

Tuesday, January 24, 2017, 7:00 PM  
Tecumseh Town Hall  
[www.tecumseh.ca](http://www.tecumseh.ca)

**Pages**

1. **CALL TO ORDER - Mayor**
2. **MOMENT OF SILENCE**
3. **NATIONAL ANTHEM**
4. **ROLL CALL & DISCLOSURE OF PECUNIARY INTEREST**
5. **COUNCIL MINUTES**
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  - g. Honourable Chris Ballard, Ministry of Housing  
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Taxation on Railway Right-of-Way's Collected by Municipalities in Ontario  
**THAT** the Town of Fort Frances's Resolution No. 682 regarding the  
inequity in property taxation on railway right-of-way's collected by  
municipalities in Ontario be supported. 103 - 104

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| b. | Windsor Essex County Health Unit, Re: Publicly Funded Dental Health Programs for Adults with Low Incomes  | 105 - 106 |
|    | <b>THAT</b> the Windsor Essex County Health Unit's Board of Directors resolution endorsing the importance of oral health as part of overall health and recommending the Province of Ontario expand publicly funded oral health programs to include low income and vulnerable adults and seniors, similar to what is offered to children through Ontario's Healthy Smiles program, be supported. |           |
| c. | Township of Zorra, Re: Rural Hydro Rates  | 107 - 110 |
|    | <b>THAT</b> the December 6, 2016, resolution of the Council of the Township of Zorra requesting the Province of Ontario to re-evaluate the structure of hydro in terms of access to delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents, be supported.  |           |

## 10. COMMITTEE MINUTES

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| 1. | Director Fire Services & Fire Chief, Report No. 01/17<br>Re: 2017 Fire Five (5) Year Capital Projects Plan  | 145 - 149 |
| d. | Information & Communication Services  |           |
| 1. | Director Information & Communication Services, Report No. 01/17<br>Re: 2017-2021 ICS Lifecycle Works Plan   | 150 - 156 |
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<b>17.</b>	<b>NEXT MEETING</b> Tuesday, February 14, 2017  7:00 pm Regular Council Meeting	
<b>18.</b>	<b>ADJOURNMENT</b>	

## **MINUTES OF A SPECIAL MEETING OF THE COUNCIL OF THE TOWN OF TECUMSEH**

Tecumseh Council meets in special session on Tuesday, December 13, 2016, at the Town of Tecumseh at 5:00 p.m.

(SCM 7-1)

### **ORDER**

Mayor Gary McNamara calls the meeting to order at 5:04 p.m.

(SCM 7-2)

### **ROLL CALL**

Present:	Mayor	- Gary McNamara
	Deputy Mayor	- Joe Bachetti
	Councillor	- Andrew Dowie
	Councillor	- Brian Houston
	Councillor	- Rita Ossington
	Councillor	- Tania Jobin
	Councillor	- Bill Altenhof
Also Present:	Chief Administrative Officer	- Tony Haddad
	Director Corporate Services & Clerk	- Laura Moy
	Deputy Clerk	- Christina Hebert
	Director Public Works & Environmental Services	- Dan Piescic
	Director Financial Services & Treasurer	- Luc Gagnon
	Director Fire Services & Fire Chief	- Doug Pitre [5:20 pm]
	Director Public Works & Building Services	- Brian Hillman [5:30 pm]
	Director Parks & Recreation Services	- Paul Anthony
	Manager Engineering Services	- Phil Bartnik [5:30 pm]

(SCM 7-3)

### **PECUNIARY INTEREST**

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

(SCM 7-4)

### **INTRODUCTION AND PURPOSE OF MEETING**

The purpose of the meeting is to review the Interim Report prepared by StrategyCorp regarding the Ward Boundary and Council Structure Review dated December 2016.

(SCM 7-5)

### **DELEGATIONS**

John Matheson, Principal of StrategyCorp, presents his Interim Report *Town of Tecumseh – Ward Boundary and Council Structure Review*.

He reminds the Members of the five (5) guiding principles established prior to undertaking the review, subject to the overriding principle of effective representation.

He also recaps the four broad categories of choices under consideration including: the size of council; how councillors are elected; how many wards; and the design of ward boundaries.

A brief overview is given on the public consultation and the feedback that was provided.



A summary of each of the 11 Council and Ward Structure Options is also provided to the Members.

The Interim Report is presented for Council's consideration and discussion. The Members are asked for any further comments and feedback prior to presentation of a Final Report in January 2017.

General comments are given by the Members on natural boundaries, representation not only by population or by ward, and future growth.

Motion: (SCM-19/16) Moved by Deputy Mayor Joe Bachetti  
Seconded by Councillor Brian Houston

**THAT** the December 2016 Interim Report on the Ward Boundary and Council Structure Review, as prepared by StrategyCorp., be received.

Carried

(SCM 7-6)

**COMMUNICATIONS**

None.

(SCM 7-7)

**ADJOURNMENT**

Motion: (SCM-20/16) Moved by Councillor Bill Altenhof  
Seconded by Councillor Brian Houston

**THAT** there being no further business to discuss, the December 13, 2016 Special Meeting of Council now adjourn at 5:50 pm.

Carried

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Gary McNamara, Mayor

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Laura Moy, Clerk

## **MINUTES OF A MEETING OF THE COUNCIL OF THE TOWN OF TECUMSEH**

Tecumseh Council meets in regular public session on Tuesday, December 13, 2016, in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 7:00 p.m.

(RCM 21-1)

### **ORDER**

The Mayor calls the meeting to order at 7:16 pm.

(RCM 21-2)

### **MOMENT OF SILENCE**

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

(RCM 21-3)

### **NATIONAL ANTHEM**

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

(RCM 21-4)

### **ROLL CALL**

Present:	Mayor	- Gary McNamara
	Deputy Mayor	- Joe Bachetti
	Councillor	- Rita Ossington
	Councillor	- Tania Jobin
	Councillor	- Andrew Dowie
	Councillor	- Brian Houston
	Councillor	- Bill Altenhof
Also Present:	Chief Administrative Officer	- Tony Haddad
	Director Corporate Services & Clerk	- Laura Moy
	Deputy Clerk	- Christina Hebert
	Director Financial Services & Treasurer	- Luc Gagnon
	Director Fire Services & Fire Chief	- Doug Pitre
	Director Information & Communication Services	- Shaun Fuerth
	Director Public Works & Environmental Services	- Dan Piescic
	Director Parks & Recreation Services	- Paul Anthony
	Director Planning & Building Services	- Brian Hillman
	Manager Engineering Services	- Phil Bartnik
	Manager Planning Services	- Chad Jeffrey
	Manager Roads & Fleet	- Kirby McArdle
	Manager Water & Wastewater	- Denis Berthiaume
	Manager Parks & Horticulture	- Casey Colthurst
	Manager Town Facilities	- Ray Hammond
	Fire Prevention Officer	- Bob Hamilton

### **PECUNIARY INTEREST**

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

The Mayor shares that a House of Commons Committee has made a report recommendation to re-instate door-to-door mail delivery in the Town of Tecumseh.

(RCM 21-5)

**MINUTES**Motion: (RCM-420/16) Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Tania Jobin

**THAT** the minutes of the November 17, 2016, Special Meeting of Council; the minutes of the November 22, 2016, Public Meeting of Council; the minutes of the November 22, 2016, Special Meeting of Council; and the minutes of the November 22, 2016, Regular Meeting of Council all as were duplicated and delivered to the Members, are adopted.

Carried

(RCM 21-6)

**SUPPLEMENTARY AGENDA ADOPTION**

There are no supplementary agenda items.

(RCM 21-7)

**DELEGATIONS**Local Government Week

The Mayor presents prizes to the winners of the 2016 Local Government Week Essay and Poster Contest.

CO Detectors and Smoke Alarms

Union Gas Representative, Sean Collier, and Utility Support Manager, Tim Meechem, present a cheque to the Fire & Rescue Services in the amount of \$1,675 for funding community CO Detectors and Smoke Alarms for those in need.

(RCM 21-8)

**COMMUNICATIONS****Communications for Information**

- A. Town of Essex, Re: Essex County Library Labour Dispute
- B. Tay Valley Township, Re: Ontario's Electrical Bills
- C. Town of Lakeshore, Re: Support of Resolution - Accommodation Review Process
- D. Member of Parliament Guy Caron, Re: Bill C-274: Transfer of small business, family farm or fishing operation

Motion: (RCM-421/16) Moved by Councillor Bill Altenhof

Seconded by Councillor Rita Ossington

**THAT** Communications – *for Information* A through D as listed on the December 13, 2016, Regular Council Meeting Agenda are received.

Carried

**Communications - Action Required**

- A. Township of McKellar, Re: Fire Protection and Prevention Act, 1997
- B. Recycling Council of Ontario, Re: Save the Dates for 2017!
- C. Association of Municipalities Ontario, Re: Federal Infrastructure Phase 2 Incrementality Resolution

Motion: (RCM-422/16) Moved by Councillor Andrew Dowie  
Seconded by Councillor Bill Altenhof

**THAT** the resolution of the Township of McKellar requesting funding opportunities for Fire Department capital costs with the Provincial Governments Infrastructure Strategy to Move Ontario Forward, be supported.

Carried

Motion: (RCM-423/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Bill Altenhof

**THAT** October 16 – 22, 2017 be proclaimed as Waste Reduction Week in the Town of Tecumseh.

Carried

Motion: (RCM-424/16) Moved by Councillor Andrew Dowie  
Seconded by Councillor Rita Ossington

**WHEREAS** municipal governments' infrastructure is critical to our collective economic health;

**WHEREAS** stable, predictable and formula- based infrastructure funding allows municipal governments to plan and schedule investments in infrastructure;

**WHEREAS** Ontario municipal governments have asset management plans which set out a municipality's longer term capital plan which reflects the infrastructure priorities of these asset management plans; and

**WHEREAS** federal incrementality rule interferes with municipal long-term infrastructure priorities and diminishes the value of municipal asset planning and management;

**NOW, THEREFORE BE IT RESOLVED** that the (name of municipality) calls on the federal government to provide long-term, predictable, and formula-based funding in its Phase 2 programs for municipal governments; and

**BE IT ALSO RESOLVED** that the Corporation of the Town of Tecumseh calls on the federal government to change incremental requirements in Phase 2 to recognize in Ontario that a municipal government' asset management plan meets a municipal incremental infrastructure requirement.

Carried

(RCM 21-9)

### **COMMITTEE MINUTES**

Motion: (RCM-425/16) Moved by Councillor Tania Jobin  
Seconded by Councillor Bill Altenhof

**THAT** the November 15, 2016 Minutes of the Youth Advisory Committee, as was duplicated and delivered to the Members of Council, are accepted.

Carried

Motion: (RCM-426/16) Moved by Deputy Mayor Joe Bachetti  
Seconded by Councillor Brian Houston

**THAT** the November 21, 2016, Minutes of the Heritage Committee, as was duplicated and delivered to the Members of Council, are accepted.

Carried

Motion: (RCM-427/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Bill Altenhof

**THAT** the November 21, 2016, Minutes of the Cultural & Arts Advisory Committee, as was duplicated and delivered to the Members of Council, are accepted.

Carried

Motion: (RCM-428/16) Moved by Councillor Bill Altenhof  
Seconded by Councillor Rita Ossington

**THAT** the November 24, 2016, Minutes of the Senior Advisory Committee, as was duplicated and delivered to the Members of Council, are accepted.

Carried

(RCM 21-10)

**REPORTS**

Deputy Clerk, Report No. 56/16, Re: Tecumseh Snow and Leaf Angels Program Update

Motion: (RCM-429/16) Moved by Councillor Andrew Dowie  
Seconded by Councillor Brian Houston

**THAT** Corporate Services & Clerk Report No. 56/16, titled "Tecumseh Snow & Leaf Angels Program Update", be received;  
As recommended by the Deputy Clerk under Report No. 56/16.

Carried

The Director Corporate Services & Clerk proposes an incentive of adding all volunteers into a draw for an iPad.

Director Corporate Services & Clerk, Report No. 57/16, Re: Canada 150 Mural Mosaic

Motion: (RCM-430/16) Moved by Councillor Brian Houston  
Seconded by Councillor Rita Ossington

**THAT** the Town participate in the 8 x 8 Canada 150 Mural Mosaic project;

**AND THAT** the Director Corporate Services & Clerk be authorized to sign any required documents necessary to complete the Application;

**AND FURTHER THAT** the cost to participate in the 8 x 8 Canada 150 Mosaic Mural project, in the amount of \$12,500, be funded from the Lifecycle Strategic Issues – One Time Reserve.

As recommended by the Director Corporate Services & Clerk, under Report No. 57/16.

Carried

Director Financial Services & Treasurer, Report No. 20/16, Re: Windsor/Essex Area Intermunicipal Courts Service Agreement (ISA) Renewal

Motion: (RCM-431/16) Moved by Councillor Brian Houston  
Seconded by Councillor Bill Altenhof

**THAT** By-law 2016-86, being a by-law authorizing the execution of a 2nd Renewal Agreement for a five (5) year period from January 1, 2017 to December 31, 2021, be approved.

As recommended by the Director Financial Services & Treasurer, under Report No. 20/16.

Carried

Director Financial Services & Treasurer, Report No. 21/16, Re: Windsor/Essex Area Intermunicipal Courts Tax Roll Agreement (TRA)

Motion: (RCM-432/16) Moved by Councillor Brian Houston

Seconded by Councillor Andrew Dowie

**THAT** By-law 2016-87, being a by-law authorizing the execution of a Tax Roll Agreement between the City of Windsor and Essex County Municipalities allowing defaulted fines, or any part thereof, arising under section 69 of the Provincial Offences Act to be added to the tax roll for any property for which all of the owners are responsible for paying the fine, be approved.

As recommended by the Director Financial Services & Treasurer, under Report No. 21/16.

Carried

Manager Parks & Horticulture, Report No. 30/16, Re: Parks Five (5) Year Capital Projects

Motion: (RCM-433/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Brian Houston

**THAT** Council approve the following park development, reforestation and trail development projects for 2017 with associated funding:

1 Soccer artificial turf at L'Essor		\$ 1,200,000	\$ 1,200,000
2 McAuliffe Park - artificial turf		\$ 500,000	\$ 500,000
3 Lakewood North - boardwalk replacement		\$ 20,000	\$ 20,000
4 Sports field top dressing and overseeding		\$ 15,000	\$ 15,000
5 Park bench replacements		\$ 15,000	\$ 15,000
6 St Mary's concession roof replacement		\$ 10,000	\$ 10,000
7 Park sign replacements - various parks		\$ 15,000	\$ 15,000
8 Basketball post replacement - various parks		\$ 10,000	\$ 10,000
9 Lacasse washroom update		\$ 6,000	\$ 6,000
10 Lacasse grandstand inspection		\$ 10,000	\$ 10,000
11 McAuliffe power upgrade		\$ 20,000	\$ 20,000
12 Riverside Dr & Kensington parkette development		\$ 30,000	\$ 30,000
13 In ground garbage containers		\$ 20,000	\$ 20,000
14 Install manufactured wood chips under play sets		\$ 15,000	\$ 15,000
15 Annual project allocations TBD		\$ 10,000	\$ 10,000
16 Parks, Recreation & Trails - Master Plan update CFW	\$ 75,000		\$ 75,000
17 P R & T Master Plan contingency CFW	\$ 20,000		\$ 20,000
18 Lakewood North – historical storyboard installation CFW	\$ 10,000		\$ 10,000
19 Weston - tennis court refurbishing CFW	\$ 30,000		\$ 30,000
20 Little River - baseball backstop replacement CFW	\$ 15,000		\$ 15,000
21 Sportsplex Study Plan CFW	\$ 135,500		\$ 135,500
Sub-total	\$ 285,500	\$ 1,896,000	\$ 2,181,500
Grants		\$ 850,000	\$ 850,000
Conseil Scolaire Catholique Providence		\$ 300,000	\$ 300,000
Infrastructure Reserve		\$ 30,000	\$ 30,000
Buildings LC Reserve		\$ 10,000	\$ 10,000
<b>Park Development Lifecycle Reserve</b>	<b>\$ 285,500</b>	<b>\$ 706,000</b>	<b>\$ 991,500</b>

	Previously Approved	Requested for 2017	Total Costs
<b>Reforestation</b>			
1 Tree Planting	\$	\$ 30,000	\$ 30,000
<b>Reforestation Lifecycle Reserve</b>	\$ -	\$ 30,000	\$ 30,000
	Previously Approved	Requested for 2017	Total Costs
<b>Trails</b>			
1 Trail along County Road 34 from Malden Rd to school	\$	\$ 30,000	\$ 30,000
<b>Trails Lifecycle Reserve</b>	\$ -	\$ 30,000	\$ 30,000
<b>Grand Total Costs</b>	\$ 285,500	\$ 766,000	\$ 1,051,500

**AND THAT** Council adopt:

- a) Appendix A Town of Tecumseh 2017 – 2021 Park Development Five (5) Year Capital Project Expenditure Forecast
- b) Appendix B Town of Tecumseh 2017 – 2021 Reforestation Five (5) Year Capital Project Expenditure Forecast
- c) Appendix C Town of Tecumseh 2017 – 2021 Trails Five (5) Year Capital Project Expenditure Forecast

As recommended by the Manager Parks & Horticulture, under Report No. 30/16.

Carried

The Director Parks & Recreation notes the Town's grant application under the Canada 150 Program was not successful for the Soccer artificial turf at McAuliffe Park, therefore, this project will not likely move forward in 2017.

A suggestion is made for lighting of the Lakewood Park trails and exercise stations. A further suggestion is made to investigate solar lighting opportunities.

In reply to an inquiry about introducing an outdoor skate park, the Director Parks & Recreation notes the canal at Lakewood Park has acted as an outdoor skating area.

**Manager Town Facilities, Report No. 31/16, Re: Arena/Pool Five (5) Year Capital Projects**

**Motion:** (RCM-434/16) Moved by Deputy Mayor Joe Bachetti

Seconded by Councillor Brian Houston

**THAT** the following renovations and repairs to Municipal Facilities be approved for 2017:

	Previously Approved	Requested for 2017	Total Costs
<b>Arena</b>			
1 Hot Water pre-heater (De-super heater)	\$ 60,000		\$ 60,000
2 Rink A & Rink B Air Quality Control System	\$ 50,000		\$ 50,000
3 Dressing Room 11 refurbishment	\$ 15,000		\$ 15,000
4 Building Environment Control System	\$	\$ 35,000	\$ 35,000
5 Roof Top Unit Replacement	\$	\$ 40,000	\$ 40,000
6 Brine System Filters		\$ 10,000	\$ 10,000
Sub-total	\$ 125,000	\$ 85,000	\$ 210,000
			\$ -
<b>Arena Lifecycle Reserve</b>	\$ 125,000	\$ 85,000	\$ 210,000
	Previously Approved	Requested for 2017	Total Costs
<b>Pool</b>			
1 Sun Shade Shelter	\$ 30,000	\$ 10,000	\$ 40,000
<b>Pool Lifecycle Reserve</b>	\$ 30,000	\$ 10,000	\$ 40,000

**AND THAT** the following be adopted:

- Appendix A Town of Tecumseh 2017-2021 Arena (5) year Capital Project Expenditure Forecast
- Appendix B Town of Tecumseh 2017-2021 Pool (5) year Capital Project Expenditure Forecast

As recommended by the Manager Town Facilities, under Report No. 31/16.

Carried

In response to an inquiry, the Manager Facilities explains a new water bottle fill station will be installed at the Arena. The fill station was donated by the WECHU and they will be responsible for the cost of installation.



**Facilities Manager, Report No. 32/16, Re: Building Five (5) Year Capital Projects**

**Motion:** (RCM-435/16) Moved by Councillor Brian Houston  
 Seconded by Councillor Andrew Dowie

**THAT** it is recommended that the following renovations and repairs to Municipal Facilities be approved for 2017:

	Previously Approved	Requested for 2017	Total Costs
<b>Buildings</b>			
1 St. Mary's Equipment Building	\$ 20,000		\$ 20,000
2 Replacement Building Furnace and Air Conditioner		\$ 16,000	\$ 16,000
3 Fire Hall #1 Garage Doors		\$ 25,000	\$ 25,000
4 (2) Unit Heater Replacement Fire Hall #2		\$ 7,000	\$ 7,000
5 Water Services Building Roof Repair		\$ 50,000	\$ 50,000
6 Public Works Building Roof Upgrades		\$ 21,000	\$ 21,000
7 Public Works Storage Shed Rehabilitation		\$ 6,000	\$ 6,000
8 Unit Heater Replacement Public Works Garage		\$ 5,500	\$ 5,500
			\$ -
			\$ -
Sub-total	\$ 20,000	\$ 130,500	\$ 150,500
			\$ -
<b>Buildings Lifecycle Reserve</b>	\$ 20,000	\$ 130,500	\$ 150,500

**AND THAT** the following be adopted:

- a) Appendix A Town of Tecumseh 2017-2021 Building (5) year Capital Project Expenditure Forecast

As recommended by the Facilities Manager, under Report No. 32/16.

Carried

**Director Planning & Building Services, Report No. 35/16, Re: Tecumseh Road Main Street Community Improvement Plan Financial Incentive Program Grant Application Planning Application and Permit Fee Grant Program and Development Charges Grant Program Request for Time Extension to Approved Grants**

**Motion:** (RCM-436/16) Moved by Councillor Rita Ossington  
 Seconded by Deputy Mayor Joe Bachetti

**THAT** an extension to April 1, 2017 to commence the project and an extension to April 1, 2018 to complete the project associated with the Grant Applications (Planning Application and Permit Fee Grant Program and Development Charges Grant Program) approved by Council on June 28, 2016 as part of the Tecumseh Road Main Street Community Improvement Plan Financial Incentive Program, for the property located at 1300/1310 Lesperance Road (Roll No. 374416000009100), be approved in accordance with Section 11.3 (5) of the Tecumseh Road Main Street Community Improvement Plan and Planning and Building Services Report 35/16.

As recommended by the Director Planning & Building Services, under Report No. 35/16.

Carried

Manager Planning Services, Report No.36/16 Re: Zoning By-law Amendment 6485 Holden Road

Motion: (RCM-437/16) Moved by Councillor Brian Houston  
Seconded by Councillor Tania Jobin

**THAT** the scheduling of a public meeting, to be held on Tuesday, January 24, 2017, at 6:30 p.m., for the application submitted by Mr. Matthew Rau, to amend Sandwich South Zoning By-law 85-18 to rezone an approximate 19.7 hectare (48.7 acre) agricultural property situated on the west side of Holden Road (6485 Holden Road), approximately two kilometres south of its intersection with South Talbot Road, from "Agricultural Zone (A)" to a site specific "Agricultural Zone (A-27)" in order to prohibit the construction of a residential dwelling unit in accordance with Section 2.3.4.1 c) of the Provincial Policy Statement;

**AND THAT** the preparation of a draft zoning by-law amendment for consideration at the same meeting be authorized.

As recommended by the Manager Planning Services, under Report No. 36/16.

Carried

Director Planning & Building Services, Report No.37/16 Re: Potential Alternative Uses for Shipping Containers

Motion: (RCM-438/16) Moved by Councillor Andrew Dowie  
Seconded by Councillor Rita Ossington

**THAT** Planning and Building Services Report 37/16 be received;

**AND THAT** the recommendations contained within the "2016 Pump & Metering Station Condition Assessments" form the basis for prioritizing projects when completing future annual Public Works & Environmental Services Capital Works Plans.

As recommended by the Director Planning & Building Services, under Report No. 37/16.

Carried

Manager Engineering Services, Report No. 43/16, Re: Tecumseh Transportation Master Plan (TTMP)

Motion: (RCM-439/16) Moved by Councillor Brian Houston  
Seconded by Councillor Andrew Dowie

**THAT** the report titled "Tecumseh Transportation Master Plan", dated November 23, 2016, as prepared by Dillon Consulting Limited, be received and be placed on the 30-day public review period.

As recommended by the Manager Engineering Services, under Report No. 43/16.

Carried

Manager Engineering Services, Report No. 51/16, Re: 2016 Pump & Metering Station Condition Assessment

Motion: (RCM-440/16) Moved by Councillor Andrew Dowie  
Seconded by Councillor Bill Altenhof

**THAT** the report titled "2016 Pump & Metering Station Condition Assessments", dated November 15, 2016 be received;

**AND THAT** the recommendations contained within the "2016 Pump & Metering Station Condition Assessments" form the basis for prioritizing projects when completing future annual Public Works & Environmental Services Capital Works Plans.

As recommended by the Manager Engineering Services, under Report No. 51/16.

Carried

Manager Engineering Services, Report No. 52/16 Re: Arlington Boulevard Improvements - Project Update, December 2016

Motion: (RCM-441/16) Moved by Councillor Tania Jobin  
Seconded by Councillor Brian Houston

**THAT** Public Works & Environmental Services Report No. 52/16 titled "Arlington Boulevard Improvements–Project Update, December 2016" be received;

As recommended by the Manager Engineering Services under Report No. 52/16.

Carried

The Director Public Works & Environmental Services undertakes to bring forward a report on the potential accommodation of a mill and pave for Arlington Boulevard in 2017.

Improvements to the pathway along Tecumseh Road from Arlington Boulevard to DM Eagle School are also encouraged.

Manager Engineering Services, Report No. 54/16 Re: 2017 - 2021 Public Works & Environmental Services Capital Works Plan

Motion: (RCM-442/16) Moved by Councillor Andrew Dowie  
Seconded by Councillor Brian Houston  
**THAT** the following Public Works and Environmental Services Projects for the 2017 year, and the Capital Project List 2017-2021, be approved:

	Previously Approved	Requested for 2017	Future Costs	Total Costs
<b>Road Projects</b>				
1. Road Paving - Tar & Chip	\$ -	\$ 200,000	\$ -	\$ 200,000
2. Road Paving - Asphaltting	\$ -	\$ 885,000	\$ -	\$ 885,000
3. Road Paving - Crack Sealing	\$ -	\$ 75,000	\$ -	\$ 75,000
4. Traffic Signal Reconstruction (Riverside/Lesperance)	\$ -	\$ 140,300	\$ -	\$ 140,300
5. Traffic Signal - CR19/Jamsyl Drive (County)	\$ -	\$ 75,000	\$ -	\$ 75,000
6. Tecumseh Road CIP - Streetscape Plan & Final Design	\$ 672,750	\$ 140,100	\$20,237,571	\$21,050,421
7. 8th Concession Trunk Sanitary & Watermain, Ph1	\$ 45,140	\$ 1,337,300	\$ -	\$ 1,382,440
8. Pulleyblank-Crowder-Moro Sanitary Sewer Extension	\$ 88,000	\$ 1,480,600	\$ -	\$ 1,568,600
9. Rossi Drive Sanitary Sewer Extension	\$ -	\$ 77,500	\$ 991,500	\$ 1,069,000
10. Manning Road Reconstruction, Phase 2	\$ -	\$ 50,000	\$ 814,700	\$ 864,700
11. Manning Road Reconstruction, Phase 3	\$ -	\$ 180,000	\$ 4,222,900	\$ 4,402,900
12. South Talbot Road Reconstruction	\$ -	\$ 90,000	\$ 1,617,800	\$ 1,707,800
Sub-Total:	\$ 805,890	\$ 4,730,800	\$27,884,471	\$33,421,161
Grants:	\$ -	\$ -	\$ -	\$ -
Recoveries:	\$ -	\$ -	\$ 1,626,000	\$ 1,626,000
Road Lifecycle Reserve:	\$ 805,890	\$ 4,730,800	\$26,258,471	\$31,795,161
<b>Sidewalk Projects</b>				
1. Sidewalk Repair Program - Various Locations	-----	\$ 69,000	-----	\$ 69,000
Sub-Total:	\$ -	\$ 69,000	\$ -	\$ 69,000
Grants:	\$ -	\$ -	\$ -	\$ -
Recoveries:	\$ -	\$ -	\$ -	\$ -
Sidewalk Lifecycle Reserve:	\$ -	\$ 69,000	\$ -	\$ 69,000
	Previously Approved	Requested for 2017	Future Costs	Total Costs
<b>New Infrastructure</b>				
1. Riverside Drive Trail	\$ -	\$ 68,000	\$ 707,000	\$ 775,000
2. CR11: Hwy401 to NTR (CWATS Multi-Use Trail)	\$ -	\$ 5,650	\$ 264,450	\$ 270,100
Sub-Total:	\$ -	\$ 73,650	\$ 971,450	\$ 1,045,100
Grants:	\$ -	\$ -	\$ -	\$ -
Recoveries:	\$ -	\$ -	\$ 108,040	\$ 108,040
Infrastructure Reserve:	\$ -	\$ 73,650	\$ 863,410	\$ 937,060
<b>Bridge Projects</b>				
1. Culvert #1 - Riverside Drive at City Limits	\$ -	\$ 12,000	\$ -	\$ 12,000
2. Culvert #7 - Desro Drive at East Townline Drain	\$ -	\$ 23,000	\$ -	\$ 23,000
3. Culvert #8 - Jamsyl Drive at East Townline Drain	\$ -	\$ 332,000	\$ -	\$ 332,000
4. Culvert #46 - South Talbot Road at South Talbot Drain	\$ -	\$ 40,000	\$ 450,000	\$ 490,000
5. Culvert #47 - South Talbot Road at Dickson Drain	\$ -	\$ 20,000	\$ 225,000	\$ 245,000
6. Culvert #58 - 10th Concession Road	\$ -	\$ 120,000	\$ -	\$ 120,000
7. Culvert #60 - 10th Concession Road	\$ -	\$ 125,000	\$ -	\$ 125,000
8. Culvert #62 - 10th Concession Road	\$ -	\$ 125,000	\$ -	\$ 125,000
9. Culvert #67 - 11th Concession Road	\$ -	\$ 115,000	\$ -	\$ 115,000
Sub-Total:	\$ -	\$ 912,000	\$ 675,000	\$ 1,587,000
Grants:	\$ -	\$ -	\$ -	\$ -
Recoveries:	\$ -	\$ -	\$ -	\$ -
Bridge Lifecycle Reserve:	\$ -	\$ 912,000	\$ 675,000	\$ 1,587,000
<b>Water Projects</b>				
1. Mack Court Watermain Replacement	\$ 65,000	\$ 5,000	\$ -	\$ 70,000
2. Lacasse Park Watermain Replacement	\$ 100,000	\$ 10,000	\$ -	\$ 110,000
3. Tecumseh Road Watermain Abandonment	\$ -	\$ 72,000	\$ -	\$ 72,000
4. Tecumseh Road CIP - Streetscape Plan & Final Design	\$ 6,250	\$ 44,000	\$ 1,815,324	\$ 1,865,574
5. 8th Concession Trunk Sanitary & Watermain, Ph1	\$ 55,815	\$ 1,037,500	\$ -	\$ 1,093,315
6. Pulleyblank-Crowder-Moro Sanitary Sewer Extension	\$ 34,400	\$ 491,600	\$ -	\$ 526,000
7. Rossi Drive Sanitary Sewer Extension	\$ -	\$ 25,000	\$ 356,000	\$ 381,000
8. Manning Road Reconstruction, Phase 2	\$ -	\$ 25,000	\$ 430,500	\$ 455,500
9. CR11 (North) Sanitary Sewer Extension	\$ -	\$ 6,000	\$ 88,000	\$ 94,000
Sub-Total:	\$ 261,465	\$ 1,716,100	\$ 2,689,824	\$ 4,667,389
Grants:	\$ -	\$ -	\$ -	\$ -
Recoveries:	\$ -	\$ -	\$ -	\$ -
Watermain Reserve Fund:	\$ 261,465	\$ 1,716,100	\$ 2,689,824	\$ 4,667,389
<b>Water Facility Projects</b>				
1. Water Metering Facilities - Repairs	\$ -	\$ 85,000	\$ -	\$ 85,000
Sub-Total:	\$ -	\$ 85,000	\$ -	\$ 85,000
Grants:	\$ -	\$ -	\$ -	\$ -
Recoveries:	\$ -	\$ -	\$ -	\$ -
Water Facilities Reserve Fund:	\$ -	\$ 85,000	\$ -	\$ 85,000

	Previously Approved	Requested for 2017	Future Costs	Total Costs
<b>Wastewater Projects</b>				
1. Tecumseh Road CIP - Streetscape Plan & Final Design	\$ 55,100	\$ 8,400	\$ 1,165,569	\$ 1,229,069
2. 8th Concession Trunk Sanitary & Watermain, Ph1	\$ 79,450	\$ 2,167,200	\$ -	\$ 2,246,650
3. Pulleyblank-Crowder-Moro Sanitary Sewer Extension	\$ 55,500	\$ 874,500	\$ -	\$ 930,000
4. Sanitary Sewer Rehabilitation (I&I Removal)	\$ -	\$ 3,637,824	\$ -	\$ 3,637,824
5. Rossi Drive Sanitary Sewer Extension	\$ -	\$ 42,500	\$ 593,500	\$ 636,000
6. Manning Road Reconstruction, Phase 2	\$ -	\$ 20,000	\$ 308,500	\$ 328,500
7. CR11 (North) Sanitary Sewer Extension	\$ -	\$ 125,000	\$ 1,516,000	\$ 1,641,000
Sub-Total:	\$ 190,050	\$ 6,875,424	\$ 3,583,569	\$ 10,649,043
Grants:	\$ -	\$ 2,978,459	\$ -	\$ 2,978,459
Recoveries:	\$ -	\$ 3,678,350	\$ 1,403,145	\$ 5,081,495
<b>Wastewater Sewers Reserve Fund:</b>	\$ 190,050	\$ 218,615	\$ 2,180,424	\$ 2,589,089
<b>Wastewater Facility Projects</b>				
1. Cedarwood Sanitary PS - Repairs	\$ -	\$ 70,000	\$ 298,500	\$ 368,500
2. Sylvestre Sanitary PS - Repairs	\$ -	\$ 15,000	\$ -	\$ 15,000
3. St Alphonse Sanitary PS - Repairs	\$ -	\$ 3,000	\$ -	\$ 3,000
4. Cedarwood Sanitary PS, Meter #1 - Repairs	\$ -	\$ 5,000	\$ -	\$ 5,000
5. NTR Sanitary Flume, Meter #4 - Repairs	\$ -	\$ 6,500	\$ -	\$ 6,500
6. 8th Concession Flume, Meter #5 - Repairs	\$ -	\$ 4,500	\$ -	\$ 4,500
Sub-Total:	\$ -	\$ 104,000	\$ 298,500	\$ 402,500
Grants:	\$ -	\$ -	\$ -	\$ -
Recoveries:	\$ -	\$ -	\$ -	\$ -
<b>Wastewater Facilities Reserve Fund:</b>	\$ -	\$ 104,000	\$ 298,500	\$ 402,500
<b>Stormwater Projects</b>				
1. Tecumseh Road CIP - Streetscape Plan & Final Design	\$ 20,900	\$ 20,000	\$ 102,811	\$ 143,711
3. Pulleyblank-Crowder-Moro Sanitary Sewer Extension	\$ 42,100	\$ 748,900	\$ -	\$ 791,000
4. Rossi Drive Sanitary Sewer Extension	\$ -	\$ 35,000	\$ 487,000	\$ 522,000
5. Manning Road Reconstruction, Phase 2	\$ -	\$ 60,000	\$ 1,085,200	\$ 1,145,200
6. Stormwater Master Plan	\$ -	\$ 600,000	\$ -	\$ 600,000
Sub-Total:	\$ 63,000	\$ 1,463,900	\$ 1,675,011	\$ 3,201,911
Grants:	\$ -	\$ -	\$ -	\$ -
Recoveries:	\$ -	\$ -	\$ -	\$ -
<b>Storm Sewer Lifecycle Reserve:</b>	\$ 63,000	\$ 1,463,900	\$ 1,675,011	\$ 3,201,911
<b>Municipal Drains</b>				
1. Manning Road Reconstruction, Phase 2	\$ -	\$ 105,000	\$ 1,991,000	\$ 2,096,000
Sub-Total:	\$ -	\$ 105,000	\$ 1,991,000	\$ 2,096,000
Grants:	\$ -	\$ -	\$ -	\$ -
Recoveries:	\$ -	\$ -	\$ -	\$ -
<b>Drains Lifecycle Reserve:</b>	\$ -	\$ 105,000	\$ 1,991,000	\$ 2,096,000

As recommended by the Manager Engineering Services, under Report No. 54/16.

