

## **Regular Council Meeting Agenda**

**Date:** Tuesday, August 8, 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 - July 25, 2023

9 - 20

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the July 25, 2023 minutes of the Regular 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 PWES-2023-58 and By-Law 2023-087, **be approved**.

**J. Delegations**

1. Town of Tecumseh Business Improvement Area

21 - 36

Leo Demarce, BIA Board of Management Chair

Lauren Carcelen, Director and Head of Marketing and Beautification Committee

**K. Communications - For Information**

**L. Communications - Action Required**

**M. Committee Minutes**

1. Business Improvement Area - July 19, 2023

37 - 40

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the July 19, 2023 minutes of the Town of Tecumseh Business Improvement Area Meeting as were duplicated and delivered to the members, **be accepted**.

**N. Reports**

1. Community & Recreation Services

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the information as provided in Report CRS-2023-14 Tecumseh Arena Flood Damage Assessment **be received**;

**And that** the estimated costs **be approved** as follows:

- Damage Remediation and Replacement Costs, including the deductible, in the amount of \$891,000;
- On-site storm water infrastructure modelling assessment in the amount of \$30,000

**And further that** the estimated costs **be funded** through the Arena Lifecycle Reserve

2. Development Services

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** Report DS-2023-15 entitled “Adoption of the Tecumseh Housing Action Plan: Federal Housing Accelerator Fund”, **be received**;

**And that** the Tecumseh Housing Action Plan, as attached to Report DS-2023-15, **be approved**;

**And further that** Administration **be authorized** to submit a Housing Accelerator Fund application to the Canada Mortgage and Housing Corporation;

**And furthermore, that** the Chief Financial Officer and Director Development Services **be authorized** to sign such documents required to support the application, including a preliminary attestation and an integrity declaration.

- b. DS-2023-16 2023 Six Month Permit Report 100 - 105

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** Report DS-2023-16 entitled “2023 Six Month Building Services Permit Report,” **be received**.

3. Financial Services

- a. FS-2023-06 Taxes Receivable – June 2023 106 - 110

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** Financial Services Report FS-2023-06 Taxes Receivable – June 2023 **be received** for information.

4. Legislative & Clerk Services

- a. LCS-2023-23 Council Conferences in 2024 111 - 115

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** Members of Council **be authorized** to attend the following conferences scheduled to be held in 2024 in accordance with the Town’s Travel Policy No. 14 and Professional Development Policy No. 73:

Event	Dates	Location
Association of Municipalities of Ontario (“AMO”) Annual General Meeting and Annual Conference	Sunday, August 18, 2024 to Wednesday, August 21, 2024	Ottawa, Ontario
Federation of Canadian Municipalities (“FCM”) Annual Conference and Trade Show	Thursday, June 6, 2024 to Sunday, June 9, 2024	Calgary, Alberta
Festival and Events Ontario Conference	TBA	TBA
Great Lakes and St. Lawrence Cities Initiatives Annual Meeting and Conference	TBA	Montreal, Quebec



Ontario Good Roads Association (“OGRA”) Annual Conference	Sunday, April 21, 2024 to Wednesday, April 24, 2024	Toronto, Ontario
Ontario Small Urban Municipalities (“OSUM”) Conference and Trade Show	TBA	TBA
Rural Ontario Municipal Association (“ROMA”) Annual Conference	Sunday, January 21, 2024 to Tuesday, January 23, 2024	Toronto, Ontario

**And that** Members of Council **be approved** to attend any 2024 workshops, webinars, and training opportunities from the associations listed below in accordance with the Town’s Professional Development Policy and subject to funding in the 2024 Budget.

Association of Municipalities Ontario

Federation of Canadian Municipalities

Festivals and Events Ontario

Great Lakes and St. Lawrence Cities Initiative

Ontario Good Roads Association

Ontario Small Urban Municipalities

Rural Ontario Municipal Association

- b. LCS-2023-26 Right of Access for Maintenance

116 - 120

#### **Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** Report LCS-2023-26 entitled “Right of Access for Maintenance” **be received**;

**And that** By-law Number 2023-086 being a By-law to permit access onto adjoining lands for maintenance, **be considered** by Council for first, second and third readings and be finally approved on August 8, 2023.

5. Public Works & Engineering Services

- a. PWES-2023-58 West Townline and Mooney Creek Drain, 121 - 126  
Emergency Replacement of Residential Access Bridge, 5285  
County Road 19 – Tender Award

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** the tender for the West Townline and Mooney Creek Drain, Emergency Replacement of Residential Access Bridge for 5285 County Road 19 in the amount of \$749,970 excluding HST **be awarded** to Sterling Ridge Infrastructure Inc.;

**And that** By-law 2023-087 **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 Sterling Ridge Infrastructure Inc.

**O. By-Laws**

1. By-Law 2023-086 Right of Access for Maintenance 127 - 138

Being a by-law to Permit Access onto Adjoining Lands for Maintenance within the Town of Tecumseh

2. By-Law 2023-87 West Townline and Mooney Creek Drain, Emergency Replacement of Residential Access Bridge, 5285 County Road 19 – Tender Award 139 - 143

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 construction services of a replacement bridge

Supplementary Item

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** By-Law 2023-086 being a by-law to Permit Access onto Adjoining lands for maintenance with the Town of Tecumseh;

**That** By-Law 2023-087 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 construction services of a replacement bridge.

**Be given** first and second reading.

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** By-Law 2023-086 being a by-law to Permit Access onto Adjoining lands for maintenance with the Town of Tecumseh;

**That** By-Law 2023-087 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 construction services of a replacement bridge.

**Be given** third and final reading.

**P. Unfinished Business**

- |                   |           |
|-------------------|-----------|
| 1. August 8, 2023 | 144 - 144 |
|-------------------|-----------|

**Q. New Business**

**R. Motions**

- |                                 |           |
|---------------------------------|-----------|
| 1. Confirmatory By-Law 2023-088 | 145 - 146 |
|---------------------------------|-----------|

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

**That** By-Law 2023-088 being a by-law to confirm the proceedings of the Tuesday, August 8, 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 September 12, 2023

5:00 pm Public Council Meeting - Cunningham Drain

5:30 pm Public Council Meeting - Shuttleworth Drain

7:00 pm Regular Council Meeting

**U. Adjournment**

**Recommendation**

Moved by \_\_\_\_\_

Seconded by \_\_\_\_\_

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

## **Regular Meeting of Council**

### **Minutes**

Date: Tuesday, July 25, 2023  
Time: 7:00 pm  
Location: Tecumseh Town Hall - Council Chambers  
917 Lesperance Road  
Tecumseh, Ontario N8N 1W9

Present:  
Mayor, Gary McNamara  
Councillor, James Dorner  
Councillor, Alicia Higgison  
Councillor, Brian Houston  
Councillor, Tania Jobin

Absent:  
Deputy Mayor, Joe Bachetti  
Councillor, Rick Tonial

Also Present:  
Chief Administrative Officer, Margaret Misk-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  
Manager Building Services & Chief Building Official, Peter Valore

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

#### **B. Order**

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

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

A closed meeting of Council was held at 6:00 pm in accordance with and as permitted with Section 239 (2)(c)(e) of the *Municipal Act, 2001*, which states that

a meeting or part of a meeting may be closed to the public if the subject matter being considered is:

c) a proposed or pending acquisition or disposition of land by the municipality or local board;

e) litigation or potential litigation, including matter before administrative tribunals, affecting the municipality or local board;

During this meeting, Council gave further direction to Administration on a potential litigation matter and the proposed acquisition of two properties.

**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, Leni Lenape and allied Nations to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Three Fires Confederacy Ojibwe, Odawa, Potawatomi and Huron/Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit and Métis.

**G. Disclosure of Pecuniary Interest**

Councillor Houston declares a pecuniary interest on Report DS-2023-53 entitled Gouin Drain Tender Award and its related By-Law 2023-084.

**H. Minutes**

**1. Regular Council Meeting, July 11, 2023**

**Motion: RCM - 197/23**

Moved by Councillor Brian Houston  
Seconded by Councillor Tania Jobin

**That** the July 11, 2023 minutes of the Regular Meeting of Council, as were duplicated and delivered to the members, **be adopted**.

Carried

**I. Supplementary Agenda Adoption**

**Motion: RCM - 198/23**

Moved by Councillor Brian Houston  
Seconded by Councillor Alicia Higgison

**That** the supplementary item added to the Regular Meeting agenda regarding Report DS-2023-14 Summary of Draft Tecumseh Housing Action Plan, **be approved.**

Carried

**J. Delegations**

1. New Housing Action Plan - Federal Housing Accelerator Fund

Larry Silani, MillerSilani Inc.

Mr. Larry Silani, Miller Silani Inc, presents the PowerPoint entitled " New Housing Action Plan: Federal Housing Acceleration Fund" as appended on the agenda and together with the Director Development Services responds to questions from the Members. The final version of the Plan is expected to be presented to Council at the August 8 2023 Regular Council meeting.

a. DS-2023-14 Summary of Draft Tecumseh Housing Action Plan, Federal Housing Accelerator Fund Program

**Motion: RCM - 199/23**

Moved by Councillor Alicia Higgison  
Seconded by Councillor Tania Jobin

**That** Report DS-2023-14 entitled "Summary of Draft Tecumseh Housing Action Plan: Federal Housing Accelerator Fund Program", **be received.**

Carried

**K. Communications - For Information**

There are no Communication For Information items presented to Council.

**L. Communications - Action Required**

1. Violence Against Women Coordinating Committee Windsor Essex

Re: Declaring Intimate Partner Violence an Epidemic

**Motion: RCM - 200/23**

Moved by Councillor Alicia Higgison  
Seconded by Councillor Tania Jobin

**That** the correspondence, dated July 12, 2023 from the Violence Against Women Coordinating Committee Windsor-Essex, a cross-sectional committee comprised of community-based organizations that work together to provide a coordinated response for women experiencing violence and their children, seeking support in declaring Intimate Partner Violence (IPV) an epidemic in Windsor Essex County, **be received and supported;**

**And that** Town of Tecumseh Council recognizes the issues of violence against women and children in Windsor-Essex as serious to the health and wellness of local families;

**And further that** the Town of Tecumseh hereby declares intimate partner violence as an epidemic and advocates for the systemic change that needs to occur in all of our communities to best protect those at risk;

**And furthermore that** this resolution be forwarded to the Premier, Local Members of Provincial Parliament, and the Minister of Women's Social and Economic Opportunity in support of provincial legislation to address family violence, and request that intimate partner violence be formally declared an epidemic in Ontario.

Carried

#### **M. Committee Minutes**

There are no Committee Minutes presented to Council.

#### **N. Reports**

1. Chief Administrative Officer - People & Culture
- a. CAO-2023-06 Strategic Plan 2023 - 2026

##### **Motion: RCM - 201/23**

Moved by Councillor Brian Houston  
Seconded by Councillor James Dorner

**That** Report CAO-2023-06 entitled "Strategic Plan 2023 – 2026", **be received;**

**And that** the "Town of Tecumseh Strategic Plan 2023 – 2026" **be adopted;**

**And further that** Administration **be directed** to incorporate the strategic priorities into objectives and action plans as part of the Corporation's work plans;

**And furthermore, that** progress on the strategic priorities **be provided** annually over the term of the plan.

Carried





- b. CAO-PC-2023-02 Electronic Monitoring Policy

**Motion: RCM - 202/23**

Moved by Councillor Alicia Higgison  
Seconded by Councillor James Dorner

**That** Report CAO-PC-2023-02 entitled “Electronic Monitoring Policy”, be received;

**And that** Attachment 1 to Report CA-PC-2023-02 “Electronic Monitoring Policy” **be approved.**

Carried

- c. CAO-PC-2023-03 Council Remuneration Review

**Motion: RCM - 203/23**

Moved by Councillor Brian Houston  
Seconded by Councillor James Dorner

**That** Report CAO-PC-2023-03 entitled “Council Remuneration Review”, **be received;**

**And that** Council **authorize** the Director People & Culture to proceed with the Council Remuneration Review in conjunction with a compensation consultant as further outlined in Report CAO-PC-2023-03;

**And further that** upon receipt and approval of the final remuneration report by Council, that By-Law No. 2006-84 and its Schedule “A” be presented to Council for amendment to reflect the recommended process for and final recommendations arising from the Council Remuneration Review.

Carried

2. Community & Recreation Services

- a. CRS-2023-16 CRS Five (5) Year Capital Works Plan Update

**Motion: RCM - 204/23**

Moved by Councillor Brian Houston  
Seconded by Councillor James Dorner

**That** Report CRS-2023-16 CRS Five (5) Year Capital Works Plan Update, **be received.**

**And that** the changes to the implementation of the CRS (5) Five Year Capital Works Plans for 2023, **be approved.**

**And further that** \$4,260,000 in 2023 CRS Capital projects **be deferred** as follows:

- Southfield Multi-Use Court - \$110,000 – Trails Lifecycle Reserve;
- Southfield Perimeter Trail - \$150,000 – Parks Lifecycle Reserve
- Lakewood Washroom and Splash Pad - \$2,000,000 - \$1.5M Infrastructure Reserve and \$500,000 Parks Lifecycle Reserve;
- L’Esson Soccer Fields Phase 1 - \$2,000,000 - \$1,000,000 Infrastructure Reserve and \$1,000,000 French Catholic School Board.

Carried

3. Public Works & Engineering Services

a. PWES-2023-53 Gouin Drain Tender Award

Councillor Brian Houston having declared a pecuniary interest on the Gouin Drain refrains from voting on this report.

**Motion: RCM - 205/23**

Moved by Councillor Alicia Higgison

Seconded by Councillor Tania Jobin

**That** the tender for the Gouin Drain in the amount of \$393,120 excluding HST **be awarded** to Mark G. Contracting Inc.;

**And that** By-Law 2023-084 **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 Mark G. Contracting Inc.

Carried

b. PWES-2023-54 Antaya Drain Tender Award

**Motion: RCM - 206/23**

Moved by Councillor Brian Houston

Seconded by Councillor Alicia Higgison

**That** the tender for the Antaya Drain in the amount of \$76,814 excluding HST **be awarded** to Murray Mills Excavating & Trucking (Sarnia) Ltd. (Murray Mills Excavating);

**And that** By-Law 2023-082 **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 Murray Mills Excavating.

Carried

- c. PWES-2023-55 Demonte Branch Drain Tender Award

**Motion: RCM - 207/23**

Moved by Councillor Brian Houston  
Seconded by Councillor James Dorner

**That** the tender for the Demonte Branch Drain in the amount of \$198,687 excluding HST **be awarded** to Mark G. Contracting;

**And that** By-Law 2023-083 **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 Mark G. Contracting.

Carried

- d. PWES-2023-56 West Townline and Mooney Creek Drain, Emergency Replacement of Residential Access Bridge, 5285 County Road 19

Mr. Mark Hernandez, P.Eng, of Dillon Consulting is in the audience and available to answer any questions from the Members as he is the appointed Drainage Engineer. Mr. Hernandez advises on the condition of the bridge and explains the assessment.

**Motion: RCM - 208/23**

Moved by Councillor James Dorner  
Seconded by Councillor Alicia Higgison

**That** Report PWES-2023-56 for the Emergency Replacement of Residential Access Bridge for 5285 County Road 19 over the West Townline and Mooney Creek Drain **be received**.

Carried

- 4. Technology & Client Services

- a. TCS-2023-03 Policy 118 Video Surveillance - Municipal Properties

**Motion: RCM - 209/23**

Moved by Councillor Brian Houston  
Seconded by Councillor Alicia Higgison

**That** Report TCS-2023-03 entitled "Video Surveillance – Municipal Properties Policy" **be received**.

**And that** Attachment 1 to Report TCS-2023-03 "Video Surveillance – Municipal Properties Policy No. 118" **be approved**.

Carried

**O. By-Laws**

1. By-Law 2023-068 Golden Age Club  
Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and the Tecumseh Golden Age Club
2. By-Law 2023-078 Disaster Mitigation and Adaptation Fund - Scully and St. Mark's Pump Station and Riverside Drive Reconstruction - Award of Engineering Consulting Services  
Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Dillon Consulting Limited for the Scully/St. Marks Pump Station and Riverside Drive East Reconstruction
3. By-Law 2023-082 Antaya Drain Tender Award  
Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Murray Mills Excavating and Trucking Limited for the repair and improvements to the Antaya Drain
4. By-Law 2023-083 Demonte Drain Tender Award  
Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Mark G. Contracting for the repair and improvements to the Demonte Branch Drain
5. By-Law 2023-084 Gouin Drain Tender Award  
Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Mark G. Contracting for the repair and improvements to the Gouin Drain  
  
Councillor Brian Houston having declared a pecuniary interest on the Gouin Drain refrains from voting on By-Law 2023-084.

**Motion: RCM - 210/23**

Moved by Councillor Tania Jobin  
Seconded by Councillor Brian Houston

**That** By-Law 2023-068 being a by-law to authorize the execution of an Agreement between the Corporation of the Town of Tecumseh and Tecumseh Golden Age Club;

**That** By-Law 2023-078 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Dillon Consulting Limited for the Scully/St. Marks Pump Station and Riverside Drive East Reconstruction;

**That** By-Law 2023-082 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Murray Mills Excavating and Trucking Limited for the repair and improvements to the Antaya Drain;

**That** By-Law 2023-083 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Mark G. Contracting for the repair and improvements to the Demonte Branch Drain.

**Be given** first and second reading.

Carried

**Motion: RCM - 211/23**

Moved by Councillor Alicia Higgison  
Seconded by Councillor James Dorner

**That** By-Law 2023-068 being a by-law to authorize the execution of an Agreement between the Corporation of the Town of Tecumseh and Tecumseh Golden Age Club;

**That** By-Law 2023-078 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Dillon Consulting Limited for the Scully/St. Marks Pump Station and Riverside Drive East Reconstruction;

**That** By-Law 2023-082 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Murray Mills Excavating and Trucking Limited for the repair and improvements to the Antaya Drain;

**That** By-Law 2023-083 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Mark G. Contracting for the repair and improvements to the Demonte Branch Drain.

**Be given** third and final reading.

Carried

**Motion: RCM - 212/23**

Moved by Councillor Alicia Higgison  
Seconded by Councillor James Dorner

**That** By-Law 2023-084 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Mark G. Contracting for the repair and improvements to the Gouin Drain

**Be given** first, second, third and final readings.

Carried

**P. Unfinished Business**

1. July 25, 2023

The Members receive the Unfinished Business listing for Tuesday, July 25, 2023.

**Q. New Business**

There are no New business items presented to Council.

**R. Motions**

1. Confirmatory By-Law 2023-085

**Motion: RCM - 213/23**

Moved by Councillor Brian Houston  
Seconded by Councillor Tania Jobin

**That** By-Law 2023-85 being a by-law to confirm the proceedings of the Tuesday, July 25, 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, August 8, 2023

3:30 pm Policies & Priorities Committee Meeting

5:30 pm In Camera Council

7:00 pm Regular Council Meeting

**U. Adjournment**

**Motion: RCM - 214/23**

Moved by Councillor Alicia Higgison  
Seconded by Councillor James Dorner

**That** there being no further business, the Tuesday, July 25, 2023 meeting of the Regular Council **be adjourned** at 9:12 pm.

