

Regular Council Meeting Agenda

Date: Tuesday, July 11, 2023, 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 - June 27, 2023

7 - 20

2. Public Council Meeting - June 27, 2023 - ZBA South Side of County Road 22 21 - 23

Recommendation

Moved by _____

Seconded by _____

That the June 27, 2023 minutes of the Regular Council Meeting and the Public Council Meeting as were duplicated and delivered to the members, **be adopted**.

I. Supplementary Agenda Adoption

Recommendation

Moved by _____

Seconded by _____

That the supplementary items added to the Regular Meeting agenda regarding Report CRS-2023-13 Tecumseh Arena Flooding, **be approved**.

J. Delegations

1. Long Standing Service Recognition for Gary McNamara, Mayor; and Joe Bachetti, Deputy Mayor

Re: Andrew Dowie, MPP Windsor-Tecumseh

2. Strategic Priorities Planning Session

Janice Forsyth, Forsyth Consulting

Recommendation

Moved by _____

Seconded by _____

That Report CAO-2023-05 entitled "Strategic Priorities 2022-2026 Draft and 2022 Report Out" **be brought forward** on the agenda for discussion and consideration.

K. Communications - For Information

1. Ministry of Natural Resources and Forestry dated June 23, 2023 24 - 25

Re: Amendments to the Public Lands Act

2. Town of Essex dated March 22, 2023 26 - 27

Re: Retain Supplus Proceeds from Tax Sales

Recommendation

Moved by _____

Seconded by _____

That Communications - For Information 1 and 2 as listed on the Tuesday, July 11, 2023 Regular Council Agenda, **be received**.

L. Communications - Action Required

1. 34th Annual Essex Region Conservation Foundation Golf Tournament

Re: ERCA 34th Annual Golf Tournament

View [here](#)

Recommendation

Moved by _____

Seconded by _____

That the Mayor and Members of Council **be authorized** to attend the 34th Annual Essex Region Conservation Foundation Golf Tournament scheduled for Thursday, July 20th, 2023 at the Kingsville Golf & County Club, in accordance with the Education and Travel Policies, subject to 2023 Budget funding.

M. Committee Minutes

1. Court of Revision, June 27, 2023 East Townline Drain

28 - 31

Recommendation

Moved by _____

Seconded by _____

That the Tuesday, June 27, 2023 minutes of the Court of Revision for the East Townline Drain as were duplicated and delivered to the members, **be adopted**.

N. Reports

1. Chief Administrative Officer - People & Culture

- a. CAO-2023-05 Strategic Priorities 2022-2026 Draft and 2022 Report Out 32 - 43

Recommendation

Moved by _____

Seconded by _____

That Report CAO-2023-05, entitled “Strategic Priorities 2023 – 2026 (Draft) and 2022 Report Out”, **be received**;

And that Council **select** Vision Option #__ on the appended draft “Town of Tecumseh Strategic Priorities 2023 – 2026”;

And further that the draft “Town of Tecumseh Strategic Priorities 2023 – 2026” **be approved** in principle.

2. Community & Recreation Services

- a. CRS-2023-13 Tecumseh Arena Flood Damage 44 - 47

Supplementary Item

Recommendation

Moved by _____

Seconded by _____

That Report No. CRS-2023-13, Tecumseh Arena Flood Damage, **be received**.

3. Financial Services

- a. FS-2023-05 Business Plan and Budget Timetable 48 - 51

Recommendation

Moved by _____

Seconded by _____

That the proposed 2024 Business Plan and Budget Timetable, as follows, **be approved**:

Council consultation September 12, 2023

Public engagement September 13 - October 13, 2023

Table proposed business plan and budget November 28, 2023

Council deliberations TBD Dec. 2023/Jan. 2024

Council consideration and adoption January 23, 2024

4. Public Works & Engineering Services

- a. PWES-2023-52 2023 Supply of Various Vehicles Tender Award 52 - 57

Recommendation

Moved by _____

Seconded by _____

That the purchase of one (1) 1500 series Extended Cab Regular Pickup Truck in the amount of \$49,320 plus HST plus outfitting costs **be awarded** to Blue Mountain Chrysler;

And that the purchase of one (1) 2500 series Crew Cab Long bed Pickup Truck in the amount of \$66,866 plus HST plus outfitting costs **be awarded** to Amherstburg Chevrolet;

And further that the purchase of one (1) 3500 series Regular Cab and Chassis & Dump Body 1 ½ ton in the amount of \$100,751 plus HST plus outfitting costs **be awarded** to Blue Mountain Chrysler as an Irregular Result under the Town of Tecumseh Purchasing Policy and Schedule 'A' of By-law 2021-60;

And furthermore, that the annual funding allocation, reflecting a total budget requirement of \$226,681 with a \$39,798 increase to the original allocation **be funded** from the Fleet Lifecycle Reserve.

O. By-Laws

1. By-Law 2023-076 Procedural By-Law 58 - 94

A by-law to govern the proceedings of Council, and its Committees/Local boards and the conduct of its members and the calling of meetings

2. By-Law 2023-079 ZBA South side of County Road 22, West of Sylvestre Drive 95 - 97

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. South Side of County Road 22, West of Sylvestre Drive

P. Unfinished Business

1. June 27, 2023 98 - 98

Q. New Business

R. Motions

Recommendation

Moved by _____

Seconded by _____

That By-Law 2023-080 being a by-law to confirm the proceedings of the Tuesday, July 11, 2023, 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 July 25, 2023

6:00 pm In-Camera Meeting

7:00 pm Regular Council Meeting

U. Adjournment

Recommendation

Moved by _____

Seconded by _____

That there being no further business, the Tuesday, July 11, 2023 meeting of the Regular Council **be adjourned** at pm.

Regular Meeting of Council

Minutes

Date: Tuesday, June 27, 2023
Time: 7:00 pm
Location: Tecumseh Town Hall - Council Chambers
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

Present:

Deputy Mayor, Joe Bachetti
Councillor, James Dorner
Councillor, Alicia Higgison
Councillor, Brian Houston
Councillor, Tania Jobin
Councillor, Rick Tonial

Absent:

Mayor, Gary McNamara

Also Present:

Chief Administrative Officer, Margaret Misek-Evans
Director Legislative Services & Clerk, Robert Auger
Director Public Works & Engineering Services, Phil Bartnik
Director Community Safety & Fire Chief, Wade Bondy
Director Technology & Client Services, Shaun Fuerth
Director Community & Recreation Services, Beth Gignac
Director Development Services, Brian Hillman
Director Financial Services & Chief Financial Officer, Tom Kitsos
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Deputy Clerk - Clerks Services & Policy Advisor, Christina Hebert

A. Roll Call

B. Order

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

C. Report Out of Closed Meeting

There is no Closed meeting scheduled.

D. Moment of Silence

The Members of Council and Administration observe a Moment of Silence.

E. National Anthem

The Members of Council and Administration observe the National Anthem 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 - May 23, 2023
2. Public Council Meeting - May 23, 2023, New Zoning By-Law
3. Public Council Meeting - May 23, 2023, East Townline Drain

Motion: RCM - 163/23

Moved by Councillor James Dorner
Seconded by Councillor Tania Jobin

That the May 23, 2023 minutes of the Regular Council Meeting and Public Council Meetings for the New Zoning By-Law and East Townline Drain, as were duplicated and delivered to the members, **be adopted**.

Carried

I. Supplementary Agenda Adoption

There are no Supplementary Agenda items.

J. Delegations

1. Local Government Week Contest Winners

1st Place Essay Contest Winner – Deanna Roberts

2nd Place Essay Contest Winner – Brock Donais

Poster Contest Winner – Matilda Shafer

Members of Council introduce and congratulate the contest winners for local government week.

2. Source Water Protection 2022 Annual Progress Reports

Katie Stammer, PhD, Water Quality Scientist/Source Water Protection Project Manager, Essex Region Conservation Authority

Ms. Stammer presents the Source Water Protection 2022 Annual Progress Reports as appended on the agenda.

Motion: RCM - 164/23

Moved by Councillor Tania Jobin

Seconded by Councillor Alicia Higgison

That Report PWES-2023-51 entitled "Source Water Protection 2022" **be brought forward** on the agenda for discussion and consideration.

Carried

a. PWES-2023-51 Source Water Protection 2022 Annual Progress Reports

Motion: RCM - 165/23

Moved by Councillor Brian Houston

Seconded by Councillor James Dorner

That Report PWES-2023-51 Source Water Protection 2022 Annual Progress Reports, **be received**.

Carried

K. Communications - For Information

1. County of Essex dated May 24, 2023

Re: Waste Diversion Programs for Industrial, Commercial and Institutional Sector - Food and Organic Waste

2. Ministry of Natural Resources and Forestry dated May 29, 2023

Re: Streamlining of Approvals under the Aggregate Resources Act and Supporting Policy

3. Town of Amherstburg dated May 29, 2023

Re: Support for Highway Traffic Act Amendments

4. Municipality of Lakeshore dated May 31, 2023

Re: Notice of Study Commencement and Public Information Centre - Water & Wastewater Master Plan Update

5. Police Services Board dated June 1, 2023
Re: Letter of Condolence
6. Town of Essex dated June 19, 2023
Re: Local Emergency Response System ad Gaps in Healthcare regarding Code Red and Black
7. Tourism Windsor Essex Pelee Island dated June 15, 2023
Re: 2023 Annual General Meeting Highlights - [View here](#)
8. County of Essex dated June 15, 2023
Re: Highway Traffic Amendments

Motion: RCM - 166/23

Moved by Councillor Rick Toniai
Seconded by Councillor Tania Jobin

That Communications - For Information 1 through 8 as listed on the Tuesday, June 27, 2023 Regular Council Agenda, **be received**.

Carried

L. Communications - Action Required

1. Association of Municipalities of Ontario dated June 12, 2023
Re: Navigating the Road to Resilience Risk Management Symposium, October 4-5, 2023. View [here](#)

Motion: RCM - 167/23

Moved by Councillor Rick Toniai
Seconded by Councillor Brian Houston

That the Mayor and Members of Council **be authorized** to attend the Association of Municipalities of Ontario - Navigating the Road to Resilience Risk Management Symposium on October 4 and 5, 2023 at a cost of \$550 plus taxes in accordance with the Town's Professional Development Policy and subject to funding in the 2023 Budget.

Carried

M. Committee Minutes

There are no Committee Minutes presented to Council.

N. Reports

1. Community & Recreation Services
 - a. CRS-2023-11 Lakewood Park North Boardwalk Replacement

Motion: RCM - 168/23

Moved by Councillor Alicia Higgison
Seconded by Councillor Rick Tonial

That Report CRS-2023-11 Lakewood Park North Boardwalk Emergency Replacement, **be received**;

And that the Lakewood Park North Boardwalk replacement as outlined in Report No. CRS-2023-11, in the amount of \$165,000 (plus non-refundable HST) **be authorized for funding** from the Parks Lifecycle Reserve.

Carried

- b. CRS-2023-12 CADA Library Renovation Project - Tender Award

Motion: RCM - 169/23

Moved by Councillor James Dorner
Seconded by Councillor Brian Houston

That the tender of the Cada Library Renovation Project in the amount of \$1,234,185 (excluding HST) **be awarded** to Vince Ferro Construction Ltd;

And that By-Law 2023-75 be given first, second, third and final reading, **to authorize** the Mayor and Clerk to execute an agreement, satisfactory in form to the Town's Solicitor, with Vince Ferro Construction Ltd;

And further that the total budget requirement of \$1,234,185, which includes an increase in the amount of \$234,185, **be approved** for funding from the Lifecycle Building Reserve (LC);

And furthermore, that Administration **be authorized** to establish a Memorandum of Understanding for cost sharing between the Town of Tecumseh and the Essex County Library Board as follows:

- \$879,136.60 Town of Tecumseh
- \$376,772.00 Essex County Library.

Carried

2. Legislative & Clerk Services
- a. LCS-2023-13 Amendments to By-Law 2009-01 Retail Business Holiday Act

Motion: RCM - 170/23

Moved by Councillor Rick Toniai
Seconded by Councillor Alicia Higgison

That Report LCS-2023-08 entitled “Amendments to By-Law 2009-01 Retail Business Holidays Act”, **be received**;

And that By-Law 2023-066, being a by-law to amend By-Law 2009-01, to provide for retail business establishments to be open on holidays in the Town of Tecumseh, **be considered** for first, second, third and final readings.

Carried

- b. LCS-2023-17 Town of Tecumseh Procedural By-Law

Motion: RCM - 171/23

Moved by Councillor Alicia Higgison
Seconded by Councillor Tania Jobin

That Report LCS-2023-19 entitled “Town of Tecumseh New Procedural By-Law”, **be received**;

And that the recommended revisions to the Procedural By-Law as outlined in Attachment 1 to Report LCS -2023-19 **be accepted**;

And further that By-Law 2023-076 **be presented for first and second reading** at the June 27, 2023 Regular Meeting of Council.

Carried

- c. LCS-2023-18 Essex Power Corporation - Appointment of Proxyholder for Shareholder's 2022 Annual Meeting

Motion: RCM - 172/23

Moved by Councillor Rick Toniai
Seconded by Councillor Alicia Higgison

That Mayor McNamara be appointed proxyholder for the Town of Tecumseh to cast its shareholder's votes at Essex Power Corporation's 2022 Shareholders' Annual Meeting scheduled to be held on Thursday, June 29, 2023;

And that Tom Burton be appointed as an alternate proxyholder for the Town of Tecumseh to cast its shareholder's votes at Essex Power Corporation's 2022 Shareholders' Annual Meeting, if Mayor Gary McNamara is absent from the meeting;

And further that the Clerk **be authorized** to sign all necessary proxy forms to implement this resolution and to forward them to Essex Power Corporation.

Carried

3. Public Works & Engineering Services
 - a. PWES-2023-44 DMAF Scully-St. Mark's Pump Station and Riverside Drive Reconstruction Tender Award

Motion: RCM - 173/23

Moved by Councillor Tania Jobin

Seconded by Councillor James Dorner

That the tender for the Scully-St. Mark's Pump Station and Riverside Drive East Reconstruction Project in the amount of \$19,202,990.28, excluding HST, **be awarded** to Sterling Ridge Infrastructure Inc.;

And that By-Law 2023-074 **be given** the first, second, third and final reading to authorize the Mayor and Clerk to execute an agreement, satisfactory in form to the Town's solicitor, with Sterling Ridge Infrastructure Inc.;

And further that funding allocations, reflecting a total budget requirement of \$23,346,900 with an \$11,900 increase to the original allocation **be accommodated** as follows:

- Road Lifecycle Reserve – increase from \$2,100,000 to \$2,626,700
- Watermain Reserve Fund – increase from \$0 to \$410,600
- Wastewater Sewer Reserve Fund – increase from \$635,000 to \$1,180,900
- Storm Sewer Lifecycle Reserve – decrease from \$20,600,000 to \$19,128,700.

Carried

- b. PWES-2023-45 Adoption of Municipal Drain By-Law - 4th Concession Drain

Motion: RCM - 174/23

Moved by Councillor Rick Tonial
Seconded by Councillor Brian Houston

That report PWES-2023-45 titled 'Adoption of Municipal Drain By-law, 4th Concession Drain' **be received**;

And that By-Law 2023-069 being a By-law to adopt the Engineer's Drainage Report for the 4th Concession Drain (prepared by RC Spencer Associates Inc. and dated August 5, 2022) for the completion of drain improvement and collection of drainage assessments, as approved by the Town of LaSalle By-law 8764, **be given** first, second, third and final reading.