Carried

Director Public Works & Environmental Services, Report No.55/16 Re: Waste, Organics and White Goods Collection Tender Results

Motion: (RCM-443/16) Moved by Councillor Rita Ossington  
Seconded by Deputy Mayor Joe Bachetti

**THAT** the Director Public Works & Environmental Services Report No. 55/16 regarding Waste, Organics and White Goods Collection Tender Results be deferred to the January 24, 2017, meeting of Council.

Carried

Administration is asked to further investigate and negotiate with Windsor Disposal Services, and to provide recommendations or options on maintaining current service levels.

Manager Water & Wastewater, Report No. 56/16 Re: 2017 Water and Wastewater Rates Bylaw

Motion: (RCM-444/16) Moved by Deputy Mayor Joe Bachetti  
Seconded by Councillor Brian Houston

**THAT** a By-law be prepared, for consideration at the December 13, 2016 Regular Meeting of Council, to establish water and wastewater rates for the year 2017, based on the recommendations of the 2015 Town of Tecumseh Water and Wastewater Rate Study (Rate Study) and the discussions in this report, as follows:

- a) metered water consumption charge with usage under 10,200 cubic meters per month at \$1.1432 per cubic meter;
- b) metered water consumption charge with usage over 10,200 cubic meters per month at \$0.8265 per cubic meter;
- c) metered wastewater collection and treatment charges at \$1.1857 per cubic meter;
- d) wastewater collection and treatment charges for Bonduelle North America at \$0.7905 per cubic meter;
- e) fixed charge for water and wastewater service connections at:

Meter Size	2017
5/8" & 3/4"	\$13.38
1"	\$23.21
1.5"	\$45.57
2"	\$67.90
3"	\$114.00
4"	\$184.01
6"	\$327.23

- f) flat rate water un-metered consumption charge at \$44.82 per month;
- g) flat rate wastewater un-metered collection and treatment charge at \$45.99 per month;
- h) meter connection charge at \$511.00 per meter;
- i) meter reconnection charge at \$86.00 per meter;
- j) hydrant rental at \$86.00 per day;
- k) Oasis Water Filling Station at \$2.00 per cubic meter; and
- l) Miscellaneous charge at \$15.00.

**AND THAT** notice of Council's intent to consider a by-law to establish the water and wastewater rates for the year 2017, at their Regular meeting of December 13, 2016, be advertised in the Shoreline, Town's website and Facebook page.  
As recommended by the Manager Water & Wastewater, under Report No. 56/16.

Carried

(RCM 21-11)

**BY-LAWS**

Motion: (RCM-445/16) Moved by Councillor Rita Ossington

Seconded by Councillor Brian Houston

**THAT** By-law No. 2016-84 being a by-law to provide for an Interim Tax Rate for the Year 2017;

**AND THAT** By-law No. 2016-85 being a by-law to impose late payment charges for non-payment of taxes or any installment of taxes by due date;

**AND THAT** By-law No. 2016-86 being a by-law to authorize the participation in the Provincial Offences Act Transfer Program for the Windsor/Essex County Service Area;

**AND THAT** By-law No. 2016-87 being a by-law to authorize the participation in the Provincial Offences Act Tax Roll Agreement;

**AND THAT** By-law No. 2016-88 being a by-law to provide for the adoption of the estimates of all sums required (budget) for general municipal purposes for the Year 2017;

**AND THAT** By-law No. 2016-89 being a by-law to establish the water and wastewater rates for the year 2017;

**AND THAT** By-law No. 2016-90 being a by-law to appoint members to the Tecumseh Youth Advisory Committee for the term of Council ending 2018;

**AND THAT** By-law No. 2016-91 being a by-law to appoint directors to the Board of Management for the Business Improvement Area for the term of Tecumseh Council ending 2018;

**AND THAT** By-law No. 2016-92 being a by-law to appoint members to the Tecumseh Senior Advisory Committee for the term of Council ending 2018;

**AND THAT** By-law No. 2016-93 being a by-law constituting and appointing a Committee of Adjustment and empowering the granting of Minor Variances for the term of Council ending in 2018;

**AND THAT** By-law No. 2016-94 being a by-law delegating the authority for the giving of consents for the term of Council ending in 2018;

**AND THAT** By-law No. 2016-95 being a by-law to appoint members to the Cultural and Arts Advisory Committee for the term of Council 2015-2018;

**AND THAT** By-law No. 2016-86 being a by-law to appoint members to the Tecumseh Heritage Committee for the term of Council 2015-2018;

**AND FURTHER THAT** By-law No. 2016-87 being a by-law to appoint members to the Tecumseh Corn Festival Committee for the term of Council ending 2017.

Be given first and second reading.

Carried

Motion: (RCM-446/16) Moved by Councillor Rita Ossington  
Seconded by Deputy Mayor Joe Bachetti  
**THAT** By-law No. 2016-84 being a by-law to provide for an Interim Tax Rate for the Year 2017;  
**AND THAT** By-law No. 2016-85 being a by-law to impose late payment charges for non-payment of taxes or any installment of taxes by due date;  
**AND THAT** By-law No. 2016-86 being a by-law to authorize the participation in the Provincial Offences Act Transfer Program for the Windsor/Essex County Service Area;  
**AND THAT** By-law No. 2016-87 being a by-law to authorize the participation in the Provincial Offences Act Tax Roll Agreement;  
**AND THAT** By-law No. 2016-88 being a by-law to provide for the adoption of the estimates of all sums required (budget) for general municipal purposes for the Year 2017;  
**AND THAT** By-law No. 2016-89 being a by-law to establish the water and wastewater rates for the year 2017;  
**AND THAT** By-law No. 2016-90 being a by-law to appoint members to the Tecumseh Youth Advisory Committee for the term of Council ending 2018;  
**AND THAT** By-law No. 2016-91 being a by-law to appoint directors to the Board of Management for the Business Improvement Area for the term of Tecumseh Council ending 2018;  
**AND THAT** By-law No. 2016-92 being a by-law to appoint members to the Tecumseh Senior Advisory Committee for the term of Council ending 2018;  
**AND THAT** By-law No. 2016-93 being a by-law constituting and appointing a Committee of Adjustment and empowering the granting of Minor Variances for the term of Council ending in 2018;  
**AND THAT** By-law No. 2016-94 being a by-law delegating the authority for the giving of consents for the term of Council ending in 2018;  
**AND THAT** By-law No. 2016-95 being a by-law to appoint members to the Cultural and Arts Advisory Committee for the term of Council 2015-2018;  
**AND THAT** By-law No. 2016-86 being a by-law to appoint members to the Tecumseh Heritage Committee for the term of Council 2015-2018;  
**AND FURTHER THAT** By-law No. 2016-87 a by-law to appoint members to the Tecumseh Corn Festival Committee for the term of Council ending 2017.  
Be given third and final reading.

Carried

(RCM 21-12)

**UNFINISHED BUSINESS**

The Members receive the Unfinished Business listing.

(RCM 21-13)

**NEW BUSINESS**

Best wishes are extended for a safe and happy holiday season.



(RCM 21-14)

**MOTIONS**

Motion: (RCM-447/16) Moved by Councillor Bill Altenhof

Seconded by Councillor Tania Jobin

**THAT** By-law 2016-98, being a by-law to confirm the proceedings of the December 13, 2016 regular meeting of the Council of The Corporation of the Town of Tecumseh;

Be given first, second, third and final reading.

Carried

(RCM 21-15)

**NOTICES OF MOTIONS**

There are no Notices of Motion.

(RCM 21-16)

**NEXT MEETING**

A Special Meeting of Council will be held at 5:30 pm on Tuesday, January 24, 2017, regarding the Ward Boundary and Council Structure Review.

A Public Meeting of Council will be held at 6:30 pm on Tuesday, January 24, 2017 regarding the ZBA Agricultural Farm Severance.

The next Regular Council meeting will be held on Tuesday, January 24, 2017, at 7:00 pm.

(RCM 21-17)

**ADJOURNMENT**

Motion: (RCM-448/16) Moved by Councillor Bill Altenhof

Seconded by Deputy Mayor Joe Bachetti

**THAT** there being no further business the December 13, 2016, regular meeting of Council now adjourn at 9:31 pm.

Carried

\_\_\_\_\_  
Gary McNamara, Mayor

\_\_\_\_\_  
Laura Moy, Clerk

Tecumseh, January 16, 2017

Dear Mrs. Moy,

I would like to have a few minutes at Regular Council Meeting on January 24, 2017, 7 PM to speak to council members and administration.

I would like to make a few comments about 2017 budget document and its content.

This letter is a follow up to my email request of December 12, 2016.

Regards,

Jan Czubernat



admin@erca.org

P.519.776.5209

F.519.776.8688

360 Fairview Avenue West  
Suite 311, Essex, ON N8M 1Y6

December 20, 2016

**RE: ESSEX REGION CONSERVATION AUTHORITY 2017 DRAFT  
BUDGET: 30 DAY NOTICE TO MEMBER MUNICIPALITIES**

At our December 8, 2016 meeting, the Essex Region Conservation Authority Board of Directors approved our Draft 2017 Budget for distribution to municipalities; and provide notice that a weighted vote will be held at the Board of Directors meeting on February 9, 2017. Ontario Regulation 139/96 (as amended by O.R. 231/97) requires that affected municipal partners receive a minimum a 30-day notice for which a meeting where a weighted and recorded vote will be taken. The Regulation also requires that the notice be accompanied by the financial information used to determine that levy.

As described in the Draft 2017 Budget (attached), the budget totals \$11,154,696 and includes a levy contribution from member municipalities of approximately \$3,047,333. Development of this budget included a comprehensive review of ERCA programs and the environmental needs of this region. Through this internal program review process, adjustments to programming, and a review of our fees for service, more than \$200,000 was cut to reduce the 2017 requested levy increase from member municipalities of \$90,900 overall, or **\$0.34/household based on Current Value Assessment**, as determined by the Municipal Property Assessment Corporation (MPAC).

Implementation of the draft budget in 2017 will result in some reductions in on-the-ground outreach services, re-aligning fundraising responsibilities, and adjusting some operational standards at Holiday Beach Conservation Area. At the same time, there is added capacity to respond to requests for permits and development; and added capacity to deliver ERCA's outdoor education program. Other highlights from the Draft Budget include:

- Completion of the Cypher Systems Group Greenway and creating the Oldcastle 'hub' to connect ERCA's greenways to the Herb Gray Parkway Trails, and the trail systems in the Towns of LaSalle and Tecumseh
- Work with partners to fund the creation of a 70 acre managed wetland cell at Cedar Creek Conservation Area and a new 10-acre experimental wetland at Hillman Marsh.
- Restore at least 125 acres of land, plant 120,000 trees, 20 acres of prairie and collect 2,000 pounds of seed to propagate and replant
- Continue our comprehensive water quality monitoring program while identifying projects to address phosphorus runoff and resulting Harmful Algal Blooms
- Create comprehensive 'Place for Life' policies to operationalize the Strategic Plan
- Improve ability to respond to permit applications and improve customer service by adding technical capacity

/...2

- Proposed Water and Erosion Control Infrastructure Projects totaling \$2.1 million in Windsor (Grand Marais Drain, Little River, and Lennon Drain) and Lakeshore (Belle River Flood Control). If successful, ERCA is able to fund 50% of the total costs of delivering these projects, which would otherwise have to be funded through municipal capital programs.
- Elimination of the historic accumulated Operational Deficit which was nearing \$480,000 five years ago; and continued funding capital and operational reserves and organizational stabilization programs with no increase in levy contributions to those outcomes

In addition, our Board directed that we also share our 10-Year Regional Investment report with municipalities. That report, which was presented in December 2016, demonstrated that over the last ten years, **ERCA has received \$26.5 million in levy funding between 2007 and 2016; and in return, secured more than \$35 million in funding to municipalities and the region. This is a net benefit to Essex Region of almost \$10 million**, and is over and above in-kind contributions ERCA secures from partners, and the critically important programs and services that we implement to benefit our regional environment. Our 2017 Budget continues to leverage external funding: **For every dollar contributed through the levy, ERCA is successful in raising \$2.66 dollars from other sources.** In fact, of the 36 Conservation Authorities in Ontario, ERCA is consistently in the bottom five in terms of % levy funding operations (~25%), yet in the top ten in terms of programs and program-related revenues for our region, well below the provincial average which is more than 40%.

We believe the 2017 Budget strives to strike a balance between meeting the sustainability needs of our region, while continuing to recognize the fiscal realities of our municipal partners.

Should you have any questions regarding our Draft 2017 Budget, please do not hesitate to contact me. I will also look forward to presenting our 2016 Annual Report to each municipality in the New Year.

Thank you,



Richard J.H. Wyma  
General Manager/Secretary-Treasurer



Shelley McMullen  
Director, Finance and Corporate Services

Attachments:

1. Weighted Budget Vote Sheet
2. Report BD45/16 – ERCA Draft 2016 Budget
3. Report BD43/16 – Regional Investment



# ESSEX REGION CONSERVATION AUTHORITY

## 2017 BUDGET VOTE

MUNICIPALITY	MEMBER	WEIGHTED VOTE	Member Present	SUPPORT Motion	SUPPORT %	Against Motion	AGAINST %	CVA Member Weight	CVA Allocation
Amherstburg	Rick Fryer	3.0996%	y	I	3.0996%	0	0.0000%	3.0253%	6.0506%
Amherstburg	Ron Sutherland	3.0996%	y	I	3.0996%	0	0.0000%	3.0253%	6.0506%
Essex	Steve Bjorkman	2.5240%	y	I	2.5240%	0	0.0000%	2.4635%	4.9271%
Essex	Larry Snively	2.5240%	y	I	2.5240%	0	0.0000%	2.4635%	4.9271%
Kingsville	Susanne Coghill	3.1723%	y	I	3.1723%	0	0.0000%	3.0963%	6.1926%
Kingsville	Larry Patterson	3.1723%	y	I	3.1723%	0	0.0000%	3.0963%	6.1926%
Lakeshore	Al Fazio	4.6221%	y	I	4.6221%	0	0.0000%	4.5113%	9.0226%
Lakeshore	Len Janisse	4.6221%	y	I	4.6221%	0	0.0000%	4.5113%	9.0226%
LaSalle	Terry Burns	4.0800%	y	I	4.0800%	0	0.0000%	3.9823%	7.9645%
LaSalle	Jeff Renaud	4.0800%	y	I	4.0800%	0	0.0000%	3.9823%	7.9645%
Leamington	John Jacobs	3.1261%	y	I	3.1261%	0	0.0000%	3.0512%	6.1023%
Leamington	Larry Verbeke	3.1261%	y	I	3.1261%	0	0.0000%	3.0512%	6.1023%
Pelee	Rick Masse	0.3130%	y	I	0.3130%	0	0.0000%	0.3055%	0.3055%
Tecumseh	Tania Jobin	4.2194%	y	I	4.2194%	0	0.0000%	4.1183%	8.2366%
Tecumseh	Rita Ossington	4.2194%	y	I	4.2194%	0	0.0000%	4.1183%	8.2366%
Windsor	Fred Francis	12.5000%	y	I	12.5000%	0	0.0000%	12.7996%	51.1983%
Windsor	Irek Kusmierczyk	12.5000%	y	I	12.5000%	0	0.0000%	12.7996%	51.1983%
Windsor	Hilary Payne	12.5000%	y	I	12.5000%	0	0.0000%	12.7996%	51.1983%
Windsor	Ed Sleiman	12.5000%	y	I	12.5000%	0	0.0000%	12.7996%	51.1983%
		<b>100.00%</b>			<b>100.0000%</b>		<b>0.0000%</b>	100.00%	
								48.8017%	
	<b>Actual % total vo</b>	<b>100.00%</b>			<b>100.0000%</b>		<b>0.0000%</b>	51.1983%	
					SUPPORT MOTION		DEFEAT MOTION		





## Essex Region Conservation Authority Board of Directors BD45/16

From: Richard J.H. Wyma, General Manager/Secretary-Treasurer

Date: December 1, 2016

Subject: 2017 Budget

Strategic Action: All

Recommendation: THAT the 2017 Draft Budget be approved by the Board of Directors for review by and input from member municipalities; and further

THAT the 2017 Draft Budget be forwarded to Municipal Councils for consideration and input as part of the process of formal approval; and further

THAT notice be given that, in accordance with the Conservation Authorities Act, there will be a weighted vote on the 2017 Draft Budget at the Board of Directors Meeting on February 9, 2017.

### Summary

- In November 2012, the ERCA Board of Directors approved the ERCA **Five Year Sustainability Plan: A Way Forward**. The Plan was designed to address three key issues. It identifies an approved suite of capital and operational reserves, directs funding to offset 'core' programs and services with at risk funding, and restructures ERCA to enhance efficiencies and internal collaboration and communication. The plan recognized that operational challenges, budget pressures, and related needs still must be dealt with annually through budgets and municipal levies.
- 2017 marks the final year of the Sustainability Plan, which included the introduction of capital and operational reserves, deficit reduction and organizational stabilization with no increase in levy contributions directly attributable to those outcomes.
- Administration is recommending approval of a Budget that implements ERCA's 5-Year Sustainability Plan. It totals \$11,154,696 and includes a levy contribution from member Municipalities of \$3,047,333. **This represents a proposed levy increase of \$90,900 overall or \$0.34/household** based on Current Value Assessment, as determined by the Municipal Property Assessment Corporation (MPAC).
- ERCA Administration undertook internal and program review to reduce the proposed budget from \$300,000 to \$90,900.

## Discussion

Administration undertook a comprehensive review of its programs and program needs associated with the 2017 Budget. These issues, challenges and opportunities were reported on to the Board in September 2016 (BD29/16). Responding directly to these challenges would have resulted in a levy increase of over \$300,000.

In attempting to strike a balance between meeting the sustainability needs of our region and recognizing the fiscal realities of our municipal partners, a number of changes have been proposed to our programs, fees, and organizational structure. Through this internal review and program review process, Administration was able to reduce the 2017 Budget increase to \$90,900.

The 2017 Draft Budget attempts to respond to some of our most pressing organizational challenges and improve program delivery in those areas, but will result in service delivery impacts as outlined in the table below.

Budget Pressure	Impact	Offset/ Revenue	Comments
Regulations Capacity	\$75,000		In response to increased growth in the region, and significant increases in permits and planning applications (as noted in the Budget Pressures Report), the 2017 Budget includes additional capacity (1.0 FTE) for Watershed Management Services to technical applications and approvals, and maintain permit processing timelines within Provincial requirements  A proposed increase in capacity for surveying (0.5 FTE to 1.0 FTE, estimated to be \$28,000) was not included in the budget
		\$75,000	It is proposed that this position will be offset by revenues (\$75,000) associated with increased numbers of permits (based on 2016) and increases in revenues associated with adjustments to fee schedules.
Education/JRPH Assistant	\$40,800		As noted in Budget Pressures report, ERCA currently delivers its outdoor education program through two full time staff supported by contract staff. Current capacity does not meet the needs of school boards related to maximize bussing costs by having two full classes attending each site. capacity required to deliver two classes. The



			2017 budget includes a partial FTE (4 days a week) position to support delivery of education program.
		\$15,000	This is partially offset by a slight increase in revenues associated with increased education program fees (\$10,000) and changes to ERCA's outreach program (below); and support for Communications and education through third party funding (\$5,000)
DRCC Assistant/Outreach Coordinator		\$51,500	This position is responsible for coordinating community plantings, Ecoschools programs, and friends of watersheds programs among others. It is currently vacant. Administration is proposing to shift focus of position to one that supports/facilitates community events and takes on increased responsibilities related to Detroit River outreach with support from Detroit River Canadian Cleanup. This will result in savings of \$51,500.
Geographic Information Systems Capacity		\$4,400	Reductions in ERCA's Geographic Information System capacity in response to changes in delivery of the Source Protection Program. This will result in savings in 2017 of approximately \$4,400.
ERCF Restructuring		\$25,000	ERCA supports the ERCF in delivery of its administrative and fundraising efforts. ERCA will continue to support fundraising efforts through contract support rather than a full-time position. Costs for ERCF staff are shared with ERCF. This will result in savings of approximately \$25,000.
Website and Communications	\$15,000		In keeping with the Place for Life and its Strategic Plan, the 2017 Budget includes support for ERCA to update its website to improve customer service. Costs for the website are shared with ERCF and Source Water Protection.
Cypher Systems Group Greenway	\$5,000		An additional \$5,000 has been directed to Cypher Systems Group Greenway for anticipated 2017 maintenance needs with the addition of 20km of greenway to the Essex Region. It should be noted

			that the Cypher Systems Group Greenway, and the Chrysler Canada Greenway have both been acquired and developed without levy support.
		\$2,000	This reduction was mitigated, in part, by anticipated increase in revenues associated with conservation area and hunting fees (\$2,000)
Holiday Beach Conservation Area		\$6,000	Holiday Beach operational standards will be adjusted to accommodate reduction in maintenance hours. This will result in savings of \$6,000.
Unrestricted interest revenue		\$18,000	
Contract/HR Support	\$5,000		The Budget include capacity for Corporate Service to assist with onboarding seasonal and grant positions in Spring, 2017 and assisting with year-end financial obligations.
<b>Fixed Costs</b>			
Office/HST	\$9,000		ERCA contributes to increased occupancy costs associated with building renovation
Pay/Internal Equity Adjustments	\$25,000		As a result of job evaluation, several positions resulted in grade adjustments.
Grid Adjustments	\$25,000		Fixed cost increases for standard grid adjustments
Insurance	\$6,000		ERCA's group insurance plan (through Conservation Ontario) is expected to increase by \$6,000 in each of the next three years.
Capital Amortization/Levy Phase In	\$50,000		In keeping with Board Direction, the 2017 Budget includes \$50,000 towards full capital amortization (\$200,000) in 2018.
Program Funding	\$32,000		Negotiated increases/shifts in program funding
	\$287,800	\$196,900	\$90,900 Increase

All efficiencies have been realized within program areas as noted above. Any additional cuts or reductions will result in not simply reductions in service but eliminations of important program and service areas and capacity which provide significant value to

municipalities as well as coordinating the environmental sustainability needs of our region.

Administration is recommending approval of a draft Budget that implements ERCA's 5-Year Sustainability Plan. It totals \$11,154,696 and includes a levy contribution from member Municipalities of \$3,047,333 as broken down below. **This represents a proposed levy increase of \$90,900 overall or \$0.34/household** based on Current Value Assessment, as determined by the Municipal Property Assessment Corporation (MPAC).



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**Approved By:**

Richard J.H. Wyma, CSLA  
General Manager/Secretary Treasurer

**Attachments:**

- 2017 Draft Budget

MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		CHANGE
	2017	2016	2017	2016	2017	2016	2017	2016	
	DRAFT		DRAFT		DRAFT		DRAFT		
TOWN OF AMHERSTBURG	6.0506%	6.0621%	\$120,874	\$115,595	\$63,531	\$63,653	\$184,405	\$179,248	\$5,157
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CITY OF WINDSOR	51.1983%	51.3801%	\$1,022,806	\$979,733	\$537,583	\$539,491	\$1,560,389	\$1,519,225	\$41,164
<b>TOTALS</b>	100%	100%	\$1,997,733	\$1,906,833	\$1,050,000	\$1,050,000	\$3,047,733	\$2,956,833	\$90,900

## DRAFT 2017 MUNICIPAL ALLOCATION



## 2017 DRAFT BUDGET







## INTRODUCTION

### ESSEX REGION CONSERVATION AUTHORITY

The Essex Region Conservation Authority (ERCA) was established by municipalities in 1973 to protect, restore and manage the natural resources of the Windsor-Essex-Pelee Island region and incorporated under the Conservation Authorities Act (1946). As one of thirty-six conservation authorities in Ontario, ERCA is committed to the core founding principles of this legislation: watershed jurisdiction, local decision-making, and funding partnerships.

ERCA works in partnership with residents and communities, our nine member municipalities, the Province of Ontario, Government of Canada, and international agencies to increase natural area coverage through tree planting and habitat restoration, improve water quality across our watersheds and our Great Lakes, protect people and property from flooding and erosion, and further our understanding of the environment through science and education. Our goal is a sustainable future, achieved through protection, restoration, education, planning and management, which not only improves our local environment, but also helps create an enhanced community identity we can all be proud of, and a more vibrant economy that can set this region ahead of others - one where people will want to live, work, and invest in.

### ABOUT THE ESSEX REGION

The Essex Region is the southern-most part of the Carolinian Life Zone and includes some of Canada's most significant natural areas. It includes the watersheds of the Detroit River, Lake St. Clair, and western basin of Lake Erie. It is surrounded by almost 300km of Great Lakes shorelines, the largest freshwater system in the world with over 20% of the world's freshwater passes through the Detroit River every day. The region is blessed with a climate and geography that supports a rich agricultural and industrial tradition that has supported growth in our region.

But, there are also significant challenges. Our landscape, which was once described by Cadillac in 1703 as "... so temperate, so fertile, and so beautiful that it may justly be called the earthly paradise of North America", has been extensively and intensively developed. In a little more than 200 years, we've drained more than 95% of our wetlands, lost almost all of our tall grass prairie and cleared more than 90% of our upland forests. What's left is disconnected and fragmented. Our Great Lakes, which surround us, are disrupted - they are impacted by invasive species, nutrients, phosphorous and blue green algae. The water quality of our rivers and streams is degraded, which impacts aquatic wildlife, increases drinking water treatment costs, and negatively impacts recreational use such as swimming and boating. Changing and unpredictable climate patterns are causing significant flooding, impacting our shorelines, and creating erosion problems. And the frequency of these types of rainfall events are expected to increase.

Few parts of Canada have been as extensively and intensively developed which puts tremendous pressure on our landscapes. But, since ERCA was established in 1973, we have been working to address these impacts, and we have achieved great success:

- 6,300,000 trees have been planted to increase green space. Our natural area cover has increased from less than 3.5% to more than 8.5%. But there is still more to do to get to our community's goal of at least 12%.
- 10,000 acres of forest, tall grass prairie, and wetlands have been restored
- 800 projects to improve water quality have been implemented.
- 3,500 metres of shoreline improved, protected and enhanced for fish habitat
- 4,150 acres of significant natural area have been protected for future generations including 19





## Essex Region Conservation *the place for life*

Conservation Areas providing opportunities to visit and experience wetlands, heritage sites, old growth forests first hand

- 70 kilometres of greenway trails have been acquired and developed to connect natural areas, promote healthy and active lifestyles, and link people to the landscapes around them
- 5,000 homes have been protected from flooding and erosion
- 350,000 students have been educated through outdoor education programs about the importance of preserving our heritage and conserving our environment.
- 50,000 households that get their drinking water from Lake Erie, Lake St. Clair and Detroit River (90% of residents of Essex Region) are protected from Significant Drinking Water threats

And, we've built important research partnerships with senior levels of government, agencies, other Conservation Authorities, universities and others to help us better understand and address the impacts of climate change, invasive species, and water quality.

ERCA's 2017 Budget continues to build on these successes, bringing us closer to making this region a place we can be proud of and celebrate.

### 2016-2025 STRATEGIC PLAN: SUSTAINING THE PLACE FOR LIFE

The Essex Region, not unlike any other area, is made up of places – where we live, where we work, where we gather, where we play. All elements of a place are interconnected – our community, its environmental health, healthy lifestyles for citizens, and our economy. We recognize that natural processes contribute to the health of the places we live in, which, in turn, influences the health and integrity of our natural areas; and strengthen our regional economies. We have a responsibility to enrich and sustain our region as a place with connected natural areas, where people are protected from flooding and erosion. A place with healthy rivers and streams, beaches we can swim in, and lakes we

can fish in; greenways and trails that connect us to our landscapes and to each other. A place with productive agricultural lands which implement best management practices; a sustainable place that is resilient and can adapt to change.

We have to learn and understand what makes our places great, how changes in our urban and rural landscapes impact the places we live in, and how to respond to those changes to ensure our region is healthy and sustainable.

After consultation with its partners and stakeholders, the Board approved the 2016-2025 Strategic Plan: Sustaining the Place for Life. Through this plan, we are responding to the challenges ahead with renewed vision and commitment:

**Vision:** The Essex Region is a sustainable, resilient and vibrant place with healthy and thriving watersheds, Great Lakes and a green culture.

**Mission:** Improving our environment to enrich our lives.



The Strategic Plan provides the basis for our decision making and priority setting over the next decade. There were five recurring themes and ideas that we heard throughout our broad consultation, which informed our strategy:

1. **The climate will continue to change.** While efforts to slow climate change must continue, we also need to help our partner communities prepare to adapt to its impacts
2. **The Great Lakes are our most significant natural resource.** Our 2012 Watershed Report Card identified failing grades for surface water quality in virtually every watershed. More must be done to protect and improve water quality.





3. **Our landscapes and habitats are among the most significant in Canada.** We have planted more than 6 million trees and achieved 8.5% natural area coverage, but more action is needed to reach our 12% target.
4. **Our urban areas will continue to grow and expand.** ERCA will need to continue to work with all partners to plan sustainable communities that reduce urban sprawl, are walkable, have a healthy food supply and incorporate green infrastructure.

5. **ERCA is a sustainable, resilient and valued agency.** Since 1973, ERCA has been striving to achieve a state of sustainability for the Essex Region. It is also important to consider the sustainability of ERCA as an organization.

For each of these themes, the Strategic Plan identified goals and actions to address them. In total, the Strategic Plan includes fifteen goals and 45 actions, and the 2017 Budget has been aligned to advance these identified priorities.

## BUDGET PRESSURES

### SUSTAINABILITY PLAN

In November 2012 (COW 08/12), the Board approved A Way Forward, a 5-Year Sustainability Plan (2013-2017) that included the creation of capital and operational reserves, the elimination of the operating deficit, and the restructuring and stabilization of core ERCA programs and staff, including the elimination of 3 Management positions and one senior administrative position. The plan identified the reallocation of some funds from Clean Water~Green Spaces to offset those associated costs over five years, implemented through annual budgets. In keeping with this direction, ERCA's draft 2017 Budget includes:

- A projected reduction of the accumulated operating deficit in the amount of \$96,000 in 2017. This final instalment will eliminate the accumulated operating deficit (year 5 of 5).
- Transfers to Capital Plan/Reserves (\$550,400 in 2017): Continued contributions to ERCA capital replacement and major maintenance plan, and capital and operational reserves (year 5 of 5)
- Phased in Capital Asset Replacement (\$150,000): In keeping with Board direction, ERCA's 2017 budget includes another incremental \$50,000 increase in levy towards full capital asset replacement in 2018, or Year 6.

Of note, ERCA introduced its capital and operational reserves, deficit reduction, and organizational stabilization with no increase in levy contributions directly attributable to those outcomes. Now, with the Sustainability Plan changes substantially implemented, and other program reviews completed and implemented, it is unlikely that there are significant future staffing efficiencies in ERCA's operations.

### FIXED COST INCREASES

The (2013-2017) Sustainability Plan acknowledged that normal inflationary budget pressures, as well as increased costs associated with: pay equity adjustments, negotiated wage increases (CUPE); increases in OMERS; discretionary health benefits and other demands, would still result in increases in General Levy, aside from additional sustainability requirements as discussed in the plan. In 2017, this includes:

- Negotiated Wage/Benefits Increases: In 2016, ERCA approved a new four-year Collective Agreement that includes salary increases of .75%/1.25%/1.25%/1.25% and adjustments to discretionary health benefits. Because of ERCA's revenue structure, it is expected that only a portion of those increases will be levy-driven (ranging from 50%-70%), with the remainder absorbed in grant-funded special projects.



- ERCA is required, by legislation (Pay Equity Act, R.S.O. 1990), to maintain its pay equity plan, which was developed in 1989 and amended in 1993. A Joint Job Evaluation Plan was completed and approved by the Board in 2016. The 2017 Budget includes staffing costs associated with revised Grades.
- Increases in contributions to the Civic Centre Building Operations Fund, to repay capital improvements, estimated to be \$9,000 for 2017.
- Increases in insurance premiums of ~\$6,000 due to a change in the risk assessment model and allocation formulas, for Conservation Authorities participating in the group insurance program.

