior townhouse dwelling units located on the same lot;
- b) Shall be permitted in rear and interior side yards only;
- c) Shall not be closer than 1.5 metres (4.92') to any interior side or rear lot line. However, if located above the first storey of an accessory structure abutting a rear laneway, shall not be closer than 0.6 metres (1.96') from rear lot line;
- d) Shall not be closer than 3.0 metres (9.84') to side and rear lot lines in the case of a two-storey additional residential unit having windows adjacent to the aforementioned property lines;
- e) Shall not be closer than 3.0 metres (9.84') to primary dwelling on the same lot;
- f) Shall not exceed 6.5 metres (21.32') in height;
- g) Maximum gross floor area shall be 100 square metres (1,076 sq. ft.) and no greater than 50% of primary dwelling;
- h) Shall connect to and use the municipal sanitary and water services located on the lot for the primary dwelling. Except where no municipal sanitary sewer is available, a private septic system must meet the requirements of the Ontario Building Code;

- i) Shall provide a minimum of one (1) off-street parking space;
  - j) Shall require a permit from the Essex Region Conservation Authority if within the Limit of Regulated Area of the Essex Region Conservation Authority.
- 2. **That** By-law 85-18, Section 6, Residential Zone 1 (R1) Regulations is hereby further amended by the addition of a new subsection 6.1.1 e) to immediately follow subsection 6.1.1 d) and to read as follows:
  - “e) one additional residential unit – attached, and/or one additional residential unit – stand-alone, in accordance with the provisions of subsection 5.49 of this By-law.”
- 3. **That** By-law 85-15, Section 6, Residential Type One Zone (R1) Regulations is hereby further amended by the addition of a new subsection 6.1.2 d) to immediately follow subsection 6.1.2 c) and to read as follows:
  - “d) one additional residential unit – attached, and/or one additional residential unit – stand-alone, serviced by a public water supply, and where such Additional Residential Unit is located within a defined sewer service area it shall be serviced by a public sanitary sewage system.”
- 4. **That** By-law 85-18, Section 6A, Residential Zone 2 (R2) Regulations is hereby further amended by the addition of a new subsection 6A.1.1 e) to immediately follow subsection 6A.1.1 d) and to read as follows:
  - “e) one additional residential unit – attached, and/or one additional residential unit – stand-alone, in accordance with the provisions of subsection 5.49 of this By-law.”
- 5. **That** By-law 85-18, Section 6A, Residential Zone 2 (R2) Regulations is hereby further amended by the addition of a new subsection 6A.1.2 d) to immediately follow subsection 6A.1.2 c) and to read as follows:
  - “d) one additional residential unit – attached, and/or one additional residential unit – stand-alone, serviced by a public water supply and public sanitary sewage system.”
- 6. **That** By-law 85-18, Section 7, Hamlet Residential Zone (RH) Regulations is hereby further amended by the addition of a new subsection 7.1.1 e) to immediately follow subsection 7.1.1 d) and to read as follows:
  - “e) one additional residential unit – attached, and/or one additional residential unit – stand-alone, in accordance with the provisions of subsection 5.49 of this By-law.”

7. **That** By-law 85-18, Section 7, Hamlet Residential Zone (RH) Regulations is hereby further amended by the addition of a new subsection 7.1.2 d) to immediately follow subsection 7.1.2 c) and to read as follows:  
  
“d) one additional residential unit – attached, and/or one additional residential unit – stand-alone, and where available serviced by a public water supply.”
8. This By-law shall take effect from the date of passage by Council and shall come into force in accordance with Section 34 of the *Planning Act, R.S.O. 1990*.

**Read** a first, second, third time and finally passed this 11th day of October, 2022.

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Gary McNamara, Mayor

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Jennifer Alexander, Acting Clerk

## Unfinished Regular Council Business

No.	Meeting Date	Resolution	Subject	Action/Direction	Depart.	Status/Action Taken
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.	DS	To be addressed in the new Comprehensive Zoning By-law commencing in 2022.
02/20	October 27, 2020	RCM 318/20	Regulations Regarding Storage and Parking of Commercial and Recreational Vehicles/Trailers in Residents' Zones	Administration to bring considerations to regulate the parking of these vehicles, units and trailers within the municipal right-of-way in the former Town of Tecumseh, to ensure that visibility sightlines are maintained to private driveways, and to recommend appropriate regulations surrounding the parking of such vehicles, units and trailers in the minimum side yard of a private property at the time the Town's zoning By-law is reviewed.	DS	To be addressed in the new Comprehensive Zoning By-law commencing in 2022.
03/20	October 27, 2020	RCM 319/20	Short Term Rentals	Administration undertake a regulatory review for both the short-term, owner-absent rental and the home-sharing short term rental categories.	DS	To be addressed in the new Comprehensive Zoning By-law commencing in 2022.
04/20	November 10, 2020	RCM 341/20	By-law to Prohibit and Regulate Public Nuisances Related to Odours and Lighting from Cannabis Cultivation	Administration to review and report back to Council on the appropriateness of a By-law in accordance with the <i>Municipal Act</i> that will address and regulate nuisances related to odour and lighting from the cultivation of cannabis plants; and investigate opportunities to consider the matter with the other municipalities in Essex County to try to seek a common regional regulatory approach.	DS	To be addressed in the new Comprehensive Zoning By-law commencing in 2022.

# **The Corporation of the Town of Tecumseh**

## **By-Law Number 2022-080**

Being a by-law to confirm the proceedings of the October 11, 2022 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** 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 October 11, 2022, 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 October 11, 2022, 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 October, 2022.

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Gary McNamara, Mayor

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Jennifer Alexander, Acting Clerk