Carried

- c. PWES-2023-47 Amendment to Drainage Assessment Schedules for Works Completed under Section 78 of the Drainage Act in 2022

Motion: RCM - 175/23

Moved by Councillor James Dorner
Seconded by Councillor Alicia Higgison

That Report PWES-2023-47 titled "Amendment to Drainage Assessment Schedules for Works Completed under Section 78 of the Drainage Act in 2022" **be received**;

And that By-Law 2023-071 being a Capital Drain Levying By-law to provide for the collection of construction drainage assessments for the McLean-Hergott Drain, approved by By-Law 2021-77, **be given** first, second, third and final reading.

Carried

- d. PWES-2023-48 DMAF Phase 1 Scully-St. Marks Pump Station and Riverside Drive Construction – Award of Engineering Consulting Services

Motion: RCM - 176/23

Moved by Councillor Rick Tonial
Seconded by Councillor Brian Houston

That Council **award** the Engineering Consulting Services for the Scully-St. Mark's Pump Station Replacement and Riverside Drive East Reconstruction Project in the amount of \$941,056.50 excluding HST to

Dillon Consulting Ltd. as an Irregular Result under the Town of Tecumseh Purchasing Policy and Schedule 'A' of By-Law 2021-60;

And that a by-law **be prepared** to authorize the Mayor and Clerk to execute an agreement, satisfactory in form to the Town's solicitor, with Dillon Consulting Ltd.

Carried

- e. PWES-2023-49 Asphalt Paving Tender Award 2023

Motion: RCM - 177/23

Moved by Councillor Alicia Higgison
Seconded by Councillor Brian Houston

That the tender for the 2023 Asphalt Paving in the amount of \$681,000 excluding HST **be awarded** to GIP Paving Inc.;

And that By-Law 2023-072 be given first, second, third and final reading, **to authorize** the Mayor and Clerk to execute an agreement, satisfactory in form to the Town's solicitor, with GIP Paving Inc.;

And further that project allocations, reflecting a budget for the Road Works component of the Asphalt Paving Program of \$733,690, with a \$316,690 increase to the original allocation, **be funded** from the Roads Lifecycle Reserve.

Carried

- f. PWES-2023-50 Crack Sealing Tender Award 2023

Motion: RCM - 178/23

Moved by Councillor James Dorner
Seconded by Councillor Tania Jobin

That the tender for the 2023 Crack Sealing in the amount of \$132,140 excluding HST **be awarded** to Fine Line Marking Inc.;

And that By-law 2023-073 be given first, second, third and final reading, **to authorize** the Mayor and Clerk to execute an agreement, satisfactory in form to the Town's solicitor, with Fine Line Marking Inc.

Carried

O. By-Laws

1. By-Law 2023-066 Retail Businesses Open on Holidays
Being a by-law to amend By-Law 2009-01 being a by-law to provide for retail business establishments to be open on holidays in the Town of Tecumseh
2. By-Law 2023-067 Active Transportation Fund - Multi-Use Recreational Trails - Lesperance Road to Little River
Being a by-law to authorize the execution of a Transfer Payment Agreement with His Majesty the King in Right of Canada represented by the Minister of Intergovernmental Affairs, Infrastructure and Community for the Lesperance Road and Little River Boulevard Multi-Use Pathway
3. By-Law 2023-069 4th Concession Drain
Being a by-law for the repair and improvements to the 4th Concession Drain
4. By-Law 2023-071 Amendments to Drainage Assessments Schedules
A by-law to amend drainage assessments estimated in engineer reports based on actual costs incurred for the construction of the McLean-Hergott Drain
5. By-Law 2023-072 Tender Award for Asphalt Paving
Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and GIP Paving for the construction services for asphalt paving
6. By-Law 2023-073 Tender Award for Crack Sealing
Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Fine Line Marking Inc for the construction services of crack sealing on roads
7. By-Law 2023-074 Disaster Mitigation and Adaptation Fund - Scully and St. Mark's Pump Station and Riverside Drive Reconstruction - Tender Award
Being a By-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Sterling Ridge Infrastructure Inc for the Scully/St. Marks Pump Station and Riverside Drive East Reconstruction
8. By-Law 2023-075 Tender Award for Cada Library Renovation Project
Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Vince Ferro Construction Limited for the Cada Library Renovation Project

9. By-Law 2023-076 Procedural By-law - First and Second Readings
A by-law to govern the proceedings of Council and its Committees/Local Boards, the conduct of its members and the calling of meetings

10. By-Law 2023-043 11th Concession Drain - Third and Final Readings

Being a by-law to provide for the repair and improvements to the 11th Concession Drain Branch

Motion: RCM - 179/23

Moved by Councillor Alicia Higgison

Seconded by Councillor Rick Tonial

That By-Law 2023-066 being a by-law to amend By-Law 2009-01 being a by-law to provide for retail business establishments to be open on holidays in the Town of Tecumseh;

That By-Law 2023-067 being a by-law to authorize the execution of an Transfer Payment Agreement with His Majesty the King in Right of Canada represented by the Minister of Intergovernmental Affairs, Infrastructure and Community for the Lesperance Road and Little River Boulevard Multi-Use Pathway;

That By-Law 2023-069 being a by-law for the repair and improvement to the 4th Concession Drain;

That By-Law 2023-071 being a by-law to amend drainage assessments estimated in engineer reports based on actual costs incurred for the construction of the McLean-Hergott Drain;

That By-Law 2023-072 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and GIP Paving for the construction services for asphalt paving;

That By-Law 2023-073 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Fine Line Marking Inc for the construction services of crack sealing on roads;

That By-Law 2023-074 being a By-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Sterling Ridge Infrastructure Inc for the Scully/St. Marks Pump Station and Riverside Drive East Reconstruction;

That By-Law 2023-075 being a By-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Vince Ferro Construction Limited for the Cada Library Renovation Project;

That By-Law 2023-076 A by-law to govern the proceedings of Council and its Committees/Local boards, the conduct of its members and the calling of meetings.

Be given first and second reading.

Carried

Motion: RCM - 180/23

Moved by Councillor Brian Houston
Seconded by Councillor Tania Jobin

That By-Law 2023-066 being a by-law to amend By-Law 2009-01 being a by-law to provide for retail business establishments to be open on holidays in the Town of Tecumseh;

That By-Law 2023-067 being a by-law to authorize the execution of an Transfer Payment Agreement with His Majesty the King in Right of Canada represented by the Minister of Intergovernmental Affairs, Infrastructure and Community for the Lesperance Road and Little River Boulevard Multi-Use Pathway;

That By-Law 2023-069 being a by-law for the repair and improvement to the 4th Concession Drain;

That By-Law 2023-071 being a by-law to amend drainage assessments estimated in engineer reports based on actual costs incurred for the construction of the McLean-Hergott Drain;

That By-Law 2023-072 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and GIP Paving for the construction services for asphalt paving;

That By-Law 2023-073 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Fine Line Marking Inc for the construction services of crack sealing on roads;

That By-Law 2023-074 being a By-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Sterling Ridge Infrastructure Inc for the Scully/St. Marks Pump Station and Riverside Drive East Reconstruction;

That By-Law 2023-075 being a By-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Vince Ferro Construction Limited for the Cada Library Renovation Project;

That By-Law 2023-043 being a by-law to provide for the repair and improvements to the 11th concession Drain Branch.

Be given third and final reading.

Carried

P. Unfinished Business

1. June 27, 2023

The Members receive the Unfinished Business listing for Tuesday, June 27, 2023.

Q. New Business

VIA Rail Lesperance Intersection

A Member inquired on when the when the Lesperance and Tecumseh Road intersection will reopen from the construction at the VIA Rail Crossing. The Director Public Works & Engineering Services explains the recent raining weather has pushed the opening a few weeks to mid July.

Golden Age Club User Agreement

The Clerk provides a brief update on the User agreement with the Golden Age Club and will present the agreement at the next Regular Council meeting.

Chief Tecumseh Statute

The Director Community & Recreation Services announced that the statute of the Chief Tecumseh is now completed and will be unveiled on Monday, July 3, 2023 at Lakewood Park North.

R. Motions

1. Confirmatory By-Law 2023-077

Motion: RCM - 181/23

Moved by Councillor James Dorner
Seconded by Councillor Alicia Higgison

That By-Law 2023-077 being a by-law to confirm the proceedings of the Tuesday, June 27, 2023, 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, July 11, 2023

5:00 pm Special Council Meeting - Strategic Priorities

7:00 pm Regular Council Meeting

U. Adjournment

Motion: RCM - 182/23

Moved by Councillor Alicia Higgison

Seconded by Councillor Rick Tonial

That there being no further business, the Tuesday, June 27, 2023 meeting of the Regular Council **be adjourned** at 8:35 pm.

Carried

Gary McNamara, Mayor

Robert Auger, Clerk

Public Meeting of Council

Minutes

Date: Tuesday, June 27, 2023
Time: 6:30 pm
Location: Tecumseh Town Hall - Council Chambers
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

Present: Deputy Mayor, Joe Bachetti
Councillor, James Dorner
Councillor, Alicia Higgison
Councillor, Brian Houston
Councillor, Tania Jobin
Councillor, Rick Tonial

Absent: Mayor, Gary McNamara

Also Present: Chief Administrative Officer, Margaret Misek-Evans
Director Legislative Services & Clerk, Robert Auger
Director Public Works & Engineering Services, Phil Bartnik
Director Technology & Client Services, Shaun Fuerth
Director Development Services, Brian Hillman
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Deputy Clerk - Clerks Services & Policy Advisor, Christina Hebert
Manager Planning Services & Local Economic Development, Chad Jeffery

A. Roll Call

B. Call to Order

The Deputy 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, 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.

D. Disclosure of Pecuniary Interest

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

E. Introduction and Purpose of Meeting

The purpose of the meeting is to hear public comment on a Zoning By-law Amendment Application for a parcel of land situated on the south side of County Road 22, immediately west of the Sylvestre Drive.

The Director Development Services highlights the Zoning By-Law Amendment Application as outlined in the Report as appended on the Agenda.

F. Delegations

1. Josette Eugeni and Jeff Sylvestre

Mr. Jeff Sylvestre is excited for this commercial development and is supportive of the application.

2. Davide Petretta, Applicant

Mr. Davide Petretta provides a background on the extended stay property and indicates the location will spur the commercial development in the area. He is available to answer any questions from the Members. There are no questions.

G. Communications

1. Public Notice dated June 2, 2023
2. Essex Region Conservation Authority dated June 19 and 23, 2023
Re: Zoning By-law Amendment Highway 2 - Petcon Realty Corp
3. County of Essex dated June 23, 2023
Re: Proposed Zoning By-Law Amendment: D19 PETHOT

Motion: PCM - 31/23

Moved By Councillor Tania Jobin
Seconded By Councillor James Dorner

That Communications - For Information 1 through 3 as listed on the Tuesday, June 27, 2023 Public Council Meeting Agenda, **be received.**

Carried

H. Reports

1. DS-2023-11 Zoning By-law Amendment, South Side of County Road 22 (West of Sylvestre Drive), Scheduling of a Public Meeting

Motion: PCM - 32/23

Moved By Councillor Brian Houston
Seconded By Councillor Rick Tonial

That Report DS-2023-11 Zoning By-law Amendment, South Side of County Road 22 (West of Sylvestre Drive), Scheduling of a Public Meeting **be received.**

Carried

I. Adjournment

Motion: PCM - 33/23

Moved By Councillor Tania Jobin
Seconded By Councillor Alicia Higgison

That there being no further business, the Tuesday, June 27, 2023 meeting of the Public Council Meeting **be adjourned** at 6:51 pm.

Carried

Gary McNamara, Mayor

Robert Auger, Clerk

June 23, 2023

Hello,

We are writing to let you know that amendments were made to the following two regulations under the *Public Lands Act* (amendments will come into effect on July 1st, 2023):

- [Ontario Regulation 161/17](#): Occupation of Public Lands under Section 21.1 of the Act
- [Ontario Regulation 326/94](#): Crown Land Camping Permit (this regulation is applicable to non-residents of Canada camping on provincial public land north of the French and Mattawa Rivers)

The *Public Lands Act* (PLA) and its regulations provide the framework for the management and use of public lands in Ontario, including public lands covered by water. Ontario Regulation 161/17 provides that a camping unit may be placed and used on public land without express authorization from the ministry, as long as the requirements set out in the Act and regulation are met.

Proposal notices for the amendments were posted on Ontario's Regulatory Registry and the Environmental Registry of Ontario (ERO) ([ERO number 019-6590](#)) for a 46-day comment period between February 24, 2023 and April 11, 2023. In addition, the ministry hosted a series of online information sessions with Indigenous communities and organizations, municipalities, and stakeholders during this period.

The definitions in O. Reg. 161/17 were amended to clarify that floating accommodations cannot be placed or used for outdoor accommodation or camping purposes on public land covered by water. The same amendments were made to the definitions in O. Reg. 326/94 so the same restriction will apply to non-residents camping on public land covered by water north of the French and Mattawa Rivers.

None of the regulatory changes apply to a person exercising their rights protected by section 35 of the *Constitution Act, 1982* (Aboriginal or treaty rights).

The regulatory changes will not affect someone exercising their right to navigate, including reasonable moorage, which can only be regulated by the federal government (Transport Canada).

We invite you to review the details of the regulatory changes in the ERO decision notice (ERO number [019-6590](#)).

Sincerely,

Peter D. Henry, R.P.F.
Director, Crown Forests and Lands Policy Branch
Ministry of Natural Resources and Forestry

c: Pauline Desroches, Manager, Crown Lands Policy Section



CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | essex.ca

Honourable Steve Clark

March 22, 2023

Ministry of Municipal Affairs and Housing
College Park 17th Floor, 777 Bay Street
Toronto, ON M7A 2J3

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

R23-03-081

Moved by: Mayor Bondy

Seconded by: Councillor Allard

That Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

Carried

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

A handwritten signature in blue ink, appearing to read "Shelley Brown".

Shelley Brown

Acting Clerk
sbrown@essex.ca

Where you belong



CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | essex.ca

c.c. Honourable Peter Bethlenfalvy, Minister of Finance
minister.fin@ontario.ca

Mary Birch, Interim Chief Administrative Officer
mbirch@countyofessex.ca

Anthony Leardi, MPP
anthony.leardi@pc.ola.org

Association of Municipalities of Ontario ("AMO")
resolutions@amo.on.ca

All other municipalities in Ontario

Court of Revision Meeting

Minutes

Date: Tuesday, June 27, 2023
Time: 5:30 pm
Location: Tecumseh Town Hall - Council Chambers
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

Present: Councillor, James Dorner
Councillor, Alicia Higgison
Councillor, Tania Jobin
Councillor, Rick Tonial

Absent: Mayor, Gary McNamara

Also Present: Chief Administrative Officer, Margaret Misek-Evans
Director Legislative Services & Clerk, Robert Auger
Director Public Works & Engineering Services, Phil Bartnik
Director Technology & Client Services, Shaun Fuerth
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Deputy Clerk - Clerks Services & Policy Advisor, Christina Hebert
Manager Engineering Services, John Henderson
Drainage Superintendent, Alessia Mussio

A. Roll Call

B. Call to Order

The Clerk calls the meeting to order at 5:30 pm. The Chair, Mayor Gary McNamara, sends his regrets for this meeting as he is on personal leave.