Carried

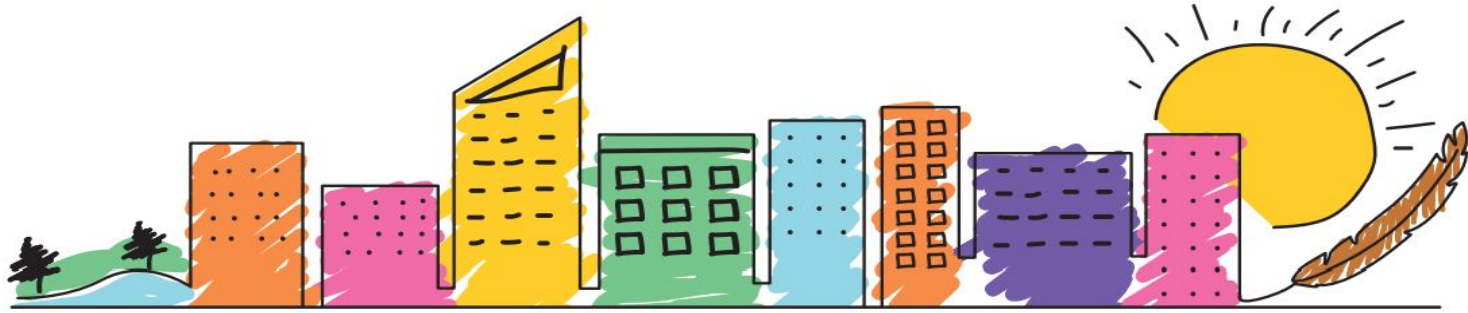
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Gary McNamara, Mayor

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Robert Auger, Clerk





TECUMSEH *BIA*

# Marketing Strategy Overview



- New logo
- New website
- Grow BIA awareness through social media platforms, Facebook, Instagram, TikTok and YouTube and drive traffic to our businesses
- Provide helpful resources to current business owners and potential investors
- Create visually appealing content to showcase the businesses in the area, business spotlights and visibility therefore adding value to our membership
- Collaborate with influencers and bloggers to amplify the BIA community and reach a larger audience
- Market research, discover target audience
- Media, video, photography

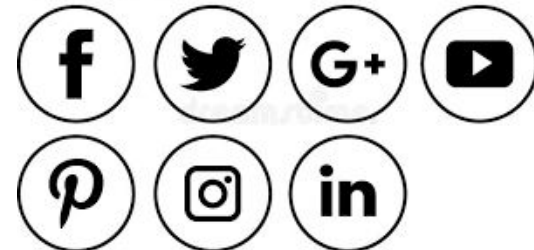
# Marketing Highlights



## New & Improved Website

- Mobile friendly
- Business directory by category with links to businesses, interactive map
- Separate page for Tecumseh dollars with possible online purchase option
- Up to date business information, traffic information, town projects, etc.
- Information page for prospective business investors “ie. Why come to Tecumseh?”
- Events Page, calendar with events
- Track engagement through Google analytics
- Search engine optimization

Find us here

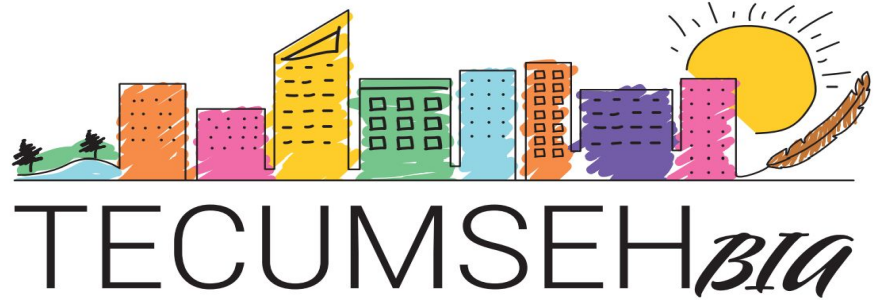


# BIA websites for comparison...

[Windsor BIA](#)

[Ottawa BIA](#)

[Orillia BIA](#)





**BEAUTIFICATION**

Where we are  
now...





# Where we want to be...



# Short Term BIA Goals:

- Benches
- Garbage receptacles
- Bike Racks
- Planters
- Themed banners for light posts





# Small holiday lights display - BIA Parkette











# Long Term Beautification Goals

- Additional landscaping, large flower pots
- Trees
- New light posts with electrical outlets



BIA BUDGET

as of Oct. 18, 2021    as of Aug. 1, 2023

		Budget	Actuals	Actuals	Proposed Budget	% Change	Budget
		2021	2021	2022	Budget 2023		2024
Account	REVENUE						
40100	Levy	\$ 132,000	\$ 99,000	\$ 132,000	\$ 235,000	78%	\$ 132,000
	1st Quarter	\$ 33,000	\$ 33,000	\$ 33,000			\$ 33,000
	2nd Quarter	\$ 33,000	\$ 33,000	\$ 33,000			\$ 33,000
	3rd Quarter	\$ 33,000	\$ 33,000	\$ 33,000			\$ 33,000
	4th Quarter	\$ 33,000	\$	\$ 33,000			\$ 33,000
	Levy Adjustments	\$ 1,500		\$ 1,500			\$ 1,500
	Supplementary	\$ 2,000		\$ 2,000			\$ 2,000
	(Writer-Offs)	\$ (500)		\$ (500)			\$ (500)
	(Vacancies)						
40160	BIA Associate Memberships	\$ 500	\$ 250	\$ 500	\$ 500		\$ 500
10500	Transfer from Reserve (Note 1)	\$ 24,050	\$ 16,950	\$ 30,000	\$ 26,478		\$ 10,000
41000 & 41500	Events & Sponsor Revenue	\$ 7,600	\$ -	\$ 7,600	\$ 5,500		\$ 7,600
	Christmas Party	\$ 5,500		\$ 5,500	\$ 5,500		\$ 5,500
	Fall Into Health Day - Vendor Rental						
	Fall Into Health Day - Sponsors	\$ -		\$ -			\$ -
	Tecumseh Night Market - Vendor Rental	\$ 2,100		\$ 2,100			\$ 2,100
	Tecumseh Night Market - Sponsors						
49200	Misc. Revenue	\$ -	\$ -	\$ -			\$ -
	Misc. Items	\$ -		\$ -			\$ -
49100	Interest Revenue	\$ 1,900	\$ 1,240	\$ 1,500	\$ 1,500		\$ 1,500
	TOTAL	\$ 167,550	\$ 117,440	\$ 173,100	\$ 268,978	55%	\$ 153,100
	EXPENSE ALLOCATIONS						
	ADMINISTRATION						
50350	Permits/Licenses	\$ 100	\$ -	\$ 51	\$ 500	878%	\$ 100
55100	Accounting & Legal Fees	\$ 10,900	\$ 5,400	\$ 14,375	\$ 14,500	1%	\$ 10,900
	Audit	\$ 900		\$ 900			\$ 900
	Accounting (Bookkeeper)	\$ 10,000	\$ 4,064	\$ 10,000			\$ 10,000
56000	Bank Charges	\$ 3,250	\$ 1,850	\$ 1,364	\$ 2,000	47%	\$ 2,050
	Square Fees	\$ 3,200	\$ 1,850	\$ 2,000			\$ 2,000
	Bank Fees	\$ 50		\$ 50			\$ 50
56500	Insurance (Town Contract with HUB)	\$ 200	\$ -	\$ 200	\$ 1,000	400%	\$ 200
56500	Insurance Claims						
54900	Clothing Expense (Board & Volunteers)	\$ 300	\$ -	\$ 632	\$ 2,000	216%	\$ 300
56320	Meals & Entertainment	\$ 1,000	\$ 19	\$ 1,003	\$ 2,000	99%	\$ 1,000
58500	Education/Seminars/Conferences	\$ 1,700	\$ -	\$ 1,700	\$ 4,000	135%	\$ 1,700
56600	Memberships/Associations	\$ 250	\$ 238	\$ 344	\$ 250	-27%	\$ 250
	OBIAA	\$ 250	\$ 238	\$ 250	\$ 250		\$ 250

		\$ -		\$ -	\$ -		\$ -
58200	Office Lease/Rent	\$ 12,000	\$ 10,626	\$ 13,328	\$ 13,500	1%	\$ 13,200
56700	Office & Misc Expense	\$ 1,800	\$ 1,536	\$ 3,371	\$ 2,000	-41%	\$ 1,450
	Equipment (phones, calculators, etc.)		\$ 602	\$ 800			\$ 500
	Furniture, Cabinets		\$ 20				
	Computers, Printers, Copier	\$ 1,000	\$ 275				
	Miscellaneous	\$ 200	\$ 224	\$ 250	\$ 250		\$ 250
	Office Supplies	\$ 500	\$ 311	\$ 600	\$ 600		\$ 600
	Postage	\$ 100	\$ 104	\$ 100	\$ 100		\$ 100
56850	Freight & Courier Fees	\$ 200	\$ 94	\$ 94	\$ 200	114%	\$ 200
56750	Software & Computer Expense <i>(Subscriptions)</i>	\$ 2,000	\$ 1,914	\$ 2,728	\$ 3,000	10%	\$ 2,000
57000	Repairs & Maintenance	\$ 1,350	\$ 1,476	\$ 1,682	\$ 2,000	19%	\$ 1,350
	Cleaning Office	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000		\$ 1,000
	Konica Printer/Copier Meter Rate	\$ 150	\$ 476	\$ 150	\$ 150		\$ 150
	Misc Office repairs/installs	\$ 200		\$ 200	\$ 200		\$ 200
58400	Telephone & Internet Expense	\$ 1,700	\$ 1,451	\$ 2,544	\$ 3,000	18%	\$ 1,700
	Phones <i>(Office &amp; Cell)</i>	\$ 1,200	\$ 1,069	\$ 1,200	\$ 1,200		\$ 1,200
	Internet	\$ 500	\$ 381	\$ 500	\$ 500		\$ 500
58440	Website & Storage Expense	\$ 300	\$ 317	\$ 340	\$ 10,000	2840%	\$ 500
	Website	\$ 300	\$ 317	\$ 500	\$ 500		\$ 500
	Storage						
	Election Reserve Account <i>(Every 4th Year)</i>	\$ 500		\$ 500	\$ 500		\$ 500
58600	Travel	\$ 1,800	\$ -	\$ 1,800	\$ 4,000	122%	\$ 1,800
	Accommodations	\$ 1,200		\$ 1,200	\$ 1,200		\$ 1,200
	Transportation	\$ 500		\$ 500	\$ 500		\$ 500
	Meals	\$ 100		\$ 100	\$ 100		\$ 100
58650	Mileage Expense - Employee	\$ 300	\$ 286	\$ 640	\$ 1,000	56%	\$ 500
54100	Wages & Salaries	\$ 40,000	\$ 30,769	\$ 43,212	\$ 57,500	33%	\$ 42,000
	Coordinator	\$ 40,000	\$ 30,769	\$ 41,000	\$ 42,000		\$ 42,000
54500	EI Expense	\$ 800	\$ 681	\$ 956	\$ 1,250	31%	\$ 950
54550	CPP Expense	\$ 1,700	\$ 1,605	\$ 2,264	\$ 3,278	45%	\$ 1,900
	Sub Total	\$ 82,150	\$ 58,260	\$ 89,880	\$ 122,478	36%	\$ 80,950
	ADVERTISING & MARKETING						
55500	Advertising & Marketing	\$ 12,800	\$ 12,429	\$ 15,276	\$ 17,000	11%	\$ 13,600
	Advertising for BIA - Various Media	\$ 1,500	\$ 1,018	\$ 2,000	\$ 3,000		\$ 2,000
	Signage	\$ 500	\$ 6,877	\$ 1,000			\$ 500
	Acknowledgement/Recognition	\$ 200		\$ -	\$ -		\$ -
	Promo Items/Materials	\$ 1,500	\$ 3,542	\$ 3,000	\$ 2,000		\$ 2,000
	Eyes on Tecumseh	\$ 3,000	\$ 900	\$ 1,500	\$ 3,000		\$ 3,000
	Tecumseh Life - Spring & Winter	\$ 6,000		\$ 3,000	\$ 6,000		\$ 6,000
	Grand Openings	\$ 100	\$ 92	\$ 100	\$ 100		\$ 100

55620	Sponsorships & Donations	\$ 3,500	\$ 350	\$ 5,800	\$ 3,500	-40%	\$ 3,500
	Christmas in Tecumseh & Santa Parade	\$ 2,500		\$ 2,500	\$ 2,500		\$ 2,500
	Corn Festival & Parade	\$ 1,000		\$ 1,000	\$ 1,000		\$ 1,000
	Other - Community		\$ 350				
55640	Promotional Photography	\$ 100	\$ -	\$ 100	\$ 1,000	900%	\$ 100
55690	Tecumseh Dollar Expense (Discount&Donated)	\$ 35,000	\$ 26,054	\$ 24,313	\$ 35,000	44%	\$ 35,000
58300	Meet & Greet - Guest Speakers	\$ -		\$ -	\$ -		\$ -
	Sub Total	\$ 51,400	\$ 38,833	\$ 45,389	\$ 56,500	24%	\$ 52,100
	BEAUTIFICATION & EVENTS						
59000	Beautification & Events	\$ 50,950	\$ 16,950	\$ 23,027	\$ 90,000	291%	\$ 19,250
	Banner Contest <sup>13</sup>	\$ 3,000	\$ 3,201	\$ 3,200	\$ 3,250		\$ 3,250
	Christmas Lights & Decorations	\$ 5,000			\$ 20,000		
	Beautification	\$ 10,000		\$ 25,000	\$ 50,000		
	BIA Special Projects <sup>15</sup>	\$ 16,950	\$ 8,475	\$ -	\$ -		\$ -
	BIA Parkette	\$ -		\$ -	\$ -		\$ -
	BIA Events						
	Tecumseh Night Market	\$ 7,500		\$ 7,500	\$ 7,500		\$ 7,500
	*TBD*						
	Other (Corn Festival & Santa Parades entries)	\$ 500		\$ 500	\$ 1,250		\$ 500
	Christmas Party <sup>12</sup>	\$ 8,000		\$ 8,000	\$ 8,000		\$ 8,000
	Sub Total	\$ 50,950	\$ 11,676	\$ 44,200	\$ 90,000	104%	\$ 19,250
	EXPENDITURES TOTAL	\$ 184,500	\$ 108,769	\$ 179,470	\$ 268,978	50%	\$ 152,300
	YEAR END SURPLUS / DEFICIT	\$ (16,950)	\$ 8,671	\$ (6,370)	\$ 1		\$ 800
	Transfer from/(to) Operating Reserve	\$ (16,950)	\$ 8,671	\$ (6,370)			\$ 800
	Actual BIA Operating Reserve	\$ 61,716		\$ 58,916	\$ 54,741	\$ 70,958	\$ 54,741
	Transfer (from)/to Special Project Reserve	\$ 28,716	\$ (33,000)	\$ 25,916	\$ 21,741		\$ 21,741
	Actual BIA Special Project Reserve Account	\$ -		\$ -	\$ -		\$ -
	Year End BIA Special Project Reserve Account	\$ 28,716	\$ (33,000)	\$ 25,916	\$ 21,741		\$ 21,741
	Year End Total BIA Operating Reserve Account	\$ 33,000	\$ 24,750	\$ 33,000	\$ 58,750		\$ 33,000

Notes:

Transfer of Reserve - Goal is to maintain a reserve of 25% of levy (\$59,000) for operating expenses every 1st QTR.  
Reserve Account is also to hold surplus of funds that are earmarked for BIA Special Project(s): Streetscaping & Beautification CIP projects  
Actual expenditures for 2021 well below budget - Events and beautification programs largely suspended due to COVID. 2021 should therefore end with a large surplus  
2022 budget showing draw of 30k from reserves should still allow for reserves in excess of 50k

Note 1

\$10,000 to offset one time website redesign, \$16,478 to offset Christmas light and decorations for 2023.

## Tecumseh BIA - 2020 Projects & Events

PROJECT	ACCOUNT	EXPENSE	REVENUE	BUDGET	ACTUAL	UNDER/OVER
<b>Banner Contest</b>				\$2,500.00	\$2,827.70	-\$327.70
Brochures	55500	\$264.57				
Banners	5900	<u>\$2,563.13</u>				
	<b>TOTAL</b>	\$2,827.70				
<b>Christmas Party</b>				\$8,000.00	\$500.00	\$7,500.00
Hall Deposit		\$500.00				
Hall Rental						
Meals						
Entertainment						
Ticket Printing						
Decorations						
Misc						
	<b>TOTAL</b>	\$500.00				



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

A Regular General Meeting of the Town of Tecumseh BIA (TOTBIA) Members held as of  
Wednesday, July 19, 2023 at 6:00 PM.

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

**Link to Tecumseh BIA Agenda:**

<https://tecumseh-pub.escribemeetings.com/Meeting.aspx?Id=979454ad-dc5c-4c70-9c12-a26df91f854f&Agenda=Agenda&lang=English&Item=23&Tab=attachments>

**(TOTBBM-38-07)**

Call to Order

The meeting is called to order at 6:02 PM by Chair, Leo Demarce.

**(TOTBBM –39-07)**

**Roll Call**

Chair	Leo Demarce
Treasurer	Sandra Zanet
Councillor	Brian Houston
Councillor	James Dorner
Director	Jules Champoux
Director	Eddy Hammoud
Director	Laura Carcelen

Regrets:                      Director        Josh Shepley

Absent:                      Vice Chair    Travis Dorner

Minute Taker:            Coordinator   Denise Pelaccia

Guest:

**(TOTBBM – 40-07)**

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

**(TOTBBM – 41-07)**

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

**(TOTBBM – 42-07)**

**Communications**

**TOTBIA Board of Management Meeting Minutes**

**Motion: (BBM-34/07)**

Moved by:    Jules Champoux

Second by:    Laura Carcelen

That the meeting minutes from the TOTBIA June 2023 RGM be accepted and approved.

Approved.

Carried.

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

**Supplementary Agenda Adoption:  
Motion: (BBM-35/07)**

**(TOTBBM – 43-07)**

**Reports**

**Chair Report- June 2023:**

- See Agenda attachment.

**Motion: (BBM-36/07)**

Moved by: Jules Champoux

Second by: Laura Carcelen

That the Chair Report for June 2023 be accepted.

Approved.

Carried.

**Treasurer Report:**

**Tecumseh BIA**

**2023 Month End Financials:**

- See PDF of Financial Reports for June 2023 in Agenda.

**June 2023 Financial Report:**

**Motion: (BBM-37/07)**

Moved by: Laura Carcelen

Second by: Jules Champoux

That the June 2023 Financial Report be accepted.

Approved.

Carried.

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

- See Agenda attachment.

**Motion: (BBM-38/07)**

Moved by: Eddy Hammoud

Second by: Jules Champoux

That the Coordinator Report for June 2023 be accepted.

Approved.

Carried.

**Council Report –**

- See PDF of Council Reports for June 2023 in Agenda.

**Motion: (BBM-39/07)**

Moved by: Laura Carcelen

Second by: Eddy Hammoud

That the Council Reports for June 2023 be accepted.

Approved.

Carried.

**Committee Reports –  
(TOTBBM – 44-07)**

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

- See Agenda attachment.

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

- See Agenda attachment.

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

- See Agenda attachment.

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

- See Agenda attachment.

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

- See Agenda attachment.

**Motion: (BBM-40/07)**

Moved by: Jules Champoux

Second by: Laura Carcelen

That the Committee Reports for June 2023 be accepted.

Approved.

Carried.

**(TOTBBM – 45-07)**

**Unfinished Business**

- MOU- Finalize

**(TOTBBM – 46-07)**

**New Business**

- Tecumseh Dollars Gift Cards: Downtown Gift Cards Contract Review
- OBIAA Conference 2023 – London, ON. – Leo to Provide Report
- Tecumseh Twilight- Town of Tecumseh Parks & Recreation: McAuliffe Park- Tecumseh BIA Participation with Booth
- Communication

**Tecumseh Twilight- Town of Tecumseh Parks & Recreation: McAuliffe Park- Tecumseh BIA Participation with Booth**

**Motion: (BBM-41/07)**

Moved by: Jules Champoux

Second by: Eddy Hammoud

That the Tecumseh BIA Board of Management approves the attendance of the Tecumseh BIA to set-up a booth to promote the organization, and to giveaway Tecumseh Dollars & branded swag at the Tecumseh Twilight event on Friday, August 18<sup>th</sup>, 2023.

Approved.

Carried.

**(TOTBBM – 47-07)**

**Adjournment**

**Motion: (BBM-42/07)**

Moved by: Laura Carcelen

Second by: Eddy Hammoud

That the July 19, 2023 regular general meeting of the TOTBIA Board of Management be adjourned at 7:52 PM.

Carried.

Approved.

**(TOTBBM – 48-07)**

**Next Meeting**

The next regular general meeting is scheduled on Wednesday, August 16, 2023 at 6:00 PM at the Tecumseh BIA office. Meeting Minutes will be available on the BIA website at [www.tecumsehbia.com](http://www.tecumsehbia.com)



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Leo Demarce, Chair



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Denise Pelaccia, Coordinator

**MINUTES NOT YET APPROVED.**



## 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:** August 8, 2023

**Report Number:** CRS-2023-14

**Subject:** Tecumseh Arena Flood Damages Assessment

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### Recommendations

It is recommended:

**That** the information as provided in Report CRS-2023-14 **be received**;

**And that** the estimated costs **be approved** as follows:

- Damage Remediation and Replacement Costs, including the deductible, in the amount of \$891,000;
- On-site storm water infrastructure modelling assessment in the amount of \$30,000

**And further that** the estimated costs **be funded** through the Arena Lifecycle Reserve

### Executive Summary

The Tecumseh Arena & Recreation Complex located at 12021 McNorton Street experienced a significant rainfall event that caused storm sewer lines to back up, resulting in damages throughout the main level of the facility.