## CAPACITY TO ACT AND RESPOND

ERCA, not unlike municipalities and other agencies, is facing numerous pressures related to its mandate including: increased landowner/stakeholder interaction in a number of departments; increased volume of applications related to development; compliance-based reporting and monitoring; public use of conservation lands, and landowner outreach and stewardship. We are currently responding to these demands as capacity allows, however the complexity of issues, legal climate, changes in policy and regulations, and stakeholder expectations are converging simultaneously-resulting in a challenging and stressful environment for staff and systems.

Growth in our region has led to significant increases in numbers of permit applications. Similarly, municipal obligations to update and amend Official Plans and Zoning By-Laws to reflect Provincial Policy Statements require more time and effort than responding to standard planning applications. In addition, responding to planning applications, development approvals, landowner and municipal inquiries requires greater technical expertise and knowledge of changes in legislative processes (e.g. Provincial Policy Statements, Endangered Species Act). The 2017 Budget includes additional capacity within the Watershed Management Services department to assist in processing permit applications.

## MANAGING REGIONAL ASSETS

Greenways and trails have been shown to increase property value, and are the top feature current and new residents use to determine where they will live. They also attract tourists, create jobs and put money into local economies. The Ontario Trails Council estimates that trails contribute at least \$2 billion to the Ontario economy, in addition to the numerous health benefits trails offer, which is important in Windsor-Essex where physical activity levels are far below the provincial average.

The community is responding: increased use of trails and Greenways, and demands for more greenways have resulted in increased demand for operational and maintenance supports, which have remained largely stable despite additional trails and greenways in the region. The Essex Region has benefited from the Essex Region Conservation Foundation's efforts to raise funds to acquire and develop Greenways with private support from community leaders, corporate partners and leveraging funding programs from senior levels of government, at no cost to the local levy.

The 2017 Budget includes additional support for maintenance and operations of Greenways, recognizing that costs to maintain greenways will continue to increase once the Cypher Systems Group Greenway matures.

## PROVIDING OUTREACH & EDUCATION

ERCA's Community Outreach Services department delivers outdoor education programs through two full time staff supported by contract staff. Schools/school boards strive to maximize efficiency by sending two classes at a time to reduce bussing costs. This results in two full classes attending each site, which requires four program staff to deliver the programs, to maintain safety ratios and deliver quality programming.

ERCAs 2017 Budget includes a restructuring of the Community Outreach Services department to include Education/Interpretation support to assist in education program delivery; and changes to Outreach programs to reflect partnerships with Detroit River Canadian Clean Up, and other Conservation Services funded programs.



## SUPPORTING PROGRAMS

ERCA's Corporate Services department provides service and support to all other departments and program areas including: governance, administration, finance, human resources and records/information systems and technology (i.e. GIS, databases, networks, software and hardware etc.). As technology continues to evolve, there has been increased demand for end user support, primarily with respect to computer applications support and data/decision support systems related to MFIPPA and other needs.

The 2017 Budget includes consulting and other supports to finalize the development and implement its records and electronic content management system in 2017.

Due to the seasonal nature of ERCA's programs and seasonal grant/funding programs, additional corporate services supports related to hiring and onboarding seasonal staff, are required between March and June. The 2017 draft budget will include a provision for part-time assistance, provided through a personnel agency.

## BUDGET OVERVIEW

### OVERVIEW OF REVENUE

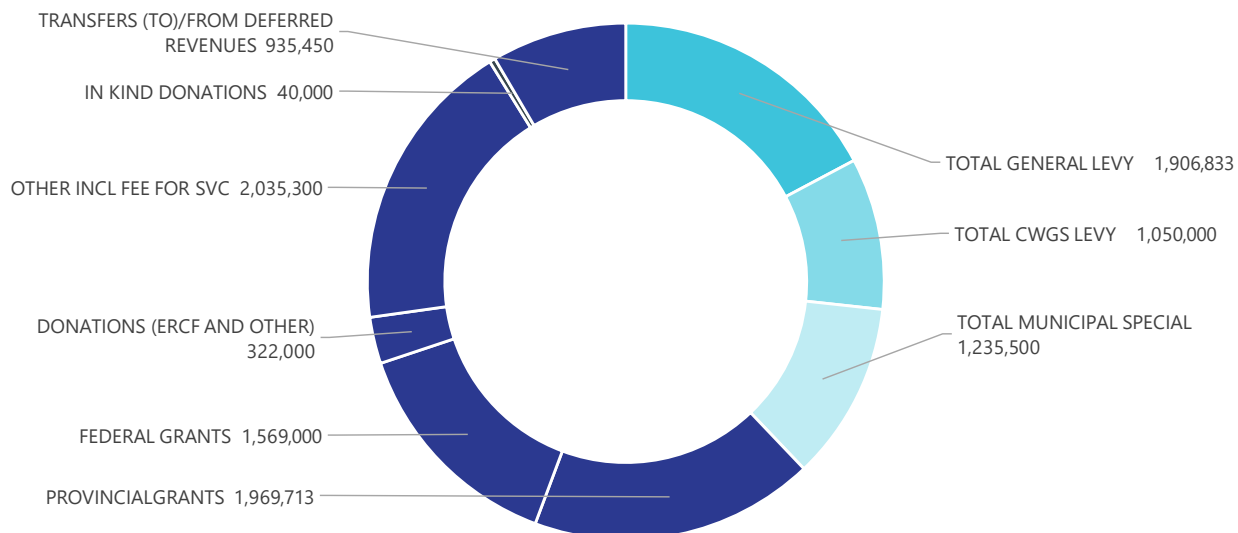
ERCA is funded through a combination of levies and grants from municipal, provincial and federal governments. The remaining revenues are generated through an assortment of fees for service that includes education, planning and permitting, and conservation area user fees.

- **General Levy.** The 2017 Budget includes a General Levy contribution of \$1,997,333 an increase of \$90,900. This represents an increase of \$0.34 per household (\$15.57 per household to \$15.91) allocated to municipalities based on municipal Current Value Assessment.
- **Clean Water~Green Spaces Levy.** The 2017 Budget maintains the Clean Water~Green Spaces Levy at \$1,050,000. This levy supports land acquisition and provides funds that ERCA leverages for restoration and water quality BMPs. As approved by the Board, a portion of CW~GS Levy has been allocated to Capital and Operational Reserves, replacement of capital facilities in keeping with Tangible Capital Asset Planning, elimination of operational deficit, and organizational restructuring.
- **Provincial and Federal Funding.** Provincial agencies, namely the Ministry of the Environment and Climate Change (MOECC) and the Ministry of Natural Resources and Forestry (MNRF) contribute funding to support

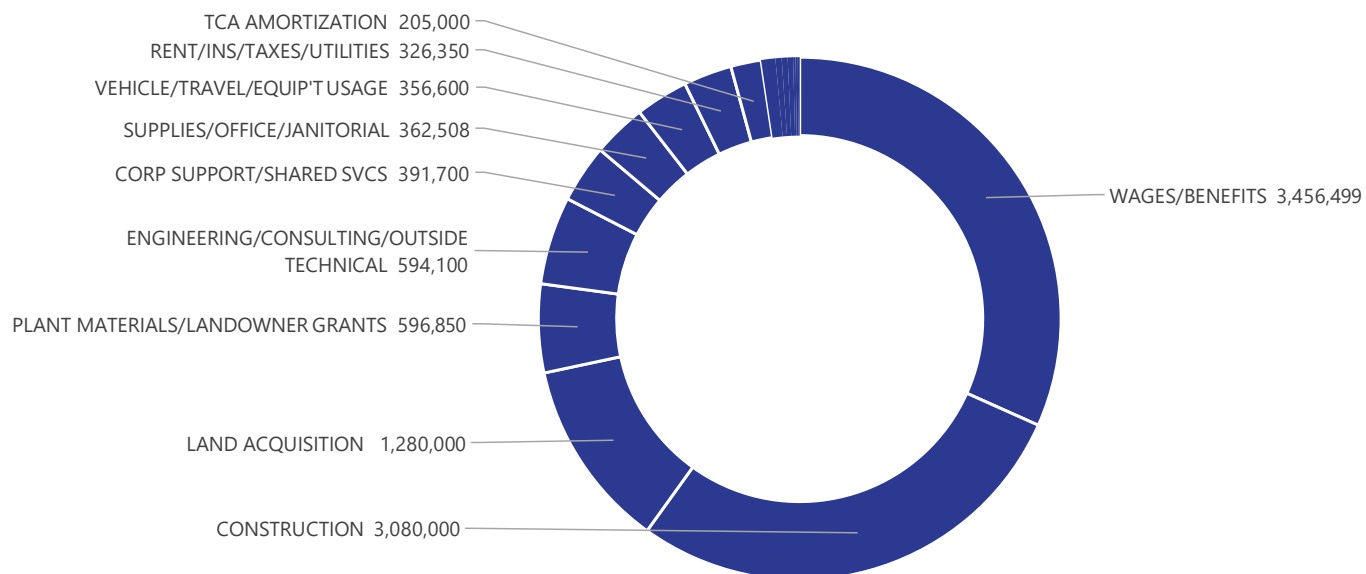
Drinking Water Source Protection, ground water and surface water monitoring. ERCA receives \$300,000 from Environment Canada (EC) Great Lakes Sustainability Fund and MOECC to coordinate the Detroit River Remedial Action Plan, which includes supports for projects within the Detroit River Area of Concern

ERCA also receives annual funding from the MNRF as program transfer payments towards the flood warning and flood and erosion control programs associated with ERCAs delegated responsibilities. Funding levels for this transfer payment have remained at the same level (\$202,263) since 1996.

In addition, ERCA applies for matching funding for municipal Water and Erosion Control Infrastructure projects which are funds that municipalities would otherwise have to find from within their capital or operational budgets to maintain flood and erosion infrastructure. ERCA is unlike any other agency, in that it not only provides the conduit for these funds, but it also lobbies and competes with other Authorities for these limited Provincial resources, on behalf of the municipality. Provincially, there is only \$5 million available for all 36 Conservation Authorities. ERCA has been very successful at accessing these funds for municipal projects.



## 2017 PROJECTED REVENUES



## 2017 PROJECTED EXPENSES BY TYPE



MUNICIPALITY	CVA %		GENERAL LEVY		CW~GS LEVY		TOTAL LEVY		CHANGE
	2017 DRAFT	2016	2017 DRAFT	2016	2017 DRAFT	2016	2017 DRAFT	2016	2017- 2016
TOWN OF AMHERSTBURG	6.0506%	6.0621%	\$120,874	\$115,595	\$63,531	\$63,653	\$184,405	\$179,248	\$5,157
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<b>TOTALS</b>	100%	100%	\$1,997,733	\$1,906,833	\$1,050,000	\$1,050,000	\$3,047,733	\$2,956,833	\$90,900

## DRAFT 2017 MUNICIPAL ALLOCATION

In 2017, ERCA is working with City of Windsor to undertake improvements to the Grand Marais Drain (\$575,000), Little River Flood Control Structure (\$185,000), and the Lennon Drain (\$3,125,000); and with the Town of Lakeshore on the Belle River Flood Control Projects (\$155,000). If successful, the Authority would provide \$2,100,000 which would otherwise have to be funded through City and municipality Capital Budgets, in addition to project management, which if not provided, would require considerable municipal professional-level staff time. ERCA Administration may explore a potential and mechanism to use a small part of these savings to municipalities as a source for ERCA budgets, which could then be achieved without impacting municipal tax targets.

- **Revenue Generated by ERCA.** Revenues generated by ERCA include fees charged for education programs, plan review and permit fees, property and agricultural lease revenues, hunting revenues, Conservation Area and event revenues, and support from landowners for restoration and tree planting projects,

- Administration undertook a comprehensive review all user fees to ensure they continue to reflect local market conditions and the principles of its Fees Policy, including maximizing cost recovery where appropriate. As noted in the 2017 Fee Report, administration has estimated \$36,000 in additional revenues associated with reclassification of permit applications, increases in education program fees, and conservation area fees.
- **Other Revenue.** ERCA also receives grants from non/quasi government organizations and charities including the Region Conservation Foundation, primarily to support restoration, trail development and education.

## WATERSHED MANAGEMENT SERVICES

### Watershed Planning

ERCA provides planning advice to its member municipalities by commenting on applications circulated under the Planning Act to ensure that all relevant federal, provincial, regional and municipal legislative requirements are satisfied, identifying natural hazard areas and natural heritage features and providing policy support. This includes providing land



## PROGRAMS AND SERVICES

use planning advisory services to identify natural hazard, natural heritage, development servicing, water quality and natural resource planning concerns and developing strategies and policies to address natural resource management in municipal planning initiatives such as Official Plans, Comprehensive Zoning Bylaws, Planning Studies, etc.

ERCA also works with government agencies, municipalities and community groups to develop and maintain watershed management plans which look at environmental, economic and social factors affecting the quality of natural heritage, hazards and water quality within specific watersheds; and reviews and coordinates comment on Environmental Assessments, Environmental Bill of Rights Registry postings and advocates for local and regional priorities and interests.

### Development Services

ERCA administers Conservation Authorities Act approval processes which directs development away from lands prone to water hazards. ERCA's permitting process includes review of applications under the Municipal Drainage Act, Public Lands Act, Shoreline Properties Assistance Act, Part VIII Building Code; planning documents and development proposals; and are designed to protect residents and property from hazards, and maintains wetlands, watercourses and shorelines.

### Flood, Water and Erosion Control

Through the Conservation Authorities Act, the Province of Ontario has designated ERCA as the lead agency for flood warning in the Essex Region. To minimize loss of life and property damage, ERCA monitors watershed conditions, stream and lake levels, and issues flood bulletins (watershed condition statements, flood watches, flood warnings) to the watershed municipalities, emergency services, media and others. Recent flood events have been more intensive and frequent.

ERCA also assists municipalities in maintaining public investment in infrastructure through the provincial Water

and Erosion Control Infrastructure Program (WECI) which provides Conservation Authorities matching funding for municipal infrastructure improvements. ERCA also provides technical expertise to identify natural hazards (such as flood plains, steep slopes, etc.) with the goal of protecting people and property from natural hazards.

### 2017 Actions – Watershed Management Services

- Provide input and comments on four Official Plans (Lakeshore, Kingsville, Tecumseh, Leamington); three Official Plan Amendments in the City of Windsor; and provide advice and guidance to municipalities on over 700 Planning Act applications.
- Continue to implement 'one window services' to facilitate review of over 900 permit applications within hazard lands ensuring compliance with Section 28 of the Conservation Authorities Act; including stormwater management submissions of greenhouse developments, major subdivision developments, 150 Municipal Drainage Act submissions, responses to legal requests, 1,200 general inquiries from landowners.
- Draft and initiate consultations on Comprehensive Place for Life Policies to ensure ERCA's planning and regulations policies reflect changes in legislation and respond to the changing conditions and municipal demands in our region, and are consistent with the strategic directions provided in the 2016-2025 Strategic Plan: Sustaining the Place for Life.
- Complete Technical Appendices including Environmental Impact Assessment Guidelines, Stormwater Management Guidelines and Municipal Memorandums of Understanding to facilitate the review and technical clearance of municipal and county Planning Act applications as per the Planning Act.
- Apply for and undertake over \$2.1 million in Water





and Erosion Control Infrastructure (WECI) projects in Windsor (subject to WECI and City of Windsor funding approval) including improvements to the Grand Marais Drain, Little River, and Lennon Drain; and the Belle River Flood Control Project in Lakeshore.

- In multi-stakeholder/multi-partner Canadian FloodNet proposal which is being studied to consider flood forecasting and warning systems, flood mitigation, environmental effects of floods, flood risk analysis, community water systems, aquatic ecosystems, hydrologic modelling and data-mining, and other related analysis.
- Continue to operate and install new Climate Stations, and work with municipalities to advance and implement a regional real-time, web-based Climate Station data collection and improved reporting/monitoring and response.
- Update the Essex Region Flood Contingency Plan incorporating additional new information technologies and sources of additional real time weather and climate information.
- Work with municipalities to begin to develop a Climate Adaptation Strategy/Framework to address the impacts of climate change within the Essex Region through adaptation and mitigation strategies; and identify actions to address impacts on terrestrial and aquatic ecosystems, water quantity and quality, infrastructure, energy, human communities, and agriculture.

## CONSERVATION SERVICES

### Conservation Lands

ERCA owns and manages 4,150 acres of conservation lands across the Essex Region including woodlots, wetlands, 19 Conservation Areas, and 90 km of Greenway trails for recreation education, natural area protection, and active/healthy living for thousands of residents and visitors to our region. These areas protect some of the most biologically

diverse and ecologically significant lands in Canada and provide a variety of recreational opportunities. Protection of these lands, as well as access for public use, are among the most important contributions ERCA makes to the communities in the region.

As the region grows and expands, the role of conservation lands will become even more critical. Development and implementation of Management Plans are critical to balance the needs of users with the need to protect the environment. Recreational opportunities on these lands include hiking, picnicking, birding, seasonal camping, as well as hunting, horseback riding, and biking. The demands of a growing population require that Conservation Area infrastructure and facilities (tangible capital assets) are managed and replaced when required.

### Clean Water~Green Spaces

ERCA's Clean Water~Green Spaces program (CW~GS) addresses soil and water concerns by providing in-field and in-stream conservation planning and delivery of agricultural stewardship (e.g. GLASI), demonstrating innovative water and soil conservation (e.g. demonstration farm, demonstration projects), and restoration of wetlands, prairie, forest and shoreline habitat enhancements to provide habitat and restore the health of our watersheds with support and incentives from agencies and senior levels of government. The CW~GS Program also provides funds that ERCA uses as leverage with agency and other partners to acquire key properties in priority areas in keeping with its Land Securement Strategy.

Through this program, ERCA also works closely with the agricultural community to develop and implement practical, cost-effective alternatives for landowners with water quality concerns such as erosion and slope stability, and delivery of Agricultural BMPs (rock chutes, well capping, buffer strips, windrows, etc.). Since 2015, ERCA has worked with the Ontario/Essex Soil and Crop Improvement Associations to deliver the Priority Subwatershed Project within the Wigle Creek/Cedar Creek watershed and manages the Essex County Demonstration Farm with Agriculture Canada,



OMAFRA, MOECC, Soil and Crop and other partners to provide in field viewing opportunities to local farmers of projects that can be applied to their own fields.

### **Watershed Monitoring**

ERCA staff provide watershed-scale environmental monitoring to assess and understand current health and emerging trends as a basis for setting environmental management priorities. This includes working with research partners to implement studies to fill resource information gaps and develop innovative methods of protecting and enhancing watershed resources. ERCA collects and analyzes surface water at approximately 50 sites as part of the provincial surface and groundwater monitoring networks, and special projects such as the Kingsville-Leamington Nutrient project to monitor aquatic community health and report on the overall health of our rivers and watersheds. ERCA has also facilitated research on beach closures with GLIER/University of Windsor and other partners, tile management with the University of Waterloo, and undertakes research with other partners.

### **Drinking Water Source Protection**

Since 2006, ERCA has maintained and implemented the Regional Source Protection Plan in keeping with the Clean Water Act to manage water 'at the source' to protect human health, protect present and future municipal drinking water threats. The Source Protection Plan that identifies policies and strategies to reduce existing and future threats to water supplies was approved by the Province in 2015. ERCA supports municipalities in implementation of Source Protection Policies including delivery of risk management services, and is responsible for implementation outreach and education policies.

### **2017 Actions – Conservation Services**

- Complete Wetlands assessment and mapping in partnership with MNRF for 500 hectares of Provincially Significant Wetland
- Restore at least 125 acres of land, plant at least 120,000 trees, 20 acres of prairie and collect 2,000 pounds of seed for growing and use in our tree planting programs as local genetics are always best
- Create a minimum of 4 new wetlands that will help restore hydrology, improve water quality and habitat for wildlife and fish.
- Partner with Caldwell First Nation to undertake the restoration of a Lake Erie Coastal wetland at the mouth of Sturgeon Creek.
- Work with partners to fund the creation of a 70 acre managed wetland cell at Cedar Creek Conservation Area and a new 10-acre experimental wetland at Hillman Marsh.
- Seek new funding opportunities to present to the Board of Directors related to the implementation of the Land Securement Strategy. A focus for 2017 would be on the securement of properties adjacent to existing natural areas that will lead to an increase in natural areas, once restored, and improvement to our local water quality.
- Work with Partners to initiate large scale restoration opportunities on the Detroit River to enhance fish habitat, provide greater access to the river for residents to work toward de-listing the Detroit River as a Federal Area of Concern.
- Complete Cypher Systems Group Greenway in partnership with the Essex Region Conservation Foundation, the Town of Essex, and senior levels of government to connect the towns of Essex and Amherstburg, and intersect with the Chrysler Canada Greenway.





- Work with the Town of Tecumseh, Essex Region Conservation Foundation and other partners to secure funds and build 'Oldcastle Hub' to connect ERCA Greenways to Herb Gray Parkway Trails and trails in the towns of LaSalle and Tecumseh and the City of Windsor in support of the Trans Canada Trail.
- Implement research and projects supporting the reduction of phosphorus (P) to Lake Erie including the analysis of water control structures for tile drainage management, rain gardens for urban storm water management, the research of innovative farming practices and Best Management Practices at our demonstration farm that may result in lower phosphorus outputs. Results from these projects can be used to encourage uptake of BMPs that have been demonstrated to work in this region through multiple public engagement sessions.
- Continue working with provincial partners on several projects including: undertaking an intensive BMP implementation and research program in the Wigle Creek watershed through the Great Lakes Agricultural Stewardship Initiative (GLASI); continued monitoring of streams in the Kingsville/Leamington area to better understand the influence of greenhouses on water quality; intensive monitoring of streams and recreational beaches to track the intensity of harmful algal blooms and to work towards a more rapid method of detection of the toxin they produce.
- Update Watershed Report Cards as part of Conservation Ontario reporting program
- Work with research partners to develop projects to identify persistent and emerging water quality issues, track sources of contamination and develop methods to remediate or improve local water quality.
- Continue monitoring 24 surface water quality stations, 10 ground water quality stations and near shore Great Lakes water quality as part of the Provincial Water Quality networks.

## COMMUNITY OUTREACH SERVICES

### Outreach

ERCA's outreach programs educate in order to motivate and inspire residents to adopt environmentally sustainable behaviours, coordinating community involvement with volunteers to engage them in tree planting, habitat restoration, and demonstration projects with DRCC, Foundation and other corporate and municipal partners. This includes tree planting, river and stream clean-ups, and leading community science initiatives.

### Education

ERCA provides environmental education programs to over 10,000 students annually, primarily at the John R. Park Homestead, Hillman Marsh and Holiday Beach Conservation Areas. Programming is aligned with school board curriculum, and with the Ministry of Education's Eco schools program. In 2016, ERCA added certifications for Special High Skills Major students to help educate the next generation of conservationists. Outdoor education provides numerous benefits to students (critical thinking, creative thinking, decision-making, etc.) that have benefits beyond the environment. ERCA also co-chairs the annual Essex Region Children's Water Festival which provides hands-on education to 4,000 students and provides leadership skills and environmental restoration training opportunities to 12-15 year olds through the Teen Ranger Program.

### Communications

Communications supports all ERCA programs through a variety of services intended to inform, inspire and motivate municipal, provincial and federal partners and communities to learn more about, and support and participate in the work of ERCA. Through internal communications, media relations, event management, community relations, creative services, and program communications and marketing, ERCA researches and analyzes benefits and barriers to environmental sustainability; and communicates the broad variety of projects and programs that ERCA undertakes to create a future of sustainability for the Essex region, ensuring it is the Place for Life.



### 2017 Actions – Community Outreach Services

- Provide curriculum-based outdoor education for more than 10,000 elementary and secondary school students
- Provide Special High Skills Major Certifications to allow students to graduate with specialized environmental skills.
- Create [www.essexregionconservation.ca](http://www.essexregionconservation.ca) with the Essex Region Conservation Foundation to improve customer service, usability and accessibility compliance.
- a variety of cost effective tools and tactics for communicating ERCA's environmental programs and opportunities for community involvement
- Better integrate messaging with the Essex Region Conservation Foundation to demonstrate the strength of these partnership organizations to the region.
- Host events that connect people to conservation and raise funds to further enhance the Windsor-Essex-Pelee Island region as the Place for Life.
- Build on the success of the Regional Roundtable, which includes the CEOs from 12 regional agencies and organizations to promote the cross-organizational efficiencies that can be realized through working together.

## CORPORATE SERVICES

### Administration

ERCA's Corporate Services program directs the organization through Board policy development and implementation of the Conservation Authority's Strategic Plan and provides direction and coordination of all Conservation Authority programs. This includes maintaining member and municipal relationships, corporate and strategic planning, governance, policy development and implementation; liaison with key stakeholders and partners, including senior levels of government to ensure recognition of Authority's

role and relevance; and ensures ongoing Authority sustainability through allocation of limited financial and human resources.

### Information Management

ERCA's information management systems include Geographic Information Systems (GIS), information management systems, and other databases that support ERCA's permit system, tree planting, Foundation and other organizational needs. Geographic Information Systems (GIS) provides the collection and maintenance of land use and other data in ERCA's watersheds and creates visual mapping as information that supports decision making for many of ERCA's programs and departments. Integrating information from diverse sources into accessible formats, GIS is central to the Conservation Authority's day to day business, and supports many of ERCA's special projects dealing with phosphorous, agricultural BMPS, and water quality.

### Finance

ERCA's finance group provides leadership and support to the organization on financial decisions, strategic direction and budgetary management. ERCA also prepares and shares ERCA's Financial Statements for the Board of Directors, external stakeholders and other partners, prepares risk management assessments, accounts for the collection and disbursement of all monies, coordinates audits of both the ERCA and Essex Region Conservation Foundation, and monitors and analyzes general financial health, capital and operational reserves, accounts receivable and payable. In addition, through Corporate Services, ERCA developed and maintains its Tangible Capital Asset Plan which tracks and identifies replacement schedules ERCA's facilities and related infrastructure.

### Human Resources Management

Human Resources is an internal multi-service provider supporting the hiring, orientation, motivation and development of knowledgeable and competent employees to address capacity to implement Authority programs. HR ensures compliance with legislation and regulation



including Employment Standards Act, AODA, Health and Safety and WSIB requirements and other HR related legislation and supports labour relations including negotiation and implementation of Collective Agreements.

### 2017 Actions – Corporate Services

- Implement Filehold Records Management System in Corporate Services and Watershed Management Services departments
- Finalize records classification system and records policy/retention schedule to support MFIPPA and other obligations
- Create and maintain a corporate policy database for shared access that encompasses all departmental active policies to ensure consistency with legislation, public-sector best practice and improved corporate culture.
- Review and update internal corporate and employee Policies and Procedures (Employee Handbook) on a priority basis, including purchasing policies.
- Initiate and manage two database projects, to improve efficiency, enhance customer service and institutional memory (contact database and education bookings database)

## CAPITAL AND OPERATIONAL RESERVES

Despite more than \$5 million in capital assets (ERCA BD 40/10 and BD54/10), due to reliance on special funding, and 'at risk' revenue streams, until the 2013 budget, ERCA did not have any reserves available for capital, operational, or emergency needs. Reserves are not only a best management practice, but are essential in a business that can be adversely and materially affected by infrastructure failure, weather and reductions in fee-for service programs in any fiscal cycle. The 2017 Budget includes the continued management of the following reserve accounts (see attached ERCA Capital/Major Maintenance Schedule):

- Infrastructure Replacement/Major Replacement (\$425,000: year 5 of 5) - to provide for expenses associated with the replacement or rehabilitation of existing capital infrastructure. For 2017, the Capital Plan includes:
  - Review and update TCA inventory and Capital Plan to guide facility and infrastructure replacement needs and confirm capital plan priorities
  - Completion of boardwalk at Maidstone Woods Conservation Area with red cedar wood to reduce long-term operations and maintenance costs
  - Resurfacing of Chrysler Canada Greenway
  - Installing new roof on the Sawmill Building at the John R. Park Homestead and completion of engineering study of the shoreline infrastructure at John R. Park Homestead
  - Minor capital replacements or changes such as picnic table replacement, culvert replacements or other unexpected capital needs
- Capital/Special Projects Grant Matching (\$20,000: year 5 of 5) – to provide for matching funds in order to benefit from limited term stimulus funding and other targeted grant programs that require matching funds.
- Revenue Stabilization (\$24,000: year 5 of 5) – As municipal levy accounts for 25% of the Authority's 2017 revenues, the majority of revenues are from sources that may fluctuate in any given year (e.g. revenues related to permits, planning, drainage, camping, admissions and special events, economic conditions, changes in government agendas and mandates, and even adverse weather conditions).
- Operational Deficit (\$96,000: year 5 of 5) - Funds are directed to eliminate the accumulated operating deficit
- Network, Office Equipment & Furnishings (\$15,400/ year: year 5 of 5) – to provide for expenses related to the Authority's rolling stock of office equipment and furnishings, computers, servers and related software. Replacements and upgrades are made in accordance with useful life and functionality.



- Human Resources (\$2,000/year: year 5 of 5) – to buffer against potential WSIB/NEER impacts, OMERS restatements, discretionary benefit fluctuations and unanticipated claims relating to employment.
- Legal & Insurance (\$3,000/year: year 5 of 5) – to buffer against unexpected insurance deductibles and claims below policy deductibles as well as unexpected legal expenses outside of the annual budget process.
- Vehicle/Field Equipment Replacement (\$91k balance) – Vehicle/Equipment expenses charged to different programs flow back as revenues to provide for expenses related to the Authority's rolling stock, including vehicles and field equipment such as tractors, mowers and tree planting equipment. Administration will continue to manage ERCA's fleet and equipment in an environmentally responsible manner in keeping with Board direction. The Authority has been able to defer significant equipment acquisitions due to diligent equipment maintenance and better than expected useful life. For 2017, it is expected that a tractor and at least one vehicle will be replaced in keeping with their useful life.
- Historic Properties Preservation/Maintenance (\$31k balance: \$19,000 budgeted contribution in 2017) – to provide for major expenses related to preservation and maintenance of two historic properties, that are to be preserved in perpetuity, specifically the John R. Park Homestead and the Kingsville Train Station.
- Tree Warranty and Self-Insurance (\$90,000 balance: varying contributions) – to buffer against potential warranty claims for seedlings covered through the warranty program, and deterioration of seedlings related to weather related planting delays and which is cost prohibitive to insure.

- Clean Water~Green Spaces Land Acquisition (\$727,233 balance: \$158,600 budgeted contribution in 2017 for an available total of \$885,800) – to support land acquisition efforts in keeping with ERCA's Land Securement Strategy, and as leverage for lands acquired with NCC (through the Natural Areas Conservation Plan) and other agencies including senior levels of government.

This results in contributions to reserves funds for 2016 of \$609,400 and a total available reserve balance of \$1,373,337. However, because of the significance of the infrastructure deficit, 2016 infrastructure reserve fund contributions will again need to be expended in 2016 to address long-overdue capital improvements as described above.

#### Capital Replacement/Amortization

The Sustainability Plan identified that beginning in 2018, ERCA needs to contribute \$200,000 annually representing full asset replacement values to maintain capital reserves consistent with the TCA report. When this plan was approved in 2013, the Board directed Administration to "... seek and identify ways of reducing the impact of the Sustainability Plan to Clean Water~Green Spaces acquisition funding, through phased levy increases and other means". To meet this goal, the Board directed staff to phase in the full annual cost of capital replacement (\$200,000) over a period of four years through annual increases of \$50,000. ERCA's 2014 budget supported the first of the annual increases. However, the recommended incremental phase-in capital replacement was not funded in 2015. In keeping with board direction, the 2017 budget includes an incremental \$50,000 towards capital replacement, for a 2017 contribution of \$150,000. The accumulated fund balance for phased-in levy is projected to exceed \$350,000 at the end of 2017. This 'phase-in' fund will be utilized for infrastructure replacement, post 2017.



## FUNDING SUSTAINABILITY

The approved Sustainability Plan provided an approach over a five-year span, to transition ERCA to a more stable and sustainable organization. To date, ERCA has implemented its Sustainability Plan, including the introduction of a capital and operational reserves program, deficit reduction, and organizational stabilization with **no increase in levy contributions directly attributable to those outcomes.**

At the same time, ERCA has generated tremendous positive investment in Essex Region. Between 2007 and 2017, ERCA received \$26.5 million in total levy contributions, and generated \$35 million in new outside funding to the region in support of regional environmental programs and projects related to drinking water source protection, water and erosion control infrastructure, support from Non-Government Organizations (NGOs) for land securement and restoration, and support from the Foundation and other grants towards education, restoration, water quality, phosphorous and shoreline enhancement projects. This is in addition to the significant value of ERCA's programs and services it provides to municipalities. This leveraging provides sound and consistent investment results for all partners.

Within the 2017 Budget, program funding continues to be leveraged with provincial, municipal, federal and other partners' contributions to projects. For example, the 2017 Budget includes over \$4.2 million in leveraged funding for projects described above. This represents 40% of the total ERCA budget. When combined with fee for service revenues, 72% of ERCA's budget is funded through non-levy sources of funding. In total, less than 25% of ERCA's operational budget is funded through levy. **Of the 36 Conservation Authorities in Ontario, ERCA is consistently in the bottom five in terms of % levy funding operations (~25%); yet in the top 10 in terms of programs and program-related revenues for our region, well below the provincial average (~40%).**

The 2017 Budget strives to strike a balance between meeting the sustainability needs of our region, while recognizing the fiscal realities of our municipal partners.