Motion: CR - 14/23

Moved By Councillor Rick Tonial
Seconded By Councillor James Dorner

That Councillor Tania Jobin **be appointed** as Acting Chair for this Court of Revision meeting.

Carried

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, 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.

D. Disclosure of Pecuniary Interest

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

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 for the East Townline Drain, prepared by Mark Hernandez P. Eng, dated April 14, 2023.

The Drainage Superintendent provides a brief overview of the Drainage Report as appended on the Agenda.

F. Delegations

1. Rick McDonald and Barbara Biggar, Affected Property Owner
Barbara Biggar, 1778 Lesperance Road, inquires on how her property is on the assessment while her neighbours are not. Her property was assessed with the Cyr Drain a year and a half ago and does not understand how her property fits into Schedule C of the proposed works on the East Townline Drain.
Mr. Hernandez explains that Ms. Biggar's property is assessed because the Cyr Drain outlets into the downstream East Townline Drain. He explains that landowners may be assessed to one or more drains depending the waterflow to a sufficient outlet.
In response to which property owners are assessed in a schedule, the Drainage Engineer explains the use of Blocks, which is a group of properties in a very dense area, as a matter of efficiency for assessments. When there are larger properties, those properties will be listed separately in the Schedule.
2. Mark Hernandez, P.Eng., Drainage Engineer
Mr. Hernandez advises as a follow-up from the Public Meeting held on May 23, 2023, and he noted there were a few properties that needed to be added to the Schedule. These properties were added that were along the

Antaya Drain and revised the Block C assessment to be consistent with the previous Drainage Report. There were a few properties identified as agricultural which previously was non-agricultural and was revised so that those properties have the potential to receive the farm tax and eligible for grants. Furthermore, Administration advised of some parcel changes which affected three properties which was revised. These housekeeping items have been addressed and have been provided to Administration.

The Acting Chair confirms there are no other questions.

Motion: CR - 15/23

Moved By Councillor Alicia Higgison

Seconded By Councillor Rick Tonial

That the assessments contained in the Drainage Report for the East Townline Drain prepared by Mark Hernandez, P.Eng., dated April 14, 2023 **be confirmed.**

Carried

G. Communications

1. Public Notice dated June 6, 2023
2. PWES-2023-40 Request to Consider Engineers Report - East Townline Drain -Lower Portion of the Lake St. Clair Outlet
3. By-Law 2023-063 East Townline Drain

Being a by-law to provide for the repair and improvements to the East Townline Drain (Lower Portion Improvements)

Motion: CR - 16/23

Moved By Councillor Rick Tonial

Seconded By Councillor Alicia Higgison

That Communications - For Information 1 to 3 as listed on the Tuesday, May 23, 2023 Court of Revision Agenda, **be received.**

Carried

H. Adjournment

Motion: CR - 17/23

Moved By Councillor Rick Toniai

Seconded By Councillor Alicia Higgison

That there being no further business, the Tuesday, June 27, 2023 meeting of the Court of Revision **be adjourned** at 5:39 pm.

Carried

Chair Gary McNamara, Mayor

Robert Auger, 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: July 11, 2023

Report Number: CAO-2023-05

Subject: Strategic Priorities 2023 – 2026 (Draft) and 2022 Report Out

Recommendations

It is recommended:

That Report CAO-2023-05, entitled “Strategic Priorities 2023 – 2026 (Draft) and 2022 Report Out”, **be received**;

And that Council **select** Vision Option #__ on the appended draft “Town of Tecumseh Strategic Priorities 2023 – 2026”;

And further that the draft “Town of Tecumseh Strategic Priorities 2023 – 2026” **be approved** in principle.

Background

At the commencement of each term of Council, the Members of Council and Administration meet to discuss and set corporate strategic priorities for the next term. Council Members give consideration to their vision for the future of Tecumseh and reflect on their mission as leaders and stewards of the Town of Tecumseh and the communities it serves. The resulting strategic plan is undergirded by the values that guide Council and Administration’s decisions on behalf of current and future citizens.

In July 2019, Town Council adopted the Strategic Priorities 2019 – 2022 document and directed Administration to incorporate the strategic priorities into municipal work plans for implementation, with an annual report out on progress.

In addition to establishing the new strategic priorities for the next term of Council, this report also concludes the last report out under the 2019 – 2022 Strategic Priorities.

Comments

Council and Administration commenced strategic planning sessions first with Sabine Matheson of StrategyCorp Inc. and then Janice Forsyth, President, Foresight Management Consulting to facilitate conversations and assist with the development of a new corporate strategic plan.

Council engaged in a pre-strategic planning session with StrategyCorp Inc. on February 13, 2023. This session provided an opportunity to discuss big-picture issues and trends to be considered as Council embarks on articulating the Town's strategic priorities for the immediate term, as well as a longer-term vision.

The planning process then commenced, facilitated by Janice Forsyth, initially with the Senior Management Team with a session on March 9, followed by Council planning sessions on April 24 and May 8, 2023. Council reviewed the Town Strengths, Weaknesses, Opportunities and Threats (SWOT) analysis and values, vision and mission, with the primary focus of defining the strategic priorities for this term of Council.

Culminating from the planning sessions, a **draft** 2023 – 2026 Strategic Plan is appended in [Attachment 1](#). The draft reflects Council and Administration's aligned and shared understanding of the priorities and goals that the Town will work toward over this four-year term and beyond.

The following 'Vision' statements have been drafted based on the outcome of the planning discussions:

1. *Proud of the Past. Confident in the Future. A community for everyone.*
2. *Tecumseh, a sustainable community where everyone shares in the Town's prosperity.*

Council is asked to give consideration to the above Vision options and select the 2023 – 2026 Vision.

The attached draft also highlights the new Mission, Values and Strategic Priorities for Council's review.

The Strategic Priorities have been consolidated into three relevant priorities:

- **Sustainable Growth:** previously Smart Growth and Sustainable Infrastructure
- **Community Health & Inclusion:** previously Community Health and Wellness
- **Service Experience:** previously Continuous Improvement and Leadership and Good Governance

The new strategic priorities, along with their respective goals and actions are outlined on the attached draft.

Following Council's review, the draft 2023 – 2026 Strategic Priorities will be finalized and graphically designed into a print and web version document for Council's approval.

Closing out the 2019 – 2022 Strategic Priorities, progress, through teamwork and collaboration, was made in all priority areas as captured in [Attachment 2](#). Administration is pleased to submit the annual report to Council, which will be shared on the Town's website for public review.

Consultations

All Departments
OPP – Essex County Detachment

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 checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☐

Website ☒ Social Media ☒ News Release ☐ Local Newspaper ☐

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

Prepared by:

Christina Hebert, BA (Hons), MA, Dipl. M.A.
Deputy Clerk – Clerks Services & Policy Advisor

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Draft Strategic Priorities 2023 – 2026
2	Strategic Priorities 2022 Report Out

FINAL DRAFT

Town of Tecumseh

Vision and Mission, Values and Strategic Priorities

Vision (Select 1)	
1.	Proud of the Past. Confident in the Future. A community for everyone.
2.	Tecumseh, a sustainable community where everyone shares in the Town's prosperity.

Mission
Working together for sustainable community growth and service delivery to support an exceptional quality of life.

Values	
Value	What it means:
Sustainability	Courage to persevere and achieve fiscal responsibility, environmental stewardship, cultural sensitivity, and social harmony
Excellence	Forward-thinking, innovative and effective organizational and individual leadership that preserves public trust in government
Equity, Diversity & Inclusion	Recognizing the dignity and worth of all people and the unique status and cultural diversity of Indigenous communities; removing barriers of discrimination and disadvantage faced by human rights protected groups; and creating a harmonious environment free from discrimination, harassment, and hate
Accountability	Acceptance of responsibility to the public; commitment to public engagement and issues resolution; fair and thoughtful decision-making; transparent and open communication
Teamwork	Respectful relationships characterized by valuing the views and contributions of others, with a demonstrated commitment to collaboration, mutual support, knowledge transfer and public service
Integrity	Straightforward and ethical conduct that is open, honest, and fair

Strategic Priorities
<ul style="list-style-type: none">• Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.• Community Health & Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.• Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Strategic Priority	Goals	Actions
Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.	Increase the population of Tecumseh through new housing supply.	<ul style="list-style-type: none"> • Create new housing supply and promote affordability • Finalize and implement the Tecumseh Hamlet Secondary Plan • Pursue available funding and partnerships
	Create opportunities for business and industrial growth.	<ul style="list-style-type: none"> • Promote local and regional economic development • Maintain and update the Town's the Lifecycle Program • Build effective and supportive relationships with municipal partners and Provincial & Federal governments
	Maintain Tecumseh as a livable community.	<ul style="list-style-type: none"> • Maintain and implement current studies, plans and policies for sustainable development, such as: Oldcastle Hamlet Special Planning Study, Tecumseh Hamlet Secondary Plan, Sanitary Sewer Model, Water Model, Tecumseh Road CIP, Development Charges, Water/Wastewater Rates and the Energy Conservation & Demand Management Plan
	Ensure fiscal sustainability while investing in infrastructure.	<ul style="list-style-type: none"> • Implement 5+Year Capital Plan for the Tecumseh Hamlet Secondary Plan Area, Oldcastle Hamlet, and MRSPA (Public Works) • Implement 5-Year Capital Amenities Plan (Community & Recreation Services) • Maintain and augment the Town's Asset Management Plan

Strategic Priority	Goals	Actions
Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.	Enhance public spaces to make the Town accessible for everyone.	<ul style="list-style-type: none"> • Plan and secure partners for a wellness and recreation hub, called Good Medicine, on the Town Centre Park campus • Develop and deliver comprehensive community services and enhanced Community Programming • Initiate programs and practices to promote traffic calming • Implement the 5-Year Capital Amenities Plan (Community & Recreation Services)
	Celebrate and encourage diversity and inclusion.	<ul style="list-style-type: none"> • Strengthen Indigenous Relations through education, MOUs, and amenities • Establish a diversity and inclusion policy setting out clear implementation paths • Improve Tecumseh Transit and other multi-modal transportation corridors and services
	Maintain Tecumseh as a safe place to live.	<ul style="list-style-type: none"> • Update the Town's Emergency Response Plan • Implement the new Fire Master Plan and Community Risk Assessment • Update Community Safety equipment - regional radio system, apparatus replacement • Implement the Community Safety & Well-being Plan (2021) • Transition to regional waste collection, including separated food & organics • Implement the Community Safety & Policing Act (2019)

Strategic Priority	Goals	Actions
Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.	Provide seamless, responsive, and consistent services focusing on the customer experience.	<ul style="list-style-type: none"> • Implement a new centralized customer service model • Offer customer service through multiple channels • Communicate in inclusive, transparent and collaborative ways • Provide meaningful opportunities for public engagement
	Engage Team Tecumseh in a vibrant, healthy, and inclusive workplace.	<ul style="list-style-type: none"> • Foster health, safety and wellness through employee-based committees • Create opportunities for employee engagement • Implement a comprehensive People Strategy based on the Town's values
	Sustain municipal service delivery to support an exceptional quality of life.	<ul style="list-style-type: none"> • Implement Service Delivery Reviews, including but not limited to the ITSR, Business Continuity/Disaster Recovery Strategy, Clerks Service Review, Records Management, Payroll/Time & Attendance • Monitor efficiencies, measure and report performance • Continue to improve technology related to network security, connectivity, data management/storage, hardware, and innovative software solutions • Maintain consistent delivery of essential municipal services every day

SUSTAINABLE INFRASTRUCTURE

Ensure that the Town’s current and future growth is built on the principles of sustainability and strategic decision-making.

Invested in the Town’s infrastructure & community facilities:

Town Capital Projects	Capital Expenditure
Tecumseh Road Storm Sewer & Road Improvements	\$5.81 M
Riverside Drive Multi-Use Trail	\$3.13 M
Annual Asphalt, Tar & Chip and Crack Sealing	\$1.23 M
Maintenance on 20 Municipal Drains (cost shared with landowners)	\$1.11 M
Watermain Anode Inspection and Replacement Program	\$270,000
Zekelman Pickleball Complex	\$755,000
Electric Vehicle (EV) Charging Stations	\$85,000
Buster Reaume Park Playset	\$42,000
Arena - Rink B Chiller Replacement	\$170,000

Long-term plans to improve the Town’s infrastructure:

PLAN:	STATUS:
Bridge & Culvert Needs Study	✓ COMPLETE
Upper Little River Watershed Drain-age and Master Plan Class Environ-mental Assessment	✓ COMPLETE
2022 Asset Management Plan (Version 3)	✓ COMPLETE
Turkey Creek Watershed Study	✓ COMPLETE
Town-wide Tree Inventory	✓ COMPLETE
Oldcastle Stormwater Master Plan	✓ COMPLETE
Water and Wastewater Rate Study	✓ COMPLETE
Shoreline Management Plan	✓ COMPLETE
Stormwater Rate Study	► IN PROGRESS
Sanitary Sewer Model Update	► IN PROGRESS

TOWN COMMUNICATIONS

18

council connect newsletters

53

news releases issued

7

consultations on Placespeak

205

live streamed meetings

Residents rate the Town of Tecumseh high when it comes to it being a safe place to live, a place to raise a family and a place where everyone is welcome. We continue to keep these ideals in the forefront, in everything we do everyday and well into the future.



FOLLOW US ON SOCIAL MEDIA:

@townoftecumseh

/townoftecumseh

@townoftecumseh

TOWN OF

Tecumseh

ONTARIO · CANADA

WWW.TECUMSEH.CA

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TOWN OF

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STRATEGIC PRIORITIES
2022

REPORT OUT

STRATEGIC PRIORITIES REPORT: 2022

CONTINUING TO MOVE TECUMSEH FORWARD

The Town of Tecumseh provides municipal services and programs to a diverse and growing population. We operate dozens of different lines of business, each of which is important to some, if not all, citizens.

This report provides highlights of the work accomplished in 2022 on advancing the Town’s five strategic priorities for 2019-2022: Smart Growth, Sustainable Infrastructure, Community Health and Wellness, Continuous Improvement and Good Governance.

As we move forward in 2023, the Council elected in the fall of 2022 is updating and refreshing the Town’s corporate Strategic Plan. The updated plan will be completed and released this summer. This report out for 2022 represents the final year of progress on the current plan.

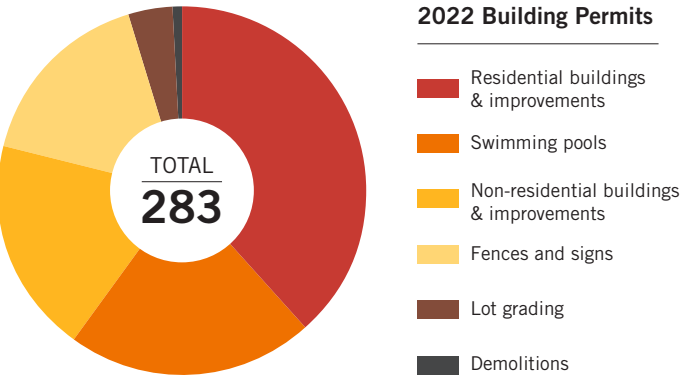
We are proud to provide residents with these highlights from 2022 and look forward to continuing the work in 2023 when the new Council sets its strategic priorities for 2023-26.

SMART GROWTH

Make the Town of Tecumseh an even better place to live, work and invest.