Remediation and replacement work has been assessed and the Town remains involved with the insurer regarding the early stages of the claims process.

## Background

At the July 11, 2023 Regular Meeting of Council, Council was informed of the flood damages that had occurred at Tecumseh Arena as set out in Report CRS-2023-13 Tecumseh Arena Flood Damage.

The cause of loss is believed to be a sewer back up via floor drains throughout the main level of the Arena that resulted in damages to the following areas:

- Front Lobby and Public Washrooms
- Administrative Offices
- Dressing Rooms and Participant Corridor
- Canteen

As a reference, a floor plan highlighting the affected areas within the Tecumseh Arena is provided in Attachment 1.

## Comments

The following provides an outline of actions to date in response to the flood event at Tecumseh Arena on July 2, 2023:

- July 2<sup>nd</sup> - Supreme Restoration Services arrived on site to assess and provide guidance on immediate remediation work to mitigate further damage
- July 3<sup>rd</sup> - Rapid Drainage performed a hydro-vac clean out of all exterior catch basins and some maintenance holes within the parking lot areas
- July 3<sup>rd</sup> - Supreme Restoration Services removed affected surfaces and materials in the Administration Office area (drywall, flooring, baseboards and stationary contents) while ensuring proper containment measures to prevent the spread of mould
- July 4<sup>th</sup> - Manager of Public Works and Transportation, Manager of Engineering Services, Manager Facilities and Energy Management, and Facilities Maintenance Technician met on site to discuss options for assessing the existing on-site storm water infrastructure
- July 4<sup>th</sup> – Insurance company put on notice of claim
- July 11<sup>th</sup> - Sewer Technologies flushed and videoed all storm and waste water lines within the Arena site including internal storm, roof and waste lines, to McNorton Street

- July 17<sup>th</sup> – 19<sup>th</sup> - Supreme Restoration Services removed rubber flooring from the lobby area and applied antimicrobial
- July 28<sup>th</sup> - Meeting with Insurance Adjuster to determine scope and cost estimates for replacement

## **Current Status**

The removal of all affected surfaces in the Administrative Offices is now complete. On Council approval of the funding source, the restoration will immediately commence with a return to normal use by the end of August.

The removal of the surface within the Front Lobby and Public Washrooms is now complete and proceeding to the Participant Corridor and Dressing Rooms which is expected to be completed by mid August. Immediately following the removal, temporary protective surfaces will be installed within each dressing room and the adjacent corridor to provide ease of access to and from ice surfaces while ensuring safety of participants.

It is unlikely that the lobby and washrooms will have temporary protective surfaces which means that skates will not be permitted in these areas without skate guards.

Overall, it should be noted that these are interim measures due to the temporary emergency nature of the situation. Hence, it should be expected that the appearance of the Arena's flooring surfaces may remain in a sub-standard state with a temporary surface and exposed subfloor pending further reviews, and until as the replacement of the surface is executed.

In consideration of facility user groups, and in review of upcoming programming within the Tecumseh Arena & Recreation Complex, it is not favourable to attempt to replace the surface during the regular ice hockey season due to the logistics and complexities surrounding facility use and occupancy.

It is recommended instead that the replacement of the surface be scheduled for May 2024 following the conclusion of the ice hockey season. This will also allow the Town to properly procure the preferred surface and allow and account for lengthy lead times surrounding the production of the flooring surface.

Lastly, in consultation with PWES, it is recommended that an independent engineering consultant be engaged to undertake a modelling assessment of the existing on-site storm water infrastructure and to recommend potential mitigation measures to reduce future flood risks. CRS will be working with PWES to undertake this work.

## Consultations

Public Works & Engineering Services  
Legislative Services & Clerk  
Financial Services  
Supreme Restoration Services  
Primary Ice Users Groups

## Financial Implications

Estimated replacement costs are summarized in the following table.

In addition to the replacement costs, a contingency of 10% of the total cost estimate has been applied.

## Damage Remediation and Replacement Costs

Item and/or Affected Area	Estimated Cost
Emergency Services – Sewer Backup Deductible	\$5,000
Administrative Offices	\$50,000
Front Lobby, Public Washrooms, Dressing Rooms and Participant Corridor	\$725,000
Canteen	\$30,000
Sub-Total	\$810,000
Contingency (10%)	\$81,000
Total	<b>\$891,000</b>

Furthermore, the recommended modelling assessment of the existing on-site storm water infrastructure is estimated to cost up to \$30,000.

It should be noted that the costs associated with emergency services performed is expected to be expensed solely through insurance with only the exception of the deductible amount of \$5,000 for which the Town is responsible.

Therefore, total estimated replacement costs are \$891,000 which are expected to be funded through the Arena Lifecycle Reserve.



While investigations are ongoing on the insurance side early indications are favorable in regards to insurance coverage and recovery relating to both the emergency services work and for loss in the areas directly affected. Areas not affected but which are being proposed for floor replacement as part of the restoration and replacement work project will not be funded by insurance. It should be noted therefore that certain flooring areas unaffected from the sewer back up occurrence will be captured as part of the entire flooring replacement project due to the need to keep the natural consistency of the surface material. It is estimated that approximately \$125,000 of the \$725,000 total costs for the floor replacement relates to the unaffected areas to be funded solely by the Town.

While the cost amounts related to floor replacement in the affected areas are expected to be funded through insurance the actual amount of such coverage has yet to be determined by the Insurance company. As a result, this may also contribute to a variance between total replacement costs and the amount the Town may have to fund.

## Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## 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:

Daniel Wolicki  
Manager Facilities & Energy Management

Reviewed by:

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

Reviewed by:

John Henderson, P.Eng.  
Manager Engineering Services

Reviewed by:

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

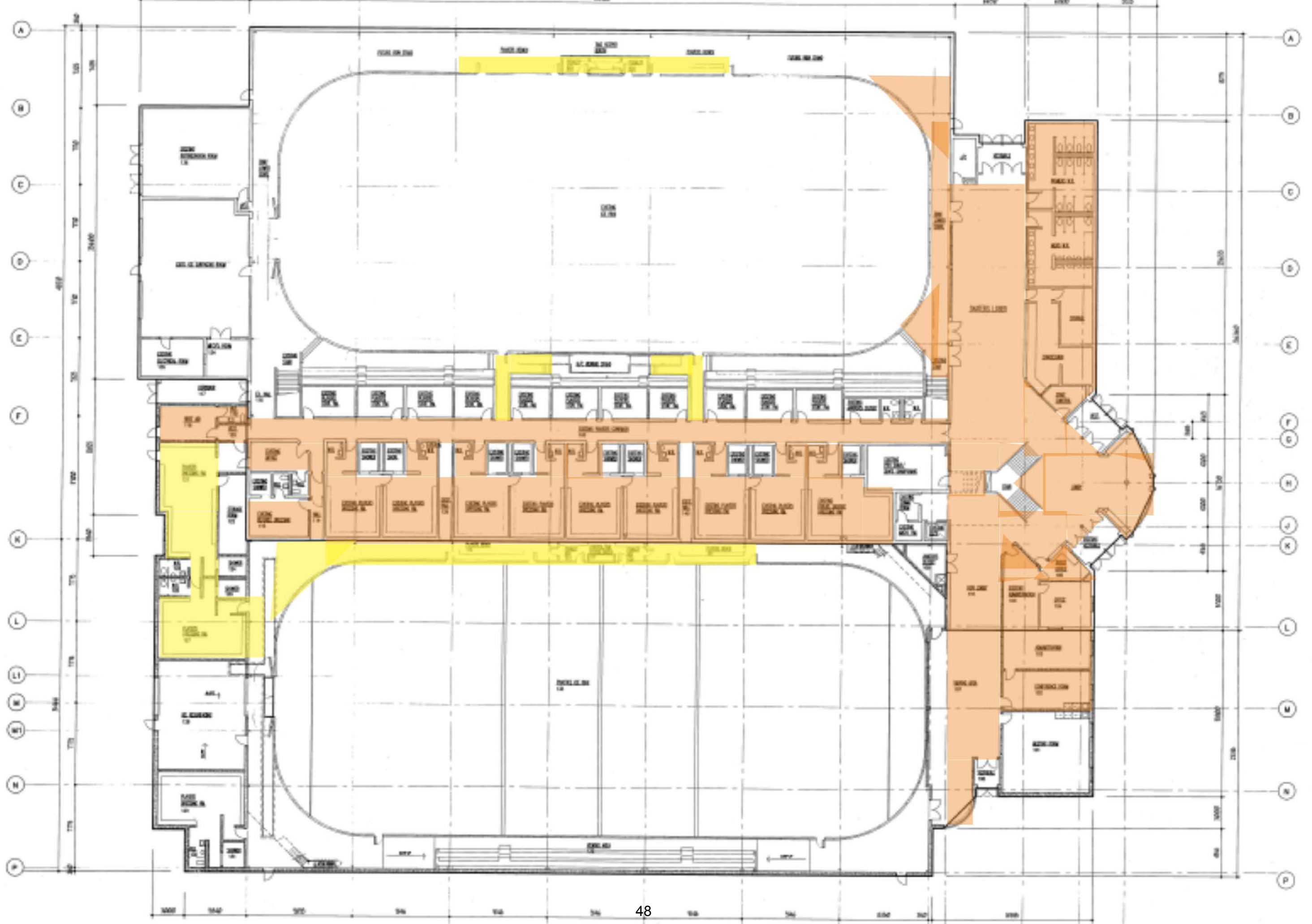
Reviewed by:

Beth Gignac, BA Hons  
Director Community & Recreation Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Tecumseh Arena – Layout of Affected Areas





## The Corporation of the Town of Tecumseh

Development Services

**To:** Mayor and Members of Council

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

**Date to Council:** August 8, 2023

**Report Number:** DS-2023-15

**Subject:** Adoption of the Tecumseh Housing Action Plan  
Federal Housing Accelerator Fund  
OUR FILE: L11 FED

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### Recommendations

It is recommended:

**That** Report DS-2023-15, entitled “Adoption of the Tecumseh Housing Action Plan: Federal Housing Accelerator Fund”, **be received**;

**And that** the Tecumseh Housing Action Plan, as attached to Report DS-2023-15, **be approved**;

**And further that** Administration **be authorized** to submit a Housing Accelerator Fund application to the Canada Mortgage and Housing Corporation;

**And furthermore, that** the Chief Financial Officer and Director Development Services **be authorized** to sign such documents required to support the application, including a preliminary attestation and an integrity declaration.

### Background

On March 17, 2023, the Federal government launched the \$4 billion Housing Accelerator Fund (HAF), which will provide funding to local governments to fast-track the creation of new homes in Canada. The objective is to accelerate the supply of

housing across Canada, resulting in at least 100,000 more housing units being constructed than would have occurred without the program.

The preparation and submission of a Housing Action Plan is a mandatory requirement for a community to be eligible for funding under the HAF. The Housing Action Plan must include:

1. housing supply growth targets, which reflect the total number of permitted housing units projected with the support afforded by the HAF;
2. additional targets related to the type of housing projected, as well as affordable housing; and
3. a minimum of seven proposed initiatives that will help achieve the committed targets, speed up approvals and support the objectives of the program.

The framework for determining the amount of incentive funding includes base funding, top-up funding and an affordable housing bonus. The HAF is an application-based program being administered by Canada Mortgage and Housing Corporation ("CMHC"). The application portal is now open and applications from municipalities will be accepted until end of day August 18, 2023.

A detailed review of the HAF, its eligibility requirements, timelines, application process, and final approval process was provided by way of Report [DS-2023-09](#), which was approved by Town Council at its April 25, 2023 Regular Council meeting.

Subsequently, at the July 25, 2023 Regular Council meeting, Report [DS-2023-14](#) was approved by Council, which summarized the Draft Tecumseh Housing Action Plan ("Tecumseh HAP"). That Report summarized the process undertaken to prepare the Tecumseh HAP along with its major findings and further indicated that a report recommending adoption of the Tecumseh HAP would be brought to the August 8, 2023 Regular Council meeting. Accordingly, the purpose of this Report is to recommend Council adoption of the Tecumseh HAP (see Attachment 1).

## Comments

The Tecumseh HAP provides the following, which are all program requirements to qualify for funding under the HAF program:

1. new housing targets have been prepared for the Town for the next three years (2024 to 2026), including housing units to be permitted without assistance from HAF (based on the Town's 10-year historic average) and housing units to be permitted with HAF assistance;

2. an analysis concluding that an additional 267 housing units would be permitted over the three-year period with HAF assistance. These additional housing units are also broken down by housing type and the percentage anticipated to be affordable;
3. a commitment to undertake a housing needs assessment for Tecumseh as part of the new Windsor-Regional Housing Affordability Strategy intended to commence in early 2024;
4. the establishment of Housing Action Plan Goals, of which there are five; and
5. the establishment of Housing Action Plan Initiatives, of which there are ten. The HAF program establishes that there must be a minimum of seven initiatives, although CMHC has indicated that having more than the minimum would be advantageous.

The following are the ten Initiatives established in the Tecumseh HAP:

1. Initiative 1 - Allowing increased housing density and making housing more affordable by pre-zoning lands to all as-of-right semi-detached housing as part of all low density residential districts;
2. Initiative 2 - Promoting higher density development without the need for rezonings, by pre-zoning lands within the Town's Main Street Community Improvement Plan Area to allow "missing middle" housing forms and Mid-Rise Apartments as-of-right;
3. Initiative 3 - Implementing land use changes (official plan and zoning by-law amendment) that would allow residential intensification (multi-unit residential) and new mixed-use development and redevelopment within the Manning Road Commercial District;
4. Initiative 4 - Implementing revised parking requirements such as reduced or eliminated parking spaces for new developments;
5. Initiative 5 - Implementing incentives, including reduced Development Charge Fees, Planning and Building Permit Fees, and making available a Property Tax Equivalent Tax Program to encourage purpose built rental housing and affordable housing units to be built within the Town's Main Street Community Improvement Plan Area;
6. Initiative 6 - Preparing and making available a user-friendly Information Kit for Tecumseh residents to: explain how they can add an ARU to their existing property; provide ARU examples and illustrative design guides; and outline a simplified and streamlined process to obtain a building permit;

7. Initiative 7 - Eliminating building permit fees for ARUs for a 3-year period starting from the date that the Housing Action Plan is adopted;
8. Initiative 8 - Identifying one or more parcels of land that can be made available for affordable and supportive housing, and pre-zoning the site(s) identified;
9. Initiative 9 - Implementing a new e-processing system for all planning-related applications to expedite and streamline the approval process for all new housing developments (expanding on the new e-permitting system that is being put in place for Building Services); and
10. Initiative 10 - Creating a new Housing Advisory Panel (comprising key representatives from the non-profit, private, and public sectors) to: advise Council on housing-related matters; collaborate and to partner to improve housing affordability; accelerate the timelines related to new housing construction; expand housing choices; and increase the overall supply of housing in the community.

Collectively, these Initiatives are intended to accelerate the delivery of housing and contribute to systemic long-term positive changes in the housing supply conditions affecting Tecumseh. Council approval of the Tecumseh HAP will, in the immediate term, allow the Town to file an application for funding under the HAF program. Over the longer term, the Plan will assist in appropriately addressing the evolving housing and socio-economic needs of the community.

It is therefore recommended that Council adopt the Tecumseh HAP, inclusive of the ten initiatives, and that Administration be authorized to submit a HAF application to CMHC by the August 18, 2023, deadline. In addition, it is recommended that Council authorization be provided for the Chief Financial Officer and Director Development Services to sign such documents required to support the application, including a preliminary attestation and an integrity declaration.

## **Consultations**

Community & Recreation Services  
Public Works & Engineering Services  
Financial Services



## Financial Implications

The adoption of the Tecumseh HAP is a prerequisite to filing an application to the HAF program. The amount of incentive funding allocated to successful applicants will be based on a funding program comprising three components:

1. Base Funding: Designed to accelerate all types of supply across the housing spectrum. Each unit projected with the support of the HAF program is multiplied by \$20,000;
2. Top Up Funding: Designed to accelerate certain types of housing, including ARUs, townhomes and low-rise apartments (4-stories or less) and other apartments (greater than 4 stories). Depending on the type of unit, support per unit is either \$7,000 or \$15,000 with the support of the HAF program;
3. Affordable Housing Bonus: Designed to reward the increase in share of affordable housing units relative to the projected permitted units with the support of the HAF program. The percentage growth is multiplied by the ascribed per unit amount of \$19,000 and then by the total projected permitted units with the support of the HAF program.

Based on current calculations, which project an additional 267 housing units could be permitted over the three-year program period because of HAF assistance, the Town may qualify for between approximately \$5.0 MIL to \$7.0 MIL, depending on the breakdown of unit types and affordability.

If successful, the HAF program requires that available funding first be provided to support the Town initiatives, thereby removing municipal financial implications with the implementation of those initiatives. Any remaining funding can be used for capital projects that support the accelerated provision of housing over the next three years.

The HAF application continues to be developed by Administration, with the assistance of Larry Silani, project planning consultant. If the application is successful, a further Administrative Report will be provided to Council seeking authorization to sign any agreements. This future Report will provide detailed costs and associated HAF funding surrounding each of the initiatives. The HAF program provides payment advances for each year, as follows:

Year 1	First Advance: 25% of total approved funding
Year 2	Second Advance: 25% of total approved funding
Year 3	Third Advance: 25% of total approved funding
Year 4	Fourth Advance: 25% of total approved funding

CMHC funding is ultimately based on actual projected housing supply growth being realized over the three-year period of the program. It is acknowledged that the outcome of the Initiatives listed in the Tecumseh HAP will not exclusively lie with the Town, as the overall increase in housing will also be dependent on private sector uptake, labour and market conditions. This emphasizes the importance of engaging with the broad spectrum of stakeholders representing the housing sector through the establishment of a Housing Advisory Panel.

## Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## Communications

Not applicable ☐

Website ☒      Social Media ☒      News Release ☒      Local Newspaper ☐

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

Prepared by:

Brian Hillman, MA, MCIP, RPP  
Director Development Services

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Tecumseh Housing Action Plan

# DS-2023-15, Attachment 1

## Tecumseh Housing Action Plan



## HOUSING ACTION PLAN



Final Draft July 26, 2023



## Mayors Message: Housing Action Plan



Dear Residents,

I am pleased to present Tecumseh's new Housing Action Plan. I am confident that through the Plan's 5 goals and 10 initiatives, it will play an important role in realizing the construction of additional new housing units in Tecumseh at an accelerated pace.

Our Council and Administration recognize that we are facing a housing crisis – in our town and across the country. Too many people are being priced out of the market and there is an insufficient supply of housing to meet the extraordinary demand. This situation requires immediate, strategic action.

I am confident that through this Plan, the Town is well positioned to address the need, while ensuring we grow sustainably.

Tecumseh has worked diligently to advance critical infrastructure projects over the next 10 years to support the construction of more than 4,000 housing units. The Town's new Official Plan ensures that sufficient lands are identified to support these housing units – in a complete community that is walkable, with appropriate residential densities and a diverse mix of land uses, while providing a wide variety of amenities and services through public and active transportation. Although the Town can approve housing, it recognizes the significant role of the private development industry in building housing.

Closer bonds with our building community will be fostered through the implementation of this Plan. In addition, the success of the Plan recognizes the important role of partnerships and the support of our federal and provincial governments. It is essential that the provision of long-term funding to support the required investments in infrastructure, major roads and transit be made available to support the required housing.

I look forward to working with our federal and provincial partners, as well as the development industry, to help meet the housing goals of this Plan and to see the outcomes of the initiatives realized.

Together, we will ensure Tecumseh remains a preferred place to live, work, invest and raise families - with an availability of housing that provides choices, is affordable and inclusive.

A handwritten signature in black ink, appearing to read 'Gary McNamara'.