ESSEX REGION CONSERVATION AUTHORITY				
2017 DRAFT BUDGET				
	2017	2016		2015
	DRAFT	BUDGET	PROJECTION	AUDITED
<b>WATERSHED MANAGEMENT SERVICES</b>				
<b>DEVELOPMENT &amp; PLANNING SERVICES</b>				
<b>REGULATIONS, DEVELOPMENT REVIEWS &amp; RELATED INQUIRIES</b>				
GENERAL LEVY	163,000	163,000	140,000	97,814
MUNICIPAL	3,000	3,000	3,000	
PROVINCIAL GRANTS	-	-	684	3,508
OTHER GRANTS/USER FEES/RECOVERIES	392,800	316,800	407,800	328,797
	<b>558,800</b>	<b>482,800</b>	<b>551,484</b>	<b>430,119</b>
WAGES	516,750	395,400	514,845	335,262
CONSULTING	1,000	-	1,250	153
SUPPLIES/OFFICE/JANITORIAL	11,600	10,750	12,150	11,357
VEHICLE/TRAVEL/EQUIP'T USAGE	12,000	12,700	13,200	12,054
CORP SUPPORT/SHARED SVCS	60,000	47,100	46,300	42,900
RENT/INS/TAXES/UTILITIES	10,000	10,000	10,000	9,145
DUES/MEMBERSHIPS	600	500	500	535
AUDIT AND LEGAL	5,000	5,000	10,000	1,737
SMALL MISC	-	500	500	-
	<b>616,950</b>	<b>481,950</b>	<b>608,745</b>	<b>413,143</b>
<b>MUNICIPAL PLANNING SUPPORT/PLANNING RELATED STUDIES (WEP/IWM)</b>				
GENERAL LEVY	47,000	47,000	74,000	62,056
CW~GS LEVY	51,000	51,000	51,000	54,702
MUNICIPAL			11,200	
PROVINCIAL GRANTS	80,213	68,213	63,479	57,068
OTHER GRANTS/USER FEES/RECOVERIES	104,000	106,000	83,500	116,828
	<b>282,213</b>	<b>272,213</b>	<b>283,179</b>	<b>290,654</b>
WAGES	245,200	244,500	249,421	245,435
CONSULTING	500	-	500	1,700
SUPPLIES/OFFICE/JANITORIAL	1,100	1,100	1,850	2,057
VEHICLE/TRAVEL/EQUIP'T USAGE	3,000	1,400	600	2,715
CORP SUPPORT/SHARED SVCS	27,500	28,000	27,700	31,083
RENT/INS/TAXES/UTILITIES	4,000	4,000	4,000	4,900
DUES/MEMBERSHIPS	-	-	-	-
SMALL MISC	-	-	-	-
	<b>281,300</b>	<b>279,000</b>	<b>284,071</b>	<b>287,889</b>
<b>WATER RESOURCES ENGINEERING</b>				
<b>FLOOD &amp; EROSION CONTROL</b>				
GENERAL LEVY	87,800	87,800	85,800	86,395
MUNICIPAL	3,000	3,000	3,000	4,192
PROVINCIAL GRANTS	90,050	90,800	88,800	90,587
OTHER GRANTS/USER FEES/RECOVERIES	-	-	-	-
	<b>180,850</b>	<b>181,600</b>	<b>177,600</b>	<b>181,174</b>
WAGES	111,000	115,000	104,997	112,576
CONSTRUCTION	6,000	6,000	6,000	-
WEATHER STN/INFO'N/DATA SVCS	27,000	26,000	29,000	27,168
SUPPLIES/OFFICE/JANITORIAL	6,100	6,600	5,500	6,730
VEHICLE/TRAVEL/EQUIP'T USAGE	7,000	5,000	6,000	6,193
CORP SUPPORT/SHARED SVCS	18,000	17,000	18,000	19,223
RENT/INS/TAXES/UTILITIES	6,000	6,000	6,000	4,800
CAP MAINT/LOW VALUE ASSETS	-	-	-	4,484
	<b>181,100</b>	<b>181,600</b>	<b>175,497</b>	<b>181,174</b>





ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
	MUNICIPAL SPECIAL PROJECTS (PARKETTES, IDF CURVES, CLIMATE CHG,DRAINAGE REVIEWS)				
	GENERAL LEVY	-	-	-	14,900
	CW~GS LEVY	19,000	19,000	19,000	10,494
	MUNICIPAL/OTHER	18,000	80,000	7,000	-
	PROVINCIAL GRANTS	18,000	9,500	17,550	14,719
	TRANSFERS (TO)/FROM DEFERRED REVENUES	-	(51,000)	15,098	4,010
		55,000	57,500	58,648	44,123
	WAGES	21,000	50,500	29,500	37,463
	CONSTRUCTION	29,000	-	-	-
	CONSULTING	750	-	22,000	8,231
	VEHICLE/TRAVEL/EQUIP'T USAGE	1,250	-	1,600	613
	CORP SUPPORT/SHARED SVCS	3,900	7,000	5,100	5,428
	RENT/INS/TAXES/UTILITIES	-	-	198	1,200
	DUES/MEMBERSHIPS	500	-	-	336
	SMALL MISC	-	-	-	-
		56,400	57,500	58,398	53,322
	WECI (WATER AND EROSION CONTROL INFRASTRUCTURE PROJECTS)				
	MUNICIPAL	1,210,000	685,879	613,235	463,912
	PROVINCIAL GRANTS	1,210,000	860,625	538,712	276,538
	TRANSFERS (TO)/FROM DEFERRED REVENUES	-	(174,746)	(171,850)	(5,218)
		2,420,000	1,371,758	980,097	735,232
		-			
	PROJECT MANAGEMENT WAGES	34,000	15,673	23,519	22,008
	CONSULTING/OUTSIDE ENGINEERING	218,000	263,549	166,813	298,564
	CONSTRUCTION	2,153,500	1,077,086	781,681	405,521
	TRAVEL/VEHICLE/ADMINISTRATION/OVERHEAD	14,500	15,450	8,379	9,139
		2,420,000	1,371,758	980,391	735,232
WATERSHED MANAGEMENT SERVICES					
REVENUES					
	GENERAL LEVY	297,800	297,800	299,800	261,165
	CW~GS LEVY	70,000	70,000	70,000	65,196
	MUNICIPAL	1,234,000	771,879	637,435	448,387
	PROVINCIAL GRANTS	1,398,263	1,029,138	709,225	438,228
	FEDERAL GRANTS	-	-	-	-
	OTHER GRANTS/USER FEES	496,800	422,800	491,300	435,625
	IN-KIND	-	-	-	-
	TRANSFER TO/FROM DEF REVENUES	-	(225,746)	(156,752)	32,700
		3,496,863	2,365,871	2,051,008	1,681,302
	EXPENSES	3,555,750	2,371,808	2,107,102	1,670,760
	SURPLUS/(DEFICIT)	(58,887)	(5,937)	(56,095)	10,542



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
	CONSERVATION SERVICES				
	GENERAL PROGRAM/LAND MANAGEMENT, OPERATIONS, AND DEV				
	OPERATIONS AND DEVELOPMENT				
	GENERAL LEVY	141,000	141,000	141,000	141,876
	OTHER GRANTS/USER FEES	5,000	5,000	8,000	8,270
	TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	
		146,000	146,000	149,000	150,146
	WAGES	116,100	123,100	108,450	112,444
	SUPPLIES/OFFICE/JANITORIAL	6,000	6,400	8,100	6,771
	VEHICLE/TRAVEL/EQUIP'T USAGE	2,500	2,500	2,500	3,396
	CORP SUPPORT/SHARED SVCS	14,000	14,000	14,000	14,300
	RENT/INS/TAXES/UTILITIES	-	-	-	500
	SMALL MISC	-	-	-	-
		138,600	146,000	133,050	137,411
	LAND ACQUISITION AND ACQUISITION PLANNING				
	CW~GS LEVY	158,600	158,600	228,600	156,900
	FEDERAL OR PROVINCIAL GRANTS	645,000	-	-	276,941
	TRANSFERS (TO)/FROM DEFERRED REVENUES	500,400	(120,600)	(195,600)	141,233
		1,304,000	38,000	33,000	575,074
	WAGES	10,000	15,000	10,000	25,939
	PROPERTY	1,280,000	-	10,000	-
	LEGAL, SURVEYING,CONSULTNG	12,000	20,000	10,000	7,788
	SUPPLIES/OFFICE/JANITORIAL	-	-	-	3,642
	CORP SUPPORT/SHARED SVCS	2,000	3,000	3,000	4,052
		1,304,000	38,000	33,000	41,421
	CONSERVATION SERVICES				
	TREE PLANTING AND RESTORATION				
	CW~GS LEVY	100,000	100,000	50,000	105,000
	PROVINCIAL GRANTS	155,000	65,000	155,000	52,793
	FEDERAL GRANTS	678,000	399,000	471,705	632,547
	OTHER GRANTS/USER FEES	655,000	320,000	428,695	280,719
	IN-KIND	20,000	-	11,000	6,036
	TRANSFERS (TO)/FROM DEFERRED REVENUES	220,000	(8,400)	49,360	(141,375)
		1,828,000	875,600	1,165,760	935,720
	WAGES	447,000	348,600	376,514	329,853
	CONSTRUCTION/ENGINEERING/CONSULTING	650,000	7,500	78,300	4,523
	SUPPLIES/OFFICE/JANITORIAL	38,100	27,900	71,150	35,821
	VEHICLE/TRAVEL/EQUIP'T USAGE	97,500	62,500	89,600	72,383
	PLANT MAT/LANDOWNER GRANTS	474,000	356,000	430,200	355,178
	CORP SUPPORT/SHARED SVCS	85,000	65,000	73,900	70,775
	RENT/INS/TAXES/UTILITIES	5,500	5,000	7,000	6,758
	IN KIND SVCS SUPPLIES	20,000	-	11,000	6,036
	CAP MAINT/LOW VALUE ASSETS		3,500	1,500	1,882
	SMALL MISC	-	-	-	-
		1,817,100	876,000	1,139,164	883,209





ESSEX REGION CONSERVATION AUTHORITY				
2017		2016		2015
2017 DRAFT BUDGET		BUDGET	PROJECTION	AUDITED
<b>WATER, SOIL &amp; OR SEPTIC IMPROVEMENTS (Landowner Incentive Program)</b>				
CW~GS LEVY	37,000	37,000	17,000	42,500
OTHER	-	-	-	587
IN-KIND	20,000	52,000	18,000	89,451
TRANSFERS (TO)/FROM DEFERRED REVENUES	1,750	48,000	12,000	53,800
	<b>58,750</b>	<b>137,000</b>	<b>47,000</b>	<b>186,338</b>
WAGES	15,000	34,500	-	34,350
SUPPLIES/OFFICE/JANITORIAL	-	-	100	337
VEHICLE/TRAVEL/EQUIP'T USAGE	750	1,000	1,000	1,971
PLANT MAT/LANDOWNER GRANTS	20,000	43,000	25,000	53,481
CORP SUPPORT/SHARED SVCS	3,000	6,500	3,000	6,295
RENT/INS/TAXES/UTILITIES	-	-	-	550
IN KIND SVCS SUPPLIES	20,000	52,000	18,000	89,451
CAP MAINT/LOW VALUE ASSETS	-	-	-	-
SMALL MISC	-	-	-	-
	<b>58,750</b>	<b>137,000</b>	<b>47,100</b>	<b>186,436</b>
<b>CONSERVATION AREAS - OPERATIONS, MAINTENANCE, ENHANCEMENT</b>				
<b>CONSERVATION AREAS - ALL (EXCL. HBCA/JRPH)</b>				
GENERAL LEVY	324,000	324,000	324,000	323,466
PROVINCIAL GRANTS	-	-	-	91
FEDERAL GRANTS	31,500	54,600	36,300	63,137
OTHER GRANTS/USER FEES	125,500	106,194	117,000	111,040
TRANSFERS (TO)/FROM DEFERRED REVENUES	2,000	-	-	2,700
TRANSFERS TO/FROM RESERVES	(7,000)	(6,000)	6,000	400
	<b>476,000</b>	<b>478,794</b>	<b>483,300</b>	<b>500,834</b>
WAGES	181,650	204,100	230,914	179,829
CONSTRUCTION	4,500	5,000	5,000	11,743
ENGINEERING/CONSULTING	1,100	2,500	4,300	1,124
SUPPLIES/OFFICE/JANITORIAL	56,700	52,500	59,400	68,117
VEHICLE/TRAVEL/EQUIP'T USAGE	88,100	80,000	91,400	86,387
PLANT MAT/LANDOWNER GRANTS	6,500	5,000	6,300	7,763
CORP SUPPORT/SHARED SVCS	53,500	49,250	47,342	46,181
RENT/INS/TAXES/UTILITIES	117,300	104,400	107,504	72,761
CAP MAINT/LOW VALUE ASSETS	14,000	13,550	29,260	20,673
	<b>523,350</b>	<b>516,300</b>	<b>581,420</b>	<b>494,578</b>
<b>HOLIDAY BEACH</b>				
GENERAL LEVY	96,680	96,630	96,680	76,680
OTHER GRANTS/USER FEES	182,000	171,200	175,050	181,212
PROJECT TRANSFERS	4,500	-	6,000	-
TRANSFERS TO/FROM RESERVES	(15,000)	4,700	-	10,000
	<b>268,180</b>	<b>272,580</b>	<b>277,730</b>	<b>267,892</b>
WAGES	116,500	128,000	129,829	128,077
CONSULTING/ENGINEERING	2,500	15,000	2,535	-
SUPPLIES/OFFICE/JANITORIAL	45,350	56,300	49,300	59,981
VEHICLE/TRAVEL/EQUIP'T USAGE	17,000	24,000	17,000	27,902
PLANT MAT/LANDOWNER GRANTS	5,500	6,250	6,400	4,217
CORP SUPPORT/SHARED SVCS	16,000	16,000	16,000	12,000
RENT/INS/TAXES/UTILITIES	38,000	33,000	60,000	46,011
CAP MAINT/LOW VALUE ASSETS	14,250	10,000	20,330	21,193
	<b>255,100</b>	<b>288,550</b>	<b>301,394</b>	<b>299,382</b>



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
<b>JOHN R PARK HOMESTEAD</b>					
GENERAL LEVY		117,000	117,000	117,000	110,796
PROVINCIAL GRANTS		23,700	23,000	23,000	6,688
FEDERAL GRANTS		-	-	7,500	-
OTHER GRANTS/USER FEES		87,000	118,400	110,375	122,446
TRANSFERS (TO)/FROM RESERVES		-	8,000	10,000	(6,000)
		<b>227,700</b>	<b>266,400</b>	<b>267,875</b>	<b>233,930</b>
WAGES		187,500	193,900	200,458	196,249
CONSULTING/ENGINEERING		-	-	2,050	-
SUPPLIES/OFFICE/JANITORIAL		18,300	21,250	21,250	21,702
VEHICLE/TRAVEL/EQUIP'T USAGE		2,700	6,200	2,600	6,157
CORP SUPPORT/SHARED SVCS		10,000	10,000	10,000	10,000
RENT/INS/TAXES/UTILITIES		14,200	15,100	13,200	12,540
CAP MAINT/LOW VALUE ASSETS		20,200	20,200	20,360	1,639
		<b>252,900</b>	<b>266,650</b>	<b>269,918</b>	<b>248,287</b>
<b>CONSERVATION AREAS CAPITAL OR MAJOR MAINTENANCE</b>					
GENERAL LEVY		-	-	-	-
CW-GS LEVY		20,000	20,000	20,000	20,000
MUNICIPAL		-	-	-	-
PROVINCIAL GRANTS		-	-	-	-
FEDERAL GRANTS		-	-	-	-
OTHER GRANTS/USER FEES		-	500,000	1,009,350	71,575
TRANSFERS TO/FROM RESERVES		405,000	343,500	682,800	592,218
		<b>425,000</b>	<b>863,500</b>	<b>1,712,150</b>	<b>683,793</b>
WAGES		15,000	55,000	46,060	301
CONSTRUCTION		356,000	790,000	1,262,570	21,506
ENGINEERING/CONSULTING		50,000	-	61,000	5,490
SUPPLIES/OFFICE/JANITORIAL		-	-	12,500	1,176
VEHICLE/TRAVEL/EQUIP'T USAGE		-	8,500	49,000	-
CORP SUPPORT/SHARED SVCS		4,000	10,000	20,020	15,908
AUDIT AND LEGAL		-	-	10,000	-
CAPITAL ASSETS		-	-	251,000	-
		<b>425,000</b>	<b>863,500</b>	<b>1,712,150</b>	<b>44,381</b>
<b>FLEET &amp; EQUIPMENT</b>					
OTHER GRANTS/USER FEES/RECOVERIES		242,500	200,000	254,396	230,297
TRANSFERS TO/FROM RESERVES		(42,000)	6,000	-	(13,000)
		<b>200,500</b>	<b>206,000</b>	<b>254,396</b>	<b>217,297</b>
MAINTENANCE/REPAIRS		42,200	57,850	40,400	68,473
FUEL		39,000	41,000	39,500	40,269
LICENCES/MISC		35,749	35,700	42,399	37,152
AMORTIZATION		75,000	72,000	73,000	72,854
		<b>191,949</b>	<b>206,550</b>	<b>195,299</b>	<b>218,748</b>
<b>RESEARCH &amp; MONITORING</b>					
<b>DRINKING WATER SOURCE PROTECTION PROGRAM (MOECC)</b>					
PROVINCIAL GRANTS		101,000	124,000	100,000	131,970
TRANSFERS (TO)/FROM DEFERRED REVENUES		(2,000)	-	7,500	23,717
		<b>99,000</b>	<b>124,000</b>	<b>107,500</b>	<b>155,687</b>
WAGES		84,000	113,000	86,344	128,229
SUPPLIES/OFFICE/JANITORIAL		5,000	-	6,626	8,637
VEHICLE/TRAVEL/EQUIP'T USAGE		-	-	1,550	1,196
CORP SUPPORT/SHARED SVCS		7,000	10,000	10,000	14,500
RENT/INS/TAXES/UTILITIES		1,000	1,000	1,000	1,000
PER DIEMS/MISC		2,000	-	2,000	2,125
		<b>99,000</b>	<b>124,000</b>	<b>107,520</b>	<b>155,687</b>



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
	WATER QUALITY RELATED ACTIVITIES AND STUDIES (Quality/Quantity Rese				
	GENERAL LEVY	47,000	47,000	47,000	56,832
	CW~GS LEVY	63,000	63,000	63,000	40,512
	MUNICIPAL	4,500		94,969	44,100
	PROVINCIAL GRANTS	198,000	285,800	372,875	284,236
	FEDERAL GRANTS	151,500	-	180,000	-
	OTHER	12,000	12,000	10,000	108,884
	TRANSFERS (TO)/FROM DEFERRED REVENUES	125,000	129,000	54,133	(122,051)
		601,000	536,800	821,977	412,513
	WAGES	301,300	315,200	319,314	182,715
	CONSTRUCTION	-		7,600	
	CONSULTING	69,000	59,000	67,000	16,806
	SUPPLIES/OFFICE/JANITORIAL	26,758	18,700	97,850	26,012
	VEHICLE/TRAVEL/EQUIP'T USAGE	15,000	15,500	20,096	13,811
	PLANT MAT/LANDOWNER GRANTS	120,000	50,000	146,600	96,250
	CORP SUPPORT/SHARED SVCS	38,900	41,800	51,500	30,088
	RENT/INS/TAXES/UTILITIES	2,550	1,500	2,350	2,750
	DUES/MEMBERSHIPS	300	300	300	731
	PROJECT EQUIPMENT	27,000	33,000	95,500	31,780
		600,808	535,000	808,110	400,942
	SPECIAL LONG TERM INITIATIVES AND PROJECTS (DETROIT RIVER CLEANU				
	PROVINCIAL GRANTS	60,000	90,000	62,000	66,000
	FEDERAL GRANTS	60,000	92,500	60,000	106,250
	OTHER GRANTS/USER FEES	(5,000)	(8,000)	-	1,000
	TRANSFERS (TO)/FROM DEFERRED REVENUES	51,000	8,000	14,000	(37,845)
		166,000	182,500	136,000	135,405
	WAGES	119,500	126,500	76,550	89,310
	ENGINEERING/CONSULTING	3,000	2,000	3,500	2,254
	SUPPLIES/OFFICE/JANITORIAL	15,000	23,700	26,400	19,473
	VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	3,300	2,550	2,594
	PLANT MAT/LANDOWNER GRANTS	15,000	15,000	15,000	10,274
	CORP SUPPORT/SHARED SVCS	12,000	12,000	12,000	11,500
	SMALL MISC			-	-
		166,000	182,500	136,000	135,405
	CONSERVATION SERVICES				
	REVENUES				
	GENERAL LEVY	725,680	725,680	725,680	709,650
	CW~GS LEVY	378,600	378,600	378,600	374,908
	MUNICIPAL	4,500	-	94,969	44,100
	PROVINCIAL GRANTS	537,700	587,800	712,875	541,778
	FEDERAL GRANTS	1,566,000	546,100	755,505	1,078,875
	OTHER GRANTS/USER FEES	1,304,000	1,424,794	2,112,866	1,114,442
	IN-KIND	40,000	52,000	29,000	95,488
	TRANSFER TO/FROM DEF REVENUES	898,150	56,000	(58,607)	(89,817)
		5,454,630	3,770,974	4,750,888	3,869,425
	EXPENSES (INCLUDES FLEET/EQUIP'T AMORTIZATION)	5,832,557	4,180,050	5,464,125	3,248,403
	SURPLUS/(DEFICIT)	(377,927)	(409,076)	(713,237)	621,022
	TRANSFER (TO)/FROM RESERVES	341,000	351,500	698,800	583,618



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
COMMUNITY SERVICES					
AWARENESS, ENVIRONMENTAL EDUCATION, COMMUNICATIONS AND					
GENERAL COMMUNICATIONS, PROGRAM AWARENESS & PUBLICATIONS					
GENERAL LEVY	246,930	246,930	246,930	243,936	
PROVINCIAL GRANTS	4,000	4,000	4,000	5,470	
OTHER GRANTS/USER FEES	-	28,000	(7,280)	15,000	
	250,930	278,930	243,650	264,406	
WAGES	215,000	257,750	197,580	237,476	
CONSULTING	2,000	1,500	5,500	14,038	
SUPPLIES/OFFICE/JANITORIAL	26,400	11,900	10,675	10,261	
VEHICLE/TRAVEL/EQUIP'T USAGE	2,500	3,400	1,850	2,449	
RENT/INS/TAXES/UTILITIES	750	750	500	275	
	246,650	275,300	216,105	264,499	
STUDENT EDUCATION PROGRAM					
GENERAL LEVY	23,000	23,000	23,000	23,068	
OTHER GRANTS/USER FEES	45,000	40,000	40,000	36,587	
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	-	-	-	
	68,000	63,000	63,000	59,655	
WAGES	66,000	52,900	42,500	47,541	
SUPPLIES/OFFICE/JANITORIAL	5,000	4,250	3,300	3,259	
VEHICLE/TRAVEL/EQUIP'T USAGE	1,500	1,000	1,500	1,503	
CORP SUPPORT/SHARED SVCS	7,500	7,500	1,000	100	
RENT/INS/TAXES/UTILITIES	1,000	1,000	6,000	6,250	
CAP MAINT/LOW VALUE ASSETS	-	-	1,000	900	
	81,000	66,650	55,300	59,553	
ONGOING COMMUNITY INITIATIVES					
GENERAL LEVY	85,000	85,000	85,000	84,669	
FEDERAL GRANTS	3,000	22,350	20,345	20,700	
OTHER GRANTS/USER FEES	5,500	22,000	6,769	30,094	
TRANSFERS (TO)/FROM DEFERRED REVENUES	5,000	3,800	11,147	(4,670)	
	98,500	133,150	123,261	130,793	
WAGES	21,000	94,600	75,550	86,282	
ENGINEERING/CONSULTING	-	-	1,545	763	
SUPPLIES/OFFICE/JANITORIAL	1,000	3,200	4,600	6,452	
VEHICLE/TRAVEL/EQUIP'T USAGE	3,500	3,750	4,120	4,340	
PLANT MAT/LANDOWNER GRANTS	13,000	19,300	23,175	16,735	
CORP SUPPORT/SHARED SVCS	7,500	11,300	11,500	13,619	
RENT/INS/TAXES/UTILITIES	1,000	1,000	1,000	800	
	47,000	133,150	121,490	128,991	
SPECIAL GRANT PROJECTS & EVENTS					
PROVINCIAL GRANTS			17,836		
FEDERAL GRANTS			25,000		
OTHER GRANTS/USER FEES	86,500	85,250	96,080	91,349	
TRANSFERS (TO)/FROM DEFERRED REVENUES	7,300	(1,000)	7,642	(5,416)	
	93,800	84,250	146,558	-	
WAGES	7,900	5,400	29,020	6,085	
TREES/SUPPLIES	85,900	78,900	121,239	81,519	
	93,800	84,300	150,259	87,604	



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
<b>COMMUNITY SERVICES</b>					
<b>REVENUES</b>					
GENERAL LEVY		354,930	354,930	354,930	351,673
CW~GS LEVY		-	-	-	-
PROVINCIAL GRANTS		4,000	4,000	21,836	19,661
FEDERAL GRANTS		3,000	22,350	45,345	20,700
OTHER GRANTS/USER FEES		137,000	175,250	135,569	184,797
IN-KIND		-	-	18,789	-
TRANSFER TO/FROM DEF REVENUES		12,300	2,800	-	(15,618)
		511,230	559,330	576,469	561,213
<b>EXPENSES</b>		468,450	559,400	543,154	560,582
<b>SURPLUS/(DEFICIT)</b>		42,780	(70)	33,315	632



ESSEX REGION CONSERVATION AUTHORITY				
2017 DRAFT BUDGET				
	2017	2016		2015
	DRAFT	BUDGET	PROJECTION	AUDITED
<b>CORPORATE SERVICES</b>				
<b>ADMIN/FINANCE/IT/HR</b>				-
<b>GENERAL ADMINISTRATION</b>				
GENERAL LEVY	375,923	375,923	375,923	337,760
CW~GS LEVY	69,400	69,400	69,400	69,400
PROVINCIAL GRANTS	9,000	9,000	9,000	9,012
OTHER GRANTS/USER FEES/RECOVERIES	430,000	410,500	457,500	451,758
TRANSFERS (TO)/FROM DEFERRED REVENUES	-	(2,500)	30,000	11,498
TRANSFERS TO/FROM RESERVES	(38,400)	(38,400)	(38,400)	(63,955)
	<b>845,923</b>	<b>823,923</b>	<b>903,423</b>	<b>815,473</b>
WAGES	506,000	492,000	520,900	462,807
ERCF SUPPORT	40,000	61,000	65,093	70,525
MEMBER EXPENSES/CO DUES	52,000	56,500	52,000	50,859
AUDIT/LEGAL/CONSULTING	31,000	26,500	35,000	26,161
SUPPLIES/EQUIPT/NETWORK	55,700	56,750	70,650	70,580
OCCUPANCY/PHONE	121,500	112,000	116,500	120,220
TRAVEL & BD/STAFF MEETINGS	6,000	7,000	6,000	6,525
RETIREE BENEFITS	12,500	12,000	13,000	10,388
	<b>824,700</b>	<b>823,750</b>	<b>879,143</b>	<b>818,067</b>
<b>INFOMATICS</b>				
GIS/RECORDS				
GENERAL LEVY	52,500	52,500	50,500	57,195
CW~GS LEVY	11,000	11,000	11,000	19,496
PROVINCIAL GRANTS	20,750	20,750	18,750	26,000
OTHER/DEFERRED REVENUE	10,000	5,230	7,800	(7,910)
	<b>94,250</b>	<b>89,480</b>	<b>88,050</b>	<b>94,781</b>
WAGES	60,000	67,700	62,400	72,811
HARDWARE/SOFTWARE	6,000	6,500	7,100	7,108
CONSULTING	30,050	15,400	11,350	14,798
	<b>96,050</b>	<b>89,600</b>	<b>80,850</b>	<b>94,718</b>
<b>CORPORATE SERVICES</b>				
<b>REVENUES</b>				
GENERAL LEVY	428,423	428,423	426,423	394,955
CW~GS LEVY	80,400	80,400	80,400	88,896
PROVINCIAL GRANTS	29,750	29,750	27,750	35,012
OTHER GRANTS/USER FEES	440,000	415,730	465,300	443,848
IN-KIND	-	-	-	-
TRANSFER TO/FROM DEF REVENUES	-	(2,500)	30,000	11,498
	<b>978,573</b>	<b>951,803</b>	<b>1,029,873</b>	<b>974,209</b>
<b>EXPENSES</b>	<b>920,750</b>	<b>913,350</b>	<b>959,993</b>	<b>912,784</b>
<b>SURPLUS/(DEFICIT)</b>	<b>57,823</b>	<b>38,453</b>	<b>69,880</b>	<b>61,425</b>
<b>TRANSFER (TO)/FROM RESERVES</b>	<b>(38,400)</b>	<b>(38,400)</b>	<b>(38,400)</b>	<b>(63,955)</b>



ESSEX REGION CONSERVATION AUTHORITY				
2017 DRAFT BUDGET				
	2017	2016		2015
	DRAFT	BUDGET	PROJECTION	AUDITED
<b>OTHER</b>				
<b>TANGIBLE ASSET REPLACEMENT FUNDING. RESERVE TRANSFERS AN</b>				
GENERAL LEVY	100,000	100,000	100,000	49,992
CWGS	521,000	521,000	521,000	521,000
TRANSFER TO/FROM RESERVES	(525,000)	(525,000)	(525,000)	(475,000)
GAIN ON DISPOSAL OF ASSETS	-	-	-	-
<b>DECREASE IN ACCUMULATED DEFICIT</b>	<b>96,000</b>	<b>96,000</b>	<b>96,000</b>	<b>95,992</b>
<b>CORPORATE TOTAL</b>				
<b>TOTAL REVENUES</b>	<b>11,063,796</b>	<b>8,270,678</b>	<b>9,042,237</b>	<b>7,678,682</b>
<b>TOTAL EXPENSES</b>	<b>10,907,507</b>	<b>8,154,608</b>	<b>9,201,374</b>	<b>6,522,800</b>
<b>SURPLUS/(DEFICIT)</b>	<b>156,289</b>	<b>116,070</b>	<b>(159,137)</b>	<b>1,155,882</b>
TOTAL GENERAL LEVY	1,906,833	1,906,833	1,906,833	1,767,435
TOTAL CWGS LEVY	1,050,000	1,050,000	1,050,000	1,050,000
TOTAL LEVY	2,956,833	2,956,833	2,956,833	2,817,435
TOTAL MUNICIPAL SPECIAL	1,235,500	768,879	729,404	488,295
PROVINCIAL GRANTS	1,969,713	1,650,688	1,471,686	1,034,679
FEDERAL GRANTS	1,569,000	568,450	800,850	1,099,575
DONATIONS (ERCF AND OTHER)	322,000	833,950	1,158,565	455,121
OTHER INCL FEE FOR SVC	2,035,300	1,598,324	1,988,119	1,809,859
IN KIND DONATIONS	40,000	52,000	29,000	95,488
TRANSFERS (TO)/FROM DEFERRED REVENUES	935,450	(158,446)	(92,220)	(121,770)
	<b>11,063,796</b>	<b>8,270,678</b>	<b>9,042,237</b>	<b>7,678,682</b>
<b>FUNCTIONAL EXPENSES</b>				
WAGES/BENEFITS	3,456,499	3,527,623	3,519,857	3,169,117
CONSTRUCTION	3,080,000	1,878,086	2,062,851	438,770
LAND ACQUISITION	1,280,000	-	10,000	
PLANT MATERIALS/LANDOWNER GRANTS	596,850	506,850	667,032	555,841
ENGINEERING/CONSULTING/OUTSIDE TECHNICAL	594,100	400,549	503,089	397,897
CORP SUPPORT/SHARED SVCS	391,700	382,050	391,272	374,080
SUPPLIES/OFFICE/JANITORIAL	362,508	339,400	499,364	406,868
VEHICLE/TRAVEL/EQUIP'T USAGE	356,600	351,500	412,229	374,811
RENT/INS/TAXES/UTILITIES	326,350	298,800	332,204	290,742
TCA AMORTIZATION	205,000	202,000	200,000	203,125
CAP MAINT/LOW VALUE TCA	95,950	104,250	441,750	111,143
DUES/MEMBERSHIPS	41,650	39,150	42,650	42,235
IN KIND SVCS SUPPLIES	40,000	52,000	29,000	95,649
AUDIT AND LEGAL	36,500	26,500	46,500	16,929
BOARD/MEMBER EXPENSES	16,000	16,000	16,000	16,830
BANK/CREDIT CARD CHGS/INTEREST	15,050	15,750	15,227	15,046
OTHER SMALL MISC SUPPLIES	12,750	14,100	12,350	13,717
<b>TOTAL EXPENSES</b>	<b>10,907,507</b>	<b>8,154,608</b>	<b>9,201,374</b>	<b>6,522,800</b>



ESSEX REGION CONSERVATION AUTHORITY		2017	2016		2015
2017 DRAFT BUDGET		DRAFT	BUDGET	PROJECTION	AUDITED
<b>TOTAL REVENUES (ACCRUAL BASIS)</b>		<b>11,063,796</b>	<b>8,270,678</b>	<b>9,042,237</b>	<b>7,678,682</b>
<b>TOTAL EXPENSES (ACCRUAL BASIS)</b>		<b>10,907,507</b>	<b>8,154,608</b>	<b>9,201,374</b>	<b>6,522,800</b>
<b>SURPLUS/(DEFICIT) (ACCRUAL BASIS)</b>		<b>156,289</b>	<b>116,070</b>	<b>(159,137)</b>	<b>1,155,882</b>
<b>ADD/SUBTRACT: NON CASH ITEMS</b>					
DONATION OF LAND TO ERCA		-	-	-	-
GAIN/LOSS ON SALE/TRADE-IN VEH/EQUIPMENT		-	-	-	(9,000)
AMORTIZATION		205,000	202,000	200,000	203,125
<b>DEDUCT: CAPITAL ITEMS</b>					
LAND ACQUISITION (NET OF SALES/EXPROPRIATIONS)		-	-	-	(533,653)
CAPITAL - FLEET & EQUIPMENT		(85,000)	(72,000)	(130,000)	(72,546)
CAPITAL - INFRASTRUCTURE		-	-	-	(654,289)
<b>DECREASE/(INCREASE) IN NET DEBT</b>		<b>276,289</b>	<b>246,070</b>	<b>(89,137)</b>	<b>89,519</b>
<b>TOTAL REVENUES (CASH BASIS)</b>		<b>11,063,796</b>	<b>8,270,678</b>	<b>9,042,237</b>	<b>7,669,682</b>
<b>TOTAL EXPENSES (CASH BASIS)</b>		<b>10,787,507</b>	<b>8,024,608</b>	<b>9,131,374</b>	<b>7,580,163</b>
<b>SURPLUS/(DEFICIT) (CASH BASIS)</b>		<b>276,289</b>	<b>246,070</b>	<b>(89,137)</b>	<b>89,519</b>
<b>TRANSFER (TO)/FROM RESERVES</b>		<b>(222,400)</b>	<b>(211,900)</b>	<b>125,400</b>	<b>31,666</b>
<b>UNRESTRICTED SURPLUS/(DEFICIT)</b>		<b>53,889</b>	<b>34,170</b>	<b>36,263</b>	<b>121,185</b>
<b>(DECREASES/(INCREASES) OPERATING FUND DEFICIT)</b>					
<b>TARGETED DEFICIT MITIGATION (SUSTAINABILITY PLAN) 5 YEARS @\$96k</b>					<b>\$ 480,000</b>
2012 ACTUAL UNRESTRICTED SURPLUS					41,000
2013 ACTUAL UNRESTRICTED SURPLUS					120,335
2014 ACTUAL SURPLUS					66,428
2015 ACTUAL SURPLUS					121,185
2016 PROJECTED UNRESTRICTED SURPLUS					36,263
2017 PROJECTED UNRESTRICTED SURPLUS					53,889
<b>ACTUAL/PROJECTED TOTAL DEFICIT MITIGATION (2013-2017)</b>					<b>439,100</b>
<b>DEFICIT COMPARED TO TARGET</b>					<b>40,900</b>
<b>Phased- in levy increase for capital replacement/amortization</b>					<b>50,000</b>
<b>PROPOSED LEVY INCREASE 2017</b>					<b>\$ 90,900</b>

**NOTE:** The actual numbers shown for capital items, for 2016 and 2017 will change once the assets under construction are removed from the operating accounts and capitalized as tangible assets. Those accounting entries will not impact the estimated changes in the reserve funds or the unrestricted surplus. Land acquisitions will also be capitalized in 2017.