The Town processed **48 Planning and Community Improvement Applications** for land development

- Planning approvals will see...
- 13 new single/semi-detached dwelling units
 - 45,060 square feet of industrial development
- 283** building permits issued = **\$49.6** million in construction value



Awarded \$17,680 in Community Improvement Grants to businesses in the Community Improvement area along Tecumseh Road for parking area grants.



COMMUNITY HEALTH & WELLNESS

Integrate the principles of health and wellness into all of the Town’s plans and priorities.

AQUATIC PROGRAMMING

200+ swimming classes = 800+ registrations

4,500 recreational swim & fitness class participants

RECREATIONAL PROGRAMS

9 specialty camps + 44 day camps = 2,000 registrants

Disc Golf, Cooking, Fitness and Art Programs
Weekend public skating reintroduced since start of pandemic and new weekly adult, youth and preschool programs started

SPECIAL EVENTS

Christmas in Tecumseh 8,000 attendees
Canada Day 2,000 participants

7 summer concerts = 400 attendees

14 senior programming workshops = 286 participants

22+ events = 15,000 participants

New - Tecumseh Twilight showcased food trucks, an exotic car show and outdoor movie, with 2,500+ attendees!

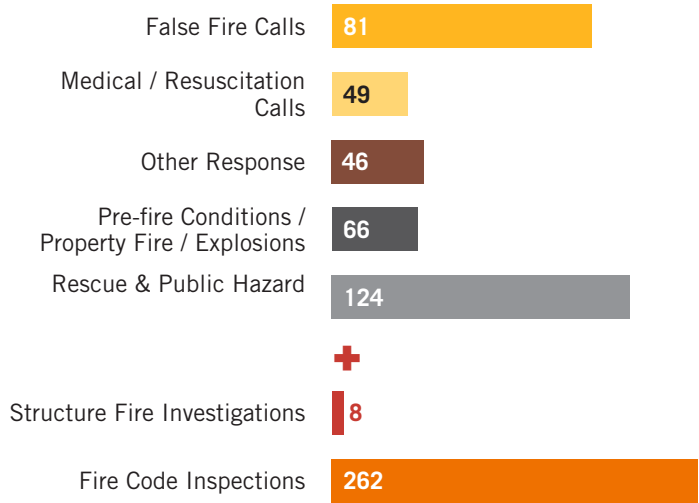
Proudly hosted the Town’s 100th Anniversary, over 3 days, bringing together 6,000 attendees to celebrate this historic milestone!



Drinking Water System achieved 100% compliance with Ministry of the Environment, Conservation and Parks (MECP) requirements and the water quality thresholds, including inspections, sampling, audits and disinfection residual testing.

FIRE STATISTICS

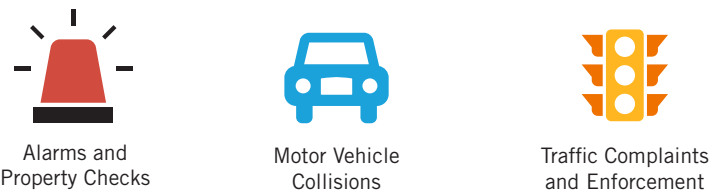
366 calls for service



OPP STATS

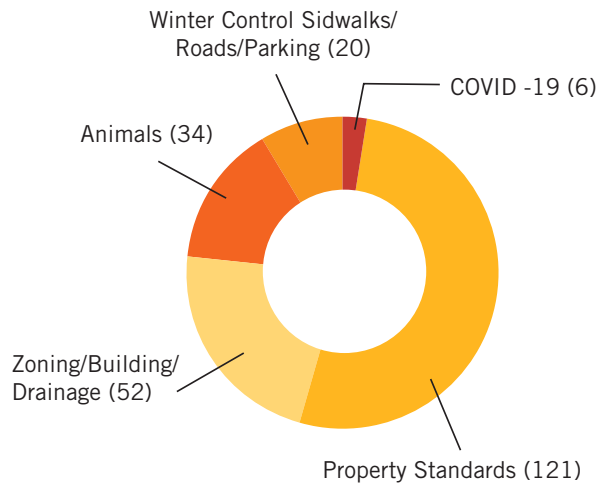
3,399 calls for service 283 avg per month

Most calls were for:



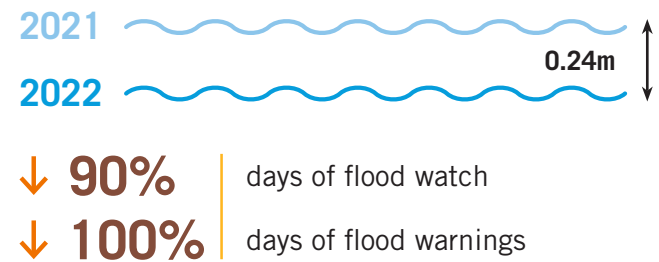
BY-LAW ENFORCEMENT

233 calls for service



FLOODING

In 2020, our community saw increased threat of inland lake flooding. Thanks in part to the increased mitigation measures adopted by the Town, 2022 saw:



As well, in 2022, Lake St. Clair levels were .24m lower than 2021 on average for the year.

CONTINUOUS IMPROVEMENT

Steward the Town’s continuous improvement approach to municipal service delivery.

New On-line Services implemented:

Interactive Capital Project Dashboard, Online Bulkwater System, Farm911, Temporary Patio Expansion Applications

2 new public wifi hot spot

NEW - Fire Station #2/Sandwich South Historical Society Lakewood Park South

TECUMSEH BY THE NUMBERS

Provided services and programs to continuously improve residents’ quality of life, including:

- | | |
|---|---|
| ▶ 17 Cat Spay & Neuter | ▶ 89 Cat Intake |
| ▶ 1,179 Dog Licences | ▶ 19 Snow and Leaf Angel Volunteers |
| ▶ 4 Temporary Patio Permits | ▶ 1,251 Inquiries / Complaints / Requests for Service |
| ▶ 18 Backwater Valve Subsidy Program | ▶ 1 Foundation Drain Disconnection Subsidy Program |
| ▶ 563 Tennis & Pickleball Keys Sold | ▶ 470 Updated records in emergency notification |
| ▶ 3,978 In-person/phone sports & facility registrations | |
| ▶ 1,313 On-line sports & facility registrations | |

Operational Efficiency Reviews/Strategies:

- ▶ Building Services Operational Review
- ▶ Clerk’s Office Service Delivery Review
- ▶ People Strategy

Grant information: \$5.0 Million in Senior Government Grant funding including:

- \$4.0 Million in support of Town Capital infrastructure projects
- \$350,000 in support of COVID operating cost pressures (ICIP-COVID plus Phase 4 Transit)
- \$51,000 towards Municipal operating efficiency activities
- \$588,000 towards Municipal operational programs such as Transit, student labour, seniors programming, special events

LEADERSHIP & GOOD GOVERNANCE

Demonstrate the Town’s leadership role in the community.

Annual awards to residents to recognize their achievements. Congratulations to these outstanding residents!

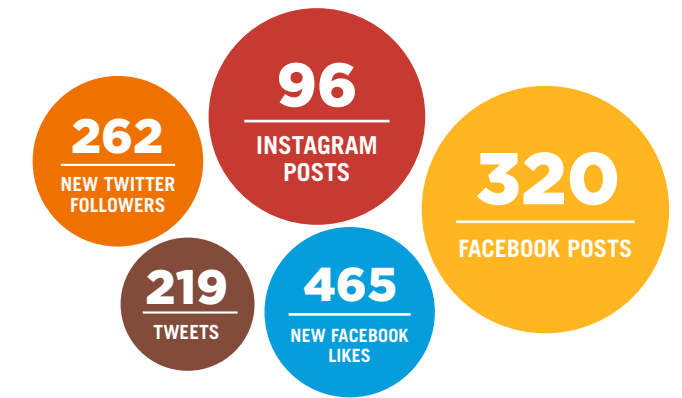
- ▶ Donald “Donny” Massender Memorial Volunteer Award Heather Holding
- ▶ Senior of the Year Award Shirley Drouillard
- ▶ Youth of the Year Award Grace Allison

Received the GFOA Distinguished Budget Presentation Award for 2022 budget document for the 13th consecutive year. The international award is considered the highest form of recognition in government budgeting.

The 2022 Municipal & School Board Elections were conducted using internet and telephone voting methods.

TECHNOLOGY & SOCIAL MEDIA

143K visits to tecumseh.ca





The Corporation of the Town of Tecumseh

Community & Recreation Services

To: Mayor and Members of Council

From: Beth Gignac, Director Community & Recreation Services

Date to Council: July 11, 2023

Report Number: CRS-2023-13

Subject: Tecumseh Arena Flood Damage

Recommendations

It is recommended:

That Report No. CRS-2023-13, Tecumseh Arena Flood Damage, **be received.**

Background

On Sunday, July 2, 2023, there was a significant rainfall event with the Town Hall campus area experiencing 34.04 mm volume which is considered a 1:2 year event.

This resulted in flood damage at Tecumseh Arena due to drainage issues caused by the confluence of water volume and a partial blockage of the storm drain at the outflow area which caused water to back-flow into the arena, through all the interior floor drains, damaging the lower walls and flooring in the office, the flooring in the canteen, and the rubber flooring throughout the lobby, hallway and dressing rooms. The maximum level of water was estimated at ½" to 1", throughout.

Comments

Staff responded immediately and undertook a series of actions including contacting Supreme Restoration Services promptly on July 2 at 6:00 pm, who worked with the staff to extract standing water and to set up structural drying devices. A preliminary damage

report indicated that the growth of mold and bacteria was expected and, due to related health and safety concerns, remediation of the office area started on July 3, 2023.

A complete financial assessment of the total costs of repairs and remediation is still being determined, hence it is too early to prepare and serve a formal Proof of Loss document for insurance purposes. However, the Town has already put its broker on notice that it will be filing a claim for reimbursement under the Town's insurance policy. It is too preliminary at this point for a determination as to coverage or the extent thereof under the Town's policy, but we are advised that a Claims Adjuster will be assigned to this matter shortly who will meet and work with the Town in reviewing and assessing the Town's claim under its insurance policy. It is important to note that the formal insurance claim process can sometimes be a very lengthy process that could take many months for a potential resolution or determination and so Administration will continue to follow up and advise further where and when warranted.

Staff will be returning to the next Regular Meeting of Council on July 25, 2023, with a more fulsome update. However, it must be reported that due to the incident, it is likely that flooring will need to be removed in all the impacted areas, antimicrobial will need to be applied and new flooring will be required.

Staff have been temporarily accommodated either within the arena or at Town Hall. There are not any impacts to user groups or activities currently.

Consultations

Chief Administrative Officer
Legislative Services & Clerk
Financial Services

Financial Implications

Staff will be receiving a formal estimate for the urgent removal and remediation work from Supreme Restoration Services and a tender process will occur for the replacement of the flooring, after removal and remediation work has been completed.

Since this is an unauthorized expenditure, staff will be recommending a source of funding to Council and anticipate use of the Arena Lifecycle Reserve fund while insurance claim reviews and assessments are completed.

Link to Strategic Priorities

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

Beth Gignac, BA Hons
Director Community & Recreation Services

Reviewed by:

Robert Auger, LL.B.
Director Legislative Services & Clerk

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
None	None



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

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

Date to Council: July 11, 2023

Report Number: FS-2023-05

Subject: 2024 Business Plan and Budget Timetable

Recommendations

It is recommended:

That the proposed 2024 Business Plan and Budget Timetable, as follows, **be approved:**

Council consultation	September 12, 2023
Public engagement	September 13 - October 13, 2023
Table proposed business plan and budget	November 28, 2023
Council deliberations	TBD Dec. 2023/Jan. 2024
Council consideration and adoption	January 23, 2024

Background

The purpose of this report is to approve the 2024 Business Plan and Budget Timetable.

Included within this timetable is a strategy to encourage public awareness and engagement in the budget process. Through advertisements on the Town's website and social media, residents will be encouraged to participate in our ninth annual Budget

Survey. The survey will be available on our website from September 13th – October 13th. Alternatively, residents can obtain a printed version upon request during that same timeframe.

A summary of survey results will be posted on the website by October 27, allowing for an opportunity to consider suggestions and/or concerns in the budget development process.

Comments

Generally, Council and Administration set a timetable that can achieve an adopted budget in December/January. During election years, Council and Administration set a timetable that can achieve an adopted budget in January/February.

The timetable proposed for the 2024 operating, lifecycle and reserve budget is:

Council consultation	September 12, 2023
Public engagement	September 13 - October 13, 2023
Table proposed business plan and budget	November 28, 2023
Council deliberations	TBD Dec. 2023/Jan. 2024
Council consideration and adoption	January 23, 2024

The main advantages of adopting the annual budget early are:

- Departments may proceed with budgeted service delivery and work plan management as early in the year as possible, and
- Allows for earlier variance analysis and thus provides more time to adjust in-year to adverse circumstances which may arise.

Some disadvantages of adopting the annual budget early are:

- County and School Board levies will not be known, and
- ERCA and EWSWA budgets will not be known.

Administration recommends Council approve the proposed Business Plan and Budget Timetable seeking adoption in January. Adoption in January allows Council and Administration to confidently commence service/program delivery early in 2024 and maximize utilization of the budget calendar.

Consultations

All Departments

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 checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

This report has been reviewed by Senior Administration 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
None	None



The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: July 11, 2023

Report Number: PWES-2023-52

Subject: 2023 Supply of Various Vehicles Tender Award

Recommendations

It is recommended:

That the purchase of one (1) 1500 series Extended Cab Regular Pickup Truck in the amount of \$49,320 plus HST plus outfitting costs **be awarded** to Blue Mountain Chrysler;

And that the purchase of one (1) 2500 series Crew Cab Long bed Pickup Truck in the amount of \$66,866 plus HST plus outfitting costs **be awarded** to Amherstburg Chevrolet;

And further that the purchase of one (1) 3500 series Regular Cab and Chassis & Dump Body 1 ½ ton in the amount of \$100,751 plus HST plus outfitting costs **be awarded** to Blue Mountain Chrysler as an Irregular Result under the Town of Tecumseh Purchasing Policy and Schedule 'A' of By-law 2021-60;

And furthermore, that the annual funding allocation, reflecting a total budget requirement of \$226,681 with a \$39,798 increase to the original allocation **be funded** from the Fleet Lifecycle Reserve.

Background

2022 Various Vehicles

At the December 13, 2022 Regular Meeting of Council, Council authorized the award of tenders for the 2022 Supply of Various Vehicles within report [PWES-2022-45](#) (Motion: RCM 346/22). This included the “2500 series Crew Cab long bed Pickup Truck” that was awarded to Amherstburg Chevrolet in the amount of \$57,883 plus HST and outfitting.

After the vehicle was awarded, Amherstburg Chevrolet notified Administration that they were no longer able to meet the requirements set out in the 2022 tender; therefore, Administration was required to re-tender the vehicle as part of the 2023 Various Vehicles Tender.

2023 Various Vehicles

At the April 11, 2023 Regular Meeting of Council, Council authorized Administration to obtain quotations for the 2023 Supply of Various Vehicles within report [PWES-2023-32](#) (Motion: RCM 94/23). These vehicles included:

1. 1500 series Extended Cab Regular Pickup Truck
2. 3500 series Regular Cab and Chassis & Dump Body 1 ½ Ton

An allocation of \$120,000 plus HST and outfitting was approved for these two vehicles.

Comments

A Request for Tender (RFT) for various vehicles was advertised on the Town’s website as well as posted to the Town’s Bids and Tenders account on May 26, 2023.