Gary McNamara,  
Mayor of Tecumseh



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# 1. INTRODUCTION

The Town of Tecumseh is located in Southwestern Ontario, on the south shore of Lake St. Clair in the County of Essex. It is home to more than 23,000 residents living in highly desirable urban neighbourhoods, rural hamlets, and agricultural settings.

The Town's community amenities and quality services, together with affordable housing options, were the primary reasons for Tecumseh's growth over the last thirty years. Since 2000, this growth has been constrained because of infrastructure challenges in the Town's largest remaining designated greenfield areas. This dwindling supply of vacant shovel-ready residential building lots, together with rising land prices, shortage of labour, cost of building materials, and rising costs of servicing land are all contributing to the challenge of delivering housing that is affordable to all segments of the Tecumseh Housing Market.

Actions are being taken to help address these challenges, and as part of this Housing Action Plan the Town is moving forward with a series of initiatives that will accelerate the delivery and increase the supply of new housing units in Tecumseh. These initiatives will also lead to systemic long-term positive changes designed to improve housing affordability and to broaden housing choices in this growing community.

Tecumseh Council is committed to doing what is within its ability and control to facilitate and support more housing being built on an accelerated timeline.

The Town acknowledges that the development and building industry, together with the non-profit housing providers, have a key role to play. They will ultimately be the ones that build the new dwelling units that are required to increase much needed housing supply in this community. In addition, support is required from senior levels of government to assist with the funding of new infrastructure that needs to be constructed to be able to deliver new housing units at an accelerated pace.

To support private sector actions being undertaken to create new shovel-ready residential lots in an accelerated timeline, the Town is currently finalizing a new secondary plan and is completing engineering/studies for a large greenfield area.

This Housing Action Plan outlines housing targets for the Town of Tecumseh, together with the corresponding 5 goals and 10 initiatives that the Town of Tecumseh is committing to undertake over the next 3 years to create more housing. The Plan also identifies where assistance is needed from the private and non-profit sectors and from senior levels of government to achieve these shared goals.

This Plan builds on the recent work undertaken by the Town to establish residential goals and policies as part of the Town's new Official Plan.

By adopting the new Official Plan, Council has articulated a comprehensive set of planning policies that are intended to promote: residential intensification; inclusive, walkable, mixed-use neighbourhoods; and transit supportive and climate resilient nodes and corridors.



Information is included as part of this Action Plan to support the Town's application to the Federal Housing Accelerator Fund (HAF) Program. The primary objective of the HAF program is to create more supply of housing at an accelerated pace and to enhance certainty in the approval and building process, while also supporting the following priorities:

- The development of complete communities that are walkable, consisting of appropriate residential density and a diverse mix of land uses, providing access to a wide variety of amenities and services through public and active transportation;
- The development of affordable, inclusive, equitable and diverse communities that encourage clear pathways to achieving greater socio-economic inclusion largely achieved through the equitable provision of housing across the entire housing spectrum; and
- The development of low-carbon and climate-resilient communities.

The Town's Housing Action Plan will be reviewed and updated over time to ensure that it is assisting the community reach its stated goals and targets.

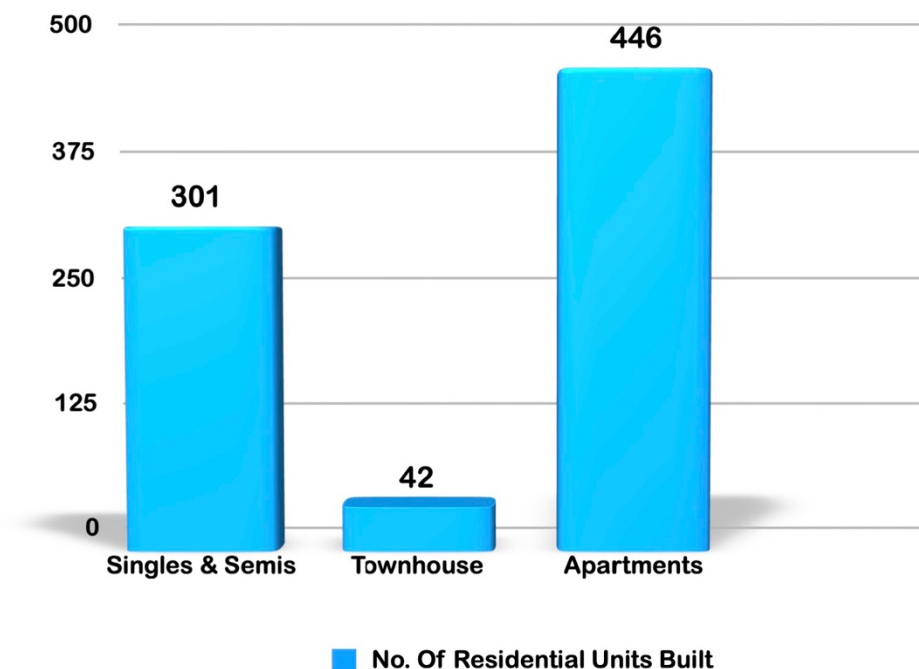
This is especially important during a period where this region will continue to experience on-going economic and demographic changes, and there will be a need to remain flexible and adapt as required to meet evolving housing needs.

## 2. PREPARING FOR GROWTH

### 2.1 Residential Building Activity

A total of 789 residential dwelling units were constructed in the Town of Tecumseh from 2013 to 2022. Fifty-seven percent of these units (446) were dwellings built as part of low and mid-rise apartment style buildings. A further 5 percent (42) were ground-oriented townhouse units, and the balance of the dwellings constructed were low density single detached and semi-detached dwellings.

**Residential Dwelling Units Constructed By Type, 2013 to 2022**



### Newly Constructed Mid-Rise Condominium Apartment Building



### Newly Constructed Low Density Dwellings





## Newly Constructed Mid-Rise Apartment Buildings in the CIP District



Table 1 provides annual data for the number and type of dwelling units that have been built each year since 2013 in the Town of Tecumseh. On average, 79 dwelling units have been constructed annually during the last 10 years. It should be noted, however, that in 2019, 2020 and 2021 a total of 84, 146 and 194 new units were built each year, primarily due to increased building activity for new apartment style dwelling units.

**Table 1 - Residential Dwelling Units Constructed, By Type, 2013 to 2022**

YEAR	SINGLE & SEMI- DETACHED UNITS	TOWNHOUSE UNITS	APARTMENT UNITS	TOTAL ALL UNITS
2013	34	0	0	34
2014	26	0	0	26
2015	46	4	59	109
2016	68	38	0	106
2017	39	0	12	51
2018	26	0	0	26
2019	20	0	64	84
2020	15	0	131	146
2021	14	0	180	194
2022	13	0	0	13
<b>TOTAL - 2013 TO 2022</b>	<b>301</b>	<b>42</b>	<b>446</b>	<b>789</b>
<b>ANNUAL AVERAGE LAST 10 YEARS</b>	<b>30</b>	<b>4</b>	<b>45</b>	<b>79</b>

*Source: Town of Tecumseh Building Department Records*

## 2.2 Existing Housing Stock

In 2021 there were 8,945 occupied private dwelling units in the Town of Tecumseh. Most of these housing units (87 percent) comprise low density single and semi-detached dwellings.

Less than 8 percent of the existing housing stock (690 units) are “missing middle” type units (row house, apartment in duplex and apartments in buildings with less than 5 stories). The balance of Tecumseh’s existing dwellings (510 units) are apartment style units located in multi-storey buildings that have 5 or more stories.

**Table 2 - Total Occupied Private Dwellings By Structure Type, 2021**

DWELLING UNIT TYPE	2021	PERCENTAGE OF DWELLINGS BY TYPE
SINGLE DETACHED HOUSE	7,255	81.1
SEMI-DETACHED HOUSE	490	5.5
ROW HOUSE	475	5.3
APARTMENT IN DUPLEX	75	0.8
APARTMENT IN BUILDING LESS THAN 5 STOREYS	140	1.6
APARTMENT IN BUILDING 5 OR MORE STOREYS	510	5.7
<b>TOTAL OCCUPIED PRIVATE DWELLINGS</b>	<b>8,945</b>	<b>100</b>

*Source: Census Canada*



**Existing 4 Storey Apartment Style  
Rental Building**



**Existing 5 Storey  
Apartment Style  
Condominium Building**

Over 80 percent of the existing housing stock in Tecumseh has units with 3 or more bedrooms, with only 3 percent of the units having 1 bedroom. When compared to the national average, there are relatively few 1 bedroom units available.

**Table 3 - Total Occupied Private Dwellings By No. of Bedrooms, 2021**

<b>NO. OF BEDROOMS</b>	<b>TECUMSEH</b>	<b>TECUMSEH (%)</b>	<b>CANADA (%)</b>
NO BEDROOMS (STUDIO UNITS)	20	0.2	0.9
1 BEDROOM	270	3.0	14.2
2 BEDROOMS	1,210	13.5	25.6
3 BEDROOMS	4,345	48.6	33.3
4 OR MORE BEDROOMS	3,100	34.7	26.1
<b>TOTAL OCCUPIED PRIVATE DWELLINGS</b>	<b>8,945</b>	<b>100.0</b>	<b>100.0</b>

*Source: Census Canada*

Information related to the age of Tecumseh's existing housing stock is provided in Table 4, and in the accompanying chart. Most of Tecumseh's existing housing stock was built prior to 2001, with only one in ten homes having been constructed during the last two decades.

**Table 4 - Total Occupied Private Dwellings By Period of Construction, 2021**

PERIOD OF CONSTRUCTION	TECUMSEH	TECUMSEH (%)	CANADA (%)
1960 OR BEFORE	1,475	16.5	20.2
1961 TO 1980	2,125	23.7	27.8
1981 TO 1990	2,030	22.7	13.2
1991 TO 2000	2,250	25.1	12.1
2001 TO 2005	470	5.3	6.4
2006 TO 2010	155	1.7	6.9
2011 TO 2015	140	1.6	6.5
2016 TO 2021	300	3.4	6.9
<b>TOTAL OCCUPIED PRIVATE DWELLINGS</b>	<b>8,945</b>	<b>100.0</b>	<b>100.0</b>

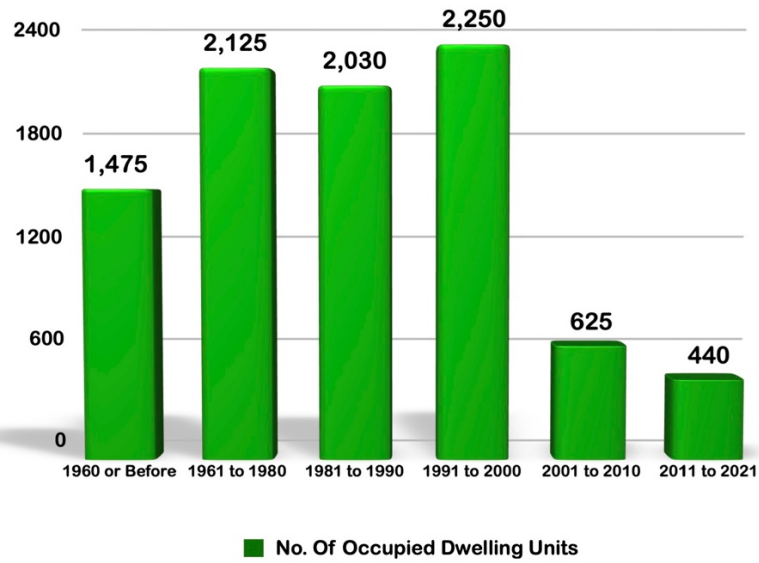
*Source: Census Canada*

### Existing One and Two Storey Townhouse Style Dwellings





Occupied Dwelling Units By Period of Construction, 2021



Existing Single Storey Townhouse Style Dwellings



## 2.3 Demographic Characteristics

Similar to trends being experienced across the country, the Town of Tecumseh's population continues to age with 1 out of every 2 residents being over the age of 50. Information related to the Town's population by age group is provided in Table 5

**Table 5 - Total Population By Age, 2021**

AGE GROUP	TECUMSEH	TECUMSEH (%)	CANADA (%)
0 TO 14 YEARS	3,555	15.3	16.3
15 TO 29 YEARS	3,745	16.1	17.8
30 TO 49 YEARS	5,105	21.9	26.3
50 TO 64 YEARS	5,510	23.6	20.6
65 PLUS YEARS	5,375	23.1	19.0
<b>TOTAL - ALL AGE GROUPS</b>	<b>23,300</b>	<b>100.0</b>	<b>100.0</b>

*Source: Census Canada*

Table 6 and the accompanying chart provides information related to the total number and size of households in the Town of Tecumseh. In 2021, more than 50 percent of all Tecumseh residents lived in one-person and two-person households.

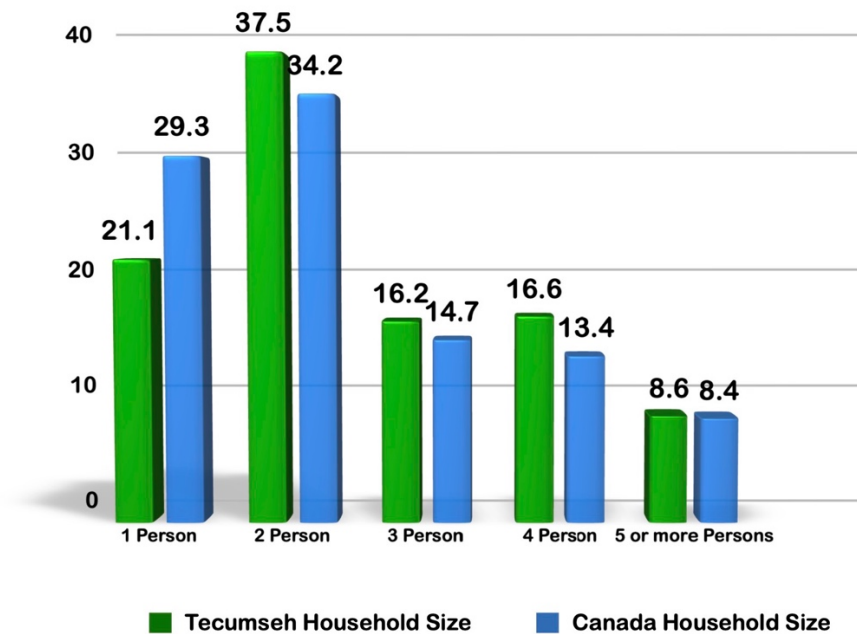
Ninety percent of all households in the Town are owners of their homes, as compared to the national average of 67 percent. Table 7 includes additional information pertaining to household tenure.

Table 6 - Total Households, By Household Size, 2021

HOUSEHOLD SIZE	TECUMSEH	TECUMSEH (%)	CANADA (%)
1 PERSON	1,890	21.1	29.3
2 PERSON	3,360	37.5	34.2
3 PERSON	1,445	16.2	14.7
4 PERSON	1,485	16.6	13.4
5 OR MORE PERSONS	765	8.6	8.4
<b>TOTAL - ALL HOUSEHOLDS</b>	<b>8,945</b>	<b>100.0</b>	<b>100.0</b>

Source: Census Canada

Total Households By Size, 2021 (Percent)



**Table 7 - Total Households, By Tenure, 2021**

HOUSEHOLD SIZE	TECUMSEH	TECUMSEH (%)	CANADA (%)
OWNER	7,945	88.8	66.5
RENTER	1,000	11.2	33.5
<b>TOTAL - ALL HOUSEHOLDS</b>	<b>8,945</b>	<b>100.0</b>	<b>100.0</b>

*Source: Census Canada*

The median income for all households in the Town of Tecumseh in 2021 was \$109,000, as compared to \$84,00 for the country as a whole. 2021 household income information by size of household is provided in Table 8.

**Table 8 - Median Household income, 2021**

HOUSEHOLD SIZE	TECUMSEH	CANADA
1 PERSON HOUSEHOLD	\$54,800	\$41,600
2 PERSON HOUSEHOLDS	\$125,000	\$105,000
ALL HOUSEHOLDS	\$109,000	\$84,000

*Source: Census Canada*

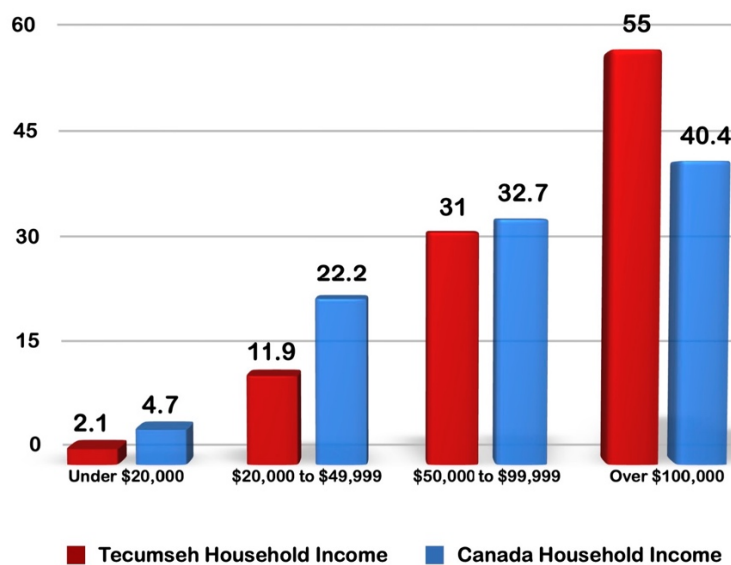
Table 9 and the accompanying chart provides household income information for all Tecumseh households in 2021, with comparison information for Canada. Fifty-five percent of all households in Tecumseh have incomes over \$100,000, as compared to forty percent Canada-wide.

Table 9 - Total Households, By Income, 2021

HOUSEHOLD INCOME	TECUMSEH	TECUMSEH (%)	CANADA (%)
UNDER \$19,999	190	2.1	4.7
\$20,000 TO \$34,999	400	4.5	11.0
\$35,000 TO \$49,999	660	7.4	11.2
\$50,000 TO \$79,999	1,680	18.8	20.9
\$80,000 TO \$99,999	1,090	12.2	11.8
\$100,000 TO \$149,999	2,220	24.8	20.3
\$150,000 AND OVER	2,705	30.2	20.1
<b>TOTAL - ALL HOUSEHOLDS</b>	<b>8,945</b>	<b>100.0</b>	<b>100.0</b>

Source: Census Canada

Total Households By Income, 2021 (Percent)





In 2021, 30 percent of all tenant households living in Tecumseh spent 30 percent or more of their household income on housing, whereas less than 10 percent of owner households were spending more than 30 percent on shelter costs.

Table 10 provides additional information on Tecumseh household spending for housing based on data from the 2021 Census.