ESSEX REGION CONSERVATION AUTHORITY		INFRASTRUCTURE/ MAJOR MAINTENANCE	REVENUE STABILIZATION	GRANT MATCHING	VEHICLE/CA EQUIP'T	SUITE/OFFICE/ NETWORK	HUMAN RESOURCES	LEGAL/ INSURANCE	HISTORIC PROPERTIES	TREE WARRANTY & SELF- INSURANCE	OTHER	OLDCASTLE ENTRANCE	CAPITAL REPLACEMENT PHASE-IN	TOTAL RESERVES	OTHER FUNDING SOURCE/OPER'S
2017 DRAFT BUDGET: CAPITAL/MAJOR MAINTENANCE															
	PROJECTED OPENING BALANCE -01/01/2017	\$ 30,849	\$ 136,000	\$ 20,000	\$ 90,787	\$ 21,108	\$ 15,580	\$ 40,000	\$ 31,000	\$ 90,000	\$ 49,199	\$ 248,340	\$ 200,936	\$ 973,799	
	Transfers to reserves	425,000	24,000	20,000	42,000	15,400	2,000	3,000	19,000	-		-	150,000	700,400	
	Interest											2,500		2,500	
	AVAILABLE BALANCE	\$ 455,849	\$ 160,000	\$ 40,000	\$ 132,787	\$ 36,508	\$ 17,580	\$ 43,000	\$ 50,000	\$ 90,000	\$ 49,199	\$ 250,840	\$ 350,936	\$ 1,676,699	
	EXPENSES														
	Trail Resurfacing	250,000		-										250,000	
	Maidstone boardwalk	175,000												175,000	
	HBCA Drainage	-												-	
	HBCA Hydro Meters (repayment)	(15,000)												(15,000)	
	HBCA Minor Capital (Picnic Tables/Washroom Demo)	-												-	-
	HBCA Strategic Plan	-							12,000					-	
	JRPH - roofs etc													12,000	10,000
	Computer/Server/Phone leasing/Suite					6,000								6,000	
	Property evaluation/assessments/appraisals													-	
	TOTAL EXPENSES	410,000	-	-	-	6,000	-	-	12,000	-	-	-	-	428,000	10,000
	PROJECTED CLOSING BALANCE	\$ 45,849	\$ 160,000	\$ 40,000	\$ 132,787	\$ 30,508	\$ 17,580	\$ 43,000	\$ 38,000	\$ 90,000	\$ 49,199	\$ 250,840	\$ 350,936	\$ 1,248,699	\$ 10,000





## Essex Region Conservation Authority Board of Directors BD43/16

From: Richard J.H. Wyma, General Manager/Secretary-Treasurer  
Date: December 1, 2016  
Subject: Regional Investment  
Strategic Action: The Regional Investment report relates to all Strategic Actions.

Recommendation: THAT Report BD43/16 be received for members' information.

### Summary

To provide an updated summary of non levy funding made available through ERCA to municipalities and within the Essex Region.

- Over the last ten years, ERCA has received \$26.5 million in levy funding between 2007 and 2016; and in return, secured more than \$35 million in grant funding for municipalities and the region.
- ERCA has provided a net benefit to Essex Region in external funding alone, over and above the programs and services that we implement to benefit our regional environment
- As a regional, watershed based organization, it is important to recognize that in most cases, the environmental benefit of investments in specific municipalities exceeds that municipality's boundaries, and has a far reaching, regional environmental benefit.

### Discussion

In September, during the discussion of Budget Pressures (Report BD29/16), the Board of Directors requested that Administration prepare a breakdown of funds contributed directly to municipalities. This report responds to that request. The Essex Region Conservation Authority is a regional, watershed based organization. The environment does not adhere to municipal boundaries, and that is the strength of our organization: we work together to make decisions on a watershed basis. The rationale for dissecting the information on a municipal versus a regional/watershed basis is consistent with an integrated watershed managed approach and recognizes the interdependencies of the regional ecosystems.

To that end, some returns on investment for municipalities are more easily calculated, such as Water and Erosion Control Infrastructure dollars or contributions toward land acquisition. Some categories are more challenging. For instance, while an investment made to improve fish spawning habitat may have taken place directly in the Town of LaSalle, the argument can be made that particular project, in fact, is for the benefit of all Detroit River municipalities, the region and as a cross-border project, the larger international region. Similarly, an investment in Holiday Beach Conservation Area, while

located directly in the Town of Amherstburg, has a regional benefit, as visitors to Holiday Beach attend from all municipalities. That said, the attached table highlights direct investments or contributions to individual municipalities.

**In total, over the last ten years, ERCA has received \$26.5 million in levy funding between 2007 and 2016; and in return, secured more than \$35 million in funding to municipalities and the region. This is a net benefit to Essex Region of almost \$10 million in hard dollars, and is over and above in-kind contributions from partners, and the programs and services that we implement to benefit our regional environment.**

These grant dollars returned to your municipalities *are over and above* the work that ERCA does to improve our regional environment through its existing programs, technical expertise and other capacities. These are dollars for projects that would have had to be found through municipal budgets if it were not for the Conservation Authority's ability to access these funds. The dollars returned to the region over the ten year period exceeded the levy dollars contributed to ERCA. This makes ERCA a unique Regional Agency within Windsor-Essex-Pelee Island.

We will continue to emphasize a regional watershed approach because only by working together as a region, will we achieve a state of sustainability.



Approved By:

A handwritten signature in black ink, appearing to read "Richard J.H. Wyma", followed by a period.

Richard J.H. Wyma, CSLA  
General Manager/Secretary Treasurer

#### **Attachments:**

- ERCA Regional Investment worksheet

ESSEX REGION CONSERVATION AUTHORITY		2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2007-2016
10-YEAR RETURN ON INVESTMENT: 2007-2016		AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	AUDITED	PROJECTED	PROJECTED	10 YR TOTAL
	<b>Government Grants &amp; Transfer Payments:</b>												
	Provincial - Section 39	202,263	202,263	202,263	202,263	202,263	202,263	202,263	202,263	202,263	202,263	202,013	2,022,630
	Drinking water source protection	1,682,868	1,134,194	690,078	377,115	399,831	445,594	384,328	282,396	131,970	100,000	107,000	5,628,374
	MNR (water & erosion control infrastructure)	618,851	778,750	691,825	1,788,738	113,250	406,750	335,496	473,754	276,538	538,712	1,210,000	6,022,664
	Other MNR/MOE	710,597	816,375	814,930	1,072,469	167,465	536,725	689,998	558,890	441,451	639,386	467,000	6,448,286
		<b>3,214,579</b>	<b>2,931,582</b>	<b>2,399,096</b>	<b>3,440,584</b>	<b>882,809</b>	<b>1,591,332</b>	<b>1,612,085</b>	<b>1,517,303</b>	<b>1,052,222</b>	<b>1,480,361</b>	<b>1,986,013</b>	<b>20,121,954</b>
	Federal	<b>405,668</b>	<b>862,755</b>	<b>261,945</b>	<b>1,159,018</b>	<b>721,690</b>	<b>569,083</b>	<b>619,815</b>	<b>464,350</b>	<b>1,099,575</b>	<b>800,850</b>	<b>1,569,000</b>	<b>6,964,751</b>
	Levy - Operations	1,294,560	1,262,060	1,262,059	1,331,422	1,431,950	1,640,206	1,684,210	1,746,936	1,767,435	1,906,833	1,906,833	15,327,671
	Levy - land acquisition & special projects	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	1,050,000	10,500,000
		<b>2,344,560</b>	<b>2,312,060</b>	<b>2,312,059</b>	<b>2,381,422</b>	<b>2,481,950</b>	<b>2,690,206</b>	<b>2,734,210</b>	<b>2,796,936</b>	<b>2,817,435</b>	<b>2,956,833</b>	<b>2,956,833</b>	<b>25,827,671</b>
	Water & erosion control infrastructure and special projects	1,171,287	1,122,632	523,790	297,227	1,672,129	950,758	740,568	662,098	444,195	634,435	1,231,000	8,219,117
	Risk management services				-	-	-	-	-	44,100	94,969	4,500	139,069
		<b>1,171,287</b>	<b>1,122,632</b>	<b>523,790</b>	<b>297,227</b>	<b>1,672,129</b>	<b>950,758</b>	<b>740,568</b>	<b>662,098</b>	<b>488,295</b>	<b>729,404</b>	<b>1,235,500</b>	<b>8,358,186</b>
	<b>Total government revenues</b>	<b>7,136,094</b>	<b>7,229,029</b>	<b>5,496,890</b>	<b>7,278,252</b>	<b>5,758,578</b>	<b>5,801,379</b>	<b>5,706,678</b>	<b>5,440,687</b>	<b>5,457,527</b>	<b>5,967,448</b>	<b>7,747,346</b>	<b>61,272,562</b>
	<b>Other revenues:</b>												
	Program fees, leases and fee-for-service	1,008,387	692,284	1,036,051	1,189,278	903,641	917,951	926,980	1,046,137	1,095,564	1,268,548	1,212,500	10,084,820
	Leases & property rentals	60,000	60,889	52,619	86,966	67,450	77,540	69,526	69,929	55,247	57,500	63,500	657,666
	NGO Grants & Donations	124,928	110,246	269,018	55,591	211,913	25,291	191,864	369,286	365,721	253,357	412,000	1,977,215
	Essex Region Conservation Foundation grants	60,880	329,243	146,869	135,501	197,853	240,094	103,780	105,828	89,400	905,208	85,000	2,314,656
	In-kind contributions	100,000	100,000	100,000	2,159,360	820,251	162,538	109,316	79,572	95,488	29,000	40,000	3,755,525
	Interest/other income	78,127	62,454	4,785	8,602	8,038	8,833	14,413	19,952	27,049	31,000	15,000	263,252
	Gain on sale of assets				-	-	-	208,925	-	-	-	-	208,925
	<b>Total other revenues</b>	<b>1,432,322</b>	<b>1,355,116</b>	<b>1,609,341</b>	<b>3,635,298</b>	<b>2,209,145</b>	<b>1,432,247</b>	<b>1,624,804</b>	<b>1,690,703</b>	<b>1,728,468</b>	<b>2,544,613</b>	<b>1,828,000</b>	<b>19,262,059</b>
	<b>Change in deferred revenue:</b>												
	<b>Net transfers from/(to) deferred revenue</b>	(134,748)	(296,688)	1,041,586	(236,584)	329,870	(80,420)	94,637	(370,008)	(121,770)	(92,220)	945,950	133,654
	<b>Total Revenues</b>	<b>8,433,668</b>	<b>8,287,457</b>	<b>8,147,817</b>	<b>10,676,966</b>	<b>8,297,593</b>	<b>7,153,207</b>	<b>7,426,119</b>	<b>6,761,382</b>	<b>7,064,225</b>	<b>8,419,841</b>	<b>10,521,296</b>	<b>80,668,275</b>
	<b>Levy as % of total revenues</b>	<b>28%</b>	<b>28%</b>	<b>28%</b>	<b>22%</b>	<b>30%</b>	<b>38%</b>	<b>37%</b>	<b>41%</b>	<b>40%</b>	<b>35%</b>	<b>28%</b>	<b>32%</b>
	<b>Federal, Provincial ,NGO/NPO Grants, In-kind contributions</b>	<b>3,906,055</b>	<b>4,333,827</b>	<b>3,176,928</b>	<b>6,950,056</b>	<b>2,834,516</b>	<b>2,588,338</b>	<b>2,636,861</b>	<b>2,536,339</b>	<b>2,702,406</b>	<b>3,468,776</b>	<b>4,092,013</b>	<b>35,134,101</b>
	<b>As % of total revenues</b>	<b>46%</b>	<b>52%</b>	<b>39%</b>	<b>65%</b>	<b>34%</b>	<b>36%</b>	<b>36%</b>	<b>38%</b>	<b>38%</b>	<b>41%</b>	<b>39%</b>	<b>44%</b>

*Total Levy (General Levy + Clean Water~Green Spaces)*

Municipality	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total Levy
Amherstburg	\$ 124,469	\$ 122,191	\$ 122,127	\$ 135,188	\$ 141,486	\$ 154,425	\$ 157,613	\$ 169,296	\$ 169,663	\$ 179,248	\$ 1,475,705
Essex	103,380	102,510	102,600	110,858	115,296	124,851	127,178	137,719	139,842	146,127	1,210,361
Kingsville	116,616	116,108	117,338	129,944	136,936	150,114	154,500	166,547	169,831	181,255	1,439,187
Lakeshore	174,874	174,868	178,533	195,227	204,863	226,452	230,791	243,742	248,689	264,873	2,142,912
LaSalle	165,444	164,788	165,618	172,574	181,390	198,067	202,111	213,406	217,434	231,954	1,912,787
Leamington	128,838	127,629	128,828	143,613	151,161	163,956	168,326	174,867	175,305	180,953	1,543,476
Pelee Island	7,598	7,538	7,515	8,258	8,543	9,177	8,948	8,925	8,828	9,077	84,408
Tecumseh	196,425	192,785	191,829	203,798	210,556	226,249	227,739	229,048	230,837	244,121	2,153,387
Windsor	1,326,916	1,303,642	1,297,671	1,281,964	1,331,720	1,436,918	1,457,004	1,453,386	1,457,004	1,519,225	13,865,451
Totals	\$2,344,560	\$2,312,060	\$2,312,060	\$2,381,422	\$2,481,951	\$2,690,209	\$2,734,209	\$2,796,935	\$2,817,434	\$2,956,833	\$25,827,673

Water & Erosion Control Infrastructure Program

Value of WECl program to municipalities

Municipality	2007/2008	2008/2009	2009/2010	2010/2011	2011/2012	2012/2013	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	Totals
Amherstburg				\$22,500	\$3,500							\$26,000
Essex		15,125	24,750									39,875
Kingsville		23,375	41,625									65,000
Lakeshore	157,133		57,500						\$85,000		\$92,000	299,633
LaSalle	1,283	25,000		22,500	3,500							52,283
Leamington	203,040	161,500	93,500		60,000	\$48,500						566,540
Peelee Island	200,000	100,000		12,500		\$100,000						412,500
Tecumseh						\$25,000						25,000
Windsor	653,289	562,500	295,000	1,600,613	384,000	\$35,000	\$410,000	\$494,000	\$687,500	\$490,000	\$1,118,000	6,729,902
Totals	\$1,214,744	\$887,500	\$512,375	\$1,658,113	\$451,000	\$208,500	\$410,000	\$494,000	\$772,500	\$490,000	\$1,210,000	\$8,216,731

Comments      ERCA applies for, and receives funding from Ministry of Natural Resources to match municipal contributions. Projects are identified with municipalities based on need and available municipal funds.

## Land Acquisition (Clean Water ~ Green Spaces and other programs)

*Total Value of Acquisition (including ERCA and Partnership Contributions)*

Municipality	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Totals
Amherstburg				\$404,792	\$286,266						\$691,058
Essex							\$153,346				\$153,346
Kingsville			\$1,485,215				\$62,000		\$88,000		\$1,635,215
Lakeshore											\$0
LaSalle		\$41,000									\$41,000
Leamington									\$445,653		\$445,653
Pelee Island	\$60,000										\$60,000
Tecumseh		\$115,000									\$115,000
Windsor	\$1,100,000	\$1,190,000	\$600,000	\$600,000	\$343,000						\$3,833,000
Totals:	\$1,160,000	\$1,346,000	\$2,085,215	\$1,004,792	\$629,266	\$0	\$215,346	\$0	\$533,653	\$0	\$6,974,272

Comments ERCA leverages CW~GS Acquisition funding with Ducks Unlimited Canada, Nature Conservancy of Canada, and other partners where available. In total, CW~GS contributed \$3,917,698 for property acquisition between 2007-2011; and raised more than \$2.2 million in partnership funding (note: partnership funding was not fully available to match acquisition of Spring Garden ANSI).

### *Total Value of ERCA's Contribution*

Municipality	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Totals
Amherstburg				\$241,725	\$126,258						\$367,983
Essex							\$153,346				\$153,346
Kingsville			\$521,215						\$88,000		\$609,215
Lakeshore							\$0				\$0
LaSalle		\$20,500									\$20,500
Leamington									\$169,653		\$169,653
Pelee Island	\$60,000										\$60,000
Tecumseh		\$35,000									\$35,000
Windsor	\$600,000	\$770,000	\$600,000	\$600,000	\$343,000						\$2,913,000
Totals:	\$660,000	\$825,500	\$1,121,215	\$841,725	\$469,258	\$0	\$153,346	\$0	\$257,653	\$0	\$4,328,697

Comments In total ERCA contributed \$4.5 million towards Spring Garden ANSI acquisition. An additional \$250,000 was donated to the City of Windsor by the Essex Region Conservation Foundation



**Ministry of Tourism,  
Culture and Sport**

Minister

9th Floor, Hearst Block  
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Toronto, ON M7A 2E1  
Tel: (416) 326-9326  
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**Ministère du Tourisme,  
de la Culture et du Sport**

Ministre

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Tél.: (416) 326-9326  
Téléc.: (416) 326-9338



December 21, 2016

Gary McNamara  
Mayor  
The Town of Tecumseh  
917 Lesperance Road  
Tecumseh, ON N8N 1W9  
gmcnamara@tecumseh.ca

Dear Mr. Gary McNamara:

I am pleased to inform you that The Town of Tecumseh's application to the *Ontario150 Partnership Program* has been approved. The Government of Ontario, through the Ministry of Tourism, Culture and Sport, will provide The Town of Tecumseh with up to \$15,000.00 over fiscal year 2016-17 and fiscal year 2017-18 to support the Tecumseh Youth Entrepreneur Engagement Program, subject to the execution of a transfer payment agreement, including confirmation of the project budget.

2017 marks a once-in-a-generation chance to celebrate who we are and share our dreams for the next 150 years. This celebratory year will be a time of excitement and inspiration and it will be a chance for the province, as a member and leader in Confederation, to engage all Ontarians and play a leading role in commemorating and celebrating the 150th anniversary.

We are proud to support 87 initiatives across the province through the *Ontario150 Partnership Program*, which will leave a lasting legacy of engaged and empowered youth who will set the pace for generations to come. Congratulations, and please accept my best wishes for a successful initiative.

You will be contacted by a ministry regional advisor regarding funding and next steps, including the signing of a Contribution Agreement.

All my best,

Eleanor McMahon  
Minister

c: Percy Hatfield, MPP, Windsor-Tecumseh

**For distribution to Council**

December 15, 2016

Dear Municipal Colleague:

I'm excited to share AMO's 2017-18 Strategic Objectives. It's an ambitious plan that will help us to promote municipal interests over the next 16 months, heading into the 2018 provincial election. This year the province introduced 12 pieces of legislation that affected us, along with many regulations. We expect 2017 to be even busier. There's been an incredible amount of provincial and federal consultation. Some of our members have remarked that if it weren't for AMO, they could not be 'in the know,' let alone have assurance that municipal views were being presented to government in a timely way.

Our work keeps municipal interests front and centre at Queens Park, by offering solutions, and by working hard to try to get the responses we need. We've had success in preventing some harmful policies from finding their way into legislation. We've also been successful in advancing particular needs – the most recent is seeing every municipal government receive formula based funding from the Can-On Phase 1 Clear Water and Waste Water Fund. This did not happen anywhere else in the country.

AMO has 43 Board members from municipal governments across the province and our work benefits from the wide input. The Directors you elect every two years come from communities of all sizes, from very small rural and northern to urban centres and upper tiers. Those Directors, along with the chairs of NOMA, FONOM, ROMA, OSUM, MARCO, LUMCO, and the two Wardens Group help pull the municipal community together, creating valuable linkages and depth.

Our shared success counts on your financial support and your voice. I hope that we can count on you for both. I also want to share information about two other AMO corporations that serve Ontario's municipal community.

First, Local Authority Services, or LAS, provides leading edge services that save you money and create opportunity. For example, it offers an LED streetlight program that cuts electricity consumption. The program has been used by many, reducing their energy consumption by 40 to 70%. It was recently recognized by the World Bank and it won the 2016 Lightsavers Canada Award. LAS followed up that success with a recreational facility LED lighting program. It pays to invest in LED.

../2

It also pays to invest in LAS's One Investment Program, which provides Ontario municipalities with stronger investment returns by combining municipal resources. Together, we are bigger, and stronger. The same approach creates a better high-interest savings account for Ontario's municipalities – and it offers you better pricing through pooled and hedged electricity, natural gas and fuel procurement programs. These are just a few of the LAS programs that stretch precious taxpayer dollars further for municipalities small and large. Check them out at <http://www.las.on.ca/About/What-is-LAS>.

If you are an OMERS employer, the Municipal Employers Pension Centre of Ontario, or MEPCO, unites 410 of the 1,000 or so employers within that pension plan. MEPCO was created in 2006 because individual municipal governments would have virtually no say in Plan design even though a small change in contribution rates can have a big impact on municipal budgets. Your ongoing support for MEPCO creates a much stronger position for us all. It enables us to tap pension and actuarial experts who help us as employer representative to advance ideas that make the Plan more sustainable and effective. In a joint employee/employer pension governance system, Plan design and benefit decisions are critical to municipal governments' bottom line, given other financial pressures in the delivery of municipal services. MEPCO's 2016 record and 2017 activities are also attached. It shows how your contribution to MEPCO is bringing municipal employer interests to the table.

The invoices for both AMO and MEPCO have been forwarded under separate cover to your finance department. I hope you agree that the work of AMO and MEPCO is valuable and that we can count on your membership in 2017. I also hope that you will learn about and take advantage of the LAS programs.

When we go to Queen's Park or to Parliament Hill, being able to say that we represent all municipal governments in Ontario is very important. Speaking with that common voice improves their listening! On behalf of the AMO Board, thank you for your support. Season's Greetings!

Yours sincerely,



Lynn Dollin  
AMO President

Encl.



# 2017 Strategic Objectives

## #1 Policy and Program Design Advocacy Work

**Why?** To achieve better outcomes that help municipal governments in their direct roles and responsibilities and other matters that shape and support strong communities.

**How?** AMO's actions include developing positions, working to influence governments' agendas and drafting of Bills and funding programs, reviewing Bills and promoting amendments as needed.

### Priority Areas:

- Municipal Fiscal Future through AMO's "What's Next Ontario"
- *Aggregates Act*
- CAN-ON Phase Two Infrastructure Funds
- Changing Workforce Review
- Climate Change
- *Conservation Act*
- *Construction Lien Act*
- Debt/Investment/Prudent Regulation
- Double Hatter/Bill 109 Monitoring
- Expanding Medical Responses (OPPFA fire med proposal)
- FPPA Review/Fire Safety Table
- Housing Strategy
- Land Ambulance Dispatch Modernization
- Long Term Care/Seniors
- Marijuana Law and Implementation
- *Municipal Act* and Conflict of Interest
- OMB Reform
- *Police Services Act*/Modernization
- Public Health Panel
- *Waste Free Ontario Act*
- Water Taking

## #2 Building Value for Members

**Why?** Helping members deal with the outcomes of policy and program changes so they are 'on top of things', incorporating change as efficiently as possible.

**How?** AMO will develop and provide different tools, knowledge and skills that are meaningful and supportive of municipal governments' responsibilities in a changing world.

### Priority Areas:

- Open Data
- Digital Government
- Codes of Conduct for Elected Official and Staff
- NEW Training: Managing Conflicts, Codes of Conduct & More...from *Municipal Act/Conflict of Interest Act*
- e-Learning and In-Class Councilor Training Updates
- NEW Symposium: Changing Labour Force
- Human Services Symposium II
- Asset Management Symposium
- Energy Champions

## #3 Reinforce Relations with Members and Others:

**Why?** An informed membership will strengthen overall advocacy, locally and regionally.

**How?** AMO will increase its 'field' presence and expand its membership involvement in activities.

### Priority Areas:

- Bring new volunteers to AMO task forces
- Increase use of technology as an outreach and input tool
- Capacity building program for Asset Management
- Review membership communications approach

## #4 Strengthen the Corporation Itself

**Why?** The best practice measure for not-for-profit financial health is a diversified membership revenue streams.

**How?** Develop long-term strategic partnerships between AMO and the municipal business community.

### Priority Area:

- Develop a Business Partnership Plan and execute strategic complementary relationships

## 2016 Key Activity

Input to Ontario Ministry of Finance on the proposed Ontario Retirement Pension Plan (ORPP) initiative that led to exemption of the OMERS Plan from the ORPP;

Input to the OMERS Board on municipal employer perspectives and cost impacts on the inclusion of municipal non-full time employees in the OMERS Plan;

Monitored the Federal CPP enhancement initiative and promoted municipal employer considerations in integrating CPP changes with the OMERS Plan;

Continued regular MEPCO Board dialogue with the OMERS OAC Board Chair and OMERS President and CEO;

Provided advice to AMO OMERS representatives on changes to OMERS Plan assumptions, the performance of the OMERS Investment Strategy and the MEPCO focus on investment risk management;

Updated the MEPCO OMERS Primary Plan Pension Platform, which provides guidance to the MEPCO Board, and to AMO OMERS representatives on OMERS Plan design and operation;

Delivered MEPCO education session at the 2016 AMO Conference on the OMERS impacts of the proposed ORPP and CPP enhancement;

Provided regular updates to MEPCO members on OMERS and public sector pension legislative/regulatory developments.

## 2017 Priorities

Monitoring/assessing the performance of the OMERS Investment Strategy, changes to plan assumptions, implementation of the OMERS Funding Management Strategy, OMERS Plan design changes and the cumulative impacts of these matters on risk management and the ability to return to full funding of the OMERS Plan;

Advice to the OMERS SC Board on OMERS Plan cost and labour relations impacts of CPP integration with the OMERS Plan;

Monitor the development of legislation to create a new Ontario Financial Services Regulatory Authority and impacts on the OMERS Plan;

Assess the Federal Infrastructure Bank proposal and pension plan impacts;

Evaluation of MEPCO communications tools and development of the 2017 Communications Plan;

Continue regular MEPCO Board dialogue with the OMERS OAC Board Chair and OMERS President and CEO;

Develop a 2017 MEPCO education session;

Continue support for resolving MEPCO member concerns with OMERS as they arise;

Monitor OMERS governance and representation;

Provide regular updates to MEPCO members on OMERS and public sector pension legislative/regulatory developments.

Our file: 15-2937



January 11, 2017

Town of Tecumseh  
917 Lesperance Road  
Tecumseh, ON N8N 1W9  
lmoy@tecumseh.ca

Attention: Ms. Laura Moy  
Director of Staff Services & Clerk

Town of Tecumseh  
Transportation Master Plan  
Notice of Completion

Dear Ms. Moy:

Enclosed is the Notice of Completion for the Tecumseh Transportation Master Plan (TTMP), which is now being made available to the public and agencies for final comments.

Should you have any comments following your review of the TTMP, please provide your written submissions to the noted contacts by February 25, 2017.

We appreciate your participation and input during the course of this project. Should you have any further questions, please contact the undersigned.

Yours sincerely,

DILLON CONSULTING LIMITED

A handwritten signature in blue ink, appearing to read "JR Forest", is written over the printed name.

Flavio R. Forest, P.Eng.,  
Project Manager

SSW: ks

Encl.

cc: Mr. Daniel Piescic, P.Eng., Town of Tecumseh

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

Dillon Consulting  
Limited

The Town of Tecumseh has completed the Tecumseh Transportation Master Plan (TTMP) that establishes sustainable and integrated transportation strategies for all modes of travel (cycling, walking, transit, and automobiles) in the Town to the year 2034. The TTMP provides the Town with the preferred transportation solutions, strategies, and policies required to manage transportation needs safely, effectively, and cost efficiently, while supporting the Town's strategic goals of smart growth, sustainable infrastructure, health and wellness; and providing for a more liveable community that meets the future mobility needs of its residents, businesses, and visitors.

The TTMP includes:

- A "complete streets" approach as the basis for planning, design, operation, and maintenance of roads that better serve all modes of transportation, which includes an updated road hierarchy framework, and design guidelines for the overall network and individual street features;
- An active transportation network for the Town that is integrated with that of the County of Essex, the Essex Region Conservation Authority, and the surrounding municipalities;
- An evaluation and recommendations for road network improvements required to meet the forecasted growth in Tecumseh to 2034; and
- An operational policy framework that provides guidelines to address all-way stop control, community safety zones, and speed zones.

The TTMP was prepared in accordance with Phases 1 and 2 of the Municipal Class Environmental Assessment (EA) process (adopted 2000, as amended). The TTMP is available for review at the Town of Tecumseh website, [www.tecumseh.ca](http://www.tecumseh.ca) and at the Town of Tecumseh Clerk's Office, 917 Lesperance Road, during regular business hours.

Written comments on the TTMP will be received until February 25, 2017 to the contacts outlined below. Comments will be reviewed and updates to the TTMP will be made, if required. Significant changes will be presented to Council for approval. All information will be collected in accordance with the *Freedom of Information and Protection of Privacy Act*. With the exception of personal information, all comments received will become part of the public record.

If you require additional information related to this study, please contact:

Daniel Piescic, P.Eng.,  
Director, Public Works & Environmental Services  
Town of Tecumseh  
917 Lesperance Road, Tecumseh, ON, N8N 1W9  
Tel: (519) 735-2184, Ext 140  
Fax: (519) 735-6712  
Email: [dpiescic@tecumseh.ca](mailto:dpiescic@tecumseh.ca)

Flavio Forest, P.Eng.,  
Project Manager  
Dillon Consulting Limited  
3200 Deziel Drive, Suite 608, Windsor, ON, N8W 5K8  
Tel: (519) 948-4243, Ext 3233  
Fax: (519) 948-5054  
Email: [fforest@dillon.ca](mailto:fforest@dillon.ca)



## APPENDIX 1

### Assessment Change Summary by Property Class Town of Tecumseh (3744)

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The following chart provides a comparison of the total assessment for the 2012 and 2016 base years, as well as a comparison of the assessment change for year one of the four year phase in (2017 property tax year), by property class.

Property Class/Realty Tax Class	2012 Full CVA	2016 Full CVA	Percent Change 2012 to 2016	2017 Phased-in CVA	Percent Change 2012 to 2017
R Residential	2,078,307,472	2,416,891,000	16.3%	2,157,914,501	3.8%
M Multi-Residential	19,508,500	22,085,800	13.2%	20,031,325	2.7%
C Commercial	249,551,035	265,668,700	6.5%	247,985,996	-0.6%
S Shopping Centre	17,023,000	20,343,500	19.5%	17,853,125	4.9%
D Office Building	294,190	350,400	19.1%	308,243	4.8%
X Commercial (New Construction)	35,212,441	43,050,700	22.3%	37,002,281	5.1%
Z Shopping Centre (New Construction)	6,890,000	6,759,100	-1.9%	6,759,100	-1.9%
Y Office Building (New Construction)	2,917,330	2,968,100	1.7%	2,930,023	0.4%
I Industrial	155,466,778	166,055,900	6.8%	157,690,235	1.4%
L Large Industrial	4,877,000	4,881,000	0.1%	4,878,000	0.0%
J Industrial (New Construction)	13,304,000	14,002,000	5.2%	13,407,250	0.8%
K Large Industrial (New Construction)	2,547,854	3,684,200	44.6%	2,831,941	11.2%
P Pipeline	13,056,000	14,441,000	10.6%	13,402,250	2.7%
F Farm	95,504,900	113,068,400	18.4%	99,856,550	4.6%
T Managed Forests	89,700	86,600	-3.5%	86,600	-3.5%
(PIL) R Residential	1,015,700	1,197,700	17.9%	1,061,200	4.5%
(PIL) C Commercial	3,192,400	3,723,600	16.6%	3,323,700	4.1%
E Exempt	102,940,200	102,609,400	-0.3%	97,824,063	-5.0%
<b>TOTAL</b>	<b>2,801,698,500</b>	<b>3,201,867,100</b>	<b>14.28%</b>	<b>2,885,146,383</b>	<b>2.98%</b>



## APPENDIX 2

### Assessment Base Distribution Summary by Property Class Town of Tecumseh (3744)

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The following chart provides a comparison of the distribution of the total assessment for the 2012 and 2016 base years, which includes the percentage of the total assessment base by property class.