On June 8, 2023 the Purchasing Officer received three (3) submissions in response to the RFT that were opened electronically via the Bids and Tenders platform.

The tables below summarize the bids received.

Item #1 - New 2023 1500 Ext. Cab Pickup Truck	
Supplier	Price (Excluding HST)
Blue Mountain Chrysler	\$49,320
Oxford Dodge	\$52,050
Amherstburg Chevrolet	\$55,385

Item #2 - New 2023 2500 Crew Cab Pickup Truck	
Supplier	Price (Excluding HST)
Amherstburg Chevrolet	\$66,866
Blue Mountain Chrysler	\$68,613
Oxford Dodge	\$81,533

Item #3 - New 2023 3500 Cab and Chassis with Dump Body 1 ½ ton	
Supplier	Price (Excluding HST)
Blue Mountain Chrysler	\$100,751

The Manager Public Works & Transportation and the Purchasing Officer reviewed the bids submitted. The bids were found to be acceptable in principle and were checked for completeness and the degree to which each submission met the specifications.

The submissions were scored in accordance with the Evaluation and Award Process detailed within the RFT document.

Purchasing Policy and Schedule 'A' of By-law 2021-60

Section 4.5 b) of the Town's Purchasing Policy states the following:

“In the event that only one bid is received in response to a request for tender, the bid may be opened and evaluated in accordance with the Town’s usual procedures when, in the opinion of the Department Director and Purchasing Officer, the bid should be considered by the Town. If, after evaluation by the Department Director and Purchasing Officer, the bid is found not to be acceptable, they may follow the procedures set out in Subsection 4.4 a) to d).”

In accordance with Section 4.5 c), if the bid received is found acceptable, it will be awarded as an Irregular result under Schedule ‘A’ of the Purchasing By-law. Schedule ‘A’ further states that an Irregular Result Greater than \$100,000 is to be approved by Council.

Consultations

Financial Services

Financial Implications

Item	Cost
Item 1 - 1500 Ext. Cab Pickup Truck	\$49,320
Item 2 – 2500 Crew Cab Pickup Truck	\$66,689
Item 3 – 3500 Cab and Chassis with Dump Body 1 ½ ton	\$100,751
Outfitting	\$6,000
HST non-rebatable (1.76%)	\$3,921
Total	\$226,681
Approved allocation in 2022 (including outfitting)	\$60,883
Approved allocation in 2023 (including outfitting)	\$126,000
Allocation deficit	(\$39,798)

Purchase of the vehicles will be funded from the Town’s Fleet Lifecycle Reserve. The submitted costs are above the estimated and approved allocation.

Administration recommends the allocation deficit to be funded through the Fleet Lifecycle Reserve.

Although the tendered prices are much greater than budgeted, the Town is expected to receive significant value for the used vehicles at auction, which will offset some of the cost overrun as proceeds from sales are credited to the reserve.

Replacement valuations for the Town's fleet are regularly updated and recent inflationary pressures have necessitated increases to the Town's annual budgetary requirement to the Fleet Lifecycle Reserve. The current annual requirement is \$678,000, with a 2023 approved budget allocation of \$585,000.

Link to Strategic Priorities

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

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

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

Prepared by:

Dana Reid
Public Works & Engineering Services Assistant

Reviewed by:

Kirby McArdle, P.Eng.
Manager Public Works & Transportation

Reviewed by:

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

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None

THE CORPORATION OF THE
TOWN OF TECUMSEH
BY-LAW NO. 2023-076

A by-law to govern the proceedings of Council and its
Committees/local boards, the conduct of its members and
the calling of meetings.

June 2023

Prepared by:
The Town of Tecumseh Department of Legislative and Clerk Services
(519) 735-2184

The Corporation of the Town of Tecumseh

By-Law Number 2023 - 076	4
1. Definitions:.....	4
2. Scope	6
3. Establishment - Committees - As Necessary.....	6
4. Meetings of Council	8
5. Role of Council	12
6. Role of Mayor/Head of Council.....	12
7. Role of Deputy Mayor.....	13
8. Order of Proceedings at a Meeting of Council, Local Board or Committee	14
8.1 When meeting is to be called to order	14
k) Adjournment	16
9. Conduct of Proceedings at Meetings of Council or Committees/Local Boards...	17
d) To refrain from criticizing the decisions of Council, Committee or Local Board..	19
10. Decorum.....	21
11. Rules of Order	21
12. Motions.....	22
c) Shall not be debatable.....	27
13. Voting on Motions.....	27
14. General:.....	28
15. Petitions.....	34
16. Reports.....	35
17. Unfinished Business	35
18. New Business.....	35
19. By-laws.....	35
20. Suspension of Rules.....	36

21. Electronic Recordings and Photographs	36
22. Former By-laws Repealed	36
23. Prolonged Absence	37
24. Short Title	37
25. Effective.....	37

The Corporation of the Town of Tecumseh

By-Law Number 2023 - 076

A by-law to govern the proceedings of Council and its committees/local boards, the conduct of its members and the calling of meetings.

Whereas pursuant to Section 238(2) of the *Municipal Act*, 2001, S.O. 2001, c.25, ("Act") every Council and local board shall adopt a procedure by-law to govern the calling, place, and proceedings of meetings;

And whereas the Council of the Town of Tecumseh deems it desirable and necessary to amend, consolidate, revise, and update its current Procedural By-Law for the Town of Tecumseh being By-law Number 2022-013;

And whereas the Council of the Town of Tecumseh deems it desirous to repeal and replace By-Law 2022-013, with this By-law Number 2023-076 to come into force and take effect upon the final passing thereof.

Now therefore be it resolved that the Council of The Corporation of the Town of Tecumseh enacts as follows:

1. Definitions:

For the purpose of this by-law, the following definitions are applicable:

- 1.1 "CAO" shall mean the Chief Administrative Officer of the Town of Tecumseh;
- 1.2 "Chair" shall mean the person presiding over a Council Meeting, Committee Meeting or Meeting of a Local Board;
- 1.3 "Clerk" shall mean the Municipal Clerk of the Town of Tecumseh as appointed pursuant to section 228 of the *Municipal Act*, 2001, S.O. 2001, Chapter 25 as amended and shall include a Deputy Clerk, or anyone designated by the Clerk to carry out duties of the Municipal Clerk;
- 1.4 "Closed Meeting" means a meeting, or a part of a meeting of Council, a Committee, Sub-Committee or Local Board, which is closed by resolution, to the public as permitted by the *Municipal Act*, 2001 S.O. 2001, Chapter 25;
- 1.5 "Committee" means any advisory or other committee, standing committee, subcommittee or similar entity established and appointed by Council with terms of reference approved by Council;
- 1.6 "Corporation" means the Corporation of the Town of Tecumseh;
- 1.7 "Council" shall mean the Council of the Town of Tecumseh;

- 1.8 “Electronic Attendance” means attendance at a meeting by use of telephone, computer, or other digital means that:
- a) enables all the meeting’s participants to see, hear and speak with each other, and
 - b) enables the public to see and hear the statements and votes of the Council Members in electronic attendance during the part of the meeting that is open to the public.
- 1.9 “Consent Agenda” means those items on an Agenda that all Members of Council deem appropriate to approve or deal with together without discussion or individual Motions because they are items related to routine matters, reports provided for information purposes and matters of a non-controversial nature;
- 1.10 “Consent Motion” means a single Motion to approve the recommendations arising out of the Consent Agenda;
- 1.11 “Declared Emergency” means an emergency existing in the Town and declared in accordance with the *Emergency Management and Civil Protection Act*;
- 1.12 “Ex officio” means that, by virtue of his or her office or position, a person has the right to participate fully in a Committee, Sub-Committee or Local Board and to vote, unless prohibited by law;
- 1.13 “Friendly Amendment” means an amendment offered by someone who is in sympathy with the purposes of the main motion, in the belief that the amendment will either improve the statement or effect of the main motion, presumably to the satisfaction of its maker, or will increase the chances of the main motion’s adoption;
- 1.14 “Head of Council” as Chief Executive Officer, means the Mayor;
- 1.15 “Local Board” means a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority;
- 1.16 “Meeting” means any regular, special, or other meetings of a Council, of a Local Board or of a Committee of either of them where:
- a) A quorum is present and
 - b) Members discuss or otherwise deal with any matter in a way that materially advances the business or decision make of the Council, Local Board or Committee;

- 1.17 “Motion” means a proposed resolution brought forward for adoption by a Member and seconded by another Member, for the consideration of Council, a Committee, Sub-Committee, or a Local Board
- 1.18 “Personal emergency”: an extraordinary situation preventing a person from participating in the Meeting in person)
- 1.19 “Point of Order” means a matter that a Member wishes to call attention to as a departure from or a violation of the rules of procedure;
- 1.20 “Town” means the Corporation of the Town of Tecumseh;
- 1.21 “Quorum” shall mean the majority of the whole number of the members of Council who are present in person or Electronic Attendance. The quorum for the purpose of the Council of the Corporation of The Town of Tecumseh shall be four (4) members of Council.
- 1.22 “Standing Committee” means a Committee established by Council to address matters which Council has deemed appropriate for the committee to consider. Standing Committees will address on-going administrative matters within the scope and responsibility of Council and will be expected to provide reports to Council presenting advice and/or recommendations on the matters under consideration. Standing Committees shall include without limiting the Personnel Standing Committee and the Priorities and Policies Standing Committee.

2. Scope

The rules of procedure contained in this by-law shall be observed in all proceedings of Council and, unless specifically provided otherwise, shall apply to all meetings of its Committees, Standing Committees or Local Boards. All Points of Order or procedure for which rules have not been provided in this by-law shall be decided by the Chair in accordance with, and as far as is reasonably practicable, the rules of parliamentary procedure contained in Robert’s Rules of Order.

3. Establishment - Committees - As Necessary

- 3.1 Council may appoint such standing, special and other Committees as are necessary or expedient for the orderly and efficient handling of the affairs of the Corporation and may establish generally or in detail the duties and responsibilities, composition, and duration of a Committee established.
- 3.2 Council shall appoint Council Members and members of the public to its Local Boards, and Committees, after the Inaugural Meeting of the new Council. Appointments to a Committee or Local Board shall be made by By-Law. Sub-Committee appointments may be approved by a resolution of Council.
- 3.3 As soon as practicable after the Inaugural Meeting, the Clerk shall provide

all Members of Council with a list of Local boards and Committees to which Council appoints member(s) to sit together with any applicable terms of reference for such Local Boards and Committees. Council may at its option, appoint a Striking Committee of a certain number of its own Members for the purpose of reviewing and making recommendations by-way of a report to Council on Committee appointments for the new term of Council.

- 3.4 All Members of a Committee or Local Board are responsible for notifying the Clerk, or designate, if they are unable to attend a scheduled meeting.
- a) If a member is absent for three (3) consecutive meetings with unexplained absences or notice to the Clerk, or designate, the member will be deemed to have resigned from the Committee.
 - b) If a member is absent for three (3) consecutive meetings, the Committee may request that member's removal from the Committee.
- 3.5 The dates and times for meetings of Committees or Local Boards shall be established by resolution of Council.
- 3.6 Notice of Local Board and Committee meetings shall be posted on the Town's website and/or declared at a prior meeting of Council.
- 3.7 The Mayor is Ex-officio of all Committees of Council.
- 3.8 Where a Local Board or Committee is established with a specified number of Members that does not provide for the membership of the Mayor as an Ex-Officio Member, such number of committee members will be automatically increased by one, except where prohibited by law. The Mayor, as an Ex-Officio Member, may vote and otherwise participate in such Committee or Sub-Committee on the same basis as any other Member.
- 3.9 Unless otherwise specified the term of the Local Board or Committee, shall be for four (4) years and ends at the conclusion of Council's term. The term for a Sub-committee shall be determined by Council for a duration where the matter for which the sub-committee was created has reported out to Council with recommendations on the matter.
- 3.10 The Clerk will advertise for interested citizens to make application to serve on Local Boards and Committees, as soon as practicable after the municipal election. Once applications have been received, they will be reviewed by the Clerk and the Council Members elected to the new term of Council.
- 3.11 Vacancies on Local Boards and Committees that occur during the term will be filled by Council appointment as soon as practicable.

- 3.12 Local Boards and Committee Meeting minutes must be completed and circulated by the Secretary to the Local Board or Committee Chair and then forwarded to the Clerk within one week of the Meeting date.
- 3.13 Recommendations to Council as a result of Local Board and Committee Meeting Minutes shall be listed in addition to the Minutes on the Council Agenda. Council may vote on the recommendations collectively or may vote on each resolution separately if it is capable of standing on its own.
- 3.14 Policies and Priorities Standing Committee: This committee comprised of the members of Council and chaired by the Mayor or Deputy Mayor meets as scheduled to provide a forum for informal discussion of issues (generally in a workshop format) related to the Town's strategic goals and policy priorities This Committee with the assistance of town administration will receive, discuss and address such issues within the scope and responsibility of Council and will be expected through Administration to provide reports to Council presenting advice and/or recommendations on the matters under consideration.
- 3.15 Personnel Standing Committee: This Committee comprised of the members of Council and chaired by the Mayor or Deputy Mayor meets as scheduled and provides, in consultation with the Chief Administrative Officer and/or the Director, People and Culture, advice to Council relating to personnel policies and practices, compensation and benefits, labor relations and collective bargaining, employee relations, staffing and organizational structure and will be expected through Administration to provide reports to Council presenting advice and/or recommendations on the matters under consideration.

4. Meetings of Council

4.1 Inaugural Meetings

- a) The inaugural meeting of Council, and regular elections, thereafter, shall be held before the first scheduled Regular Council meeting in Council Chambers or at an alternative location determined by the Clerk in consultation with the Mayor and CAO.
- b) The Clerk shall call the inaugural meeting to order and chair the meeting until the Mayor-elect has taken the Oath of Office. The Mayor shall then assume the chair.

4.2 Regular Meeting

After its inaugural meeting, the Council shall meet on the second and fourth Tuesday of every month during the year, at 7:00 p.m. or as soon as possible upon the adjournment of such public or special council meeting held earlier that evening day. Meetings shall be held at the Tecumseh Town Hall, located at 917 Lesperance Road, unless such day shall be a legal, public, or civic holiday, in which case, the Council shall meet at the

same hour the next following day which is not a legal, public, or civic holiday and at the same place, or unless altered in the manner hereinafter provided.

4.3 Altering of Regular Meetings

- a) Any regular meeting of the Council may be altered to a day named in:
 - (i) A notice by the Mayor or Acting Mayor of Council given through the Clerk's office and two (2) clear days in advance of the regular meeting, or
 - (ii) A by-law or resolution of Council passed by a majority of the whole number of the members thereof providing, therefore.
- b) Notice of the alteration shall be posted on the Town's website and/or declared at a prior meeting of Council and/or in accordance with the relevant provisions of the Act, as amended from time to time, and/or any by-law by the Town specifying requirements for the giving of notice.

4.4 Special Meetings

- a) The Mayor or the Clerk, in consultation with the Mayor or the CAO, may, at any time, call a Special Meeting of Council on Two (2) clear days' notice specifying the purpose of such meeting which shall be the sole business transacted thereat.
- b) The Chair of a Committee may at any time summon a special meeting on five (5) clear days' notice specifying the purpose of such meeting which shall be the sole business transacted thereat.
- c) When so requested by resolution or in writing by a majority of the Members of Council, the Clerk shall call a Special Meeting for the purpose and at the time requested.
- d) Notice of the Special Meeting to members of Council or Committee may be given by the Clerk through electronic communication, telephone or in person.
- e) Notice to the public of the Special meeting shall be posted on the Town's website.