**Table 10 - Household Spending on Shelter Cost, 2021**

<b>HOUSEHOLD SPENDING ON SHELTER COST</b>	<b>TECUMSEH</b>	<b>TECUMSEH (%)</b>	<b>CANADA (%)</b>
SPENDING LESS THAN 30% OF INCOME ON SHELTER COST	7,900	88.7	79.1
SPENDING 30% OR MORE OF INCOME ON SHELTER COST	1,000	11.3	20.9
% OF OWNER HOUSEHOLDS SPENDING 30% OR MORE OF INCOME ON SHELTER COST	-	8.9	14.8
% OR TENANT HOUSEHOLDS SPENDING 30% OR MORE OF INCOME ON SHELTER COST	-	30.3	33.2

*Source: Census Canada*

## 2.4 Land Supply for New Housing & Status of Housing Approvals

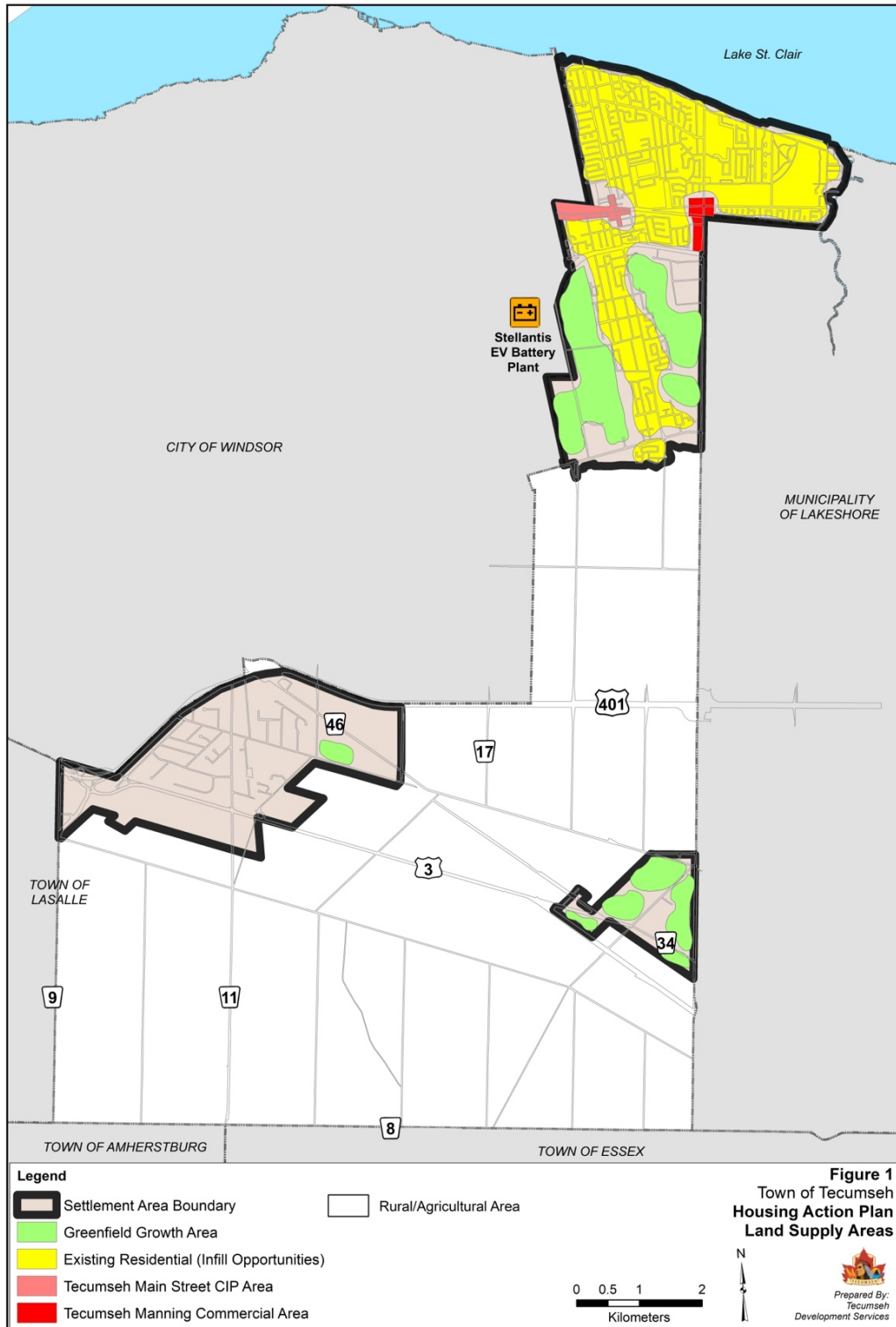
The Town of Tecumseh has an adequate supply of residentially designated land to meet the projected housing needs for a 25-year planning horizon. Information is provided in Table 11 and the accompanying map (Figure 1), summarizing the location and status of the Town's existing residential land supply. These lands can accommodate more than 6,000 new dwelling units, including a significant number of "missing middle" housing units (townhouse, duplexes, and low-rise apartments) and higher density mid-rise apartment style buildings.

**Table 11 - Existing Residential Land Supply, By Status of Development Application, June 2023**

<b>STATUS OF RESIDENTIAL DEVELOPMENT (HOUSING) APPROVALS &amp; REMAINING RESIDENTIAL LAND SUPPLY</b>	<b>SINGLE &amp; SEMI-DETACHED UNITS</b>	<b>TOWNHOUSE &amp; APT IN DUPLEX UNITS</b>	<b>APARTMENT UNITS</b>	<b>TOTAL - ALL HOUSING UNITS</b>
FINAL APPROVED, BUILDING PERMITS AVAILABLE	4	0	0	4
DRAFT APPROVED APPLICATION	144	76	0	220
APPLICATION DEEMED COMPLETE, WAITING TO BE DRAFT APPROVED	0	55	24	79
PRE-CONSULTATION STAGE, APPLICATION NOT DEEMED COMPLETE	0	0	87	87
VACANT RESIDENTIAL DESIGNATED LAND IN TECUMSEH HAMLET AREA 1A, WITH NO APPLICATION	290	374	864	1,528
VACANT RESIDENTIAL DESIGNATED LAND IN REMAINDER OF TECUMSEH HAMLET AREA, WITH NO APPLICATION	812	1,146	464	2,422
VACANT RESIDENTIAL DESIGNATED LAND IN MANNING ROAD AND MAIDSTONE AREA, WITH NO APPLICATION	1,680	260	0	1,940
RESIDENTIAL INTENSIFICATION IN EXISTING MIXED USE CORRIDORS WITH NO APPLICATION.	0	0	280	280
<b>TOTAL</b>	<b>2,930</b>	<b>1,911</b>	<b>1,719</b>	<b>6,560</b>

*Source: Town of Tecumseh, Planning and Development Services, June 2023*

Figure 1 - Tecumseh Land Supply Areas, 2023



## 2.5 Growth Forecasts and Housing Market Outlook

A comprehensive analysis of potential future growth in the Town of Tecumseh for a 30-Year planning horizon (2021 to 2051) was completed in the Fall of 2022, as part of the first phase of Essex County's Official Plan Review. These forecasts were prepared by Watson & Associates, and include a low, medium, and high population growth forecast as set out in Table 12.

**Table 12 - 30-Year Tecumseh Population Growth Forecast, 2021 to 2051**

POPULATION FORECAST	2021 POPULATION*	2051 POPULATION	INCREASE 2021 TO 2051	AVERAGE ANNUAL GROWTH (ABSOLUTE)	AVERAGE ANNUAL GROWTH RATE (%)
LOW FORECAST	24,000	35,300	11,300	377	1.3
MEDIUM FORECAST	24,000	39,300	15,300	510	1.7
HIGH FORECAST	24,000	42,300	18,300	610	1.9

*Source: October 2022 Growth Analysis Report, Watson & Associates*

*\*2021 Population includes Census Undercount of approx. 3.2%*

Tecumseh's population is forecast to grow at a much higher rate over the next 30 years as compared to the last two decades with the planned infrastructure investments being made. By 2051 the Town's population is projected to be between 35,000 and 42,000 persons, with an average of 400 to 600 persons being added each year.

To meet this anticipated new population, the Town of Tecumseh will need to add between 5,500 and 7,900 new dwelling units to the community's housing stock over the next three decades.

**Table 13 - 30-Year Tecumseh Household Growth Forecast, 2021 to 2051**

<b>HOUSEHOLD FORECAST</b>	<b>2021 HOUSEHOLDS</b>	<b>2051 HOUSEHOLDS</b>	<b>INCREASE 2021 TO 2051</b>	<b>AVERAGE ANNUAL GROWTH (ABSOLUTE)</b>	<b>AVERAGE ANNUAL GROWTH RATE (%)</b>
LOW FORECAST	8,945	14,400	5,455	182	1.6
MEDIUM FORECAST	8,945	15,775	6,830	228	1.9
HIGH FORECAST	8,945	16,815	7,870	262	2.1

*Source: October 2022 Growth Analysis Report, Watson & Associates*

The Town of Tecumseh is expected to accommodate a broader range of housing by structure type compared to historical trends, increasing the share of townhome and apartment style dwelling units, with more than 60 percent of future housing units forecast to be medium and high density built forms.

The Town is making significant investments to ensure that trunk servicing and community amenities are available to accommodate the anticipated demand for new housing. With these investments and the Town's inherent locational, transportation and community attributes, combined with very favourable regional economic conditions, growth rates are forecast to significantly increase during the next two to three decades relative to historical trends experienced during the past 20 years.

It should be noted that the Town's largest remaining greenfield lands are located next to the new Stellantis/LG Energy Solution (NextStar) EV Battery Plant that is currently under construction in Windsor. This new plant will be a major economic driver for the entire Essex-Windsor Region, and the Town of Tecumseh is well positioned to accommodate the anticipated increased housing that will need to be built in this region as a result of the influx of new population moving to this part of Ontario.

A new Secondary Plan is being finalized for a significant portion of the Town's remaining greenfield lands. This Secondary Plan will establish a comprehensive set of land use policies that will deliver a complete, walkable, and diverse community, comprised of sustainable and climate resilient neighbourhoods supported and enhanced by quality public spaces and amenities. Detailed planning for these new residential neighbourhoods affects large tracts of undeveloped land that will be subdivided, zoned, and serviced to accommodate approximately 4,000 new housing units. Two-thirds of these new dwelling units are planned to be new "missing middle" housing built forms, such as walk up small-scale and mid-rise apartments, and new townhouse type buildings.

With the assistance of the initiatives as set out in this Housing Action Plan, and the corresponding capital projects that would be funded, the first phase of the Town's new greenfield development will be accelerated, and a significant number of much needed new housing will become available within the next 3 years.

The most recent Housing Market Outlook Report released by CMHC (Canadian Metropolitan Areas Spring 2023 Report) provides both a national perspective and regional outlooks for housing in all metropolitan areas in Canada, including the Windsor Census Metropolitan Area. It should be noted that the Windsor CMA includes the City of Windsor, the Town of Tecumseh, the Town of LaSalle, the Town of Amherstburg and the Municipality of Lakeshore.

The following summarizes the key highlights from the 2023 Housing Market Outlook Report:

- High inflation and rising mortgage rates are impacting the economic outlook and causing shifts in housing demand with implications for affordability;
- Nationally, housing starts are expected to decline in 2023 and remain below recent levels posted in the 2020 to 2022 period, due to constraints in new construction resulting from labour shortages and elevated costs of materials, combined with higher project financing costs from increased interest rates;

- Higher mortgage rates and a long-term lack of supply of new housing will make home ownership even less affordable;
- The challenge of affordability in homeownership will drive up demand for rental units. This demand will be added to rental demand stemming from high immigration levels. Greater rental demand in the face of limited supply will lead to tighter conditions in already strained markets and lead to even higher rents;
- Within the Windsor CMA, new home construction is expected to grow modestly from 2023 to 2025, as the need to increase housing is confronted by skilled labour shortages;
- An increase in multi-residential housing is expected to be the main reason for the projected modest increase in new home construction during the next 3 years in the Windsor CMA. Beyond that, there are potentially greater labour constraints stemming from competing capital projects and the retirement of experienced workers;
- The Windsor CMA rental apartment vacancy rate was at a record low of 1.8 percent in 2022. In 2023 it is expected to fall to 1 percent. The decline will be the result of strong demand from population growth and from households delaying homeownership and staying in the rental market longer. As a result, rents being charged in the CMA are expected to increase;
- In 2024 and 2025, it is anticipated that the vacancy rate in the Windsor CMA will increase marginally. This will be caused by the availability of more units due to elevated multi-residential housing completions and higher unit turnover as the resale market activity increases. Within the Windsor CMA, bidding wars have started to take place

for the very limited supply of rental housing available. This competition is expected to intensify as the population grows and supply remains limited.

## 2.6 Stakeholder Consultation

An important component of the work undertaken to prepare this Housing Action Plan involved meeting with senior representatives and staff from the homebuilding and development community, the County of Essex, the Town of Tecumseh, CMHC, and the regional housing authority, to better understand the challenges that exist in the Windsor-Essex Region. These meetings were also used to identify potential opportunities to collaborate and partner to successfully deliver new initiatives targeted at achieving the Town's housing goals, and to accelerate the creation of new housing in keeping with the objectives as set out in the Federal Housing Accelerator Fund Program.

Stakeholder Consultation took place in May and June of 2023, and included meetings with the Presidents of the Windsor-Essex Home Builder's Association and the Heavy Construction Association of Windsor; the CEO, CFO and Chief Development Officer from the Windsor-Essex Community Housing Authority; Client Relation Staff from CMHC; the Community Services Manager from the County of Essex; and the Mayor, CAO, and Senior Administrative Staff from the Town of Tecumseh.

The following is a summary of what was heard:

- There are currently more than 6,000 persons on the Central Housing waiting lists in the Windsor-Essex Region, with many people waiting for more than 10 years to obtain access to a social housing unit (more than 60 of these residents live in the Town of Tecumseh);
- Lack of serviced, subdivided, and zoned land is one of the biggest problems facing both the non-profit housing sector and the for-profit sector;



- A strong interest was expressed to pursue partnering opportunities between the non-profit housing sector and the Town to create additional affordable housing units in the Town of Tecumseh;
- Lack of trunk infrastructure (sanitary and storm) needed to support the servicing of new residential building lots is a major roadblock throughout the region;
- Homebuilders are having difficulty finding an adequate supply of labour and skilled trades to meet the increased demand for housing;
- There is a processing challenge throughout the region in obtaining the required approvals and permits, *“you meet the requirements and then the goal posts move”*;
- It is taking longer, and it is much more expensive to meet the increased demand to service residential developments, with significant challenges caused by the lack of available resources and the higher costs to finance new housing projects;
- An improved process is needed to provide more certainty and clarity for construction related procurement;
- The County of Essex and the City of Windsor are collaborating to address the affordable housing crisis that exists in this region, and will be preparing a new Affordable Housing Strategy that will serve the 400,000-plus residents that live in this part of Ontario (including Tecumseh residents);
- The Consolidated Municipal Service Manager for the Windsor-Essex Region will also be undertaking a review of the 2019 Regional Housing Master Plan in 2024 (which will include an updated housing needs assessment for all communities in this region).

## 2.7 Regional Housing Master Plan and Housing Needs Assessment

In the Windsor-Essex Region, the City of Windsor and its Human and Health Services Office is the provincially designated Consolidated Municipal Service Manager (CMSM) and the federally designated Community Entity (CE) for homelessness and housing support services for all municipalities in this region, including the Town of Tecumseh.

The City of Windsor is also the sole shareholder of the Windsor-Essex Community Housing Corporation (CHC) on behalf of the City and the County of Essex.

In 2019, the most recent 10-year Regional Housing and Homelessness Master Plan, called *“Home Together: Windsor Essex Housing and Homelessness Plan (2019 - 2028)”*, was prepared and adopted.

This regional housing plan lays out seven broad goals and related strategies to guide the community’s efforts to increase the supply of affordable housing, increase supports to make housing more attainable, affordable, and stable, and to decrease chronic homelessness.

One of the major goals of this regional master plan is *“to sustain and expand social and affordable housing supply”*. Key takeaways from the 2019 plan include:

- There is a sizable gap between the need for affordable housing and the supply of affordable housing, with the current gap as of 2019 being 10,900 with an additional 2,000 affordable rental housing units needed between 2019 and 2028;
- Expanded supportive housing options are urgently needed in the region, with 160 persons with physical disabilities and at least 450 persons with developmental disabilities waiting for assisted and supportive housing;

- In 2018, 1,200 persons experienced homelessness in the region, and an additional 6,500 persons are at high risk of homelessness;
- A key target of the regional plan is to increase the number of new affordable housing units and/or rent assisted units by 30 percent by 2028;
- Achieving the goals and targets of this plan requires cross-sectoral collaboration, public and private sector partnerships, and additional funding from all levels of government;
- All municipalities in the Windsor-Essex Region can assist with the implementation of the goals of this regional master plan by: pre-zoning lands to permit a broader range of housing types and higher densities; off-setting or reducing planning application and permit fees and development charges; and offering property tax increment equivalent grants for affordable housing.

In September 2021, Essex County Council passed a resolution to request Windsor City Council support for the immediate commencement of discussions on the development of a Regional Affordable Housing Strategy.

A Request for Proposals has been posted for a consultant to be retained by the Consolidated Municipal Service Manager (CMSM) to prepare a new Regional Affordable Housing Strategy and Implementation Plan for the Windsor-Essex Region.

As part of the work being undertaken at the regional level, the new Windsor-Essex Regional Housing Affordability Strategy will outline:

- The current state of social and affordable housing for each municipality in this region, including in the Town of Tecumseh;

- The social and affordable housing needs for each municipality through a housing needs assessment;
- Best practices (e.g. policy, financial, incentives, development collaborations etc.) implemented by other municipalities in Ontario and a review of literature that indicates the Return on Investment and positive benefits of these approaches;
- Upper-tier and lower-tier affordable housing models and best practices;
- Current incentives or initiatives in place for each municipality and their impact;
- The role of private developers in meeting social and affordable housing needs;
- Forecasted costs of meeting social and affordable housing needs (both capital and operational) and options available to each municipality to fund said costs;
- The role of advocacy in obtaining additional funding from upper levels of government;
- A recommended action plan for each municipality to meet their social and affordable housing needs.

This work is scheduled to commence in November of 2023 and to be completed in 2024, and will include consultation with all affected municipalities in this region, including the Town of Tecumseh.

Council is committed to collaborating with the County of Essex and the City of Windsor to undertake and complete this work, including the updated housing needs assessment for the Town of Tecumseh.

## 2.8 Municipal Infrastructure

In keeping with Council's Strategic Priority to promote and facilitate new housing being built in the Town of Tecumseh, Council has recently endorsed a new Capital Plan that is intended to extend municipal infrastructure to one of the Town's largest remaining greenfield areas.

Actions are continuing to be taken to upgrade municipal infrastructure within the Town's Main Street Community Improvement Area, to allow further residential infill and redevelopment to take place along transit corridors where a mix of uses, community amenities, and services are available within walking distance to where people of all ages and abilities will be living.

This work is being undertaken in keeping with the Town's new Official Plan, which has designated these residential growth and redevelopment areas to accommodate a significant number of new "missing middle" and higher density built forms of housing.

The following is a summary of active transportation facilities, upgraded sanitary sewers within existing built up districts, and extensions of trunk infrastructure to new greenfield areas that have recently been constructed by the Town to support new housing:

### i) Active Transportation Facilities:

- Lesperance Road on street bike lanes (1.8 kms);
- Riverside Drive multi-use pathway (2.4 kms), connecting existing Tecumseh trails to regional facilities located along the north shore of the CMA;
- Tecumseh Road multi-use pathway reconstruction (0.9 kms) including the installation of new pedestrian cross-overs (PXOs);
- Brighton Road multi-use pathway improvements, including new cross-rides and signage;
- Manning Road multi-use pathway (0.7 kms) repairs and installation of two

new pedestrian cross-overs (PXO)s;

- Mulberry Drive multi-use pathway (0.1 kms), connecting to the regional trail network.

#### **New Active Transportation and Stormwater Management Infrastructure**



#### **ii) Sanitary Sewer Infrastructure:**

- County Road 22 Sanitary Relief Sewer (1.3 kms), to improve existing conditions and to provide additional capacity for new greenfield development;
- Tecumseh Road Sanitary Sewer Replacement (0.8 kms), to provide for intensification within existing developed area as per the Town's Main Street Community Improvement Plan;
- 8<sup>th</sup> Concession Trunk Sanitary Sewer extension (1.4 kms), to provide sanitary outlet for new greenfield development;

- Lesperance Road Twin Sanitary Sewer (0.13 kms) and Westlake Drive Sanitary Sewer Extension (0.18 kms), to improve existing conditions and to provide additional capacity for new greenfield development.