Property Class/Realty Tax Class	2012 Full CVA	Percentage of Total 2012 CVA	2016 Full CVA	Percentage of Total 2016 CVA	2017 Phased-in CVA	Percentage of Total 2017 CVA
R Residential	2,078,307,472	74.2%	2,416,891,000	75.5%	2,157,914,501	74.8%
M Multi-Residential	19,508,500	0.7%	22,085,800	0.7%	20,031,325	0.7%
C Commercial	249,551,035	8.9%	265,668,700	8.3%	247,985,996	8.6%
S Shopping Centre	17,023,000	0.6%	20,343,500	0.6%	17,853,125	0.6%
D Office Building	294,190	0.0%	350,400	0.0%	308,243	0.0%
X Commercial (New Construction)	35,212,441	1.3%	43,050,700	1.3%	37,002,281	1.3%
Z Shopping Centre (New Construction)	6,890,000	0.2%	6,759,100	0.2%	6,759,100	0.2%
Y Office Building (New Construction)	2,917,330	0.1%	2,968,100	0.1%	2,930,023	0.1%
I Industrial	155,466,778	5.5%	166,055,900	5.2%	157,690,235	5.5%
L Large Industrial	4,877,000	0.2%	4,881,000	0.2%	4,878,000	0.2%
J Industrial (New Construction)	13,304,000	0.5%	14,002,000	0.4%	13,407,250	0.5%
K Large Industrial (New Construction)	2,547,854	0.1%	3,684,200	0.1%	2,831,941	0.1%
P Pipeline	13,056,000	0.5%	14,441,000	0.5%	13,402,250	0.5%
F Farm	95,504,900	3.4%	113,068,400	3.5%	99,856,550	3.5%
T Managed Forests	89,700	0.0%	86,600	0.0%	86,600	0.0%
(PIL) R Residential	1,015,700	0.0%	1,197,700	0.0%	1,061,200	0.0%
(PIL) C Commercial	3,192,400	0.1%	3,723,600	0.1%	3,323,700	0.1%
E Exempt	102,940,200	3.7%	102,609,400	3.2%	97,824,063	3.4%
<b>TOTAL</b>	<b>2,801,698,500</b>	<b>100.0%</b>	<b>3,201,867,100</b>	<b>100.0%</b>	<b>2,885,146,383</b>	<b>100.0%</b>

# 2016 Assessment Update

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## Municipal Summary Report

December 2016



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

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# Delivering the 2016 Assessment Update

## About This Report

The following report has been developed to provide municipal administration and elected officials with an executive summary of the work undertaken by Municipal Property Assessment Corporation (MPAC) in delivering assessed values for the 2016 Assessment Update.

MPAC is committed to providing property owners, municipalities and all its stakeholders with the best possible service. Our goal is a stable assessment base through greater transparency, shared understanding and accuracy in property values.

## Introduction

In Ontario, property assessments are updated every four years. The 2016 Assessment Update reflects a legislated valuation date of January 1, 2016, for the 2017-2020 property tax years.

MPAC's work to deliver the 2016 Assessment Update began in 2015—nearly two years earlier than previous Assessment Updates. As part of our efforts, we introduced some of the most significant reforms to Ontario's property assessment system since 1998, and recognized early engagement and openness as keys to our success.

**The following report summarizes the initiatives that MPAC has undertaken to:**

- Deliver on our commitment to engage with and provide greater access to information for property owners, municipalities and stakeholders
- Improve our valuation analysis, methods and models
- Increase our assessment quality through stringent data cleansing, quality checks and testing our work through third parties

## Our 2013-2016 Strategic Plan

MPAC provided property owners, municipalities and stakeholders with the best possible service through transparency, predictability and accuracy—and works with municipalities and property owners and industry associations to identify potential opportunities to further refine Ontario's property tax system.

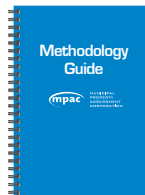
## Disclosure

MPAC has launched disclosure initiatives to inform property owners and municipalities about how accurate property values are established. MPAC's approach to disclosure varies by property type. The disclosure initiatives include ongoing consultations with property owners and municipalities to determine appropriate valuation methodology and valuation parameters.



### Three levels of Disclosure documentation were established:

#### 1 Methodology Guides



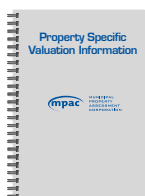
33 guides that explain assessment methodology, and reflect appraisal industry standards and best practices.

#### 2 Market Valuation Reports (MVR)



161 reports that explain how assessment methodology is applied to value properties, at the sector level, including reports for each of MPAC's 128 residential market areas.

#### 3 Property Specific Valuation Information



Detailed information is also provided for over 5 million properties in Ontario, including 600,000+ farm and business properties, available through secure access ([aboutmyproperty.ca](http://aboutmyproperty.ca)) to property taxpayers, their representatives and municipalities. MPAC has published 33 additional supporting documents, including our Information and Data Sharing Policy, Economic Obsolescence Reports, and Cost Analytics.

# 2016 Assessment Update Rollout



## Residential Properties

Notices for residential property owners were mailed over a 21-week period starting on April 4, 2016. The staggered approach was intended for MPAC to:

- Resolve any property owner concerns before final Assessment Rolls are returned to municipalities
- Allow for more localized targeted outreach
- Manage the influx of calls to our call centre to better respond to enquiries

## RESIDENTIAL Market Trends

### Residential Market Trends

Launched April 2016, Residential Market Trends is a new, user-friendly online tool on [aboutmyproperty.ca](http://aboutmyproperty.ca) designed to inform property taxpayers about key market shifts happening in their neighbourhood and across Ontario.

Through interactive maps, property owners can understand how property assessments have changed in any specified neighbourhood. The maps display information on the average assessment increase in an area, including the value of a typical home, condominium and waterfront property value from 2016 to 2017. Provincially, residential property values have increased on average by 4.5% annually since 2012. Over the next four years, the average residential property will increase by 18%.

### Key Improvement Areas

#### *Improved Sales/Data Validation*

MPAC completed more sales investigations and data quality checks in preparation for this year's assessment update than past reassessments. MPAC staff investigated more than 200,000 sales since 2012, which is more than double the sales reviewed for the 2012 Assessment Update. MPAC also reviewed and updated more than 2.8 million data elements.

#### *Redesigned Property Assessment Notice*

MPAC redesigned the Property Assessment Notice as part of its commitment to enhance the residential taxpayer experience and educate property taxpayers on the valuation process.



MPAC conducted quantitative and qualitative research through a third party to receive feedback from residential taxpayers from across Ontario. Enhancements were made based on this feedback and through consultation with the Ministry of Finance.

Changes include:

- An Issue Date and specific Request for Reconsideration (RfR) deadline for each of the applicable tax years
- A clear explanation of phase-in
- A simple explanation of the Ontario Property Assessment System
- Information on the valuation process and the five key factors that affect residential property value

### ***Improved Understanding***

In advance of the residential Notice mailing, a variety of resources were provided to property owners, including:



- Brochures
  - [About MPAC](#)
  - [Understanding Your 2016 Property Assessment Notice](#)
  - [Resolving Assessment Concerns/Requests for Reconsideration \(RfR\)](#)
  - [Residential Properties](#)
  - [Newly Built Homes](#)
  - [Waterfront Properties](#)



- Videos
  - [AboutMyProperty™ Overview](#)
  - [How MPAC Assesses Properties](#)
  - [The Request for Reconsideration process](#)
  - [Property Assessment and Taxation](#)
- [Residential Market Trends](#)



## Farm Properties

MPAC has strengthened the accuracy and equity of farm valuations for the 2016 Assessment Update. Property Assessment Notices were delivered starting October 11, 2016, with an average annual increase of 16% since 2012. Over the next four years, the average farm property will increase by 64%.

### Farm Market Trends

Farm Market Trends were created for 48 different geographic regions, and the Current Value Assessment change shows the percentage increase for year one of the phase-in (2017). The maps also show a rate per acre of Class 1 farmland, which is often how farmers speak when referencing the value of their farm property.

1

#### Upward trends continue

Farmland property sales indicate that farm values have continued to increase provincially.

2

#### Interest rates are low

Historic low interest rates have allowed farmers to expand farming operations.

3

#### Demand outweighs supply

Over the last several years, the demand for farmland has significantly outweighed the supply, creating competition.

4

#### Not all buyers are farmers

Non-agricultural buyers in Ontario continue to purchase farmland.

5

#### More land is needed

Many sectors, including large intensive livestock enterprises, need land for nutrient management and cropping requirements.

6

#### Soil type is a factor

The availability of soil types that support high-value crops is driving up demand.

7

#### Farmland sales expand east

Producers continue to expand by purchasing land in Eastern Ontario and in neighbouring communities.

8

#### Lower priced land available in northeast

Buyers from Southern Ontario who are in search of lower priced land are finding it in the Northern and Eastern regions of Ontario.



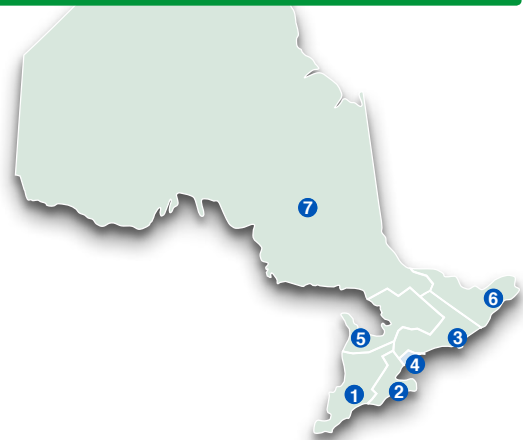
## Farm Value Comparison



### Overall

Average assessment change for 2016-2017

<b>Ontario Overall</b>	<b>16%</b>
South West ①	16%
Golden Horseshoe ②	12%
GTA Central Ontario ③	13%
City of Toronto ④	N/A
Central North East ⑤	16%
East ⑥	19%
North ⑦	18%



Average annual assessment changes reflect the median value for farm properties, regardless of the property class. This includes vacant farmland, farms with residences and outbuildings. The farm market trends map for 48 different geographic regions are available on [aboutmyproperty.ca](http://aboutmyproperty.ca).

## Key Improvement Areas

### Data Integrity/Accuracy

For the 2016 Update, MPAC implemented a number of changes that have resulted in a better approach to farm valuations.

- **Improved farm sale verification process.** MPAC undertook significant analysis and only used sales of farmland sold to farmers to determine farmland rates. Farm verifications included a standard letter and questionnaire sent to new farm owners, and a mandatory review of vacant farm land sales that are 10 acres or greater.
- **Comprehensive review of vacant farm land sales back to January 2008.** A longer sales period increased the number of farm sales in MPAC's analysis by approximately 40% over past reassessments (sales are time-adjusted to reflect market changes over time).
- **Reduction in the number of farm neighbourhoods.** Farm neighbourhoods have been combined, resulting in a reduction from 228 to 167 neighbourhoods. This has enabled MPAC to use more sales transactions in its determination of the farm land rates. MPAC staff also reviewed the values for farms in bordering neighbourhoods to ensure equity in the valuations.
- **New Agricultural Cost Guide.** MPAC is now relying on a new, up-to-date agricultural cost guide to determine the value of farm structures.

### ***Consultation and Engagement***

In consultation with the Ontario Federation of Agriculture (OFA), the Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA), municipalities and industry representatives, MPAC worked closely with the farming community to provide additional transparency regarding farmland valuations.



### ***Redesigned Property Assessment Notice***

MPAC engaged property owners and industry groups through focus groups to discuss potential enhancements to the Property Assessment Notice. As a result of feedback received, MPAC customized the Farm Notice to clearly indicate whether the property is classified in the residential or farm tax property class and include acreage as part of the property description.

### ***Improved Understanding***

In addition to outreach and consultation, MPAC created a suite of communication materials to help farm property owners understand the changes being introduced for farm properties as part of this year's province-wide Assessment Update. The materials include:



- A new [Farm brochure](#)
- [How MPAC Assesses Farm Properties](#) video
- An [Infographic](#) that explains how MPAC values farm properties
- [Understanding your Farm Property Assessment Notice Brochure](#)
- Access to all three levels of disclosure for their farm property through [aboutmyproperty.ca](#)
- [Farm Market Trends](#)



## Business Properties

Business property owners received their 2016 Notices starting on October 18, 2016. Values reflect the local real estate market and MPAC's analysis of the market indicates that most categories of business property have increased in value over the last four years. MPAC has made considerable efforts to analyze local markets, review the data on file and talk to property owners in advance of the update.

### Multi-Residential

MPAC has changed the way multi-residential properties are assessed and used the Direct Capitalization Approach for the 2016 Assessment Update. These changes were implemented as a result of feedback received during consultations with the Federation of Rental-Housing Providers of Ontario (FRPO), the Co-operative Housing Federation of Canada (Ontario Region Office) and the Ontario Non-Profit Housing Association. Provincially, multi-residential property values have increased on average by 7% annually since 2012. Over the next four years, the average multi-residential property will increase by 28%.

1

#### Upward trends continue

Multi-residential property sales indicate that values have continued to increase provincially.

2

#### Interest rates are low

Historic low interest rates have fueled an active sales market for multi-residential properties.

3

#### Demand outweighs supply

Competition for apartment investment properties in large urban centres has resulted in premium pricing.

4

#### REITs and large portfolio holders invest

Real estate investment trusts and large institutional investors continue to invest in this stable asset class.

5

#### Rent vs. buy

Many young professionals are choosing to rent instead of buy due to strong home prices.

6

#### Province-wide effects

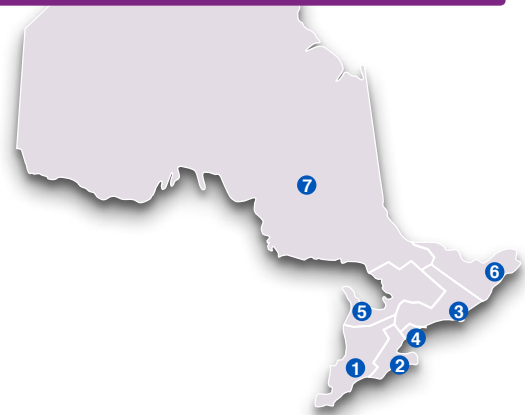
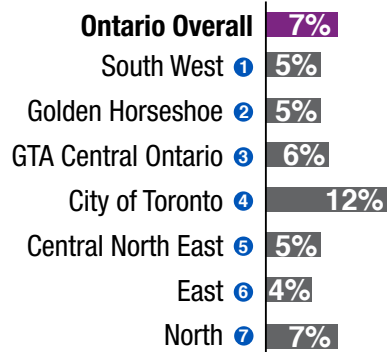
Sale prices have continued to climb across the province. Sault Ste. Marie, Thunder Bay, Barrie, Hamilton, Windsor and the Greater Toronto Area all show strengthening apartment markets.

## Multi-Residential Value Comparison



### Overall

Average assessment change for 2016-2017



*Average annual assessment changes reflect the median value for multi-residential properties having seven or more units. Multi-residential market trends include average assessment change (2016-2017), Fair Market Rents, capitalization rates and vacancy rates.*

### Key Improvement Areas

- Reviewed four years of sales data to determine multi-residential values
- Researched and consulted third party sources, including Canada Mortgage and Housing Corporation, to validate our valuation components
- Launched the Property Income and Expense Return (PIER) tool enabling multi-residential property owners to submit their annual rental, income and expense information online
- Studied rental, financial and market information to determine Fair Market Rents, Vacancy and Bad Debt allowances, Expense Ratios and Capitalization Rates for Ontario's multi-residential properties

## Commercial

Commercial properties have a broad range of uses including small retail, food service, shopping centres or big box centres, office buildings or other general commercial uses.

MPAC conducted pre-roll discussions and/or information sessions with Ontario Business Improvement Area Associations, large office and large retail property owners, major tenants (i.e., national chains) to review preliminary valuation parameters for the various sectors. In preparation for this year's Assessment Update, MPAC reviewed Fair Market Rents against market data submitted by property owners and reviewed three years of sales data to establish accurate values. Provincially, commercial property values have increased on average by 3.1% annually since 2012. Over the next four years, the average commercial property will increase by 12.4%.

1

### **Retail development in an expanding housing market**

Retail development remains strong in areas with growing residential communities to support the demand for retail services from new residents.

2

### **Capitalization rates and office buildings**

Capitalization rates continue to compress in most parts of Ontario. New supply continues to be added in several major markets, including Toronto, Richmond Hill, Mississauga and Oakville.

3

### **Ottawa faces decline in office building values**

Ottawa continues to see a decline in rents and an increase in vacancy as the federal government continues to relinquish office space back to the market.

4

### **Big box vs. standard retail properties**

Province-wide, big box properties are experiencing marginally lower increases in assessment when compared to standard retail properties due to the limited utility beyond their existing use and limited market demand within this sector.

5

### Commercial in the Northwest

The main urban centres of Thunder Bay, Kenora, Dryden and Fort Frances are experiencing the most consistent assessment increases in the region. Affordable housing market conditions along with stability in the mining and forestry sector have contributed to steady market conditions in the commercial sector.

6

### Commercial in Northeastern Ontario

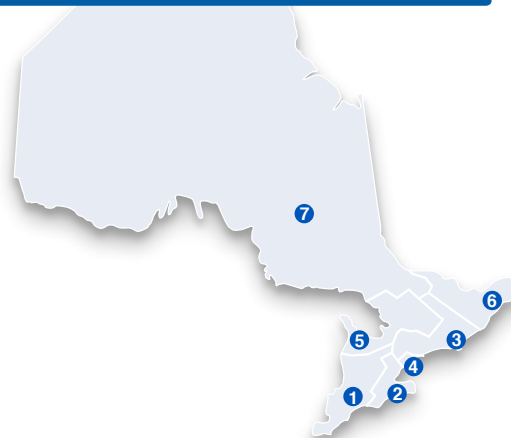
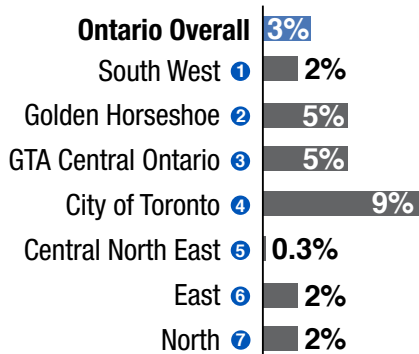
Northeastern Ontario is seeing the lowest average change in commercial properties in the region. Increases to small retail properties are tempered in part due to the continued development of big box centres in these communities which have drawn consumers from traditional retail markets. Office buildings and large shopping centre values have outperformed small retail as sectors and investors outside of Northern Ontario see value in investing in the North due to low interest rates.

## Commercial Value Comparison



### Overall

Average assessment change for 2016-2017



*Commercial market trends include average annual assessment change (2016-2017), Fair Market Rent, Vacancy, Non-Recoverable, Capitalization.*

## Industrial

MPAC conducted pre-roll consultations and/or information sessions with the Ontario Business Improvement Areas (BIA) Association and member BIAs from across Ontario, ONroute Service Centres, the Gravel Pit Industry, municipalities, the Ministry of Finance and Infrastructure Ontario to get an improved understanding of how assessment changes will impact various groups in this sector. Provincially, industrial property values have increased on average by 3% annually since 2012. Over the next four years, the average industrial property will increase by 12%.

1

### Upward trends continue

Standard industrial property sales indicate the industrial market remains strong in the Greater Toronto Area.

2

### Rebounding market in Southwestern Ontario

The market in Southwestern Ontario remains stable with industrial sales rebounding in Windsor/Chatham.

3

### Logistics a key driver for this segment

Access to main transportation routes along the 400 series highways and large distribution centres continues to stimulate industrial markets.

4

### Steady growth province-wide

Central, east and northern areas of the province continue to experience stable industrial markets.

5

### Interest rates are low

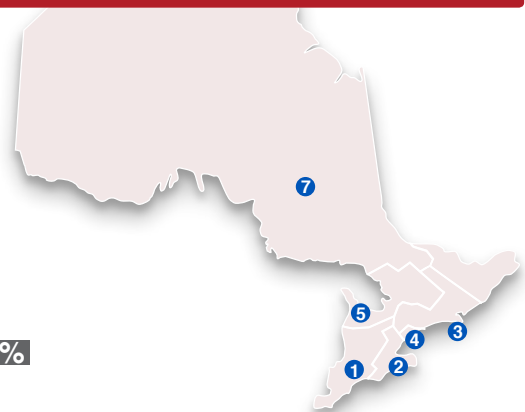
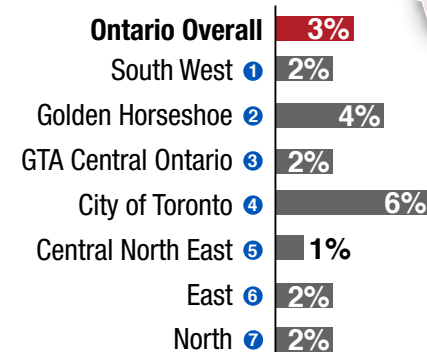
Historic low interest rates have fueled growth in industrial property sales.

## Industrial Value Comparison



### Overall

Average assessment change for 2016-2017



*Industrial maps show the average annual assessment change for industrial properties for year one of the phase-in (2017) for standard industrial properties only.*

### Key Improvement Areas

- More than 62,000 sales investigations on commercial/industrial properties province-wide, representing almost 90% of all sales for the province
- Staff reviewed and updated more than 2.8 million data elements
- Engagement has focused on property owners and stakeholders most likely to be affected by changes (either in methodology or value) and those who have expressed an interest in participating in pre-roll discussion and consultation

### Methodology Changes

MPAC engaged key stakeholder groups, municipalities, property owners and the Ministry of Finance in discussions about methodology changes in advance of the update. Key changes include:

- **Big Box Stores** – changed from the income approach to the cost approach
- **Consolidated Courthouses** – changed from the income approach to the cost approach
- **Billboards** – assessed using the regulated cost approach and included in the commercial property class
- **Equity Co-ops/Co-ownerships** – returning to its approach of valuing Equity Co-ops and Co-ownerships by the direct sales comparison approach
- **Multi-Residential** – changed the application of the income approach from a Gross Income Multiplier approach to a direct capitalization of net income

### Improved Understanding

Multi-residential and business owners have access to a range of assessment tools and information to assist them in understanding how MPAC has assessed their property. These tools include:

- A new [Multi-Residential Brochure](#) and [Infographic](#) with an overview of MPAC's approach to valuing multi-residential properties
- A [Small Commercial and Industrial Properties Brochure](#)
- [Understanding your Business Property Assessment Notice Brochure](#)
- A video that explains the [Request for Reconsideration Process for Business Properties](#)
- [Business Market Trends](#) for Commercial, Industrial and Multi-Residential properties







## Large and Special Purpose Business Properties

Large and special purpose business properties are generally characterized as properties that have a unique design, layout, size, construction materials and/or building services that facilitate one or a limited number of uses.

- They have limited market possibilities, except as a going concern business
- They typically have specialized building services
- They tend to serve large market areas that are more regional, national or international in scope
- They generally contain machines and machine fittings that are designed to facilitate one purpose
- Adaptation to other uses is typically challenging, requiring significant alterations and rarely finding economically viable uses for all of the improvements

As part of MPAC's delivery of the 2016 Assessment Update and the implementation of the recommendations under the Ministry of Finance's [Special Purpose Business Property Assessment Review \(SPBPAR\) Report](#), MPAC established an [Advance Disclosure Protocol for Large and Special Purpose Business Properties](#).

The protocol provided municipalities and property taxpayers with the opportunity to review and comment on MPAC's market analytics and preliminary assessed values for large and special purpose business properties in advance of roll return.

Under the Ministry of Finance's Section 10 directive, MPAC was required to develop [Methodology Guides](#) for the following large and special purpose business property types:

- Pulp and Paper Mills
- Saw Mills
- Value-Added Wood Products Manufacturing Plants
- Steel Manufacturing Plants
- Automotive Assembly Plants
- Automobile Parts Manufacturing Plants

Recognizing the complexities surrounding other property sectors, MPAC followed the same procedure for the following additional large and special purpose business property types:

- Pharmaceutical Manufacturing
- Chemical Manufacturing
- Oil Refineries
- Mining
- Food Processing
- Aerospace

### Consultation

Engagement and collaboration has provided municipalities and property owners with an opportunity to review and comment on MPAC's sector level analytics and preliminary assessed values for large and special purpose business property types.

Preliminary valuation summaries were shared with property owners and municipalities in May of 2016 encouraging property owners and municipalities to review the information and provide feedback, and to share alternate data, evidence and analysis with MPAC. This feedback was reflected in the updated preliminary values distributed by MPAC on October 4, 2016, which allowed property owners and municipalities a final opportunity to review their revised preliminary summary and offer input prior to Property Assessment Notice delivery on November 28, 2016.

# Our Approach to Value



## The Municipal Experience

A redesigned [Municipal Connect™](#) allows for better understanding and management of the assessment base and assessment at risk, and offers municipalities a modern and flexible way to access assessment information.

To better support the management of municipal services and provide further insight into the 2016 Assessment Update, Municipal Connect™ provided municipalities with access to preliminary values allowing for early consultation/discussion with the goal of greater roll stability and predictability.

Many enhancements were made in the development of Municipal Connect 2.0. Key changes include:

- Access to preliminary values through the Pre-Roll Consultation File for the 2016 Current Value Assessment (2017 to 2020 tax years)
- Weighted assessments based on a municipality's specific ratios
- New and enhanced mapping and satellite photo capabilities, including property type and assessment parcel overlays
- Access to Commercial/Industrial preliminary values
- Access to Assessment Review Board appeal and Request for Reconsideration information

MPAC staff continue to work to provide additional enhancements to meet municipalities' unique needs. Throughout 2017, we will continue to transition functionality from the classic version of Municipal Connect, offer municipalities improved flexibility to build on-demand reports, as well as continue to improve the ability to search, sort, and monitor properties.

# Conclusion

Throughout the 2016 Assessment Update, we have placed careful and deliberate focus on increased transparency and a shared understanding of property assessments.

Careful consideration was given to property sectors where there was a change in methodology, and we have worked collaboratively to engage municipalities, stakeholders and property owners to deliver fair and accurate property assessments.

Significant improvements were introduced this year including the early mailing of Notices, revamped [aboutmyproperty.ca](http://aboutmyproperty.ca) site, redesigned Property Assessment Notices, work on advance disclosure, early engagement and pre-roll discussions. These changes share a common goal that is rooted in MPAC's commitment to bring stability and predictability to municipalities' tax base.

As final rolls are delivered, and we enter the first year of Ontario's next four-year cycle, we remain focused on continuing to support all our stakeholders with regard to 2016 base year assessments. We are also committed to continuously improving our service to stakeholders and encourage you to share your feedback with us on the delivery of the 2016 Assessment Update.

Looking forward, we are excited to foster continuous improvements in service delivery through greater collaboration between MPAC and municipalities.

Your local [Municipal and Stakeholder Relations team](#) is available to support you throughout the Assessment Update and beyond. Please contact your Regional Manager, Account Manager or Account Support Coordinator if you have questions or would like more information about this report.



MUNICIPAL PROPERTY ASSESSMENT CORPORATION

December 21, 2016

To: Chief Administrative Officers  
Treasurers and Tax Collectors

From: Carla Y. Nell, Vice-President  
Municipal and Stakeholder Relations

**Subject: 2016 Assessment Update Municipal Summary Report**

---

The return of 2016 assessment rolls to Ontario municipalities marks a key milestone in the organization's delivery of the province-wide 2016 Assessment Update.

2016 was a year of many firsts for MPAC's delivery of updated assessments. We made a number of changes to our operations and the products and services we deliver to property owners and stakeholders. Our goal was to undertake an Assessment Update that demonstrated a greater focus on roll stability, transparency and collaboration.

We have developed the enclosed report for municipal administration and elected officials to provide an Executive Summary of the work performed by MPAC in support of the 2016 Assessment Update, which includes municipal level snapshots of the property class changes unique to your area.

A copy of this report will also be provided to Municipal Clerks for submission to municipal councils in the new year. In the interim, I encourage you to review the report and share your comments or any questions with your local Municipal and Stakeholder Relations team.

Yours truly,

A handwritten signature in black ink, appearing to read "C. Nell", is written over a light blue horizontal line.

Carla Y. Nell  
Vice-President, Municipal and Stakeholder Relations

cc: Regional and Account Managers



There is currently a vacancy on FCM's [Board of Directors](#) for one Ontario representative for the remainder of the 2016-2017 term. Eligible elected municipal officials from Ontario are invited to run for this Board position.

Per FCM [bylaws](#), to be eligible to run as a member of FCM's Board of Directors you must:

1. Be an elected official of an FCM member municipality from Ontario;
2. Complete the [consent form](#) and send it to FCM as indicated on the form; and
3. Send FCM an official resolution ([see this example](#)) endorsed by your member municipality authorizing you to seek a position on FCM's Board of Directors and approving the costs of your attendance at meetings of FCM's Board of Directors.

The deadline for sending your consent form and resolution to FCM is **February 17, at 12 p.m. EST**. The instructions for sending these documents are contained in the consent form.

### About FCM's Board of Directors

FCM's Board of Directors is comprised of 75 elected municipal officials and affiliate members representing each province and territory in Canada. Ontario is allotted sixteen members.

The full term of office for Board members is one year (elections were held on June 5<sup>th</sup> 2016 during the Annual General Meeting in Winnipeg). Board members are expected to attend all Board meetings and the Annual Conference during their term. For the remainder of the year, a Board meeting will be held in **Whistler, BC** (March 14-17, 2017). FCM's Annual Conference will be held in **Ottawa, ON** (June 1-4, 2017).

If you have any questions, please [contact me](#) or one of our current Board members from Ontario:

[Clark Somerville](#), FCM President, Councillor, Regional Municipality of Halton

[Lynn Dollin](#), President, Association of Municipalities of Ontario

[Roger Anderson](#), Chair, Regional Municipality of Durham

[George Bridge](#), Councillor, County of Wellington

[Godwin Chan](#), Councillor, Town of Richmond Hill

[Josh Colle](#), Councillor, City of Toronto

[Terry Dowdall](#), Deputy Warden, County of Simcoe

[Wayne Emmerson](#), Chair, Regional Municipality of York

[Chris Fonseca](#), Councillor, Region of Peel

[Anne Marie Gillis](#), Councillor, County of Lambton

[Kathy Jeffery](#), Councillor, Town of Collingwood

[Pam McConnell](#), Deputy Mayor, City of Toronto  
[Paul Pirri](#), Councillor, Town of Aurora  
[Linda Rydholm](#), Councillor, City of Thunder Bay  
[Tim Tierney](#), Councillor, City of Ottawa (E)  
[Joanne Vanderheyden](#), Councillor, Middlesex County

Thank you,

Coralia Bulhoes  
Chief Elections Officer

Find us: [f](#) [in](#) [t](#) [v](#)



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**Ministry of Housing**

**Minister Responsible for the  
Poverty Reduction Strategy**

Office of the Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel.: 416 585-6500  
Fax: 416 585-4035

**Ministère du Logement**

**Ministre responsable de la Stratégie  
de réduction de la pauvreté**

Bureau du ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tél. : 416 585-6500  
Téléc. : 416 585-4035



17-72182

Dear: Heads of Council

**Re: The Promoting Affordable Housing Act, 2016**

The *Promoting Affordable Housing Act, 2016* received Royal Assent on December 8, 2016. The Act amends the *Planning Act*, the *Development Charges Act, 1997*, the *Housing Services Act, 2011* and the *Residential Tenancies Act, 2006*.

**Inclusionary Zoning**

Inclusionary zoning would help to serve more people in need of housing by increasing the supply of affordable units based on local/municipal needs. When proclaimed, the *Planning Act* will give municipalities the option of requiring affordable housing units as part of residential developments. The government plans to consult on a proposed regulation for inclusionary zoning before the *Planning Act* amendments are proclaimed.

When proclaimed, the inclusionary zoning framework will provide that:

- A municipal assessment report is to be prepared prior to adopting official plan policies for inclusionary zoning, subject to any criteria set out in regulation, which is to be reviewed every five (5) years.
- Municipal inclusionary zoning requirements must be set out in municipal official plan policies.
- While inclusionary zoning by-laws cannot be appealed to the Ontario Municipal Board, except by the Minister, appeals of typical zoning matters, such as building height and density, are permitted even when used as measures and incentives.
- Municipalities may permit affordable housing units to be located on another site, subject to criteria set out in regulation.
- Municipalities cannot accept cash in lieu of affordable units.

.../2



- Municipalities may use section 37 of the *Planning Act* (building height and density in exchange for community benefits) in combination with inclusionary zoning, subject to criteria set out in regulation.
- Landowners must enter into agreements with the municipality that are to be registered on title and enforceable against subsequent owners to ensure the units remain affordable over time.
- The Minister is provided with regulatory authority to exempt certain developments from inclusionary zoning.
- Municipalities must establish procedures for the administration of affordable housing units so that they remain affordable over the long term and for reporting on affordable housing units.

I would like to take this opportunity to thank you for your efforts, input and advice in helping us develop an inclusionary zoning framework for Ontario. I anticipate that proposed regulations will be posted on the Environmental Registry in early 2017 for public consultation. I look forward to your continued involvement in this upcoming consultation.

If you have any questions related to the Planning Act, please contact Thelma Gee at 416-585-6330 or send an e-mail to [InclusionaryZoning@ontario.ca](mailto:InclusionaryZoning@ontario.ca).

### **Secondary Suites**

Secondary suites are a potential source of affordable rental housing and could allow homeowners to earn extra income. As noted in my letter dated November 1, 2016, the ministry is working on a number of initiatives to support the creation of second units, including through the *Promoting Affordable Housing Act, 2016*.

When proclaimed, changes to the *Development Charges Act, 1997* will require municipalities to exempt development charges for second units in new homes. This could help reduce the cost of constructing second units in new homes by exempting such developments in the same manner as second units in existing homes are exempted.

These changes would also require enabling regulatory amendments that may be proposed in the new year.

If you have any questions related to the *Development Charges Act, 1997*, please contact Ruchi Parkash at 416-585-6348 or send an e-mail to [Ruchi.Parkash@ontario.ca](mailto:Ruchi.Parkash@ontario.ca).