4.5 Adjourned Meetings

Unless otherwise determined by a resolution of Council, passed by a majority of the whole number of the members thereof, the Council shall adjourn at the hour of 11:00 p.m., if it is then in session, and shall reconvene at the hour, date and place determined in such resolution when

the unfinished business of the preceding meeting shall be transacted, including any business that might have been transacted at such preceding meeting but was not for want of time or opportunity to do so.

4.6 Closed Meetings

- a) All Council, Local Board and Committee meetings shall be open to the public.
- b) A meeting of Council or a Committee may be closed to the public or proceed into closed session if the subject matter being considered is one of the exceptions noted below and permitted by section 239 (2) and (3) of the *Municipal Act*, 2001 as amended :
 - (i) The security of the property of the Corporation or a Local Board;
 - (ii) Personal matters about an identifiable individual including municipal or Local Board employees;
 - (iii) A proposed or pending acquisition or disposition of land by the Corporation or Local Board;
 - (iv) Labour relations or employee negotiations;
 - (v) Litigation or potential litigation including matters before administrative tribunals, affecting the Corporation or Local Board;
 - (vi) A matter in respect of which the Council, Local Board, Committee, or other body has authorized a meeting to be closed under another Act;
 - (vii) Advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
 - (viii) The consideration of a request under the *Municipal Freedom of Information and Protection of Privacy Act* while the Council, local board, commission, committee, or other body is designated as the head of the institution for the purpose of that Act;
 - (ix) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
 - (x) a trade secret or scientific, technical, commercial, financial, or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to significantly prejudice the

- competitive position, or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- (xi) a trade secret or scientific, technical, commercial, or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
 - (xii) a position, plan, procedure, criteria, or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
- c) A meeting of a Council or Local Board or of a Committee or either of them may be closed to the public if the following conditions are both satisfied:
- (i) The meeting is held for the purpose of educating or training the members; and
 - (ii) At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the Council, Local Board or Committee.
- d) Where a Closed meeting of Council has been scheduled in advance by the Clerk, the public shall be provided with notice of such meeting as soon as possible by posting such notice to the Town's website. The Notice shall provide the exceptions relied on to permit the closed session as referenced under section 239 (2) and (3) of the *Municipal Act*, 2001. Any such Notice posted shall not include the agenda for such closed meeting, if applicable.
- e) Before all or part of a meeting is closed to the public, the Council or Committee shall state by resolution.
- (i) The fact of the holding of the closed meeting; and
 - (ii) The general nature of the matter to be considered at the closed meeting.
- f) Subject to Subsection g) below, a meeting shall not be closed to the public during the taking of a vote.
- g) A meeting may only be closed to the public during a vote if:
- (i) If the items to be held in closed are permitted under Section 239(2)(3) of the Act and requires a meeting to be closed to the public and;
 - (ii) The vote is for a procedural matter, or for giving directions or

instructions to officers, employees, or agents of the Corporation, Local Board, Committee, or persons retained by or under contract with the Corporation.

- h) Meetings or sessions which are closed to the public may be referred to as 'in-camera' meetings or sessions. An In- Camera session is a meeting in which a motion has been approved to move into an In-Camera session as permitted in section 239 of the Act.
- i) Upon coming out of the closed meeting/session a verbal report shall be provided and read into the minutes at the next Regular Council meeting.

5. Role of Council

It is the role of Council:

- 5.1 To represent the public and to consider the well-being and interests of the municipality;
- 5.2 To develop and evaluate the policies and programs of the Corporation;
- 5.3 To determine which services the Corporation provides;
- 5.4 To ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- 5.5 To ensure the accountability and transparency of the operations of the Corporation, including the activities of the senior management of the Corporation;
- 5.6 To maintain the financial integrity of the Corporation; and
- 5.7 To carry out the duties of Council under this or any other Act.

6. Role of Mayor/Head of Council

It is the role of the Head of Council:

- 6.1 To act as Chief Executive Officer of the Corporation;
- 6.2 Act as the representative of the Corporation both within and outside the Town, and promote the Corporation locally, nationally, and internationally;
- 6.3 To preside over Council meetings so that its business can be carried out efficiently and effectively;
- 6.4 To provide leadership to the Council;
- 6.5 To provide information and recommendations to the Council with respect

to the role of Council described in subsection 5;

- 6.6 Uphold and promote the purposes of the Corporation;
- 6.7 Promote public involvement in the Corporation's activities;
- 6.8 To represent the municipality at official functions; and
- 6.9 To carry out the duties of the Head of Council under this or any other Act; and
- 6.10 Participate in and foster activities that enhance the economic, social, and environmental well-being of the Corporation and its residents.

7. Role of Deputy Mayor

It is the role of the Deputy Mayor to:

- 7.1 Fulfil the normal duties of a Member of Council as established in Section 224 of the *Municipal Act*, 2001, and outlined in section 2.4.1 of this by-law.
- 7.2 Assist the Mayor in carrying out the Mayoral responsibilities as established in Section 225 of the *Municipal Act*, 2001, and as delegated to the Mayor in this By-law.
- 7.3 Serve as a member of County Council and attend all regular and special meetings of County Council, as well as any committees to which the Deputy Mayor may be appointed.
- 7.4 In the event the Mayor is absent, refuses to act, has declared a pecuniary interest, or resigns from office, it is the duty of the Deputy Mayor to act in the place of the Mayor and, while so acting, shall have all the powers and duties of the Mayor with respect to presiding at meetings and fulfilling the delegated duties set out in this by-law.
- 7.5 In the event that the Deputy Mayor is unable to act in the place and stead of the Mayor with respect to presiding at meetings, the Clerk shall call the meeting to order, and a Council Member shall be appointed by a resolution of Council Members present to act as the presiding Chair and preside over the meeting.
- 7.6 This by-law does not authorize the Deputy Mayor (Or member of Council) to take the place of the Mayor as a municipal representative on, or to assume any of the rights, powers, and authority of the Head of Council on boards or committees that require a resolution to appoint its members, without being duly appointed.

8. Order of Proceedings at a Meeting of Council, Local Board or Committee**8.1 When meeting is to be called to order**

As soon after the hour fixed for a meeting as a Quorum is present, the meeting shall be called to order.

8.2 When meeting is NOT to be called to order

Where a Quorum is not present within fifteen (15) minutes after the hour fixed for a meeting, the Clerk shall record the names of the members of Council or Committee present, and the meeting shall stand adjourned until the next meeting.

8.3 Order of Business: Council

The Clerk shall prepare an Agenda to aid Council or Committee or Local Board in the conduct of their business. The Order of Business for the regular meetings of Council shall be as follows:

- a) Roll Call
- b) Call to Order
- c) Report Out on Closed Meeting
- d) Moment of Silence
- e) National Anthem
- f) Land Acknowledgement
- g) Disclosure of Pecuniary Interest
- h) Minutes
- i) Adoption of Supplementary Agenda
- j) Consent Agenda
- k) Delegations
- l) Communications
 - (i) For Information:
 - (ii) For Action:
- m) Update from County Council and Boards
- n) Committee Minutes

- o) Reports
- p) By-laws
- q) Unfinished Business
- r) New Business
- s) Motions
- t) Notice of Motion
- u) Confirmatory By-law
- v) Next Meetings
- w) Adjournment

All business shall be taken up in the Order of Business in which it stands, but subject to the discretion of the Clerk to change the Order of Business at any time when required and without requiring a resolution of Council.

8.4 Order of Business – Special and Public meetings of Council

The Order of Business for Special or public meetings of Council shall be as follows but subject to the discretion of the Clerk to change the Order of Business at any time when required without requiring a resolution of Council:

- a) Roll Call
- b) Call to Order
- c) Land Acknowledgement
- d) Disclosure of Pecuniary Interest
- e) Delegations
- f) Communications
- g) Reports
- h) By-Laws
- i) Confirmatory By-law
- j) Adjournment

8.5 Order of Business – Committees and Local Board

The Order of Business for Committee and Local Board meetings shall be as follows: (subject to the discretion of the Clerk to change the Order of Business at

any time when required without requiring a resolution of the Committee or Local Board:

- a) Roll Call
- b) Call to Order
- c) Land Acknowledgement
- d) Pecuniary Interest
- e) Delegations
- f) Communications
- g) Reports
- h) Unfinished Business
- i) New Business
- j) Next Meeting
- k) Adjournment

8.6 Delivery of Agendas

- a) The Clerk shall post on the municipal website notice for all Council, Committee and Local Board Meetings established by Council and such posting serves as notice of the Meeting to the public as required by the Act.
- b) Prior to the first Meeting in January of each year the Clerk shall post on the Town's website the approved schedule for all regular Council Meetings for the upcoming calendar year.
- c) The Clerk shall give at least forty-eight (48) hours' notice to the public of all special Meetings of Council, Committee and Local Board Meetings and post on the Town's website an agenda for such meeting no later than twenty-four (24) hours before the designated time of the meeting.
- d) The Clerk shall post on the Town's website the full and complete agenda for each regular Council Meeting not less than five (5) days in advance of the day appointed for holding the Meeting which posting may also serve as notice to the public of the Meeting.
- e) Where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, the Clerk shall cause such notice to be published in a newspaper or in such other manner of prescribed notice in addition to posting on the Town's

website.

- f) Where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, such notice shall be provided in the timeframe prescribed in the said statute, or its regulations, and if not so prescribed, notice shall be given at least five (5) calendar days prior to the proposed action being taken.
- g) The Corporation's annual budget shall be adopted by by-law at a regular Council Meeting and the Clerk shall provide a minimum of four (4) days' notice by posting the notice on the municipal website. Normal operating costs incurred prior to the adoption of the annual budget shall not require notice, and approval of such expenditures shall be deemed ratified upon the adoption of the annual budget.
- h) Unless otherwise prescribed, where notice of intention to pass a by-law or notice of a public Meeting is required to be given by statute, the form of the notice shall include the following information:
 - (i) A description of the purpose of the meeting, or the purpose and effect of the proposed by-law;
 - (ii) The date, time, and location of the meeting;
 - (iii) Where the purpose of the meeting or proposed by-law is related to specific lands within the municipality, a key map showing the affected lands; and
 - (iv) The name and address of the person who will receive written comments on the issue that is the subject of the meeting and the deadline for receiving such comments.
- i) Nothing in this by-law shall prevent the Clerk from using more comprehensive methods of notice or providing for a longer notice period.
- j) Lack of receipt of notice or failure to comply with the notice provisions of this by-law shall not invalidate the holding of the Meeting or any decision of Council or a Committee made at the Meeting

9. Conduct of Proceedings at Meetings of Council or Committees/Local Boards

9.1 Electronic Meetings

- a) Unless otherwise stated the meetings shall be held in person. However, in an Emergency or upon at least two (2) days' notice published to the Town's website the Clerk in consultation with the Mayor or CAO may require any Meeting to be hosted and held

electronically only.

- b) Electronic Attendance by Council and Committee Members at any meetings shall be permitted.
- c) Electronic Attendance by Members will be permitted in meetings that are closed to the public in accordance with Section 239 of the Act.
- d) If a Member intends to attend the meeting by Electronic Attendance, the Member shall provide the Clerk written notice of the Member's intention prior to the time at which the meeting is scheduled to commence.
- e) Members attending the meeting through means of Electronic Attendance may vote and shall be included in the calculation of quorum.
- f) In the event of an interruption in the communications' link to a Member in Electronic Attendance, the Chair may:
 - g) decide to take a short recess until it is determined whether the link can be re-established, or
 - h) continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.
- i) No Member shall speak to a question or motion until the Member has been recognized by the Mayor or Chair. A Member shall signal his/her/their desire to speak by verbally requesting when the Chair has opened the floor for discussion.
- j) Every Member present at a meeting when a question is put, shall vote, unless prohibited by statute. If prohibited, the Clerk shall record the name of the Member and the reason that he or she is prohibited from voting. A Member attending the meeting through means of Electronic Attendance shall vote by audibly or electronically stating "in favour" or "opposed."

9.2 Chair

It shall be the duty of the Mayor or Chair or the Chair of the Committee/Local Board:

- a) To attend all meetings of Council, Committee or Local Board;
- b) To comply with and uphold Town By-Laws and Policies, Provincial and Federal Laws;
- c) To maintain confidentiality of all closed session deliberations and

matters.

- d) To refrain from criticizing the decisions of Council, Committee or Local Board.
- e) To open the meeting of Council, Local Board, or the Committee by taking the chair and calling the members to order and follow and maintain the procedural rules and decorum of the meeting;
- f) To announce the business before the Council or Committee or Local Board in the order of which it is to be acted upon;
- g) To receive and submit, in the proper manner, all motions presented by the members;
- h) To put to vote all questions, which are regularly moved and seconded, or necessarily arise in the course of the proceedings, and to announce the result;
- i) To decline to put to vote motions which infringe upon the rules of procedure;
- j) To restrain the members, when engaged in debate, within the Rules of Order;
- k) To enforce on all occasions, the observance of order and decorum among the members;
- l) To call by name any members persisting in breach of the Rules of Order of the Council or Committee or Local Board, thereby ordering him to vacate the Council or Committee chambers;
- m) To receive and announce all messages and other communications and announce them to the Council or Committee or Local Board;
- n) To authenticate, by their signature, when necessary, all by-laws, resolutions and minutes of the Council or Committee or Local Board;
- o) To inform the Council, Local Board or Committee, when necessary or when referred to for the purpose, in a point of order or usage;
- p) To select members of Council who are to serve on Committees or Local Boards, after written submissions by members, which are to be delivered prior to the first meeting in each year;
- q) To represent and support the Council or Local Board or Committee, declaring its will, and implicitly supporting its decisions in all things;
- r) To ensure that the decisions of Council, Local Board or Committee are in conformity with the laws and by-laws governing the activities

of the Council, Local Board or Committee;

- s) To adjourn the meeting when the business is concluded;
- t) To expel any person for improper conduct at a meeting;
- u) To adjourn the meeting without question put in the case of grave disorder arising in the Council or Committee or Local Board chamber.

9.3 Councillor

It is the role of a Councillor to:

- a) Participate at Council meetings so that its business can be carried out effectively and efficiently;
- b) Seek information and recommendations from Administration;
- c) Prepare for meetings, including reviewing the Agenda and background information prior to the meeting;
- d) Declare any conflict of interest at a meeting where a conflict exists;
- e) Speak only to the subject under debate at a meeting;
- f) Vote on all Motions before the Council unless prohibited from voting by law;
- g) Observe proper procedure and decorum at all meetings;
- h) Refrain from disturbing, through disorderly conduct, other Members, speakers, or Delegations in attendance;
 - (i) refrain from the use of profane or offensive words or insulting expressions at a meeting;
 - (ii) To maintain confidentiality of all closed session deliberations and matters.
- i) State questions to be asked through the Mayor or Chair at a meeting;
- j) Support the decisions of Council;
- k) Act in accordance with the Declaration of Office
- l) Notify the Clerk when the Member is aware that he or she will be absent from a scheduled Meeting; and
- m) Attend Meetings of Committees, Sub-Committees, and Local

Boards to which the Member has been appointed by Council.