Additional infrastructure will need to be constructed to enable new “building permit ready” residential lots to be subdivided and serviced in the Town’s designated greenfield areas (see Figure 2 for location of investment areas). As part of the Town’s approved Capital Plan, the following infrastructure is planned to be constructed from 2023 to 2032 to support more than 4,000 new housing units:

i) Tecumseh Hamlet Areas 1A, 1B and 3 (2023 to 2026):

- ⇒ Trunk Sanitary Sewer (2.5 kms)
- ⇒ Trunk Hamlet Watermain (2.2 kms)
- ⇒ Trunk County Road 19 Watermain (3.6 kms)
- ⇒ Three stormwater management facilities

ii) Tecumseh Hamlet Area 2 (2028 to 2031):

- ⇒ Trunk Sanitary Sewer (2.8 kms)
- ⇒ Trunk Hamlet Watermain (1.6 kms)
- ⇒ One stormwater management facility

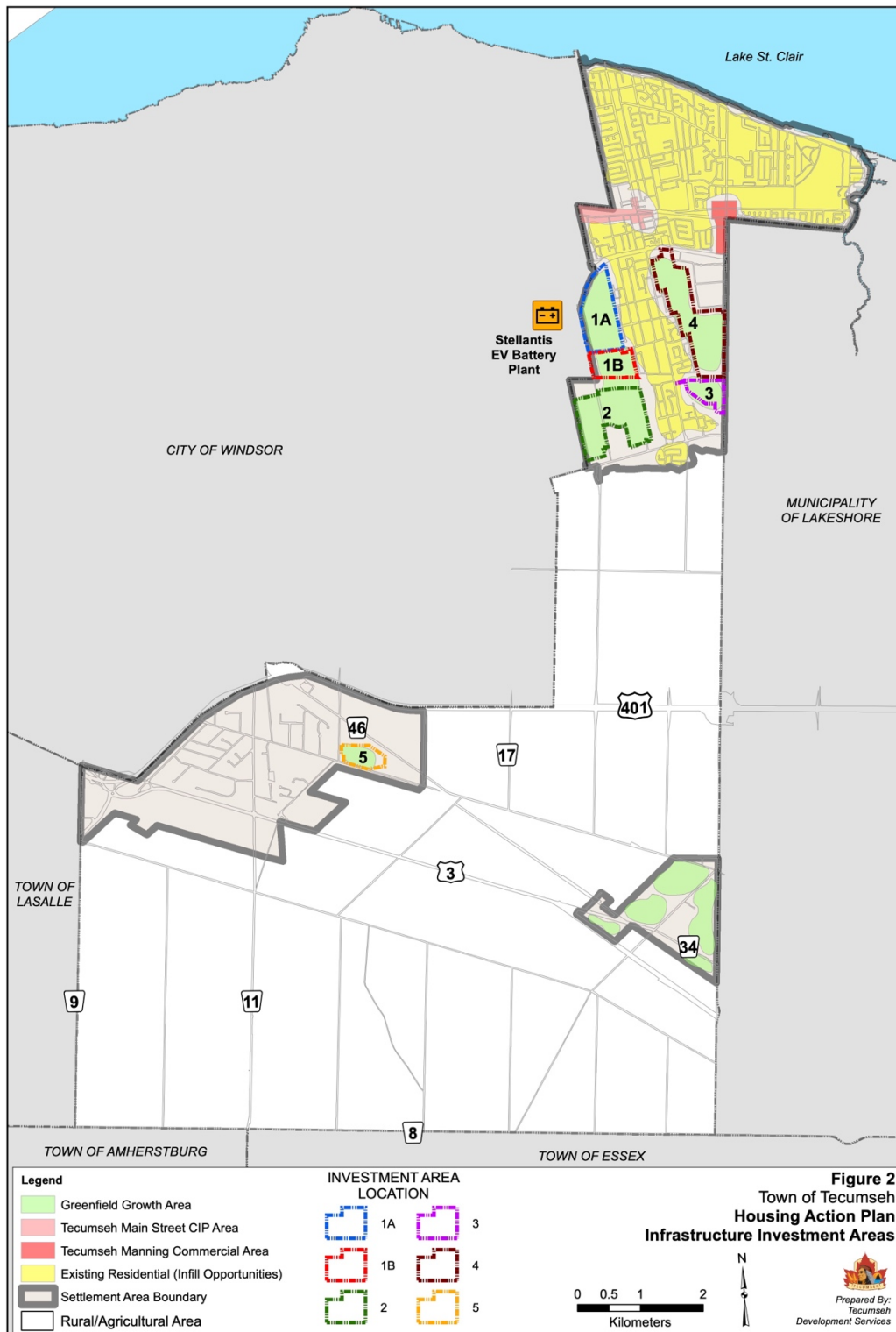
iii) Manning Road Secondary Plan Area 4 (2025 to 2031):

- ⇒ Trunk Sanitary Sewer (1.6 kms) and Sanitary Pump Station
- ⇒ Trunk County Road 19 Watermain
- ⇒ One stormwater management facility

iv) Oldcastle Hamlet Area 5 (2024 to 2032):

- ⇒ One stormwater management facility

Figure 2 - Infrastructure Investment Areas





The following infrastructure-related studies and modeling work has been undertaken by the Town to prepare for new residential development in both existing built-up areas and as part of new greenfield neighbourhoods:

- i) Sanitary Sewer Model Update (nearing completion);
- ii) Tecumseh Hamlet Secondary Plan Area Functional Servicing Report (nearing completion);
- iii) Manning Road Secondary Plan Area Functional Servicing Report (nearing completion);
- iv) Tecumseh North Water Distribution Model (2023);
- v) Tecumseh South Water Distribution Model (2023);
- vi) Oldcastle Stormwater Master Plan (2023);
- vii) Oldcastle Hamlet Sanitary Servicing - 8<sup>th</sup> Concession Road Trunk Sanitary Sewer Outlet Preliminary Design Report (2018, updated in 2022)
- viii) Tecumseh Storm Drainage Master Plan (2019);
- ix) Water and Wastewater Master Plan Update (2018);
- x) Transportation Master Plan (2017);
- xi) Manning Road Secondary Plan Area Stormwater Management Class Environmental Assessment (2010) and Addendum (2015).

To accelerate new housing being built in Tecumseh in keeping with the Town's approved Official Plan and to meet the Housing Targets identified in this Action Plan, one or more priority infrastructure projects will be included as part of the Town's application for funding assistance under the Federal Housing Accelerator Fund.

### 3. NEW HOUSING TARGETS

In keeping with the program directives and objectives as set out in the Federal Housing Accelerator Fund Program (HAF), the following New Housing Targets have been prepared for the Town of Tecumseh for the next 3 years (from 2024 to 2026). The current housing stock is based on data derived from the 2021 Census, and the total number of housing units to be permitted without assistance from HAF is based on the Town's 10-year historic average.

The Town's low growth forecast has been used to establish the total number of units to be permitted with HAF assistance. This target is significantly higher (an additional 267 dwelling units) than the Town's 10-year historic average, and takes advantage of the initiatives and projects being funded to accelerate housing that would otherwise not be built during the next 3 years. The targeted additional dwellings are forecast to consist of the following: 53 "missing middle" units (townhouse, low-rise apartments); 113 apartment units (mid-rise); and 101 low density single and semi-detached units. Fifteen percent of all additional units (40 units) are projected to be affordable dwelling units.

**TABLE 14 - TOWN OF TECUMSEH 2024 TO 2026 HOUSING TARGETS (3 YEARS)**

CURRENT HOUSING STOCK	8945
TOTAL NUMBER OF HOUSING UNITS TO BE PERMITTED WITHOUT HAF	237
TOTAL NUMBER OF UNITS TO BE PERMITTED WITH HAF	504
ANNUAL HOUSING SUPPLY GROWTH RATE	1.9%
HOUSING SUPPLY GROWTH RATE INCREASE	112.7%
ADDITIONAL UNITS TO BE PERMITTED WITH HAF	267

## **4. MAKING IT HAPPEN:**

### **HOUSING ACTION PLAN GOALS AND INITIATIVES**

The Town of Tecumseh has a long-standing role in supporting and facilitating the delivery of a broad range of housing for a growing community. The Town's new Official Plan articulates a strong vision for diverse, inclusive, walkable, and transit-supportive, mixed-use neighbourhoods and main street districts.

Residential and Mixed Use Designation Goals have been adopted by Tecumseh Council as part of the new Official Plan, and include the following:

1. Encouraging the development of a greater variety of housing types in the Town to meet the future housing needs of all households, and to meet the provincial housing objectives as set out in the Provincial Policy Statement and County of Essex Official Plan;
2. Encouraging the infilling and rounding out of the existing development pattern in urban areas of the Town where a full range of municipal infrastructure (including a piped sanitary sewer system), community facilities, and goods and services can be provided in a cost-effective and environmentally sound manner;
3. Ensuring that existing and new residential areas are walkable and, to the greatest extent possible, are supported by all modes of transportation;
4. Promoting and encouraging residential intensification activities in areas of the Town where a full range of municipal infrastructure, community facilities, and goods and services are readily available. Residential intensification includes infilling, ARUs, conversions and redevelopment.

5. Promoting a mix of commercial, institutional, and higher density residential uses that will create a compact and walkable main street that promotes street-edge buildings with on-site parking to the side and rear of the buildings.

The Town's 2023-2026 Strategic Priorities has identified *"creating new housing supply and promoting affordability"* as a strategic action for the community. The goals and initiatives as set out in this new Housing Action Plan build on the foundation that has been established by Council in the new Official Plan and as part of the Town's Strategic Priorities.

This Housing Action Plan articulates the following 5 goals and 10 initiatives that the Town of Tecumseh will take over the next 3 years to accelerate the creation of more housing and to improve housing affordability for Tecumseh residents. The Plan also identifies where private sector, non-profit sector and senior government assistance is needed to achieve common housing objectives.

#### 4.1 Tecumseh Housing Action Plan Goals

- |        |   |
|--------|---|
| GOAL 1 | To Increase the Town's Housing Supply and to Accelerate New Home Construction To Meet A Growing Demand For Housing. |
| GOAL 2 | To Improve Housing Affordability for Tecumseh residents, for both Rental and Ownership Housing.                     |
| GOAL 3 | To Diversify the Town's Existing Housing Stock.   |
| GOAL 4 | To Streamline Municipal Approvals.  |
| GOAL 5 | To Engage, Collaborate and Educate.   |

## 4.2 Tecumseh Housing Action Plan Initiatives

- INITIATIVE 1      Allowing increased housing density and making housing more affordable by pre-zoning lands to allow as-of-right semi-detached housing as part of all low density residential districts.
- INITIATIVE 2      Promoting higher density development without the need for rezonings, by pre-zoning lands within the Town's Main Street Community Improvement Plan Area to allow "missing middle" housing forms and Mid-Rise Apartments as-of-right.
- INITIATIVE 3      Implementing land use changes (official plan and zoning by-law amendment) that would allow residential intensification (multi-unit residential) and new mixed-use development and redevelopment within the Manning Road Commercial District.
- INITIATIVE 4      Implementing revised parking requirements such as reduced or eliminated parking spaces for new developments.
- INITIATIVE 5      Implementing incentives, including reduced Development Charge Fees, Planning and Building Permit Fees, and making available a Property Tax Equivalent Tax Program to encourage purpose built rental housing and affordable housing units to be built within the Town's Main Street Community Improvement Plan Area.

- INITIATIVE 6      Preparing and making available a user-friendly Information Kit for Tecumseh residents to: explain how they can add an ARU to their existing property; provide ARU examples and illustrative design guides; and outline a simplified and streamlined process to obtain a building permit.
- INITIATIVE 7      Eliminating building permit fees for ARUs for a 3-year period starting from the date that the Housing Action Plan is adopted.
- INITIATIVE 8      Identifying one or more parcels of land that can be made available for affordable and supportive housing, and pre-zoning the site(s) identified.
- INITIATIVE 9      Implementing a new e-processing system for all planning-related applications to expedite and streamline the approval process for all new housing developments (expanding on the new e-permitting system that is being put in place for Building Services).
- INITIATIVE 10     Creating a new Housing Advisory Panel (comprising key representatives from the non-profit, private, and public sectors) to: advise Council on housing-related matters; collaborate and to partner to improve housing affordability; accelerate the timelines related to new housing construction; expand housing choices; and increase the overall supply of housing in the community.

Collectively, these initiatives are intended to accelerate the delivery of much needed new housing, and to contribute to systemic long-term positive changes in the Town of Tecumseh; broadening housing choices and improving housing affordability in a growing community. Council is committed to collaborating with the local homebuilding industry, non-profit housing providers, senior levels of government, and community stakeholders to facilitate and support more housing being built in an accelerated timeline.

These initiatives will be incorporated as part of the Town's application for funding assistance under the Federal Housing Accelerator Fund (HAF) Program. Funding from this program will be used to undertake these important housing initiatives and to assist with the construction of one or more priority infrastructure project as referenced in subsection 2.8 of this Housing Action Plan.

#### **Existing Affordable Rental Apartment Dwelling Units**





## **5. MONITORING, REPORTING AND UPDATING ACTION PLAN**

It is important for the Town of Tecumseh to monitor how the targeted initiatives set out in this Housing Action Plan are helping to increase the supply of housing and to improve affordability for Tecumseh residents. Consistently tracking and reporting on progress also helps strengthen accountability to residents, the homebuilding industry, community partners, and senior levels of government.

Town Staff will track residential building permit data and key housing affordability information, and will prepare an annual report (with the assistance and input from the newly created Housing Advisory Panel) to be presented to Council.

Where required, updates to this Action Plan will be brought forward to ensure that housing investments and resources are appropriately addressing evolving housing and socio-economic needs of residents. Once the new Regional Affordable Housing Strategy and Implementation Plan is available, this Action Plan will be updated to incorporate relevant Town of Tecumseh information and corresponding recommendations that may be identified to achieve common housing objectives.



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

Development Services

**To:** Mayor and Members of Council

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

**Date to Council:** August 8, 2023

**Report Number:** DS-2023-16

**Subject:** 2023 Six Month Building Services Permit Report

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### **Recommendations**

It is recommended:

**That** Report DS-2023-16, entitled “2023 Six Month Building Services Permit Report,” **be received.**

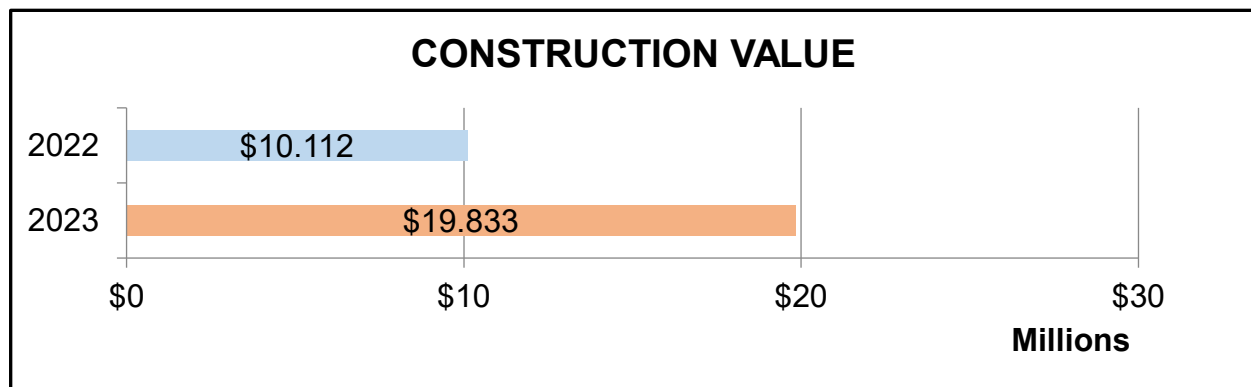
### **Background**

This Report summarizes the permits issued and permits closed for the first six months of 2023 and compares the values for the same period of the previous year.

### **Comments**

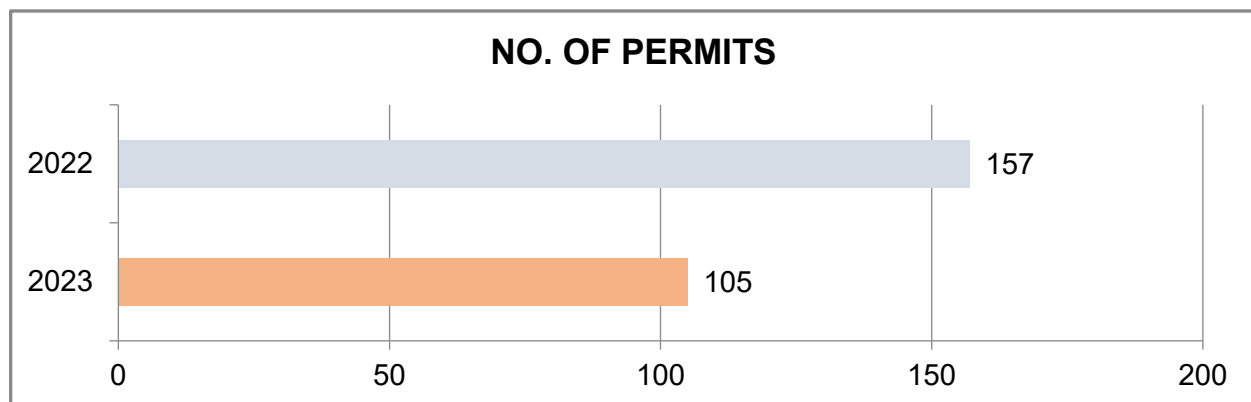
#### **Construction Value**

The following chart summarizes the reported construction value of permits for the period. Construction value was reported at \$20,132,837, which is up by \$10,020,837 or 99 percent over last year. The value of construction is based on a mix of different types of permits that have been issued, which include non-residential buildings and industrial building expansions. These types of permits have driven the construction value up in the first six months. This is the primary reason for the higher value than last year at this time.



## Number of Permits

The following chart summarizes the total number of permits issued for the period. The number of permits is down 52 units or 33 percent over last year for the first six months of the year.



## Permit Types

The following chart summarizes the number of permits issued by type for the first six months of 2022 and 2023. A total of 3 new single dwelling unit permits were issued and 5 additional residential units (ARU). The balance of the permits is a mix of additions to residential and non-residential buildings, renovations and municipal (non-Building Code) permits (fence and pools).

Permits		
Types of Permits	No of Permits	
	2023	2022
New Residential Buildings	3	5
Additional Residential Units (ARUs)	5	0
New Multi-Residential Buildings	0	0
Residential Additions and Improvements	27	57
New Non-Residential Buildings	0	1
Non-Residential Additions and Improvements	22	23
Swimming Pools	12	40
Lot Grading	4	0
Fences	16	17
Signs	6	7
Demolitions	10	7
<b>Totals</b>	<b>105</b>	<b>157</b>

## Closing of Open Permits

The Building Services Division has initiated the important task of closing outstanding permits to reduce the Town's liability. In the first six month of 2023, 430 outstanding permits were closed. The closing of a permit involves property file review, site inspection(s) and ultimately formal closing of the permit once outstanding works are completed to the Town's satisfaction. This work needs to continue and will therefore necessitate the ongoing dedication of staff resources.

<b>Types of Permits</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>April</b>	<b>May</b>	<b>June</b>	<b>6-Month Total</b>
New Residential Buildings	1	4	4	1	9	10	29
Additional Residential Units							0
New Multi-Residential Buildings	1		28			5	34
Residential Additions and Improvements	19	29	31	6	15	13	113
New Non-Residential Buildings		2	5	10			17
Non-Residential Additions/Improvements	5	15	8	2	2	1	33
Septic Permits	5	4	8	1			18
Swimming Pools	2	4	7	3	2	3	21
Lot Grading		1					1
Fences	27	54	18		2		101
Signs	8	12				1	21
Demolitions	2	3	1	4			10
Tents	9	7	9		4	3	32
<b>Monthly Total</b>	<b>79</b>	<b>135</b>	<b>119</b>	<b>27</b>	<b>34</b>	<b>36</b>	<b>430</b>

## Consultations

None

## Financial Implications

Total permit fee revenue for the period is reported at \$124,478.17 which is 13% of the total budgeted amount of \$934,000. The current market conditions and high interest rates have had a significant impact on building permit and general development activity across the province to date in 2023. This has caused a lower-than-expected volume of new housing starts and an overall stall on many development projects. However, the Town is anticipating an increase in residential permits in the next six-month period as Phase One of the Oldcastle Heights residential subdivision comes online. In addition, there is an anticipated increase in non-residential permits in the last quarter of the year given the Castle Gate Towers Business Park (northeast of 8<sup>th</sup> Concession Road and County Road 46 intersection) is likely to be serviced by that time.

## Link to Strategic Priorities

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

## Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

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

Prepared by:

Peter Valore, CBO  
Manager Building Services & Chief Building Official (CBO)

Reviewed by:

Brian Hillman, MA, MCIP, RPP  
Director Development Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
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:** August 8, 2023

**Report Number:** FS-2023-06

**Subject:** Taxes Receivable – June 2023

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### Recommendations

It is recommended:

**That** Financial Services Report FS-2023-06 Taxes Receivable – June 2023 **be received** for information.

### Background

This report describes the status of property taxes outstanding as of June 30, 2023 for the Town of Tecumseh.