10. Decorum

No member shall:

- 10.1 Disturb one another, or the Council or Committee or Local Board itself, by any disorderly deportment disconcerting to any member speaking;
- 10.2 Resist the Rules of Order or disobey the decision of the Chair or of the Council or questions of order or practice or upon the interpretations of the Rules of Order of the Council or Committee or Local Board;
- 10.3 Be permitted to retake their seat at any meeting after being ordered by the Chair to vacate, after committing a breach of any Rule of Order of the Council or Committee or Local Board, without making apology and obtaining the consent of Council or Committee or Local Board expressed by a majority vote of the other members present, determined without debate;
- 10.4 Leave their place on adjournment until the Chair leaves the chair;
- 10.5 Speak until they have addressed themselves to the Chair;
- 10.6 Walk across or out of the chamber or make any noise or disturbance when the Chair is putting a question and shall occupy their seat while a vote is being taken and until the result thereof is declared.

11. Rules of Order

11.1 The Chair

In directing the course of debate, the Mayor or Chair or the Chair of the Local Board or Committee shall:

- a) Designate the member who has the floor, when two or more members wish to speak;
- b) Preserve order and decide questions of order;
- c) Read all motions presented in writing and state all motions presented verbally before permitting debate on the question, except when otherwise provided in this by-law.

11.2 Members

In addressing the Council or Committee or Local Board, no member shall:

- a) Speak disrespectfully of His Majesty the King or any of the Royal Family, or of the Governor-General, Lieutenant-Governor or any member of the Senate, the House of Commons of Canada, or the

Legislative Assembly of Ontario;

- b) Use indecent, offensive, or insulting language in or against the Council or Committee or Local Board or any member thereof;
- c) Speak beside the question in debate;
- d) Speak more than once to the same question, except:
 - (i) upon the consideration of a report from a Committee to which it was referred by Council after being properly introduced and debated, but not determined, or
 - (ii) in explanation of a material part of their speech which may have been interpreted incorrectly, or
 - (iii) with leave of the Council or Committee or Local Board after all other members so desiring have spoken, or
 - (iv) a reply may be allowed by leave of the Council or Committee or Local Board to the member who presented the motion to Council, in which case, they shall speak for no longer than a five (5) minute period without leave of Council or Committee or Local Board;
- e) Ask a question except of the previous speaker and in relation to that Speaker's remarks;
- f) Interrupt the member who has the floor, except to raise a point of order.

11.3 General

- a) Any member may require the question or motion under discussion to be read at any time during the debate, but not to interrupt a member while speaking.
- b) Any member may appeal the decision of the Chair on a point of order to the Council or Committee, which shall decide the question without debate upon a majority vote of the members present.
- c) Debate shall be restricted to each proposal in its turn when a question has been divided upon leave of Council or Committee or Local Board.

12. Motions

12.1 Motions

The following motions may be introduced verbally, without notice and without leave except as otherwise provided by this by-law:

- a) A point of order,
- b) the presentation of petitions,
- c) to table a matter to a later date,
- d) to move the previous question,
- e) to refer a matter,
- f) to adjourn,
- g) to amend,
- h) to suspend the Rules of Order, or
- i) to close debate
- j) any other procedural motion

12.2 Notices of Motion

Means a new motion received by the Clerk in writing, moved by a member for inclusion and consideration on a future agenda of a regular meeting of the Council.

- a) Shall be given or presented under the Notice of Motions section of the agenda and provided to the Clerk in writing at the meeting or delivered to the Clerk prior to the meeting but unless otherwise provided such notice shall not initially be before Council for the purpose of consideration and debate.
- b) The Notice which does not require a seconder and is not debatable shall first be read at the meeting under the Notice of Motions section of the agenda and shall outline the actionable intention of the proposed motion. The Notice of Motion as presented will be considered by Council at the next subsequent regular meeting of Council.
- c) If such Notice of Motion was provided enough in advance to allow the inclusion of the published agenda, then Council, if it decides otherwise, as expressed by resolution, may consider and vote upon the motion at the same Council meeting at which the Notice of Motion was presented.

12.3 Must be Seconded

- a) A motion must be formally seconded before the Chair can put the question or be recorded in the Minutes.
- b) Motions which have not been seconded shall be recorded in the

minutes and noted as defeated.

12.4 Withdrawal of Motions

After a motion is read or has been stated by the Chair, it shall be deemed to be in possession of the Council or Committee or Local Board but can be withdrawn before decision or amendment only with leave of the Council or Committee or Local Board, expressed by resolution.

12.5 Priority of Disposition of Motion

A motion properly before Council or Committee or Local Board for decision must receive disposition before any other motion can be received, except a motion to amend, for the previous question, to adjourn, to extend the hour of closing proceedings, to commit, or on a matter of privilege.

12.6 To Amend a Motion

A notice to amend:

- a) May be presented in writing;
- b) Shall receive disposition of Council or Committee or Local Board before a previous amendment or the question;
- c) Only one motion to amend an amendment to the question shall be allowed and any further amendment must be to the main questions;
- d) Shall be relevant to the question to be received;
- e) Shall not be received proposing a direct negative to the question;
- f) Two separate distinct proposals of a question may be made;
- g) Shall be put in the reverse order to that in which it is moved.

12.7 Call for the Vote

A motion to Call for the vote:

- a) Is not debatable
- b) Cannot be amended;
- c) Cannot be proposed when there is an amendment under consideration;
- d) Shall preclude all amendment of the main questions;
- e) When resolved in the affirmative, the question is to be put forthwith

without debate or amendment;

- f) When resolved in the negative, debate on the question (main motion) shall continue.;
- g) Cannot be received in any Committee of Council; and
- h) May be voted against by the mover and seconder.

12.8 To Adjourn

The purpose of a motion to adjourn is to bring the meeting to an end. A motion to adjourn the meeting:

- a) Shall always be in order, except as provided in this paragraph and shall be put immediately without debate;
- b) When resolved in the affirmative, shall cause Council to immediately rise and take no further proceeding until the next meeting of Council. When resolved in the negative, shall entitle Council to resume its debate at the point immediately prior to the introduction of the motion to adjourn was moved. cannot be made again until after some intermediate proceeding shall have been completed by Council or Committee or Local Board;
- c) Is not in order when a member is speaking, nor during the verification of a vote;
- d) Cannot be amended;
- e) Is not in order immediately following the affirmative resolution of a motion for the previous question.
- f) A motion to adjourn or recess to a specific time, or to reconvene upon the conclusion of a specific event, if carried the motion suspends the Council meeting consistent with the conditions of the motion.

12.9 Repetition

A motion called in the order in which it stands upon the agenda of the order of business of a meeting, and which is not decided by Council or Committee or Local Board, shall be allowed to stand, retaining its precedence upon the agenda of the order of business of the next ordinary meeting of Council or Committee or Local Board.

12.10 Ultra Vires

A motion on a matter beyond the jurisdiction of the Council or Committee or Local Board shall not be received by the Chair.

12.11 Point of Order

When a Member desires to call attention to a departure from or a violation of the rules of procedure he or she shall call or raise the Point of Order promptly to the attention to the Chair and at the time that the breach occurs.

The Member shall briefly state the reasons for a Point of Order and the Chair shall then decide upon the Point of Order and advise the Members of his or her decision.

The Chair has the ability to refer the Point of Order to the rest of the members for debate and decision when in doubt as how to rule on an important point. The question so interrupted shall then be returned to the point where it was suspended.

12.12 Reconsideration

Any proposal to reconsider or amend or rescind a previous Council decision made with the current term of Council shall require a motion of reconsideration. A motion to reconsider a decision of Council made earlier in the same meeting may be presented at any time prior to the adoption of the confirmatory by-law. A motion to reconsider a decision of Council otherwise made with the current term of Council:

- a) Shall be ruled out of order if any change to the previous decision would interfere with an existing and legally binding commitment of the Town as of the date the motion to reconsider is so moved or if the action approved in the original Motion cannot be reversed.
- b) Shall be ruled out of order if reconsideration of the same question has previously been before Council as there shall only be one reconsideration of the same question during the term of Council
- c) Shall be moved by a member who voted on the prevailing side when the question was first considered.

A motion to reconsider will be carried by a two-thirds (2/3) majority of the members present and voting. If the motion to reconsider is resolved in the affirmative the Clerk shall list the question on the next regular or special Council meeting. However, if Council determines that there is an urgency to address the subject matter prior to the next regular council meeting, then a motion to waive the procedural rules could be considered to address the question immediately.

12.13 To Commit or Refer

A motion to refer a question to a Committee or to Administration with or without instructions:

- a) Takes precedence over the main motion.
- b) Can be amended as to the specific instructions/timing.
- c) Shall not be debatable.

12.14 Divided Motion

A motion containing distinct proposals may be divided with leave of Council or Committee or Local Board.

13. Voting on Motions

13.1 Question Stated

Immediately preceding the taking of the vote thereon, the Chair may state a question in the form introduced and shall do so if required by a member.

13.2 No Interruption After Question Stated

After a question is finally put by the Chair, no member shall speak to the question, nor shall any other motion be made until after the vote is taken and the result has been declared.

13.3 Division of Question

A separate vote shall be taken upon each proposal contained in a question divided with leave of Council or Committee.

13.4 Vote of Chair

- a) The Chair, except where disqualified to vote, may vote on all questions, and when so doing, shall vote last;
- b) When the Chair determines to vote on a question, his vote shall be spoken, signified, polled, and recorded after the votes of each member voting.

13.5 Voting

The manner of determining the decision of Council or Committee or Local Board on a motion shall be at the discretion of the Chair, and may be by voice, show of hands, standing or otherwise. Except as may be otherwise expressly directed in this by-law, all decisions by Council shall be determined by a simple majority of votes cast by the members present and eligible to vote on the matter.

Every member present at a Council meeting shall vote when the question is called by the Chair unless that Member has declared a pecuniary interest in the matter in accordance with the *Municipal Conflict of Interest Act*, R.S.O. 1990 c. M. 50 Any member who refuses to vote or abstains

from voting shall be deemed on the question as a negative vote.

13.6 Recorded Vote

Upon a request made either immediately before or after the taking of the vote but prior to proceeding to another item of business, by a member who was present when the question was stated, the Chair shall request the Clerk to conduct the recorded vote.

The Clerk, if requested, shall read the question prior to conducting the vote and then in turn shall call out to each individual member in clockwise order around those members sitting at the Council table and ask if such member is in support of or opposed to the question as stated and each individual member's answer shall be recorded into the minutes.

The Clerk shall at the conclusion of the vote announce the results of the vote and state if the motion is carried or defeated. A recorded vote conducted pursuant to a request made immediately before the taking of a vote shall be binding upon the members with no subsequent further rights to request another recorded vote.

During any such recorded vote requested and conducted after the taking of a vote such recount of the vote shall be taken and be binding and the previous decision of a vote determined in any other manner, and whether declared or not, shall not be binding upon the Council or Committee or Local Board.

14. General:

14.1 Disclosure of Pecuniary Interest

- a) At a meeting at which a member discloses an interest under section 5 of the *Municipal Conflict of Interest Act*, R.S.O. 1990 c.M.50, or as soon as possible afterwards, the member shall file a written statement of the interest and its general nature with the Clerk.
- b) The Clerk shall maintain a registry in which shall be kept,
 - (i) a copy of each statement filed under section 5.1; and
 - (ii) a copy of each declaration recorded;
- c) The registry shall be available for public inspection on the Town's website and the Clerk's Department.

14.2 Minutes

- a) The Minutes shall record:
 - (i) The place, date, and time of the meeting;

- (ii) The names of the Chair or officers and of the members present;
 - (iii) The reading, presentation, correction, and the adoption of the minutes of prior meetings.
- b) It shall be the duty of the Clerk to ensure that the minutes of the last regular meeting are placed on the next following regular Council meeting agenda for adoption. The Clerk shall make every effort to place as soon as possible the minutes from special meetings of Council and from committee meetings on a regular Council meeting agenda for receipt and/or adoption (as may be the case).

14.3 **Consent Agenda**

The Clerk, in consultation with the CAO will place certain items on the Regular Meeting Agenda as a proposed consent agenda item.

- a) After Minutes or Adoption of Supplementary agenda (if applicable), the Chair shall call for items or matters to be reviewed on the Consent Agenda and will ask if there are any items or matters on the Agenda that a member wishes to remove from the Consent Agenda.
- b) If a Member of Council identifies that they wish to speak to or remove an item or matter, then such matter shall not be included in the Consent Agenda and shall be dealt with separately in the order in which the item appears on the Agenda;
- c) In the event that a Member of Council declares a Conflict of Interest on an item, that item shall not be included in the Consent Motion and shall be dealt with separately in the order in which the item appears on the Agenda; and
- d) All items so listed under the Consent Agenda shall then be voted on through one Consent Motion and that Motion shall be neither debatable nor amendable.

14.4 **Communications**

For each Regular Meeting Agenda letters and/or written communications for Council's information will be available to Council electronically through the Council Communications shared folder.

The Members will advise the Clerk of which Communications they wish to be included on the regular meeting agenda for Council's information. Communications from Federal and Provincial ministries, and area municipalities will automatically be placed on the agenda for Council's information. At the meeting, and prior to approval of such items for receipt by Council, the Chair will ask the members if they wish to remove and

move any such items to the Communications for Action section of the Agenda so to be considered individually, at the request of any Member of Council at that meeting, for further discussion or action/support on that item.

- a) The Clerk, in consultation with the Mayor and CAO, has authority to decline to list letters or written communications on an agenda under the following circumstances:
 - (i) The subject matter is beyond the jurisdiction of Council;
 - (ii) The issue is specific to a labour/management dispute or other matter properly held in closed session;
 - (iii) The issue has been or is to be considered by the Committee of Adjustment;
 - (iv) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue previously considered or decided by Council within a period of twelve (12) months following the date on which the issue was last considered or decided by Council;
 - (v) The issue should be referred to Administration for action.

14.5 Update from County Council and Boards

The Mayor and Deputy Mayor or County Council alternate member (if applicable) shall have the opportunity at each regular council meeting to provide the public and the members of Council with a short update (up to 5 minutes) on matters affecting the Town of Tecumseh that were recently discussed or are to be discussed at the County of Essex Council meetings.

Any Council members who serve on any County Council Committees or on the Boards of any organizations in their capacity as a Council Member of the Town of Tecumseh shall also have the opportunity at each regular council meeting to provide the public and the members of Council with a short update (up to 5 minutes) on matters affecting the Town of Tecumseh that were recently discussed or are to be discussed at the Committee or Board meetings as the case may be.

14.6 Delegations and Attendance at Meetings

These provisions apply to any meetings of Council and its Committees:

Delegations:

- a) Any person who wishes to appear as a Delegation at a regular

meeting shall give written notice to the Clerk seven (7) days in advance of the meeting by submitting to the Clerk and agreeing to abide by the prescribed form "Delegation Request & Requirements" Form.

- b) Any person who wishes to appear as a Delegation at a special meeting or at a regular meeting on a matter that relates specifically to a listed item on published Agenda shall submit to the Clerk and agree to abide by the "Delegation Request & Requirements" Form no later than 24 hours before the time of the meeting. The Clerk shall have the sole authority to determine if the subject matter does in fact relate specifically to a matter contained in the Agenda for purposes of allowing or denying the Delegation.

Any person who wishes to appear as a delegation at a public statutory meeting shall give notice to the Clerk no later 3 p.m. on the day of the meeting by submitting to the Clerk and agreeing to abide by the prescribed "Delegation Request & Requirements" Form.