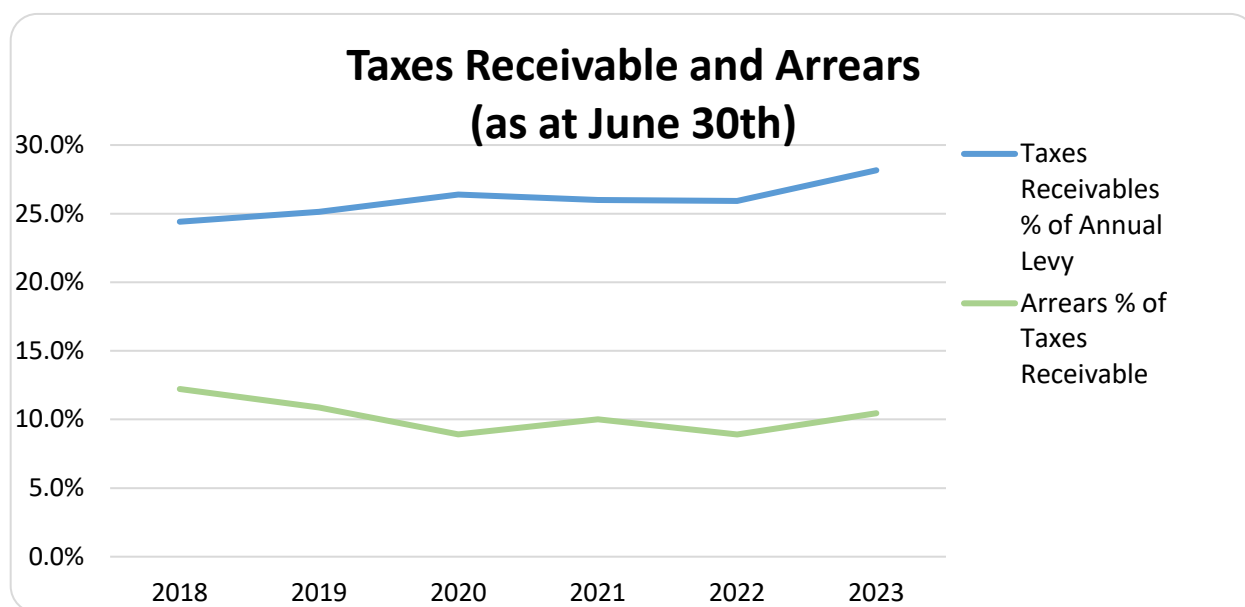
### Comments

#### Taxes Receivable and Arrears

Taxes receivable represents the outstanding taxes owed to the municipality by our property owners. It reflects both the financial circumstances of our property owners and the efficacy of our tax collection procedures. High outstanding taxes could point to property owners facing challenges in meeting their obligations or highlight potential issues with our tax collection procedures. Additionally, it could create cash flow

problems or even result in higher tax rates to compensate for uncollectable taxes or write-offs.

To assess the health of our property taxes, we turn to a crucial financial indicator: the ratio of taxes outstanding as of June 30th to the annual taxes levied. It is essential to note that the taxes receivable balances discussed here include all amounts billed in the current year, some of which may not be due as of June 30th. Consequently, when reviewing our mid-year position, these figures may appear substantially higher compared to end-year calculations.



Despite the uncertainties posed by COVID-19 situation experienced in the past few years, our property tax collection remains strong. As of June 30, 2023, taxes receivable as a percentage of annual taxes levied stood at 28.2% (2022 – 25.9%).

Another performance measure used to analyze an organization's financial strength is tax arrears as a percentage of taxes receivable. This financial indicator provides insights into the degree of aging within our taxes receivable balance. A higher percentage suggests a larger proportion of older receivables, which can pose a collection risk. Note that tax arrears are defined as tax receivables owing from prior years (i.e., does not include current year receivables).

As at June 30	Tax Receivables	Arrears	# in Arrears
2023	\$ 15,227,177	\$ 1,593,406	276
2022	\$ 13,497,687	\$ 1,202,183	234

As of June 30, 2023, tax receivables were \$15.2 million (2022 - \$13.5 million) of which \$1.6 million (2022 - \$1.2 million) came due in prior years. The tax arrears as a

percentage of taxes receivable measure of 10.5% is 1.6% unfavourable compared to the previous year. We continue to maintain a healthy balance between ensuring the timely collection of taxes and understanding the challenges faced by some of our property owners.

## Pre-Authorized Payment Plans

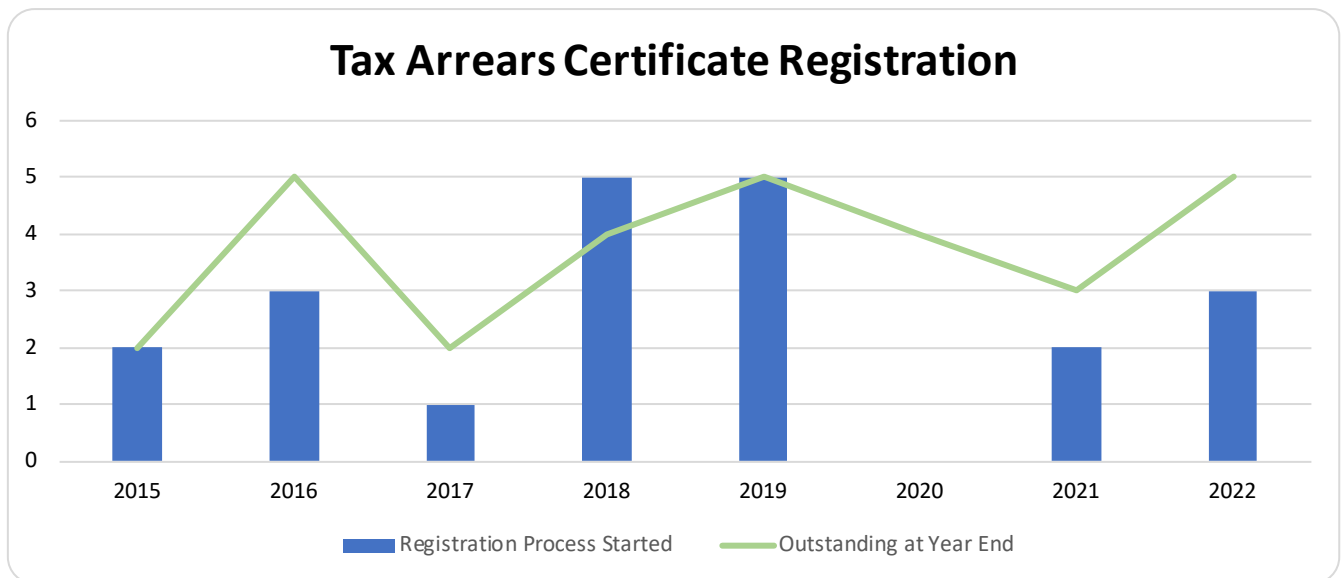
In our pursuit of efficiency and convenience, we have successfully enrolled 2,441 properties in our monthly pre-authorized debit (PAD) plan, while 899 properties are enrolled in the due date PAD plan. These numbers represent approximately 34% of all properties in Tecumseh (2022 – 33%).

By promoting PAD plans, we empower our residents to spread their tax payments throughout the year, providing stability and convenience while maintaining a steady cash flow for the Town.

## Tax Arrears Certificate

Within our fiscal landscape, a tax arrears certificate is a mechanism available in our efforts to recover unpaid property taxes. It is used as a last resort when an account is three years in arrears and all other collection avenues have been exhausted.

The chart below shows the number of tax arrears certificates initiated in a calendar year. A ratepayer has one year after registration to redeem the property, at which point the Town will continue with the tax sale process to recover unpaid property taxes. In 2022 two (2) properties were sold through tax sale. Prior to that, all property owners have been able to redeem their properties, thus avoiding this process.



To date, we have not begun the tax arrears certificate registration process for any new properties (2022 – three). We also have one outstanding registrations for which collection has yet to occur. These properties are scheduled to be advertised for tax sale later this year.

## Consultations

None

## Financial Implications

All costs incurred by the Town concerning property registration and tax sale are recoverable except if a property is not sold at tax sale. In that situation, a notice of vesting in the name of the Town may be registered.

## Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## 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, CTP  
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

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



## The Corporation of the Town of Tecumseh

Legislative & Clerk Services

**To:** Mayor and Members of Council

**From:** Robert Auger, Director Legislative Services & Clerk

**Date to Council:** August 8, 2023

**Report Number:** LCS-2023-23

**Subject:** Council Conferences for 2024

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### Recommendations

It is recommended:

**That** Members of Council **be authorized** to attend the following conferences scheduled to be held in 2024 in accordance with the Town's Travel Policy No. 14 and Professional Development Policy No. 73:

Event	Dates	Location
Association of Municipalities of Ontario ("AMO") Annual General Meeting and Annual Conference	Sunday, August 18, 2024 to Wednesday, August 21, 2024	Ottawa, Ontario
Federation of Canadian Municipalities ("FCM") Annual Conference and Trade Show	Thursday, June 6, 2024 to Sunday, June 9, 2024	Calgary, Alberta
Festival and Events Ontario Conference	TBA	TBA
Great Lakes and St. Lawrence Cities Initiatives Annual Meeting and Conference	TBA	Montreal, Quebec

Event	Dates	Location
Ontario Good Roads Association (“OGRA”) Annual Conference	Sunday, April 21, 2024 to Wednesday, April 24, 2024	Toronto, Ontario
Ontario Small Urban Municipalities (“OSUM”) Conference and Trade Show	TBA	TBA
Rural Ontario Municipal Association (“ROMA”) Annual Conference	Sunday, January 21, 2024 to Tuesday, January 23, 2024	Toronto, Ontario

**And that** Members of Council **be approved** to attend any 2024 workshops, webinars, and training opportunities from the associations listed below in accordance with the Town’s Professional Development Policy and subject to funding in the 2024 Budget.

Association of Municipalities Ontario  
Federation of Canadian Municipalities  
Festivals and Events Ontario  
Great Lakes and St. Lawrence Cities Initiative  
Ontario Good Roads Association  
Ontario Small Urban Municipalities  
Rural Ontario Municipal Association

## Background

The Town’s Professional Development Policy No. 73 states:

“4.1 Members of Council may be authorized to attend up to 3 conferences (2+ days) per year which have been approved by Council and are within their Department’s budget.

4.2 Members of Council may be authorized to attend workshops/seminars (1-2 days) which have been approved by Council and are within their Department’s budget.”

The Town’s Travel Policy No. 14 provides certain allowances for travel, accommodation, and other related expenses for attending conferences, workshops and/or seminars.

## Comments

To facilitate Council approval for conferences, which have typically been attended by the Members in prior years, and to assist the Members in planning for 2024, as well as preparation of the 2024 Council meeting schedule, it is recommended that consideration



be given ahead of time to authorizing attendance at the 2024 conferences listed above under Recommendations.

At the writing of this report, the dates and/or location for the OSUM Conference and Trade Show, the Great Lakes and St. Lawrence Cities Initiatives Annual Meeting and Conference, and the Festival and Events Ontario Conference have not been confirmed.

As more information becomes available for these 2024 conferences, the Mayor's Office will coordinate registration for the Council Members.

Occasionally, some Associations provide additional opportunities for training on emerging trends in the municipal sector that may not have been presented at a noted Conference. These additional training opportunities require Council approval. The current practice is for the request to be circulated to the Clerk's department to add as a communication-action required item for approval at an upcoming Council meeting. This can potentially lead to delays in obtaining approval to register and some sessions can fill up quickly. To assist with greater efficiency with approvals to attend such training sessions from these noted Associations, Administration is recommending that authority be granted now for members of Council to attend these training opportunities as they arise throughout the year as permissible and in accordance with the Town's Professional Development Policy and the 2024 Budget.

## **Consultations**

Association of Municipalities Ontario  
Federation of Canadian Municipalities  
Festivals and Events Ontario  
Great Lakes and St. Lawrence Cities Initiative  
Ontario Good Roads Association  
Ontario Small Urban Municipalities  
Rural Ontario Municipal Association

## **Financial Implications**

Conference/workshop/seminar expenses are subject to Council's annual budget, and in accordance with the Professional Development and Travel Policies.

## Link to Strategic Priorities

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

## Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

Kit Andreoff  
Administrative Assistant to Director Legislative Services & Clerk

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

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



## The Corporation of the Town of Tecumseh

Legislative & Clerk Services

**To:** Mayor and Members of Council

**From:** Robert Auger, Director Legislative Services & Clerk

**Date to Council:** August 8, 2023

**Report Number:** LCS-2023-26

**Subject:** Right of Access for Maintenance

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### Recommendations

It is recommended:

**That** Report LCS-2023-26 entitled “Right of Access for Maintenance” **be received**;

**And that** By-Law 2023-086 being a by-law to permit access onto adjoining lands for maintenance, **be considered** by Council for first, second and third readings and be finally approved on August 8, 2023.

### Background

The Building Department recently contacted the Municipal Clerk to inquire whether the Town had a by-law to permit a resident to access the property of their adjoining neighbour in order to be able to attend to the repair or maintenance of their own property.

The inquiry originally came from a resident who indicated that due to the close proximity of the properties he needed temporary access to his neighbour’s property in order to effect repairs on his own property. However, in this case the adjoining neighbour had refused his request to enter upon the lands, leaving the resident without a reasonable alternative way to secure access to effect the repairs.

Several municipalities do, in fact, have a by-law with respect to granting a right to access or have incorporated terms with respect to same into other by-laws regarding property maintenance or construction.

The Town does not currently have such a by-law in place and Administration recommends that Council give consideration to such a by-law.

## Comments

Section 132 of the *Municipal Act*, 2001, S.O., c.25, as amended, provides that a municipality may pass a by-law to authorize an owner or occupant of land to enter adjoining lands for the purpose of maintenance, making repairs or alterations to any building, fence and/or other structure on the land of the owner or occupant but only to the extent necessary to carry out such maintenance, repairs or alterations.

Accordingly, By-Law 2023-086 has been prepared on the agenda. It establishes the rules for obtaining access to a neighbouring property and the conditions upon which that entry is to be conducted, the main points of which are as follows:

1. The resident can only access the adjoining neighbour's property if prior consent has been obtained from the adjoining owner or if the requesting owner otherwise complies with the by-law and only if the repairs cannot be made from the owner's own lands or from a street adjoining the owner's lands.
2. The resident looking to gain access to a neighbour's property is required to file a Notice with the Town, which notice will be at least 5 days prior to when access is needed, and which will include details of the work to be completed and the expected time frame for completion.
3. The Notice is also to be delivered to the owner of the property for which access is being sought at least 5 days prior to when access is needed.
4. The Notice will include an Acknowledgment, signed by the resident seeking access that:
  1. the neighbour's lands will be left in the same condition as prior to entry;
  2. entry will be limited to the days and time periods specified in the notice;
  3. entry will only be exercised by the resident or his or her employees or agents;
  4. the resident will display or produce upon request, proper identification;

5. the resident will save the neighbour harmless from claims for injury or damage to the resident or his or her employees or agents and their equipment as the case may be; and
6. there will be Confirmation of Insurance attached to the Notice confirming coverage throughout the term of the entry onto the Adjoining Lands and naming the Adjoining Landowner as an additional insured.

The right of entry does not extend to entry into a building and further such entry shall only be for purposes and during the durations stated. The Town would have the discretion under this by-law to make inspections and/or orders as appropriate for any contraventions of this by-law.

## Consultations

Development Services

## Financial Implications

There are no immediate financial implications anticipated with this Report.

## Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
x	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## 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:

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

Reviewed by:

Peter Valore  
Manager Building Services & Chief Building Official (CBO)

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

Attachment Number	Attachment Name
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## 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:** August 8, 2023

**Report Number:** PWES-2023-58

**Subject:** West Townline and Mooney Creek Drain, Emergency Replacement of Residential Access Bridge, 5285 County Road 19 (Manning Road) – Tender Award

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## Recommendations

It is recommended:

**That** the tender for the West Townline and Mooney Creek Drain, Emergency Replacement of Residential Access Bridge for 5285 County Road 19 in the amount of \$749,970 excluding HST **be awarded** to Sterling Ridge Infrastructure Inc.;

**And that** By-law 2023-087 **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 Sterling Ridge Infrastructure Inc.

## Background

On July 25, 2023, Administration presented report [PWES-2023-56](#) to Council for the emergency replacement of the residential access bridge for 5285 County Road 19 over the West Townline and Mooney Creek Drain (Drain). The Town was granted an emergency designation under Section 124 of the *Drainage Act* (the Act) for the access bridge to 5285 County Road 19 from the Minister of Agriculture, Food and Rural Affairs on September 9, 2021.

The emergency designation allows the emergency work to be completed before obtaining and adopting a Drainage Report. This enables the residential access bridge for 5285 County Road 19 to be repaired and constructed prior to adopting the Drainage Report. The emergency work

consists of constructing an entirely new access bridge to the north of the existing bridge and the original bridge will be demolished. The work is anticipated to be completed in two phases to maintain access to the property at 5285 County Road 19.

Dillon Consulting Ltd. (Dillon) is currently finalizing a Drainage Report that encompasses the replacement of this residential access bridge, improvements to another residential access bridge, and repair on the lower portion of the Drain.

## Comments

A Tender call was advertised on the Town's website along with being posted on the Town's Bids and Tenders account on July 20, 2023. Two (2) tender submissions were received and virtually opened in the presence of the Town's Purchasing Officer on August 3, 2023.

Dillon has reviewed the tenders and provided a summary report which is included as Attachment 1. The tender results are summarized as follows:

<b>Tenderer</b>	<b>Total Tender Price (excluding HST)</b>
Sterling Ridge Infrastructure Inc.	\$749,970
South Shore Contracting of Essex County Inc.	\$1,148,725

As part of their review, Dillon checked each of the submissions for mathematical errors or bid irregularities and discovered none.

All Tenderers submitted their required Bid Bond and acknowledged the three (3) addendums.

The Engineer's construction estimate for the replacement of the residential access bridge for 5285 County Road 19 was \$850,000. The lowest tender of \$749,970 is approximately 12% lower than the Engineer's construction estimate.

Based on their low tender submission and subsequent discussions, Administration, in consultation with Dillon, recommends that Council award the tender for the emergency replacement of the residential access bridge for 5285 County Road 19 in the amount of \$749,970 excluding HST to Sterling Ridge Infrastructure Inc.

## Consultations

Financial Services  
Dillon Consulting Ltd.

## Financial Implications

Other than the costs to administer the project, the project costs are 100% recoverable from the affected lands, including Town owned lands, which will be detailed in the Assessment Schedule that will be included in the future Engineer's Report. The Town will utilize the Drain Lifecycle Reserve to pay for the Town's drainage assessment.

In accordance with Section 62(1) of the Act, Council will need to pass a by-law to assess out actual costs to the lands and roads that contribute to the Drain. The final costs to the Town will be known once the Drainage Report is finalized.

## Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input checked="" type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

## 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:

Alessia Mussio, E.I.T.  
Drainage Superintendent

Reviewed by:

John Henderson, P.Eng.  
Manager Engineering Services

Reviewed by:

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

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP  
Chief Administrative Officer

<b>Attachment Number</b>	<b>Attachment Name</b>
1	Dillon Consulting Ltd. Recommendation Letter (dated August 4, 2023) for the Emergency Replacement of Residential Access Bridge for 5285 County Road 19



Our File: 15-2292 (Corr.)

August 4, 2023

**SENT VIA EMAIL**

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

Attention: Alessia Mussio  
Drainage Superintendent

**West Townline Drain  
Bridge Replacement - 5285 Manning Road  
Summary of Tender Results**

Two tenders were received on August 3, 2023 for this project. The tender results are summarized as follows:

Tenderer	Total Tender Price (Excluding applicable taxes)
Sterling Ridge Infrastructure Inc.	\$749,970.00
South Shore Contracting of Essex County Inc.	\$1,148,725.00

No mathematical errors were identified during our review of the tender submissions. The low tender submission is within our estimate of \$850,000.00, excluding HST.

We understand that all Tenderers submitted the required Bid Bond, which the Town has retained.

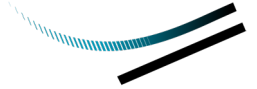
Based on their lowest tender submission, we recommend that the tender be awarded to Sterling Ridge Infrastructure Inc. for the Total Tender Price of \$ \$749,970.00 (excluding applicable taxes).

We understand that the Town will prepare the agreements for signing; however, please advise if you require anything further.

3200 Deziel Drive  
Suite 608  
Windsor, Ontario  
Canada  
N8W 5K8  
Telephone  
519.948.5000  
Fax  
519.948.5054

Dillon Consulting  
Limited

*Town of Tecumseh*  
*Page 2*  
*August 4, 2023*



Yours sincerely,

**DILLON CONSULTING LIMITED**

Mark Hernandez, P.Eng.  
Project Manager  
MDH:jrb





# The Corporation of the Town of Tecumseh

## By-Law Number 2023-086

Being a By-law to Permit Access onto Adjoining Lands for Maintenance  
within the Town of Tecumseh

**Whereas** section 132 of the *Municipal Act*, 2001, S.O., c. 25 as amended provides that a municipality may pass a by-law to authorize the owner or occupant of land to enter adjoining lands at any reasonable time, for the purpose of making repairs or alterations to any building, fence, or structures situated on the land of the owner or occupant;

**And Whereas** the Council of the Corporation of the Town of Tecumseh deems it desirable to allow for access over adjoining lands where said access is needed to repair, maintain, or alter buildings, fences, or structures of the owner of the property.

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

### 1. Definitions

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

- 1.1 **Adjoining Lands** means Property directly adjacent to the Owner's Lands which the Owner requires access to.
- 1.2 **Adjoining Landowner(s)** means the registered owner of the Adjoining Lands according to the title as shown in the Land Registry Office.
- 1.3 **Building(s)** means:
  - a. A structure occupying an area greater than 10 square metres consisting of a wall, roof, and floor or any of them or a structural system serving the function thereof including all plumbing, works, fixtures and service systems appurtenant thereto;
  - b. A structure occupying an area of 10 square metres or less that contains plumbing, including the plumbing appurtenant thereto;
  - c. Plumbing not located in a structure;
  - d. A sewage system;
  - e. Fences; or
  - f. Structures designated in the building code.
- 1.4 **Council** means the Council for the Town of Tecumseh.

- 1.5 **Officer** means a Town employee whose duties include enforcement of this by-law.
- 1.6 **Owner** includes:
- a. The registered owner of the Owner's Lands for which Work is required to be completed.
  - b. The person for the time being managing or receiving the rent of the Owner's Lands, whether on the person's own account or as agent or trustee of any other person, or who would receive the rent if the Owner's Lands were let; and
  - c. A lessee or occupant of the Owner's Lands who, under the terms of a lease, is required to repair and maintain the Owner's Lands in accordance with the standards for the maintenance and occupancy of the property.
- 1.7 **Owner's Lands** means the Property owned or occupied by the Owner directly adjacent to the Adjoining Lands.
- 1.8 **Permitted Access Time** means the hours of 9:00 a.m. to 5:00 p.m., Monday through Saturday.
- 1.9 **Property** means a Building or part of a Building and includes the lands and premises appurtenant thereto and all mobile homes, mobile buildings, mobile structures, outbuildings, fences, and erections thereon whether heretofore or hereafter erected, and includes vacant property.
- 1.10 **Repairs** includes:
- a. Maintenance and upkeep; and
  - b. The provision of facilities, the making of additions or alterations or the taking of any other action that may be required to ensure that a Building conforms with the standards established in a by-law or Act.
- 1.11 **Town Property** means any Property owned, leased, or under the control of the Town, including a highway.
- 1.12 **Town** means the Corporation of the Town of Tecumseh or the geographic area of the Corporation of the Town of Tecumseh as the context requires.
- 1.13 **Works** means the repairs, alterations, and/or improvements to be completed by the Owner or his or her employee or agent.

## **2. Interpretation**

- 2.1 In this by-law, a word interpreted in the singular number has a corresponding meaning when used in the plural.
- 2.2 It is declared that if any part or parts hereof be declared by any Court of law to be bad, illegal, or ultra vires, such part or parts shall be deemed to be severable and all parts hereof are declared to be separate and independent and enacted as such.
- 2.3 Nothing in this by-law shall authorized entry into a building.

## **3. Right of Entry**

- 3.1 The Owner is authorized to enter Adjoining Lands, not including adjoining Town Property, at any reasonable point during the Permitted Access Time, for the purpose of making Repairs to the Owner's Lands but only:
  - a. if the Adjoining Landowner has given prior consent for the entry or if the Owner has complied with the requirements of this By-law.
  - b. if the Repairs to the Building or Property cannot be made from the Owner's Lands or from a street adjoining the Owner's Lands.
  - c. to the extent necessary to carry out the Works.
- 3.2 The power of entry may be exercised by an employee or agent of the Owner.
- 3.3 The power of entry is subject to compliance with the conditions set out in Section 4 below.

## **4. Notice**

- 4.1 The Owner shall, at least five (5) days prior to the first day on which access is required, provide Notice to the Town in writing, on the form and manner attached hereto as Appendix A (as may be amended from time to time and which form can be obtained at Town Hall or submitted online on the Town's website), which notice shall include the following:
  - a. Identification and description in detail of the Works to be conducted for which notice is being given, including but not limited to, the day and times entry will be required.
  - b. Description of the Owner's Lands on which the Works is to be done, by a description that will readily identify and locate the building lot as well as the Adjoining Lands.
  - c. State the names, addresses, and contact information of the Owner and the contractor performing the Works.

- d. State the address of the Adjoining Lands upon which entry will be made.
- e. A signed Acknowledgment that:
  - i. the Adjoining Lands will be left in the same condition as prior to entry;
  - ii. entry will be limited to the days and time periods specified in the notice which periods fall within the Permitted Access Time;
  - iii. entry will only be exercised by the Owner or his or her employees or agents;
  - iv. the person(s) exercising the power of entry will display or produce upon request, proper identification; and
  - v. the Owner or his or her employees or agents will save the Adjoining Landowner harmless from claims for injury or damage to the Owner or his or her employees or agents and their equipment as the case may be.
  - vi. a Certificate of Insurance has been attached to the Notice that is in full force and effect throughout the term of the entry onto the Adjoining Lands and includes Commercial General Liability Insurance coverage underwritten by insurers licenced to conduct business in the Province of Ontario with a limit of liability not less than One Million Dollars (\$1,000,000.00) per occurrence. The policy shall name the Adjoining Landowner as an additional insured and shall contain a provision for cross liability in respect of the named insured.

In the event the Owner retains a contractor to enter the Adjoining Lands pursuant to the By-law, the Owner shall ensure that the contractor takes out and keeps in full force and effect throughout the term of its entry onto the Adjoining Lands, Commercial General Liability Insurance underwritten by insurers licenced to conduct business in the Province of Ontario with a limit of liability not less than Two Million Dollars (\$2,000,000.00) per occurrence. The policy shall name the Adjoining Landowner as an additional insured and shall contain a provision for cross liability in respect of the named insured.

In the event the Owner retains a contractor to enter the Adjoining Lands pursuant to this By-law, the Owner shall ensure that the contractor takes out and keeps in full force

and effect throughout the term of entry onto the Adjoining Lands, a valid Clearance Certificate issued by the Workplace Safety and Insurance Board of Ontario applicable to the contractor's business.

- f. Where the notifying party is not the Owner, the notice shall be accompanied by written authorization of the Owner.
- 4.2 The Notice to the Town shall be delivered care of the Municipal Clerk in person or by submitting the Notice in writing online on the Town's website.
- 4.3 A copy of the Notice shall also be delivered personally to the Adjoining Landowner or by registered mail to the last known address of the Adjoining Landowner, at least five (5) days prior to the first day on which access is required and in the case of registered mail the notice shall be deemed to have been given on the third (3<sup>rd</sup>) day after it is mailed.
- 4.4 In the case of an emergency, a Notice that includes the content prescribed herein may be given to the Town and the Adjoining Landowner less than five (5) days before any person enters the Adjoining Lands or as soon as practicable after any person enters the Adjoining Lands in any manner likely to come to the attention of the Adjoining Landowner.

## **5. Duration**

The duration of the entry shall not exceed a period of time reasonably required to complete the Repairs described in the notice.

## **6. Hazards**

The Owner shall ensure that the person exercising the power of entry does not create any hazards or allow any hazards to exist on the Adjoining Lands.

## **7. Damages to Adjoining Lands**

- 7.1 In the event the Adjoining Lands are damaged by the entry or by anything done on the Adjoining Lands as a result of the entry, the Owner or its employee or agents shall restore the Adjoining Lands as close to the original condition in so far as is practicable and shall provide compensation for any damage caused by the entry or anything done to the Adjoining Lands.
- 7.2 No person entering upon Adjoining Lands under this By-law shall fail to leave the Property in the same condition as it was in prior to the entry and to provide compensation for any damage caused by the entry or anything done to the Adjoining Lands.

## **8. Limits to the Power of Entry**

The power of entry does not authorize:

- 8.1 Entry into a Building on the Adjoining Lands;
- 8.2 Entry for any purpose other than conducting the Works described in the Notice;
- 8.3 The storage of materials or equipment, or the parking of vehicles, on the Adjoining Lands; and
- 8.4 An exemption to any person from complying with other applicable federal or provincial legislation or Town by-laws.

## **9. Inspection**

- 9.1 An Officer of the Town may enter on a Property at any reasonable time for the purpose of carrying out an inspection to determine whether or not the following are being complied with:
  - a. This by-law;
  - b. A direction or order of the Town made under this by-law or any Town by-law; or
  - c. An order made by a court
- 9.2 The Officer may:
  - a. require the production for inspection of documents or things relevant to the inspection;
  - b. inspect and remove documents or things relevant to the inspection for the purpose of making copies or extracts;
  - c. require information from any person concerning a matter related to the inspection; and
  - d. alone, or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purpose of the inspection.

## **10. Orders to Comply**

- 10.1 An Officer who finds a contravention of this By-law may make one or more orders requiring discontinuance of the contravening activity or to do work to correct the contravention.

- 10.2 The order may be served personally on the person to whom it is directed or by registered mail to the last known address of that person, in which case it shall be deemed to have been given on the third (3<sup>rd</sup>) day after it is mailed.
- 10.3 If there is evidence that the occupant of the land is not the registered Property owner, the notice shall be served on both the registered Property owner and the occupant of the land.
- 10.4 If the address of the owner is unknown or the Town is unable to effect service on the owner or occupant, a placard stating the terms of the order and placed in a conspicuous place upon land on or near the property shall be deemed to be sufficient notice to the owner.
- 10.5 If the delay necessary to give an order under the preceding subsections would result in an immediate danger to the health or safety of any person, the order may be served personally on the person to whom it is directed or by a placard stating the terms of the order and placed in a conspicuous place upon land on or near the Property.

## **11. Remedial action**

- 11.1 If a person fails to comply with an order to do work to correct a contravention of this by-law or any other by-law of the Town, the Officer, or persons acting upon his or her instructions, may enter the Property at any reasonable time for the purposes of doing the things described in the order at the person's expense.
- 11.2 The Town may recover the costs of doing it by action, or the costs may be added to the tax roll and collected in the same manner as property taxes.

## **12. Offences**

- 12.1 Every person who contravenes a provision of this By-law is guilty of an offence.
- 12.2 Every person who contravenes an order as described herein is guilty of an offence.
- 12.3 If this By-law is contravened and a conviction is entered, the Ontario Court of Justice or any court of competent jurisdiction after, may, in addition to any penalty imposed on the person convicted, issue an Order prohibiting the continuation or repetition of the offence by the person convicted.

## **13. Short Title**

This by-law may be referred to as the "Right of Access for Maintenance By-Law".

**14. Effective**

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

**Read** a first, second, third time and finally passed this 8th day of August, 2023.

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Gary McNamara, Mayor

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Robert Auger, Clerk





## NOTICE OF ACCESS TO ADJOINING PROPERTY

Use this form for notice to the Town of Tecumseh of your intention to access an adjoining property in order to complete Repairs as defined in By-Law Number 2023-086.

To: Town of Tecumseh

Attention: Town Clerk

The personal information you provide on this form is collected under the authority of Section 132 of the *Municipal Act*, 2001. Details of the proposed entry, as represented on this form, shall be provided by you to the owner (and, if not the same as the owner, the occupant) of the land for which access is sought in order to provide such individual or individuals with an opportunity to address the matter.

For any section on this form, you may use additional sheets if required. In such cases, please be sure to clearly indicate to which section the additional sheets relate.

### 1) Your Information:

a) Your Name (last, first): \_\_\_\_\_

b) Your Address: \_\_\_\_\_

c) Your Daytime Telephone Number and Email Address:

\_\_\_\_\_

d) Address of Property requiring Repair:

\_\_\_\_\_

e) Are you the owner of the property being Repaired? ☐ Yes ☐ No

i) If no, provide name and daytime telephone number of owner:

\_\_\_\_\_

f) Are you the occupant of the property being Repaired? ☐ Yes ☐ No

i) If no, provide name and daytime telephone number of occupant, if not the owner.

\_\_\_\_\_

**2) Adjoining Property Information:**

- a) Address of the property to which access is sought:

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- b) Name of the owner of the adjoining property, if known:

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- c) Name of the occupant of the adjoining property, if known:

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**3) Repairs:**

- a) Detailed description of the access required and work to be conducted on the adjoining lands:

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- b) Description of any equipment or materials that will be used on the adjoining lands:

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- c) Description of how the adjoining land may be distressed as a result of the access (e.g., damaging or removal of topsoil, grass, or other landscaping; removal of fencing; etc.):

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- d) Description of specific mitigating measures to address the items in No. 3(c) and to return the land back to its original condition:

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e) Period of time required to return the land to its original condition (in days):

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f) Description of any nuisances that may result for the equipment or materials for the work conducted on the adjoining lands (e.g., dust from sanding, noise from excavation equipment, vibration from jackhammer, etc.):

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g) Description of specific mitigating measures to reduce the impact of the nuisances described in 3(f):

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h) Proposed start date for the access: \_\_\_\_\_

i) Period of time over which access will be required (in days): \_\_\_\_\_

j) Description of the days and times for which access is sought (e.g., Monday to Friday from 9:00 a.m. to 5:00 p.m.) Please note that all work must be carried out in compliance with all applicable by-laws including Noise By-law No. 2002-07 and amendments.

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k) Name, address, telephone number of all person and companies (e.g., contractors) and their agents that are proposed to access the adjoining land (this list should include yourself and your representatives, if applicable):

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### Certification and Agreement

I, the undersigned, being the owner or authorised occupant of the property described in section 1(d) of this form, hereby certify, and agree that this notice is being submitted on my behalf and that all of the information therein is true and accurate.

I further acknowledge and confirm that:

- (a) the adjoining land will be left in the same condition as it was prior to entry;
- (b) entry will be limited to the days and time periods specified herein;
- (c) entry will only be exercised by myself or my employees or agents;
- (d) the person(s) exercising the power of entry will display or produce upon request, proper identification; and
- (e) the owner or his or her employees or agents will save the adjoining owner harmless from claims for injury or damage to the owner or his or her employees or agents and their equipment as the case may be.
- (f) a Certificate of Insurance is attached to this Notice and will be in full force and effect throughout the term of the entry onto the Adjoining Lands, including Commercial General Liability Insurance underwritten by insurers licenced to conduct business in the Province of Ontario with a limit of liability not less than One Million Dollars (\$1,000,000.00) per occurrence and naming the Adjoining Landowner as an additional insured, containing a provision for cross liability in respect of the named insured.

OR

In the event I retain a contractor to enter the Adjoining Lands pursuant to the By-law, I will ensure that the contractor keeps in full force and effect throughout the term of its entry onto the Adjoining Lands, and attaches hereto to this notice proof of Commercial General Liability Insurance underwritten by insurers licenced to conduct business in the Province of Ontario with a limit of liability not less than Two Million Dollars (\$2,000,000.00) per occurrence, naming the Adjoining Landowner as an additional insured and containing a provision for cross liability in respect of the named insured. In addition, I will ensure that the contractor keeps in full force and effect throughout the term of entry onto the Adjoining Lands, a valid Clearance Certificate issued by the Workplace Safety and Insurance Board of Ontario applicable to the contractor's business.

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Signature

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Date

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

## **By-Law Number 2023-087**

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 construction services of a replacement bridge

**Whereas** Sterling Ridge Infrastructure Inc. was awarded the tender for construction services for a replacement bridge at 5285 County Road 19 (Project).

**And whereas** The Corporation of the Town of Tecumseh is desirous of entering into an Agreement with Sterling Ridge Infrastructure Inc. on the Project;

**And whereas** under Section 5 of the *Municipal Act 2001*, S.O. 2001 c. M. 25 the powers of a municipality shall be exercised by its Council by by-law.

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

1. **That** the Mayor and the Clerk be authorized and empowered on behalf of The Corporation of the Town of Tecumseh, to execute an Agreement between The Corporation of the Town of Tecumseh and Sterling Ridge Infrastructure Inc. dated 3rd day of August 2023, a copy of said Agreement is attached hereto and forms part of this by-law and further to do such further and other acts which may be necessary to implement the said Agreement.
2. **Read** a first, second, third time and finally passed this 8th day of August, 2023.

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Gary McNamara, Mayor

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Robert Auger, Clerk

**FORM OF AGREEMENT**

**FOR**

**BRIDGE REPLACEMENT AT 5285 MANNING  
ROAD IN THE TOWN OF TECUMSEH**

**THIS AGREEMENT** made (in triplicate) this 8th day of August 2023

**BETWEEN:**

**Corporation of the Town of Tecumseh**  
hereinafter called the "OWNER"

Of the First Part;

- and -

**Sterling Ridge Infrastructure Inc.**

hereinafter called the "CONTRACTOR"

Of the Second Part.

**WHEREAS** the tender of the Contractor respecting the construction work, hereinafter referred to and described, was accepted by the Corporation of the Town of Tecumseh on the 3rd day of August 2023.

**THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and the covenants hereinafter contained, the Parties hereto agree as follows:

1. The Contractor hereby covenants and agrees to provide and supply at its expense, all and every kind of labour, machinery, equipment and materials for and to undertake and complete in strict accordance with its tender dated the 3<sup>rd</sup> of August 2023 and the contract documents, including the general conditions of the contract, the plans and drawings and specifications prepared by Dillon Consulting Limited all of which said documents are annexed hereto and form part of this agreement to the same extent as if fully embodied herein, for the Bridge Replacement at 5285 Manning Road in The Town of Tecumseh and for the price or sum of Seven Hundred and Forty Nine Thousand Nine Hundred Seventy.

**(H.S.T. Excluded) (\$ 749,970.00).**

2. The Contractor further covenants and agrees to undertake and complete the said work in a proper workmanlike manner within the period of time specified in the said tender.

3. The Contractor further covenants and agrees that it will at all times indemnify and save harmless the Owner, its officers, servants and agents, from and against all loss or damage, and from and against all actions, suits, claims and demands whatsoever which may be made or brought against the Owner, its officers, servants and agents by reason or in consequence of the execution and performance or maintenance of the said work by the Contractor, its servants, agents or employees.

4. The Contractor further covenants and agrees to furnish in accordance with the above specifications a Performance Bond and a Labour and Material Payment Bond each in the amount equivalent to one hundred percent (100%) of the Total Tender Price, in such form and issued by such surety as may be approved by the Owner's Solicitor, guaranteeing the faithful performance of the said work, in accordance with the terms of this agreement.

5. It is understood and agreed that the Contractor will not commence or proceed with the construction work herein before described or any part thereof, unless and until the Contractor has been instructed in writing to do so.

6. The Owner hereby covenants and agrees that if the said work shall be duly and properly executed and materials provided as aforesaid, and if the Contractor shall carry out, perform and observe all of the requirements and conditions of this agreement, the Owner will pay to the Contractor the contract price herein set forth in its tender, such payment or payments to be made in accordance with the provisions of the general conditions of the contract referred to above.

7. This agreement and everything herein contained shall enure to the benefit of and be binding upon the Parties hereto, their successors and assigns, respectively.



**IN WITNESS WHEREOF** the Parties hereto have hereunto affixed their corporate seals duly attested by the hands of their proper Officers in that behalf, respectively.

*OWNER'S SEAL*

**CORPORATION OF THE TOWN OF TECUMSEH**

Owner

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GARY MCNAMARA, MAYOR

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ROBERT AUGER, DIRECTOR LEGISLATIVE  
SERVICES & CLERK

Contractor

*CONTRACTOR'S SEAL*

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Contractor's Signature

Sterling Ridge Infrastructure Inc.  
6260 Westar Drive  
Lasalle On N9J0B5

## 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 2023-088**

Being a by-law to confirm the proceedings of the August 8, 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 August 8, 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 August 8, 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 8th day of August, 2023.

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Gary McNamara, Mayor

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Robert Auger, Clerk