Subject to the discretion of the Chair, Delegations shall be limited in speaking to not more than five minutes (5) and one speaker for each municipal address. and further:

- (i) A delegation consisting of more than five persons (5) shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes.
 - (ii) Local Organizations who annually report out to Council such as the Essex Region Conservation Authority, Tourism Windsor Essex Pelee Island and Essex Power shall be given fifteen (15) minutes in total time.
- c) If a delegation has not registered with or been accepted by the Clerk in accordance with this by-law then such delegation request may only be heard upon the unanimous approval of Council, by resolution stated at the meeting.
- d) The Clerk shall contact the Delegation to advise if their Delegation Request has been accepted, and if accepted when their delegation will be. Prior to any delegation appearing before council, the Clerk will ensure that such delegation has been provided with the "Guide to Delegations" information brochure.
- e) The Clerk in consultation with the Mayor and CAO has authority to deny Delegation requests under the following circumstances:
 - (i) The request is not submitted within the times required by this By-law;

- (ii) The subject matter is deemed to be beyond the jurisdiction of Council;
 - (iii) The issue is specific to a labour/management dispute, or such other matter properly held in closed session;
 - (iv) The issue has been or is to be considered by the Committee of Adjustment;
 - (v) Council has previously considered or made a decision on the issue and a Delegation has appeared before Council with respect to the same issue previously considered or decided by Council within a period of twelve (12) months following the date on which the issue was last considered or decided by Council;
 - (vi) Council previously indicated it will not hear further from this Delegation; or
 - (vii) The issue should be referred to Administration for action.
 - (viii) A Delegation shall not be received by Council on matters relating to litigation or potential litigation affecting the Corporation, including matters which are before and under the jurisdiction of any court or tribunal, unless such matter is referred to Council by the said court or tribunal, in the alternative, Council deems the matter to be sufficiently important to allow the Delegation to be heard.
 - (ix) The Clerk may refuse, or postpone, a delegation when there has been, or will be, at least one (1) public or special meeting held at which the public was, or will be, provided the opportunity to make formal presentations on that subject matter.
 - (x) In the event that a delegation request is refused, the Clerk shall, upon request, provide to the person(s) in writing the reasons for the refusal with a copy to Council.
- f) If applicable, Delegations shall provide a copy of their presentation or presentation materials if any to the Clerk and/or Town Solicitor no later than 12 pm (Noon) on the day of the meeting at which they will be appearing. If using presentation software, such as PowerPoint, Delegations shall provide an electronic version to the Clerk, which shall be uploaded onto a Town-supplied laptop that Delegations may use during the Meeting. Presentation materials shall be published with the circulated Agenda, whenever possible. Failure to provide such presentation or presentation materials for review prior to the meeting as required by this subsection will result in a prohibition of such presentation or presentation materials being

displayed at the meeting.

- g) Delegations shall not distribute printed materials during the Meeting. All printed materials must be submitted to the Clerk prior to the commencement of the Meeting.
- h) The display of placards and signs or use of any noise, the use of any smart phones not set on mute, the use of any noise making devices and the bringing into Council chambers of any foreign objects is strictly prohibited.
- i) The Clerk will only circulate and/or display material in the Agenda or at the Meeting which complies with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* ("MFIPPA").
- j) Delegations will be scheduled in an order to be determined by the Clerk.
- k) Subject to the discretion of the Chair up to three delegations/delegation groups in total will be permitted for a regular meeting.
- l) The Clerk, in consultation with the Mayor or the Chief Administrative officer, reserves the right at all times to deny a delegation request to appear in person and require such delegation appearance to be by way of electronic attendance.
- m) If there is a Report on the agenda with the same subject matter as the purpose of the delegation, then the subject report shall automatically (without need for resolution) be listed or moved on the agenda to be dealt with under Agenda item 11: Delegations.
- n) Delegations shall address their remarks through the Chair.
- o) Delegations shall confine their remarks to the business stated in the written notice given to the Clerk.
- p) Except on matters of order, Members shall not interrupt a Delegation while they are addressing Council.
- q) Members may address a Delegation only to ask questions and not to express opinions or enter into debate or discussion.
- r) Once a motion to receive the presentation or to decide on the matter or to provide direction, has been moved and seconded, no further representation or questions of the Delegation shall be permitted.
- s) The Chair may curtail any Delegation, any questions of a

Delegation or debate during the presentation, as a result of disorder or other breach of the Procedural By-law. If the Chair rules that the Delegation is concluded, the person or persons appearing before Council shall withdraw from the table.

- t) A Delegation's failure to abide by the terms and conditions of "Delegation Request & Requirements for attending at Council Form" or a Delegation's disorderly conduct as determined by the Chair may result in that Delegations removal from the Council meeting.

Attendance at Meetings

- u) Unless otherwise stated or provided for, all meetings shall be held in person at Council Chambers. Members of the public have the option to observe the Meetings either in person in Council Chambers (or such other designated location) or virtually by way of Livestream at the links denoted on the Town website.
- v) However, in an Emergency or upon at least two (2) days' notice published to the Town's website the Clerk in consultation with the Mayor or CAO may require any Meeting to be hosted and held electronically only.
- w) Unless otherwise stated electronic participation in a meeting by a delegate/ member of the public shall be permitted only during a Declared Emergency or upon written request to the Clerk as an Accommodation under the *Human Rights Code or Accessibilities for Ontarians' with Disabilities Act 2005 S.O. 2005 c.11*.
- x) Notwithstanding subsection 25 above, electronic participation in a meeting by a delegate/member of public may be permitted if the delegate does not reside or work in the County of Essex geographical area or if the Clerk is satisfied that the Delegate, due to personal emergency is not able to attend the meeting in person.
- y) Any and all members of the public attending the Meeting in-person must sign in with the Clerk or designate prior to the meeting and agree in writing to abide by the "Delegation Request & Requirements" Form while at Town meetings.

15. Petitions

A petition in regard to a matter within the jurisdiction of Council or Committee or Local Board made over the signatures of the subscribers, shall be presented by a subscriber or agent who knows the contents thereof and vouches for the propriety of the petition may be received on leave of Council or Committee or Local Board, may be disposed forthwith, assigned some future time for consideration by Council or Committee or Local Board, or referred to a Committee.

16. Reports

- 16.1 Shall be received upon leave of Council or Committee or Local Board; or
- 16.2 May be accepted or approved upon resolution of Council or Committee or Local Board;
- 16.3 May be recommitted to Council or Committee or Local Board or a different Committee.

17. Unfinished Business

The items listed in the Order of Business of prior meetings which have not been disposed of by Council or Committee or Local Board and the date of their first appearance on the order of business shall be noted and repeated on each subsequent order of business until disposed of by Council or Committee or Local Board, unless removed from the order of business by leave of Council or Committee or Local Board.

18. New Business

Members of Council may after the Agenda has been published, introduce matters to an Agenda during a Meeting under the agenda heading "New Business". Such matters shall only be those matters that are Minor and/or urgent in nature as determined by the Chair

"Minor" for purposes of permitting the addition of New Business to an Agenda, means matters that do not require extensive research and background information and do not have a significant cost or impact on the Town or resident(s) of the Town;

"Urgent" for purposes of permitting the addition of New Business to an Agenda, means a matter that is time sensitive, and which could cause prejudice if delayed until the next scheduled Meeting of Council

19. By-laws

Every proposed by-law shall:

- 19.1 Be listed or added on to the Regular Meeting Agenda and introduced at the meeting by the Clerk, specifying the name of the proposed by-law.;
- 19.2 All By-laws shall receive three readings before final passage. All By-laws shall receive first and second readings at the same meeting. If Council is supportive of the Clerk's recommendation a by-law may receive third and final reading at the same meeting unless otherwise directed or prohibited by specific statute.;
- 19.3 All by-laws may be introduced and passed together in one motion. The Clerk or any member may request that all the by-laws or any particular by-

law be separated for the purpose of consideration and voting.

- 19.4 A simple majority vote is required to pass a by-law unless otherwise directed by specific statute.
- 19.5 Be endorsed by the Clerk with the date of the several readings thereof.
- 19.6 The Clerk is authorized to make minor non-substantive corrections to any by-law resulting from technical and/or typographical error(s).;
- 19.7 Be finally passed by Council before signature by the Mayor or Acting Mayor of Council and the Clerk, and
- 19.8 Be stamped with seal of the Corporation of the Town of Tecumseh.

Every proposed by-law may be referred to a committee or administration for report after second reading, and such reference may be made with or without debate on either or both the proposed by-law or the motion to so commit, as the Council may decide.

A confirmatory by-law shall be passed at each regular and special meeting of Council.

If upon consultation with the Mayor and/or Chief Administrative Officer, the Clerk determines that there is a matter of urgency that requires Council to consider a By-law prior to the next regular meeting of Council then the Clerk may add to the Agenda for any Special meeting of Council a By-law to be considered at that meeting.

By-Laws shall be introduced in the section on the Council agenda designated for By-Laws.

20. Suspension of Rules

Any procedure required by this by-law may be suspended with consent of not less than four-fifths (4/5) of the members present.

21. Electronic Recordings and Photographs

Any person may make an electronic recording of Council, Committee or Local Board Meetings or take photographs provided that the activity does not, in the opinion of the Chair, interfere with the Meeting proceedings or interfere with the Corporation's recording of Council Meetings.

22. Former By-laws Repealed

By-law No. 2022-013, as amended, by the Corporation, is hereby repealed and any by-law inconsistent with this by-law

23. Prolonged Absence

In accordance with the Act the office of a Member becomes vacant if the Member is absent from the meetings of Council for three (3) successive months without being authorized to do so by a resolution of Council.

This section does not apply to vacate the office of a Member if the absence is a result of the Member's pregnancy, the birth of the Member's Child or the adoption of a child by the Member.

24. Short Title

This by-law may be referred to as either the "Procedural By-Law" or the "Rules of Procedure".

25. Effective

This by-law shall come into full force on the date of the final passing thereof.

Read a first and second time this 27th day of June, 2023.

Gary McNamara, Mayor

Robert Auger

Read a third time and finally passed this 11th day of July , 2023.

Gary McNamara, Mayor

Robert Auger

The Corporation of the Town of Tecumseh

By-Law Number 2023 - 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.
(Planning File: D19 PETHOT – South Side of County Road 22, West of Sylvestre Drive)

Whereas By-law No. 85-15 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. 85-15;

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 Schedule "A", Map 3, to By-law 85-15, as amended, is hereby further amended by changing the zoning classification for those lands as depicted on Schedule "A" attached hereto and forming part of this by-law from "Agricultural Zone (A-33)" to "Holding General Commercial Zone (H) C1-10".
2. That By-law 85-15, Section 8, General Commercial Zone (C1) Regulations, as amended, is hereby further amended by the addition of a new subsection 8.3.10 to immediately follow subsection 8.3.9 and to read as follows:

"8.3.10 Defined Area C1-10 as shown on Schedule "A", of this By-Law.

a) Permitted Uses

- i) all uses permitted in the General Commercial Zone (C1);
- ii) accessory uses.

b) Permitted Building and Structures

- i) buildings and structures for the uses permitted in subsection 8.3.10 a);
- ii) accessory buildings and structures for the uses permitted in subsection 8.3.10 a).

c) Zone Provisions

All lot and building requirements shall be in accordance with subsections 8.1.3 to 8.2.3, inclusive of this By-law, with the exception of the following:

<u>Maximum Hotel Building Height</u>	5 storeys
<u>Minimum Distance From Future Westlake Drive Road Allowance</u>	3.0 metres <u>(9.84')</u>
<u>Minimum Southerly Yard Depth</u>	3.0 metres <u>(9.84')</u>
<u>Minimum Northerly Yard Depth</u>	7.5 metres <u>(24.60')</u>
<u>Minimum Easterly Side Yard Width</u>	6.0 metres <u>(19.68')</u>
<u>Minimum Westerly Side Yard Width</u>	4.5 metres <u>(14.76')</u>
<u>Minimum Number of Loading Spaces</u>	2 spaces
<u>Minimum Number of Parking Spaces</u>	165 spaces"

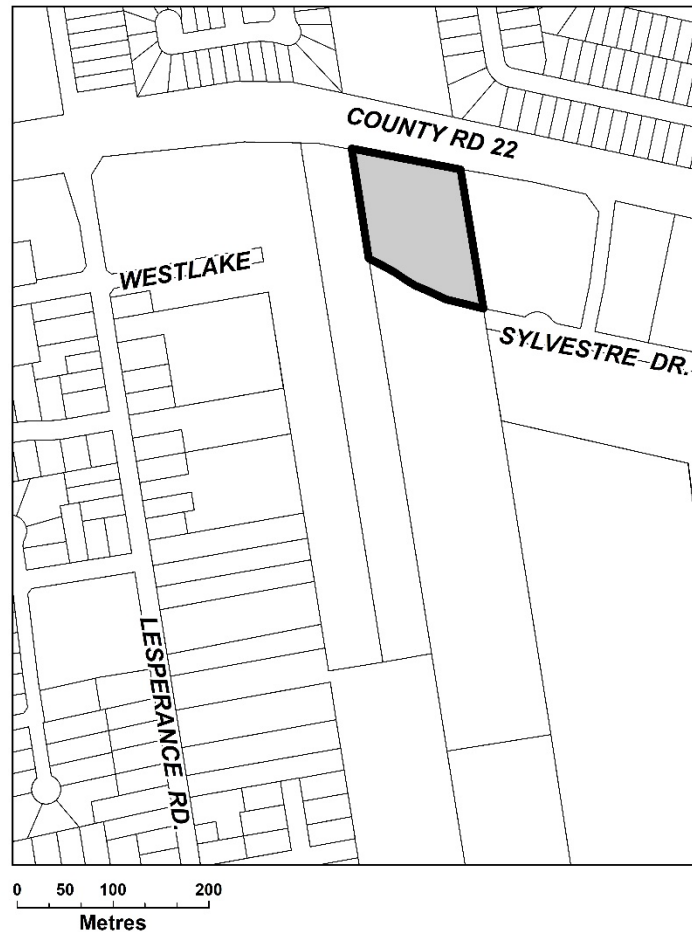
3. This By-law shall take effect from the date of passage by Council and shall come into force in accordance with Section 34 of the *Planning Act, R.S.O. 1990*.

Read a first, second, third time and finally passed this 11th day of July, 2023.

Gary McNamara, Mayor

Robert Auger, Director Legislative Services & Clerk

SCHEDULE "A"
SOUTH SIDE OF COUNTY ROAD 22
TOWN OF TECUMSEH



Change from "A-33" to "(H) C1-10"

This is Schedule "A" to By-law No. 2023-079
Passed the 11th day of July, 2023.

Signed

Mayor

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: Workshop with Council May 23, followed by preparing first draft of By-law for review with Council in Q4
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: Workshop with Council May 23, followed by preparing first draft of By-law for review with Council in Q4
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: Workshop with Council May 23, followed by preparing first draft of By-law for review with Council in Q4. Co-ordination with Clerks Dept regarding associated licencing options under the Municipal Act.
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: Workshop with Council May 23, followed by preparing first draft of By-law for review with Council in Q4. Co-ordination with Clerks Dept regarding associated regulatory options under Municipal Act.

The Corporation of the Town of Tecumseh

By-Law Number 2023-080

Being a by-law to confirm the proceedings of the July 11, 2023 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 meeting 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, inclusive of documents and transactions approved and/or entered into during the July 11, 2023, 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 July 11, 2023, 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 give effect to the action(s) 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 July, 2023.

Gary McNamara, Mayor

Robert Auger, Clerk