### **Residential Rental Maintenance Standards**

With *Promoting Affordable Housing Act, 2016* proclamation, municipalities not currently enforcing residential rental maintenance standards would be required to do so by July 1, 2018. In early 2017, the ministry will provide further details on how it will partner with your municipalities to develop training and capacity-building plans. This work will draw upon existing best practices and shared services approaches used throughout the province.

For more information on the amendments, please contact your local Municipal Services Office:

**Central Municipal Services Office**

General Inquiry: 416-585-6226

Toll Free: 1-800-668-0230

**Eastern Municipal Services Office**

General Inquiry: 613-545-2100

Toll Free: 1-800-267-9438

**Municipal Services Office - North  
(Sudbury)**

General Inquiry: 705-564-0120

Toll Free: 1-800-461-1193

**Municipal Services Office - North  
(Thunder Bay)**

General Inquiry: 705-564-6862

Toll Free: 1-800-465-5027

**Western Municipal Services Office**

General Inquiry: 519-873-4020

Toll Free: 1-800-265-4736

A copy of the *Promoting Affordable Housing Act, 2016* can be viewed online at:  
[www.ontla.on.ca/web/bills/bills\\_detail.do?locale=en&Intranet=&BillID=4118](http://www.ontla.on.ca/web/bills/bills_detail.do?locale=en&Intranet=&BillID=4118).

Please visit the Ministry of Housing's website periodically for further updates:  
[www.ontario.ca/page/ministry-housing](http://www.ontario.ca/page/ministry-housing).

Sincerely,



Chris Ballard  
Minister

c: Chief Planning Officials  
Chief Administrative Officers

Administration & Finance Division  
Planning & Development Division  
Phone: 807-274-5323  
Fax: 807-274-8479

Mailing Address for All Divisions:  
Civic Centre  
320 Portage Avenue  
Fort Frances, ON  
P9A 3P9



Operations & Facilities Division  
Phone: 807-274-9893  
Fax: 807-274-7360

Community Services Division  
Phone 807-274-4561  
Fax: 807-274-3799

email: town@fortfrances.com  
www.fort-frances.com

January 10, 2017

Kathleen Wynne, Premier  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1  
via e-mail

Dear Premier Wynne:

Re: **Resolution to Address the Inequity in Property Taxation on Railway Right-of-Way's Collected by Municipalities in Ontario.**

At the recent meeting of Council held on Monday, January 9, 2017, the following resolution was approved:

"WHEREAS it has been identified that Railway Companies in the province of Ontario, do not pay a proportionate share of municipal property tax as compared to other properties in their class, or compared to any other municipal tax class; and;

WHEREAS in other provinces and jurisdictions the railway companies do remit a more equitable share of taxes to the local tax base; and;

WHEREAS taxes in other jurisdictions for railway properties are calculated using a ton-mile concept; and;

WHEREAS said fees are reviewed and adjusted on a regular basis according to inflation and ongoing current conditions; and;

WHEREAS the Province of Ontario has continued to fall further and further behind in their approach to railroad property taxation over the past 112 plus years;

THEREFORE BE IT RESOLVED THAT the Town of Fort Frances call upon the Minister of Finance for the Province of Ontario to implement a new system of municipal property taxation for railroad right-of-way properties based on utilizing a per ton-mile concept; and;

FURTHER BE IT RESOLVED THAT the new tax system when implemented, be reviewed on a regular basis, similar to the MPAC four-year assessment cycle; and;

FURTHER BE IT RESOLVED THAT this resolution be sent to every Municipal Council within the Province of Ontario seeking their support, the Premier of Ontario, the Minister of Finance of Ontario, Ontario MPPs, Local MPs, RRDMA, NOMA, AMO and FONOM."

Yours very truly,

ADMINISTRATION & FINANCE DIVISION

Elizabeth Slomke, Clerk

ES/kl



c.c. (via e-mail)  
Hon. Charles Sousa, Minister of Finance  
Ontario MPP's  
Local MPP's  
RRDMA  
NOMA  
AMO  
FONOM  
Mayor and Council  
D. Brown, CAO

January 2, 2017

The Honourable Dr. Eric Hoskins  
Minister of Health and Long-Term Care  
Hepburn Block, 10<sup>th</sup> Floor  
80 Grosvenor Street  
Toronto, ON M7A2C4

Dear Minister Hoskins:

**Resolution Regarding the Expansion of Provincial Publicly Funded Dental Health Programs for Adults with Low Incomes**

On November 17<sup>th</sup>, 2016, at a regular meeting of the Board of the Windsor-Essex County Health Unit, the below resolution was brought forward for consideration and support by administration. The resolution supports the notion that good oral health is an essential part of attaining optimal overall health. To improve and achieve equitable health outcomes for all Ontarians, oral health care services must be accessible to all vulnerable populations within our communities, regardless of age.

The approved resolution states:

WHEREAS oral diseases, including dental caries and periodontal disease are among the most prevalent and preventable chronic diseases; and

WHEREAS oral health is essential to maintaining overall health; and

WHEREAS a mounting body of evidence shows a link between poor oral health and diabetes, cardiovascular and respiratory diseases and results in social and psychological suffering and interferes with employment opportunities;

WHEREAS Ontario's universal health care system does not include dental care for adults;

WHEREAS Ontario only has public dental programs for low income children, and limited and insufficient dental coverage and programs for low income and vulnerable adults and seniors; and

WHEREAS in Windsor Essex County nearly 1 in 3 residents report having no form of dental insurance coverage and residents from low income households consistently have less dental insurance coverage,

WHEREAS approximately every 9 minutes a person in Ontario arrives at a hospital emergency room with a dental problem costing the health care system at least \$31 million annually;

THEREFORE BE IT RESOLVED THAT Windsor Essex County Health Unit's Board of Directors endorses the importance of oral health as part of overall health and recommends the Province of Ontario expands publicly funded oral health programs to include low income and vulnerable adults and seniors, similar to what is offered to children through Ontario's Healthy Smiles program.

Sincerely,



Gary McNamara  
Chair, Windsor-Essex County Board of Health



Gary M. Kirk, MPH, MD  
CEO & Medical Officer of Health

c: Cheryl Hardcastle, MP Windsor-Tecumseh  
Brian Masse, MP Windsor-West  
Tracey Ramsey, MP Essex  
Dave Van Kesteren, MP Chatham-Kent — Leamington  
Percy Hatfield, MPP Windsor-Tecumseh  
Lisa Gretzky, MPP Windsor-West  
Taras Natyshak, MPP Essex  
Rick Nicholls, MPP, Chatham-Kent-Essex  
Hon. Kathleen Wynne, Premier of Ontario  
Hon. Charles Sousa, Minister of Finance  
Valerie Jaeger, President, Association of Local Public Health Agencies  
Lynn Dollin, President, Association of Municipalities of Ontario  
Dr. Gary Mannarino, President, Essex County Dental Society  
County Clerks Offices – Windsor-Essex Regional Municipalities  
Windsor Essex County Board of Health

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References:

Windsor Essex County Health Unit, [WECHU Adult Dental Health Resolution - Nov 2016.pdf](#)  
Canadian Centre for Policy Alternatives. (2011). [Putting Our Money Where Our Mouth Is: The Future of Dental Care in Canada.](#)  
Canadian Health Measures Survey. (2007-2009). Statistics Canada  
King, Arlene. (2012). Oral Health - [More Than Just Cavities. A Report by Ontario's Chief Medical Officer of Health.](#)  
Goel, Vivek et al. (2012). [Staying Ahead of the Curve: A Unified Public Health Program for Ontario.](#)





## TOWNSHIP OF ZORRA

274620 27th Line, PO Box 306, Ingersoll, ON, N5C 3K5  
Ph. (519) 485-2490 · 1-888-699-3868 · Fax: (519) 485-2520

December 6, 2016

Honourable Kathleen Wynne, Premier of Ontario  
Legislative Building - Room 281  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Wynne:

Please be advised the Council of the Township of Zorra passed the following resolution at its December 6, 2016, regular meeting:

**"WHEREAS, there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;**

**AND WHEREAS, this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;**

**NOW THEREFORE BE IT RESOLVED THAT, the Council of the Township of Zorra request the Province of Ontario to re-evaluate the structure of hydro in terms of access to delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents;**

**AND THAT this resolution be circulated to Kathleen Wynne, Premier of Ontario, Rural Ontario Municipalities Association (ROMA), Ontario Municipalities, Ontario Small Urban Municipalities (OSUM), and the Association of Municipalities of Ontario (AMO)."**

**Disposition: Carried**

If you have any questions, please do not hesitate to contact me.

Yours truly,

Donald W. MacLeod  
Chief Administrative Officer

cc: Rural Ontario Municipalities Association (ROMA)  
All Ontario Municipalities  
Ontario Small Urban Municipalities (OSUM)  
Association of Municipalities of Ontario (AMO)  
Tay Valley Township



Corporation of the Municipality of Thames Centre

4305 Hamilton Road, Dorchester, Ontario N0L 1G3 ~ Phone 519-268-7334 ~ Fax 519-268-3928 ~ [www.thamescentre.on.ca](http://www.thamescentre.on.ca) ~ [inquiries@thamescentre.on.ca](mailto:inquiries@thamescentre.on.ca)

January 10, 2017

Honourable Kathleen Wynne, Premier of Ontario  
Legislative Building – Room 281  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Wynne:

At its last regular meeting held on January 9, 2017, the Council of The Corporation of the Municipality of Thames Centre reviewed a resolution enacted by the Council of the Township of Zorra, at its regular meeting held on December 6, 2016, concerning the cost of hydro for rural residents.

I wish to advise that the Thames Centre Council enacted the following resolution:

***“WHEREAS the Council of the Municipality of Thames Centre, hereby supports the following resolution passed by the Council of the Township of Zorra at its regular meeting held on December 6, 2016:***

***AND WHEREAS, there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;***

***AND WHEREAS, this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;***

***NOW THEREFORE BE IT RESOLVED THAT, the Council of the Township of Zorra request the Province of Ontario to re-evaluate the structure of hydro in terms of access to delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents;***

***AND THAT this resolution be circulated to Kathleen Wynne, Premier of Ontario, Rural Ontario Municipalities Association (ROMA), Ontario Municipalities, Ontario Small Urban Municipalities (OSUM), and the Association of Municipalities of Ontario (AMO).”***

The Council is very concerned with this issue and respectfully requests that further consideration be given to re-evaluate the structure of hydro and indicated in its resolution.

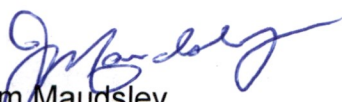


Letter – Premier Wynne  
January 10, 2017  
Page 2

Thank you.

Sincerely,

The Corporation of the Municipality of Thames Centre



Jim Maudsley  
Mayor

cc: Rural Ontario Municipalities Association (ROMA)  
All Ontario Municipalities  
Ontario Small Urban Municipalities (OSUM)  
Association of Municipalities of Ontario (AMO)  
Township of Zorra



## TOWNSHIP OF ZORRA

274620 27th Line, PO Box 306, Ingersoll, ON, N5C 3K5  
Ph. (519) 485-2490 · 1-888-699-3868 · Fax: (519) 485-2520

December 6, 2016

Honourable Kathleen Wynne, Premier of Ontario  
Legislative Building - Room 281  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Wynne:

Please be advised the Council of the Township of Zorra passed the following resolution at its December 6, 2016, regular meeting:

**"WHEREAS, there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;**

**AND WHEREAS, this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;**

**NOW THEREFORE BE IT RESOLVED THAT, the Council of the Township of Zorra request the Province of Ontario to re-evaluate the structure of hydro in terms of access to delivery and implement structural changes to address the unfair practice of charging more for delivery to rural residents;**

**AND THAT this resolution be circulated to Kathleen Wynne, Premier of Ontario, Rural Ontario Municipalities Association (ROMA), Ontario Municipalities, Ontario Small Urban Municipalities (OSUM), and the Association of Municipalities of Ontario (AMO)."**

**Disposition: Carried**

If you have any questions, please do not hesitate to contact me.

Yours truly,

Donald W. MacLeod  
Chief Administrative Officer

cc: Rural Ontario Municipalities Association (ROMA)  
All Ontario Municipalities  
Ontario Small Urban Municipalities (OSUM)  
Association of Municipalities of Ontario (AMO)  
Tay Valley Township

**MINUTES OF A MEETING OF THE POLICE SERVICES BOARD  
FOR THE  
TOWN OF TECUMSEH**

The Police Services Board of the Town of Tecumseh convened in regular session on Wednesday, December 7, 2016 at 4:30 p.m. at the Tecumseh Town Hall, 917 Lesperance Road, Tecumseh, Ontario.

(PSB 6-1)

**ORDER:**

Chair Chris Hales called the meeting to order at 4:30 p.m.

(PSB 6-2)

**ROLL CALL:**

Present:	Chair	- Christopher Hales
	Vice Chair	- Fred Stibbard
	Member	- Mayor Gary McNamara
	Member	- Deputy Mayor Joe Bachetti
	Member	- Eleanor Groh

Also Present:	OPP	- Inspector Glenn Miller
	OPP	- Staff Sgt. Brad Sakalo
	OPP	- Sgt. Rico Tonial
	Secretary/Treasurer	- Tony Haddad, CAO
	Recording Secretary	- Ellen Preuschat

Inspector Miller reported that Brad Sakalo was promoted to the rank of Staff Sergeant on December 5, 2016, and is assigned to operations in Tecumseh and Lakeshore.

(PSB 6-3)

**DISCLOSURE OF PECUNIARY INTEREST:**

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

(PSB 6-4)

**APPROVAL OF THE AGENDA:**

<u>Motion:</u>	(PSB 42/2016)	Moved by Vice Chair Fred Stibbard
		Seconded by Member Eleanor Groh

**THAT** the members of the Police Services Board for the Town of Tecumseh approve the Agenda dated December 7, 2016.

Carried.

(PSB 6-5)

**APPROVAL OF THE PREVIOUS MINUTES:**

<u>Motion:</u>	(PSB 43/2016)	Moved by Member Eleanor Groh
		Seconded by Vice Chair Fred Stibbard

**THAT** the members of the Police Services Board for the Town of Tecumseh approve the Regular Minutes dated Wednesday, October 12, 2016, as duplicated and delivered to the members thereof.

Carried.

(PSB 6-6)

**DELEGATIONS:**

None.

(PSB 6-7)

**OPP MONTHLY REPORT:**

Staff Sgt. Sakalo provided highlights of the September and October OPP reports.

Inspector Miller described the work of the OPP's Traffic Enforcement Unit, particularly in the areas of impaired and distracted driving. Mayor McNamara inquired about the implications of the legalization of marijuana for both traffic enforcement and other aspects of policing. Inspector Miller confirmed that some additional training on drug impairment has been provided. He noted that many challenges remain in how impairment charges are handled through the court system (for example, charges being lowered without consulting officers that laid the charge).

Sgt. Tonial informed the board of Ms. Kate Shaw's resignation from the Community Policing Committee in November. The Committee is in the process of confirming a new Chair.

Motion: (PSB 44/2016)

Moved by Mayor Gary McNamara  
Seconded by Vice Chair Fred Stibbard

**THAT** the OPP Report for the months of September and October 2016 be received.  
Carried.

(PSB 6-8)

**REPORTS**

1. OAPSB/OACP Zone 6 Meeting – October 12, 2016, Amherstburg, ON
2. Windsor & Essex County Crime Stoppers, Inc. - Monthly Statistical Report – October 2016
3. Windsor & Essex County Crime Stoppers, Inc. - Monthly Statistical Report – September 2016

Chair Hales thanked Recording Secretary Ellen Preuschat for representing the board at the October 12 OAPSB Zone 6 meeting and providing a report to the board. It was noted at that meeting that vacancies in provincial appointments remains an ongoing challenge throughout the zone and province.

Motion: (PSB 45/2016)

Moved by Deputy Mayor Joe Bachetti  
Seconded by Mayor Gary McNamara

**THAT** the reports detailed as Items 6.8 1-3 be received.

Carried.

(PSB 6-9)

**COMMUNICATIONS:**

**A – Action Required**

None.

**B – For Information Purposes**

1. Christopher Hales, Chair, Re: Letter of Support for Essex County OPP Application for 2016-17 Civil Remedies Grant Program, November 28, 2016
2. Jasminder Kalsi, Appointments Officer, Operations Unit, Ministry of Community Safety and Correctional Services, Re: Order in Council Re-appointing Christopher Hales to Tecumseh Police Services Board, November 17, 2016
3. Superintendents M.M. Bedard, Commander, Municipal Policing Bureau, OPP, Re: OPPA Collective Agreements, November 2, 2016
4. Hon. David Oraziotti, Minister of Community Safety and Correctional Services, Re: Reappointment of Christopher Hales to Tecumseh Police Services Board, October 12, 2016

Inspector Miller thanked the board for providing a letter of support for the Civil Remedies Grant Program (Item 1). If the grant is obtained, the OPP plans to undertake educational programming in area schools to raise awareness around issues of exploitation and victimization; the goal is to see an increase in the number of cases being reported, particularly those involving youth.

CAO Tony Haddad departed at this point due to a prior commitment (5:01 pm).

Motion: (PSB 46/2016) Moved by Member Eleanor Groh  
Seconded by Vice Chair Fred Stibbard

**THAT** the correspondence detailed as Items 1-4, B – For Information Purposes, be received.

Carried.

(PSB 6-10)

**OLD BUSINESS:**

1. Board Appointments

It was noted that By-Law 2016-74 now aligns board terms with the full term of Council.

(PSB 6-11)

**NEW BUSINESS:**

1. 2017 Meeting Schedule

Motion: (PSB 47/2016) Moved by Mayor Gary McNamara  
Seconded by Member Eleanor Groh

**THAT** the members of Police Services Board for the Town of Tecumseh approve the following meeting dates in 2017: January 12, April 13, June 8, September 14, October 12 and December 14.

Carried.

2. Other New Business

- a. Civil Remedies Grant Program

Inspector Miller confirmed that the Essex County OPP has submitted an application to the Ministry of the Attorney General's *Civil Remedies Grant Program*, with a focus on ending human trafficking in this region. He noted that an increase in such trafficking is anticipated with the influx of workers to construct the Gordie Howe International Bridge, and additional funding to counteract these activities would be of great benefit.

- b. 2017 Budget Presentation to Council

The 2017 Policing and PSB budget presentation was well received by Council, and generated some good questions and discussion. Chair Hales thanked the Recording Secretary and Administrative staff for assistance in preparing the PowerPoint presentation.

c. *Holiday Greetings*

Inspector Miller, on behalf of all members of the Essex County OPP, expressed best wishes to the board members and their families for a safe and enjoyable Christmas holiday and the board extends the same to the members of the OPP.

(PSB 6-12)

**NEXT MEETING**

The next meeting of the Police Services Board will be held Thursday, January 12, 2017 at 4:30 p.m.

(PSB 6-13)

**ADJOURNMENT**

Motion: (PSB 48/2016)

Moved by Deputy Mayor Joe Bachetti  
Seconded by Vice Chair Fred Stibbard

**THAT** there being no further business to discuss, the December 7, 2016 meeting of the Tecumseh Police Services Board adjourn at 5:20 p.m.

Carried.

\_\_\_\_\_  
Chris Hales, Chair

\_\_\_\_\_  
Tony Haddad, Secretary/Treasurer

**MINUTES OF A MEETING OF THE POLICIES AND PRIORITIES  
COMMITTEE FOR THE TOWN OF TECUMSEH**

A meeting of the Policies and Priorities Committee for the Town of Tecumseh was held on Tuesday, December 13, 2016, at 6:00 p.m. in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario.

(PPC 2-1)

**ORDER**

Mayor Gary McNamara calls the meeting to order at 6:03 p.m.

(PPC 2-2)

**ROLL CALL**

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

Also Present:	Chief Administrative Officer	- Tony Haddad
	Director Corporate Services & Clerk	- Laura Moy
	Deputy Clerk	- Christina Hebert
	Director Fire Services & Fire Chief	- Doug Pitre
	Director Public Works & Environmental Services	- Dan Piescic
	Director Planning & Building Services	- Brian Hillman
	Director Parks & Recreation Services	- Paul Anthony
	Manager Engineering Services	- Phil Bartnik
	Manager Programs & Events	- Kerri Rice

(PPC 2-3)

**DISCLOSURE OF PECUNIARY INTEREST**

There is no disclosure of pecuniary interest.

(PPC 2-4)

**DELEGATIONS**

There are no delegations present.

(PPC 2-5)

**COMMUNICATIONS**

A. Connie Buckler, Re: Corn Festival Committee

Motion: (PPC-14/16) Moved by Councillor Bill Altenhof  
Seconded by Deputy Mayor Joe Bachetti

**THAT** the written comments submitted by Connie Buckler regarding the Corn Festival Committee be referred to the Corn Festival Committee.

Carried

(PPC 2-6)

**REPORTS**

Chief Administrative Officer, Report No. 7/16, Re: Corn Festival Committee Transition Plan

Motion: (PPC-15/16) Moved by Deputy Mayor Joe Bachetti  
Seconded by Councillor Rita Ossington

**THAT** the Corn Festival Committee (Committee) be comprised of nine (9) Council appointed members, of which 2/3 or six (6) members must be Tecumseh residents, and 1/3 or three (3) members may be non-resident;

**AND THAT** any members of the current Corn Festival Committee that did not attend 75% of the 2016 Committee meetings be removed from the Committee;

**AND THAT** the Director Corporate Services & Clerk be authorized to call for Applications for Appointment to the Committee

**AND THAT** the Applications be reviewed and voted on by the Committee and that the applications selected by a vote of the Committee be presented to Council for approval of appointment in Q1 of 2017;

**AND THAT** the term of appointment of the Corn Festival Committee end December 31, 2017, consistent with the transition timeline for the organizing of the Corn Festival Event to a self-sustaining community event organized independently of the Town commencing January 1, 2018;

**AND THAT** the Committee elect a Chair and Co-Chair at their first meeting in January, 2017;

**AND THAT** The Committee meet on a monthly basis, on a date and time, as the members determine;

**AND THAT** minutes of meetings be recorded and presented to Council through the Corporate Services & Clerks Department;

**AND THAT** the Committee provide Council with a wrap-up report no later than October 24, 2017;

**AND THAT** a Request for Proposals be issued by Q2 of 2017 for the planning and hosting of the Tecumseh Corn Festival Event by a self-sustaining community organization, independent from the Town.

As recommended by the Chief Administrative Officer, under Report No. 7/16.

Carried

In reply to an inquiry, the Chief Administrative Officer confirms the transition of the Corn Festival Event to a self-sustaining community event is intended for completion in 2018.

It is noted that moving forward, the Corn Festival Event needs to be sustainable and that the beer tent and festival need to operate as one entity for future success.

General comments are given by the Members on opportunities for the local service groups to form a strong community base to oversee the event and the potential for local business involvement.

Discussion ensues regarding event-related OPP costing and the importance of OPP presence for the safety and success of the event.

The Director Parks & Recreation Services advises the Tecumseh Corn Festival stakeholders are aware 2017 will be the last year the event is under the umbrella of the Town.



Manager Recreation Programs & Events, Report No. 29/16, Re: Transition Timelines for the Tecumseh Corn Festival - Update

Motion: (PPC-16/16) Moved by Councillor Brian Houston  
Seconded by Councillor Tania Jobin

**THAT** Parks and Recreation Report No. 29/16 respecting the Transition Timelines for the Tecumseh Corn Festival be received;

**AND THAT** the Corn Festival remain within the Town's Operating Budget for 2017 whereas the Manager Recreation Programs & Events will continue to provide support to the Committee, similar to the support provided in 2016;

**AND THAT** the OPP labour for the licensed tent will remain as part of the Town's in-kind contribution to the 2017 Festival;

**AND THAT** a one-year extension be negotiated with Carter Shows Ltd. for the Midway Carnival for the 2017 Festival;

**AND THAT** a one-year agreement with the Optimist Club of St. Clair Beach be prepared for the servicing of the Corn Booth for the 2017 Corn Festival;

**AND THAT** a one-year agreement with the Knights of Columbus Council No. 4375 be prepared for the servicing of the Licensed Tent for the 2017 Corn Festival;

As recommended by the Manager Recreation Programs & Events, under Report No. 29/16.

Carried

Motion: (PPC-17/16) Moved by Councillor Bill Altenhof  
Seconded by Deputy Mayor Joe Bachetti

**THAT** Administration commence discussions with the local service groups regarding the Tecumseh Corn Festival transition.

Carried

(PPC 2-7)

**NEXT MEETING**

The next meeting of the Policies and Priorities Committee will be held at the call of the Chairperson.

(PPC 2-8)

**ADJOURNMENT**

Motion: (PPC-18/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Tania Jobin

**THAT** there being no further business to discuss, the December 13, 2016 meeting of the Policies and Priorities Committee be adjourned at 6:57 pm.

Carried

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Gary McNamara, Mayor

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Laura Moy, Clerk



## THE CORPORATION OF THE TOWN OF TECUMSEH

Chief Administrative Officer  
Report No. 01/17

**TO:** Mayor and Members of Council

**FROM:** Chief Administrative Officer

**DATE OF REPORT:** January 10, 2017

**DATE TO COUNCIL:** January 24, 2017

**SUBJECT:** 2015-2016 Strategic Priorities Progress Report

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### **RECOMMENDATIONS**

It is recommended that:

1. The Chief Administrative Officer's Report No. 01/17 regarding progress in the last half of 2016 on the Strategic Priorities established by Council in 2015 **be received**.




### **BACKGROUND**

At their meeting of March 24, 2015, Council approved the following resolution (RCM-87/15):

1. The five [5] Strategic Priorities set out in Table 4 of the March 24, 2015 Report 03/15 of the Chief Administrative Officer [CAO] **be adopted**; and
2. The CAO **be directed** to incorporate these strategic priorities into objectives and action plans as part of the municipal work plans; and further
3. Administration **provide** various reports, develop policies and assign resources to achieve the Strategic Priorities outlined in this report; and furthermore
4. Progress on these priorities **be provided** in six [6] month intervals.

In the Overview of Strategic Goals illustrated below, we have identified three [3] topics the Town aspires to address, along with the strategic tools available to apply in addressing these strategic goals.

**Table 1**  
**Overview of Strategic Goals**

What the Town Aspires to Do	<div data-bbox="261 369 451 558">  </div> <p><b>SMART GROWTH:</b> Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.</p> <div data-bbox="261 600 451 789">  </div> <p><b>SUSTAINABLE INFRASTRUCTURE:</b> Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.</p> <div data-bbox="261 831 451 1020">  </div> <p><b>HEALTH AND WELLNESS:</b> Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.</p>
What Tools the Town Can Use	<div data-bbox="261 1136 451 1325">  </div> <p><b>CONTINUOUS IMPROVEMENT:</b> Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.</p> <div data-bbox="261 1367 451 1556">  </div> <p><b>GOOD GOVERNANCE:</b> Demonstrate the Town of Tecumseh'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.</p>

The Town's Strategic Priorities developed in 2015, along with policies and direction, work plans and resource allocations continued to be addressed and implemented in 2016. The Strategic Planning Session held on January 23, 2015 resulted in the establishment of the Strategic Priorities listed in Table 2.

<b>Table 2</b> <b>Strategic Priorities for 2015-16</b>	
1. Make the Town an even better place to live, work and invest through a shared vision for our residents and newcomers	
2. Ensure the Town's current and future growth is built upon the principles of sustainability and strategic decision-making	
3. Integrate the principles of health and wellness into all plans and priorities	
4. Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses	
5. 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	

## **COMMENTS**

Administration has made considerable progress in a number of areas to advance the Strategic Priorities during this term of Council. Table 3 illustrates each of the five [5] Strategic Priorities along with associated Strategic Actions and provides an update on the progress made as of January 2017.

<b>Table 3</b>		
<b>Strategic Goal #1:</b> <b>Make the Town an even better place to live, work and invest through a shared vision for our residents and newcomers</b>		
<b>Priority Areas of Focus</b>	<b>Strategic Action Items</b>	<b>Department Responsible</b>
<b>Economic Development in Tecumseh</b>	<ul style="list-style-type: none"> <li>Recognize the importance of revitalization to encourage vibrant and engaging commercial areas that provide a range of goods and services to residents and businesses.</li> </ul>	All
	<ul style="list-style-type: none"> <li>Recognize the importance of the existing employment base and support opportunities for onsite expansion and relocation within Tecumseh.</li> </ul>	All
	<ul style="list-style-type: none"> <li>Support employment attraction efforts in order to increase range of employment opportunities and encourage job creation.</li> </ul>	All
	<ul style="list-style-type: none"> <li>Ensure Tecumseh is a desirable municipality to live, work and invest.</li> </ul>	All

<p><b>Progress</b></p>	<ul style="list-style-type: none"> <li>▪ Tecumseh Road Main Street Community Improvement Plan (“CIP”) was adopted in January 2016. Its vision is to transform the area into a vibrant, walkable and mixed-use destination through the establishment of urban design guidelines, proposed street and infrastructure improvements and creation of incentives intended to spur private investment.</li> <li>▪ Five CIP Financial Incentive Applications were filed for and approved by Council in 2016, of which two were ultimately paid-out and the other three involve works in-progress.</li> <li>▪ The Tecumseh Road Main Street CIP Streetscape Plan progressed throughout the year, including a number of public consultation events and milestone presentations to Council.</li> <li>▪ Phase 2 of the Shawnee Road/Arbour Street Improvements is 99% complete with only surface asphalt remaining to be completed in 2017.</li> <li>▪ \$3.4 million in initiatives related to infrastructure services to accommodate growth and expansion of existing businesses in Oldcastle continues.</li> <li>▪ Reconstruction of Dumouchelle Street/Outer Drive in the Oldcastle Industrial Park was completed in Fall 2016.</li> <li>▪ Advanced sanitary sewer connections work to support industrial growth in the North Talbot Road and 8<sup>th</sup> Concession trunk sewer areas in Oldcastle was completed.</li> <li>▪ Continued investment in infrastructure to attract new business investment in the old town and Oldcastle communities continues.</li> <li>▪ Tax, water and wastewater rates continue to be among the lowest in the area while supporting municipal services at above average levels.</li> <li>▪ Manning Road Secondary Plan Area-Specific Development Charge was considered at a two week long Ontario Municipal Board (OMB) Hearing late in the year with a decision from the Board anticipated in early 2017.</li> <li>▪ Converted existing streetlight inventory to more energy efficient LED technology resulting in lower energy costs. First cheque for \$196,000 provided to the Town in November 2016.</li> <li>▪ Citizen Satisfaction Survey completed and reported to Council in April 2016. Results were positive showing 99% of citizens are pleased with the overall level of service received. Some areas for improvement include awareness and public engagement.</li> <li>▪ Assisted the Tecumseh BIA in attracting an event organizer to host monthly Night Markets that showcase local businesses. Four night markets were held in 2016. No further plans have been shared from BIA for future night markets in 2017.</li> </ul>						
<p><b>Tecumseh’s Role as Part of a Region</b></p>	<table> <tr> <td data-bbox="354 1663 1279 1759"> <ul style="list-style-type: none"> <li>▪ Explore ways to leverage benefits of regional growth and development.</li> </ul> </td><td data-bbox="1279 1663 1505 1759"> <p>All</p> </td></tr> <tr> <td data-bbox="354 1759 1279 1906"> <ul style="list-style-type: none"> <li>▪ Encourage Tecumseh to play a leadership role, in cooperation with other municipalities in the County, the City of Windsor and across Southwestern Ontario, to promote economic growth and development.</li> </ul> </td><td data-bbox="1279 1759 1505 1906"> <p>All</p> </td></tr> <tr> <td data-bbox="354 1906 1279 1978"> <ul style="list-style-type: none"> <li>▪ For some issues designated by Council, which go beyond the mandate of the municipal corporation, Council should play a</li> </ul> </td><td data-bbox="1279 1906 1505 1978"> <p>Council</p> </td></tr> </table>	<ul style="list-style-type: none"> <li>▪ Explore ways to leverage benefits of regional growth and development.</li> </ul>	<p>All</p>	<ul style="list-style-type: none"> <li>▪ Encourage Tecumseh to play a leadership role, in cooperation with other municipalities in the County, the City of Windsor and across Southwestern Ontario, to promote economic growth and development.</li> </ul>	<p>All</p>	<ul style="list-style-type: none"> <li>▪ For some issues designated by Council, which go beyond the mandate of the municipal corporation, Council should play a</li> </ul>	<p>Council</p>
<ul style="list-style-type: none"> <li>▪ Explore ways to leverage benefits of regional growth and development.</li> </ul>	<p>All</p>						
<ul style="list-style-type: none"> <li>▪ Encourage Tecumseh to play a leadership role, in cooperation with other municipalities in the County, the City of Windsor and across Southwestern Ontario, to promote economic growth and development.</li> </ul>	<p>All</p>						
<ul style="list-style-type: none"> <li>▪ For some issues designated by Council, which go beyond the mandate of the municipal corporation, Council should play a</li> </ul>	<p>Council</p>						

	leadership role for the community and in the region, convening organizations that serve the community and the region, in support of common goals and objectives.	
<b>Progress</b>	<ul style="list-style-type: none"> <li>Continue to liaise with partner municipalities and Windsor-Essex Economic Development Corporation (WEEDC). Currently working with WEEDC to populate a database of properties available for development in Windsor-Essex. Manager Strategic Initiatives meets regularly with WEEDC and economic development representatives from other municipalities in Essex County to share ideas and support investment.</li> <li>Application submitted to Canada 150 infrastructure funding program to replace grass field with artificial turf at L'Essor High School in partnership with French Catholic School Board.</li> <li>Town's Ontario Municipal Cycling Infrastructure Program Application was approved by Ontario Ministry of Transportation (MTO) for a \$325,000 grant towards the construction of extension of the Regional Greenway westerly to the Rt. Hon. Herb Gray Parkway Trail in conjunction with Essex Region Conservation Authority (ERCA) and County of Essex. Land acquisition for the trail is ongoing and construction is anticipated in early spring 2017.</li> <li>Explored BIA Associate Membership Program. Council approved this concept. Enrollment of members to be addressed by BIA.</li> <li>Partnered with Windsor and LaSalle to host the 2016 CARHA Hockey World Cup in April 2016. Highly successful event with region-wide impact.</li> </ul>	
<b>Tecumseh's Development as a Sustainable Community</b>	<ul style="list-style-type: none"> <li>Recognize the cultural and natural heritage of Tecumseh and leverage these attributes to create a sense of place and pride, for existing residents and newcomers, and to enhance Tecumseh's distinctive regional image.</li> <li>Encourage a range of housing options in the context of new development.</li> <li>Create a development landscape that reinforces the character and attributes of Tecumseh.</li> <li>Draw on the strengths of past activities in order to inform future decisions.</li> <li>Support growth that enhances Tecumseh as a complete community.</li> </ul>	<p>All</p> <p>Planning</p> <p>Planning</p> <p>All</p> <p>Planning</p>
<b>Progress</b>	<ul style="list-style-type: none"> <li>Banwell Road Black Area Settlement Provincial Plaque (aka Smith Cemetery) and creation of a Storyboard Plaque Policy completed.</li> <li>Various housing developments: <ul style="list-style-type: none"> <li>i. Strawberry Ridge Phase IV, 13 of 19 single unit dwelling lots remaining;</li> <li>ii. Estates of Lakewood, 31 of 87 single unit dwelling lots remaining, 12 townhomes all under construction;</li> <li>iii. Petretta (Lakewood Condo Phase II) 59 unit/5 storey condominium under construction, with majority of the units completed and nearing occupancy;</li> <li>iv. Carmalita Court (former St. Anne High School South Campus), 10 of the 48 dwelling units (comprising townhomes and semi-detached units) are currently occupied, 25 are under construction and the remaining 13 have either permits issued or have permit applications filed with the Town;</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>v. Masotti two 6-unit apartment buildings to be constructed at corner of Lesperance Road and Lanoue Street. Projected construction commencement is April 2017.</li> <li>▪ Ongoing implementation of Tecumseh CIP which encourages mixed-use development (commercial, institutional and residential) that is pedestrian oriented.</li> <li>▪ Secondary Plans: <ul style="list-style-type: none"> <li>i. Manning Road Secondary Plan Area-Specific Development Charge was adopted in October 2015 intended to facilitate commencement of development of this Secondary Plan area with a range of residential development, parks and trails all of which will be integrated with the surrounding neighbourhood. This by-law was appealed to the OMB with a two week hearing held late in 2016. A decision from the Board is anticipated in early 2017;</li> <li>ii. Tecumseh Hamlet Secondary Plan: the final transportation and stormwater management issues are nearing resolution of issues.</li> </ul> </li> <li>▪ New Official Plan: The last four of eleven Discussion Papers were tabled and two Open Houses held to offer an opportunity for public engagement on these documents. A draft of the New Official Plan is anticipated to be tabled with Council in the first quarter of 2017.</li> <li>▪ Adopted amendments to the Official Plan and Zoning By-law to facilitate the development of 21.6 hectares for an industrial subdivision/business park (Del Duca property in Oldcastle). These amendments have been appealed to the OMB with a hearing anticipated in mid-2017.</li> <li>▪ Adopted functional servicing plans for the Manning Road Secondary Plan Area, developing same for Tecumseh Hamlet Secondary Plan Area and the Tecumseh Road CIP.</li> <li>▪ Converted existing streetlight inventory to more energy efficient LED technology resulting in lower energy costs. First cheque for \$196,000 provided to the Town in November 2016.</li> <li>▪ Preparing a Development Manual, still in draft stage.</li> </ul>
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## Strategic Goal #2:

**Ensure that the Town's current and future growth is built upon the principles of sustainability and strategic decision-making**

Priority Areas of Focus	Strategic Action Items	Department Responsible
<b>Tecumseh as a Fiscally Sustainable Town</b>	<ul style="list-style-type: none"> <li>▪ Ensure that "growth pays for growth".</li> <li>▪ Make efforts to align existing and new infrastructure plans with sound environmental policies, responsible fiscal considerations, and best practices (engineering, planning).</li> <li>▪ On an ongoing basis, review opportunities for budget efficiencies and accommodation of affected ratepayers that can support long-term infrastructure maintenance and expansion.</li> </ul>	<p>Planning / Public Works</p> <p>Planning / Public Works</p> <p>Finance</p>



<b>Progress</b>	<ul style="list-style-type: none"> <li>Adoption of the Manning Road Secondary Plan Area-Specific Development Charge in October 2015. It was appealed to the OMB with a hearing held in late 2016 and a decision anticipated in early 2017.</li> <li>Adoption of the Tecumseh Road Main Street CIP, which initiated approval of a number of incentive applications along with initiating the Tecumseh Road Main Street CIP Streetscape Plan and Design process which will strive to achieve the stated vision to revitalize the Town's Main Street through a strategic investment in the public realm.</li> <li>Updated Water and Wastewater Rate Study in-house by administrative staff approved in December 2015. Shift in recovery from variable rate to the fixed rate was implemented for long-term sustainability.</li> <li>Introduction of a New Infrastructure Levy (NIL) to provide funding for new capital investment and emerging services. Approved in 2016 budget with allocations in current year and proposed for annual allocations.</li> <li>Continue to secure sponsorship to provide free or low-cost programs and events to local residents as well as manage funding programs that provide financial support for low-income residents to participate in recreational programs (P2P/Jumpstart). Over \$48,000 was raised through 4 programs benefiting 244 participants. 17 events over 2016 were sponsored.</li> <li>Undertaking a five year update to Parks &amp; Recreation Master Plan which will also include a comprehensive Trails Master Plan inclusive of costing.</li> </ul>	
<b>Tecumseh's Role in Creating an Accessible Community</b>	<ul style="list-style-type: none"> <li>Promote equity of access to municipal resources from all parts of the Town (geographic, demographic, physical accessibility, etc.).</li> <li>Explore the feasibility of increasing the Town's telecommunications connectivity in its neighbourhoods and facilities.</li> </ul>	<p>All</p> <p>IT</p>
<b>Progress</b>	<ul style="list-style-type: none"> <li>2016-17 Accessibility Plan implemented.</li> <li>Accessible Customer Service Policy revised.</li> <li>Tecumseh Accessibility Advisory Committee continues to meet quarterly.</li> <li>Continue to seek partnerships to provide quality internet connectivity for all residents and businesses.</li> <li>Continuous improvement and expansion of municipally provided wi-fi hotspots in town facilities, neighbourhoods and parks.</li> </ul>	

### Strategic Goal #3:

**Integrate the principles of health and wellness into all of the Town's plans and priorities**

Priority Areas of Focus	Strategic Action Items	Department Responsible
<b>Strong &amp; Stable Neighbourhoods</b>	Encourage growth that supports complete and liveable neighbourhoods for existing and future residents.	Planning
	Improve the opportunities for increased connectivity within	Parks &



	<p>and between neighbourhoods (e.g. trail networks), to support an improved pedestrian and cycling environment.</p> <ul style="list-style-type: none"> <li>▪ Support a safe pedestrian environment for all residents.</li> <li>▪ Promote health and wellness goals within the neighbourhood planning context.</li> </ul>	<p>Recreation / Planning</p> <p>Planning / Public Works</p> <p>Planning</p>
<b>Progress</b>	<ul style="list-style-type: none"> <li>▪ Conducting trail development plans through the preparation of a Trail Master Plan flowing from the Parks &amp; Recreation Master Plan. This will include seeking partnership funding for a trail along west side of Lesperance Road from Riverside Drive (Ganatchio Trail) to Town Hall complex.</li> <li>▪ Town's Ontario Municipal Cycling Infrastructure Program Application was approved by MTO for a \$325,000 grant towards the construction of the extension of the Regional Greenway westerly to the Rt. Hon. Herb Gray Parkway Trail in conjunction with ERCA and County of Essex. Land acquisition for the trail is ongoing and construction is anticipated in early spring 2017.</li> <li>▪ Council approved the completion of design work for a CWATS trail to be located along Riverside Drive from the Tecumseh/Windsor Municipal Boundary to Manning Road. Project is expected to be tendered in 2017.</li> <li>▪ Public Works and Environmental Services department has extended various sections of sidewalks throughout Town to enhance pedestrian safety.</li> <li>▪ Successful in obtaining a Canada 150 Community Infrastructure Program grant to pave and add additional recreational features to Lakewood Park (2016) that encourage activity for healthy living. These features include: <ul style="list-style-type: none"> <li>○ Paving of perimeter trail in July 2016, improving accessibility.</li> <li>○ Installation of outdoor exercise equipment in late 2016.</li> <li>○ Installation of a Children's Climbing Rock.</li> <li>○ Installation of a Disc Golf Course.</li> <li>○ Installation of a pedestrian access bridge to allow direct access off Little River Boulevard.</li> </ul> </li> <li>▪ Replaced trail linking Shawanoe Park to the neighbourhood to the west via Parkland Crescent.</li> <li>▪ Converted existing streetlight inventory to more energy efficient LED technology resulting in lower energy costs. First cheque for \$196,000 provided to the Town in November 2016.</li> <li>▪ Continued to liaise with municipal partners on the CWATS initiative.</li> <li>▪ All new accessibility sidewalk ramps being installed as part of AODA compliance.</li> </ul>	
<b>Comprehensive Community Services</b>	<ul style="list-style-type: none"> <li>▪ Facilitate targeted programming that responds to the needs and demographics of users.</li> <li>▪ Promote or support a wide range of indoor and outdoor recreation and leisure opportunities in order to encourage community development.</li> <li>▪ Support and encourage improved Emergency Response Planning.</li> </ul>	<p>Parks &amp; Recreation</p> <p>Parks &amp; Recreation</p> <p>All</p>

<b>Progress</b>	<ul style="list-style-type: none"><li>▪ Various annual recreational programs successfully delivered, including Summer Day Camp, swim and recreational skating programs, urban poling walking program, and In Motion Community Walk.</li><li>▪ Continued review of Emergency Plan – updated exercise.</li><li>▪ Ongoing public education and awareness of community emergencies and Fire Safety (information pamphlets circulated). Annual Fire Prevention Week Open Houses in October had approximately 1,500 in attendance over 4 nights.</li><li>▪ Increased electronic and social media posts on emergency preparedness and coordination with emergency services on sharing of details for ongoing information.</li><li>▪ Meeting goals regarding training members of the Emergency Operation Centre, particularly new participants.</li><li>▪ Upgrades made to Emergency Operation Centre.</li><li>▪ First municipality in Essex County to implement a new and improved Citizen Mass Notification system that proved essential during the September 2016 rain event.</li><li>▪ Introduced new programs and events including “Try a Sport Day” and Canada Day celebration. Enhanced Canada Day celebration planned for the Canada 150 celebrations in 2017.</li><li>▪ Introduced different ice rental opportunities such as 1/2 and 1/3 ice surface to suit the training needs of small groups.</li><li>▪ Installation of climbing rock in Lakewood Park in 2016, the only location with this feature in this region.</li><li>▪ Installation of a disc golf course in Lakewood Park in Fall 2016, the first of its kind for this region.</li><li>▪ Installation of adult outdoor exercise equipment.</li><li>▪ Paved perimeter of Lakewood Park for increased accessibility in July 2016.</li><li>▪ Installation of pedestrian access bridge to provide access to Lakewood Park from Little River Boulevard in December 2016.</li><li>▪ Introduced a Youth and Senior Advisory Committee.</li></ul>	
<b>Tecumseh’s Diversity and Inclusivity</b>	<ul style="list-style-type: none"><li>▪ Encourage policies, programs and services that reflect the needs of existing residents and newcomers.</li><li>▪ Celebrate the Town’s diverse nature, landscape and neighbourhoods.</li><li>▪ Encourage special events and community festivals to promote inclusivity.</li></ul>	<div>All</div> <div>All</div> <div>Parks &amp; Recreation</div>
<b>Progress</b>	<ul style="list-style-type: none"><li>▪ Tecumseh Coffee House hosted by the Cultural and Arts Advisory Committee.</li><li>▪ Partnership with L’Esson High School on the unveiling of the auditorium sign, in conjunction with a joint fundraising initiative—Speed Painting by Paul Murray.</li><li>▪ Various special events and community festivals successfully delivered:<ul style="list-style-type: none"><li>i. Family In Motion Day</li><li>ii. Sport Tournaments</li></ul></li></ul>	

	<ul style="list-style-type: none"> <li>iii. Community Festivals: Taste of Tecumseh, Dragon Boats, Corn Festival</li> <li>iv. Walk-A-Thons, Cross-Country, Triathlons</li> <li>v. Try a Sport Day</li> <li>vi. Summer Concert Series at Lakewood Park</li> <li>vii. Canada Day Celebration</li> <li>viii. Outdoor Movie Night</li> <li>ix. Christmas in Tecumseh &amp; Santa Parade</li> <li>x. Night Market</li> </ul>
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#### Strategic Goal #4:

**Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses**

Priority Areas of Focus	Strategic Action Items	Department Responsible
<b>Improved Communication</b>	<ul style="list-style-type: none"> <li>▪ Reaffirm Council and Staff's commitment to a culture of transparency, openness and accessibility.</li> <li>▪ Commit to constructive, two-way dialogue.</li> <li>▪ Promote transparency through improved communication with residents, making better use of existing and emerging communication tools, such as a "Town App".</li> </ul>	<p>All</p> <p>All</p> <p>IT</p>
<b>Progress</b>	<ul style="list-style-type: none"> <li>▪ Hiring of Manager Strategic Initiatives to assist with economic development and communications. Communications Plan implemented in July 2016 that includes increased communications and public outreach through regular activities and special events/circumstances.</li> <li>▪ Publishing of Preliminary Agendas for Regular Council meetings seven days in advance.</li> <li>▪ Increased postings to website and through Social Media and News Releases to increase outreach via electronic methods. Follower numbers on social media pages continues to increase at a rate of 1% per week. This proved beneficial during the September 2016 rain event to advise members of the public of what was happening and where to get more information. The Town received compliments from a number of organizations including the Ministry of Municipal Affairs and Housing for the up-to-date information and constant sharing of new details to the public through electronic channels.</li> <li>▪ Implementation of new Agenda Management Software. Agenda management rolled out in July 2016. Report management component to be implemented in early 2017.</li> <li>▪ Increased use of Social Media for road closures, construction updates and service delivery disruptions.</li> <li>▪ Town App (iHub) launched in August 2016 with plans to expand and add new features in January 2017 to link businesses and commercial partners to the App.</li> <li>▪ Continued expansion of Town branding. New marketing materials have been developed for use on webpage and social media as well as at public events.</li> <li>▪ Design and installation of new gateway signs on Highway 401 underway.</li> </ul>	

	<ul style="list-style-type: none"> <li>▪ A new Records Management System will be implemented in 2017.</li> <li>▪ Upgrade to Recreation Software is underway that will provide online registrations for programs offered in summer 2017 to enhance customer service.</li> </ul>	
<b>Meaningful Opportunities for Participation</b>	<ul style="list-style-type: none"> <li>▪ Evaluate opportunities for enhanced participation in Town policy making, through such methods as individual and stakeholder consultations.</li> <li>▪ Inspire the citizens of Tecumseh to look ahead to a common prosperous and sustainable future.</li> <li>▪ Going beyond Council delegations: use new innovative methods and technological platforms to facilitate engagement.</li> </ul>	<p>All</p> <p>All</p> <p>IT</p>
<b>Progress</b>	<ul style="list-style-type: none"> <li>▪ Introduced a pre-budget consultation survey for the 2016 budget process and continued through the 2017 budget development process.</li> <li>▪ CIP Streetscape Plan and Design process used a “pop-up” event along Tecumseh Road and attendance at the Night Market to seek public engagement during development of plan, and BIA Boundary Review.</li> <li>▪ Citizen Satisfaction Survey completed and reported to Council in April 2016. Results were positive showing 99% of citizens are pleased with the overall level of service received. Some areas for improvement include awareness and public engagement.</li> <li>▪ Conducted a Ward Boundary and Council Structure Review with public consultations and stakeholder engagement. An Interim Report was presented to Council in December 2016.</li> <li>▪ Appointments to the new Senior and Youth Advisory Committees. Meetings have commenced as well as the launch of Facebook and Twitter pages for the Youth Advisory Committee.</li> <li>▪ Online surveys have been promoted and deployed on several projects to facilitate engagement. This includes the survey on the Ward Boundary and Council Structure Review.</li> <li>▪ Increased use of public consultation on capital projects, municipal drains, environmental assessments and master plan updates including seeking public input through new and innovative activities like participation in local events.</li> <li>▪ Reviewing expanded opportunities for community engagement and implemented changes. These changes included: implementation of Town App, increased posting on social media; updates to web site and pages; linkages to other Town department social media; and, encouraging feedback and sharing of pro-active information in timely manner.</li> <li>▪ Conducted public consultations for Multiplex Feasibility Study.</li> <li>▪ Working with community to transfer the Tecumseh Corn Festival from a municipal event to a sustainable community organized and operated event.</li> </ul>	

<b>Efficient Town Operations</b>	<ul style="list-style-type: none"> <li>▪ Undertake an organizational review, with a focus on continuing good managerial performance and on “succession planning” for key management positions over time.</li> <li>▪ Undertake a service level review, either comprehensively, or on a service-by-service basis.</li> <li>▪ Undertake an asset management review, to update the Town’s pioneering work in asset management planning.</li> <li>▪ Participate in inter-municipal benchmarking and sharing of innovation and best practices.</li> <li>▪ Ensure policy and budget choices support the maintenance of a competitive tax rate.</li> <li>▪ Facilitate appropriate service-utility levels and links with cost-of-services and program charges.</li> </ul>	<p>CAO</p> <p>All</p> <p>Finance</p> <p>All</p> <p>Finance</p> <p>All</p>
<b>Progress</b>	<ul style="list-style-type: none"> <li>▪ Received seventh consecutive GFOA Distinguished Budget Presentation Award.</li> <li>▪ Recruited and filled two student positions in Public Works and Environmental Services. Recruited and filled Storm Sewer Operator position.</li> <li>▪ Recruitment completed for the new financial position of Purchasing Officer.</li> <li>▪ Hired two summer students in Finance.</li> <li>▪ Carrying out in-house updates to the Asset Management Plan. Draft plan to be available 1st quarter of 2017.</li> <li>▪ Continuation of the successful DWQMS program for effectiveness in providing safe drinking water for consumers. Continues with high degree of success.</li> <li>▪ Multi-Use Sportsplex Feasibility Study and Business Case presented to Council in May 2016 and approved in principle. Further design work and financing plan to be developed.</li> <li>▪ Exploring the use of technology to derive Key Performance Indicators (KPI's) as a measurement tool.</li> </ul>	
<b>Tecumseh’s Customer Service</b>	<ul style="list-style-type: none"> <li>▪ Improve service delivery models to ensure satisfactory response times and service outcomes.</li> <li>▪ Commit to biennial customer satisfaction surveys and feedback mechanisms, including greater detail to support analysis and responsiveness.</li> </ul>	<p>All</p> <p>IT</p>
<b>Progress</b>	<ul style="list-style-type: none"> <li>▪ Completed a number of service reviews in the Public Works &amp; Environmental Services Department and filled positions.</li> <li>▪ Water Division conducted a Customer Satisfaction Survey as part of the DWQMS. Surveys are included with monthly bills with an online option for completion. Overall, survey results show a 100% satisfaction rate. The survey provides an opportunity for residents to provide comments on Water issues outside of calling in to the Town offices. 2016 Resident Satisfaction survey was completed in May 2016 with favourable results. Areas of improvement will be reviewed with plans to continue to meet or exceed the expectations of our residents.</li> </ul>	

## Strategic Goal #5:

**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**

Priority Areas of Focus	Strategic Action Items	Department Responsible
<b>Tecumseh's Culture of Collaboration</b>	<ul style="list-style-type: none"> <li>Further enhance good Council/Staff relations, based on continuing support for Council/Manager form of municipal government.</li> <li>Encourage better sharing of information.</li> </ul>	<p>All</p> <p>All</p>
<b>Progress</b>	<ul style="list-style-type: none"> <li>Council updated on resource utilization (GIS presentation).</li> <li>Corporate Communications Training completed in 2016.</li> <li>Council/Administration Monthly Meetings.</li> <li>Communications and Social Media workshop for Council and senior management team. Introduction of iHubb app.</li> <li>Continue to encourage improved information sharing through the introduction of new systems, tools and Communication Policy.</li> <li>Publishing of Preliminary Agendas for Regular Council meetings seven days in advance.</li> <li>Advertising in both the Shoreline Week and Essex Free Press.</li> <li>Cross posting of all information through electronic channels and sharing of information from other Town social media channels.</li> </ul>	
<b>Voter Engagement in Tecumseh</b>	<ul style="list-style-type: none"> <li>Promote community engagement.</li> <li>Over time, evaluate Council "representation" issues, including measures that might improve the integration of pre-existing municipalities and that anticipate the need for more balanced representation-by-population, with the advent of residential growth in some of the existing wards.</li> <li>Continue to promote voter participation through review of alternative voting methods.</li> </ul>	<p>All</p> <p>CAO/Clerk</p> <p>Clerk</p>
<b>Progress</b>	<ul style="list-style-type: none"> <li>Ward Boundary and Council Structure Review consultations completed and Interim Report presented.</li> <li>Citizen Satisfaction Survey completed and reported to Council in April 2016. Results were positive showing 99% of citizens are pleased with the overall level of service received. Some areas for improvement include awareness and public engagement.</li> <li>Implemented communication strategies to reach out to public on electronic channels as well as utilize the website more effectively. Also included alternative methods of communication like the Night Market and pop-up booth at local business.</li> </ul>	



<b>Policy Coherence and Compliance</b>	<ul style="list-style-type: none"> <li>Improve integration of key corporate decision-points and documents (Strategic Plan, Budget, Official Plan, project and departmental operating plans).</li> </ul>	All
	<ul style="list-style-type: none"> <li>Improve opportunities for briefings, tracking of initiatives, use of dashboards and performance reporting.</li> </ul>	All
<b>Progress</b>	<ul style="list-style-type: none"> <li>Systems review for enhanced issues tracking and communications completed. Implementation of changes, modifications and process improvements underway.</li> </ul>	
<b>Maintain “Team Tecumseh”</b>	<ul style="list-style-type: none"> <li>Ensure Tecumseh is, and is perceived as, an employer of choice.</li> </ul>	All
	<ul style="list-style-type: none"> <li>Take measures to attract, train, retain and ensure proper succession planning, in anticipation of high turn-over due to aging of work force.</li> </ul>	CAO
<b>Progress</b>	<ul style="list-style-type: none"> <li>Ongoing efforts to maintain Town’s stature and competitiveness.</li> <li>Wellness Committee Programs.</li> <li>Gord Smith Healthy Workplace and Bike Friendly Workplace Awards.</li> <li>Continuing support of professional development for Senior Management Team members interested in career advancement.</li> </ul>	
<b>Strategic Relationship Building</b>	<ul style="list-style-type: none"> <li>Actively cultivate relationships with key stakeholders in order to maintain and build partnerships.</li> </ul>	All
<b>Progress</b>	<ul style="list-style-type: none"> <li>Networking with community stakeholders and municipal sector colleagues on matters of municipal interest. <ul style="list-style-type: none"> <li>OPP Discussion Group to address community policing matters</li> <li>WEEDC attraction opportunities and Ombudsman connection</li> <li>Partnership with St. Clair College Men’s Baseball Team to use Lacasse Park, team is nationally and provincially recognized</li> <li>Continue to work with local school boards on joint use agreements for facilities/sports fields</li> <li>Continue to work with local service clubs on community assistance programs</li> </ul> </li> </ul>	
<b>Effective Inter-governmental Relations</b>	<ul style="list-style-type: none"> <li>Build opportunities for policy and funding partnerships with the Governments of Ontario and Canada.</li> </ul>	All
	<ul style="list-style-type: none"> <li>Actively participate in Municipal Associations and municipal policy development.</li> </ul>	All
	<ul style="list-style-type: none"> <li>Continue to be a good neighbour at County and regional level.</li> </ul>	All
<b>Progress</b>	<ul style="list-style-type: none"> <li>Input on policy matters provided to senior government contacts. Regular meetings with Ministry of Municipal Affairs and connections with federal partners.</li> <li>CAO participates on AMCTO, OMAA and AMO project teams, board and/or committees.</li> <li>Deputy Clerk is the AMCTO Zone 1 Director.</li> </ul>	

	<ul style="list-style-type: none"> <li>Interaction with County and Regional colleagues on sector matters of mutual interest, including participation on Committees: Essex Region Source Protection Committee policy implementation; CWATS Implementation; County-Wide Study on Farm Lot Sizes; and Intermunicipal Planning Consultation Committee; updates to Regional Intensity Duration Frequency rainfall curves to adapt to climate change; creation of a regional Stormwater Guide Manual.</li> <li>Successfully hosted the Association of Municipalities of Ontario Board and Executive Meeting in June 2016.</li> <li>Co-hosted CARHA Hockey World Cup in April and AMO Conference in August.</li> </ul>
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## SUCCESS INDICATORS

A method to record success indicators will be developed that would reflect, at a high level, results realized when the Priority Actions are implemented. These Success Indicators will be qualitative and focused, providing a framework for specific quantitative performance measures to be reported by Administration.

## CONSULTATIONS

Department Directors

## FINANCIAL IMPLICATIONS

No financial implications at this time.

## LINK TO STRATEGIC PRIORITIES

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

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Lesley Racicot  
Manager Strategic Initiatives

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

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## THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerk  
Report No. 02/17

**TO:** Mayor and Members of Council

**FROM:** Laura Moy, Director Corporate Services & Clerk

**DATE OF REPORT:** January 6, 2017

**DATE TO COUNCIL:** January 24, 2017

**SUBJECT:** Essex Region Greenway Trail Extension  
Land Acquisition from Roberto and Marco DiNatale

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### **RECOMMENDATIONS**

It is recommended that:

1. The Mayor and the Clerk be authorized to execute an Agreement pursuant to section 24, of the *Expropriations Act, R.S.O. 1990, c. E. 26* (Expropriations Act) between The Corporation of the Town of Tecumseh (Town) and Roberto and Marco DiNatale (the DiNatales) to conclude negotiations respecting compensation to be paid to the DiNatales and otherwise resolving all claims payable under section 13 of the Expropriations Act with respect to the Town's expropriation of Part of Lot 302 Concession South Talbot Road Sandwich East, being Parts 11 to 15 (both inclusive) on a Plan of Expropriation registered as No. CE736571, to facilitate the construction of the Essex Region Greenway Trail Extension to the Herb Gray Parkway Trail, as well as any further documents necessary to implement the Agreement.

### **BACKGROUND**

Council received Planning & Building Services Report No. 31/15 respecting the Essex Region Greenway Trail Extension (Greenway Trail) to the Herb Gray Parkway Trail and an Application for Ontario Municipal Cycling Infrastructure Program (OMCIP) Funding at their October 13, 2015, Regular Meeting.

An application was subsequently filed by the Town, in collaboration with ERCA, for OMCIP Funding in November 2015 to support the construction of the Greenway Trail westerly approximately 3 km, to connect to the Herb Gray Parkway Trail.

On March 11, 2016, the Town received confirmation that the funding application to The Ministry of Transportation under the OMCIP was approved in the amount of \$325,000.

The Greenway Trail construction cost is budgeted at \$900,000. The funding partners are shown in the following Table:

<i>Funding Partners</i>	<i>Total</i>	<i>Percent of Total</i>
Town	\$180,000	20%
OMCIP	\$325,000	36%
ERCA, Essex Region Conservation Foundation, County of Essex, Trans Canada Trail	\$395,000	44%

The Town committed to assisting ERCA with the acquisition of the lands necessary to facilitate the Greenway Trail. A Trail Agreement was entered into between the Town and ERCA, dated May 3, 2016. The Trail Agreement provides for the Town to acquire the necessary lands and construction of the Greenway Trail, with ERCA being responsible for all costs incurred by the Town; and following completion of the Greenway Trail, and after some as of yet determined period of time, the conveyance to ERCA.

## **COMMENTS**

In keeping with the Trail Agreement, the Town and ERCA endeavoured to negotiate Agreements of Purchase and Sale with the owners of the lands necessary to facilitate the Greenway Trail.

The lands necessary to facilitate the Greenway Trail are shown as Parts 1 through 18 on Plan 12R-26617, as registered in the Land Titles Office Division of Essex (12).

Regrettably, Agreements of Purchase and Sale could not be negotiated with all affected lands owners, and on September 13, 2016, Council passed By-law No. 64-2016 to authorize the expropriation of certain lands required to facilitate the Greenway Trail under the Expropriations Act, after all required notices had been given.

With the participation and concurrence of ERCA, a financial settlement totalling \$25,000 has been negotiated respecting compensation to be paid to Robert and Marco DiNatale and otherwise resolving all claims payable under section 13 of the Expropriations Act, and any and all other possible claims arising from the taking of their lands. The agreement also contemplates that at the time of construction of the trail, the overgrown easterly boundary of the remaining DiNatale lands (abutting the Chrysler Greenway Trail) will be surveyed and cleared of any vegetation and a swale installed to accommodate drainage. ERCA will be facilitating these improvements. Accordingly, the agreement contemplates that those obligations can be assigned to ERCA at which point the Town's direct responsibility for outstanding obligations would cease. The DiNatales are the owners of the lands described as Part of Lot 302 Concession South Talbot Road Sandwich East, being Parts 11 to 15 (both inclusive) on a Plan of Expropriation registered as No. CE736571.

In addition to the sum of \$25,000.00, the agreement calls for the Town to pay the reasonable legal costs of the DiNatales in having the agreement reviewed by their legal counsel (consistent with previous settlement arrangements with other property owners).

It is recommended that the Mayor and the Clerk be authorized to execute an Agreement pursuant to section 24, of the Expropriations Act between the Town and Roberto and Marco DiNatale to conclude negotiations respecting compensation to be paid to the DiNatales and otherwise resolving all claims payable under section 13 of the Expropriations Act with respect to the Town's expropriation, as well as any further documents necessary to implement the Agreement.

## **CONSULTATIONS**

ERCA  
Town Solicitor  
Director Financial Services & Treasurer  
Director Parks & Recreation Services  
Director Planning & Building Services

## **FINANCIAL IMPLICATIONS**

As part of the grant process the Town has committed to fund \$180,000 towards grant eligible costs while the proposed Trail Agreement provides a mechanism for the Town to recover this contribution from ERCA at some point in the future. At the appropriate time, Administration will recommend that this funding be provided from the Infrastructure Reserve and that amounts received from ERCA be used to pay back the Infrastructure Reserve.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

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

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment: 1. Agreement pursuant to section 24 of the *Expropriations Act, R.S.O. 1990, c.E.26*

/LM

## Attachment 1

### **AGREEMENT**

Pursuant to section 24,  
Expropriations Act, R.S.O. 1990, c. E.26

Made Effective this 16<sup>th</sup> day of December, 2016

#### **BETWEEN:**

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

OF THE FIRST PART

-and-

**ROBERTO DI NATALE, and MARCO DI NATALE**  
Hereinafter collectively called the "Owner"

OF THE SECOND PART

#### **ARTICLE 1**

##### **RECITALS**

**WHEREAS** the Town has expropriated lands owned by the Owner and legally described as PARTS 11 TO 15 INCL., EXPROPRIATION PLAN CE736571 (herein "the Lands") in accordance with the Expropriations Act, R.S.O. 1990, c. E.26 (herein the Act);

**AND WHEREAS** the Town and the Owner have concluded negotiations respecting the compensation to be paid to the Owner and otherwise resolving all claims payable under section 13 of the Act and any and all other possible claims arising from the taking of the lands.

**NOW THEREFORE** in consideration of the covenants contained herein, the parties hereto agree as follows:

#### **ARTICLE 2**

##### **TERM OF AGREEMENT**

- 2.1 Each Party represents and warrants to the other Party that the recitals to this Agreement, insofar as they relate to the Party, are true and correct.

## **2.2 Definitions**

**"Business Day"** means every day except Saturdays, Sundays and statutory holidays in the Province of Ontario.

**"Eastern Boundary"** means the easterly limit of the Remaining Lands

**"Remaining Lands"** means all those lands owned by the Owners and legally described as PT LT 301 CON STR SANDWICH EAST; PT S1/2 LT 302 CON STR SANDWICH EAST PT 1 12R8090 EXCEPT PARTS 11 TO 15 INCL., EXPROPRIATION PLAN CE736571; S/T R178655, R607025, SS8086, SS8523; TOWN OF TECUMSEH being all of PIN 75233-0149.

**"Settlement Payment"** means the amounts set out in Article 3.1

**"Trail"** means the trail to be constructed on the Lands to accommodate a linkage between the existing community trails constructed as part of the Herb Gray Parkway trail system and Chrysler Canada Greenway trail system.

## **ARTICLE 3**

### **SETTLEMENT TERMS**

#### **3.1 Payment**

The Town agrees to pay to the Owner the following payments:

- a) The sum of \$12,500.00 payable on or before December 31, 2016;
- b) A final sum of \$12,500.00 payable by not later than January 31, 2017;

In consideration of these payments, hereby releases the Town from any and all claims for any amount owing by reason of the expropriation of the Lands by the Town including any compensation falling within the meaning of section 13 of the Act and any and all other possible claims, actions, demands, or rights accruing to the Owner or otherwise arising from the taking of title and possession of the Lands. This release shall not operate as to release the Town from performance of its obligations set out below in this Agreement.

The Town shall, upon making the payments, be immediately entitled to possession of the Lands.

#### **3.2 Drainage concerns & growth along easterly boundary**

At the time of construction of the Trail, the Town agrees to cause the Eastern Boundary to be located/surveyed by the Town and any encroachments of the natural growth will be scaled back to the property boundary. Thereafter, the Owner acknowledges and agrees that it shall be the responsibility of the Owner to maintain the boundary.

The Town shall ensure that construction of the trail integrates culverts to accommodate drainage into the Sylvestre Drain respecting that portion of the Remaining Lands currently draining in that direction.

### **3.3 Compensation for crop damage**

#### **3.3.1 Loss in crop yield on new proposed trail**

Any input costs that have been incurred by the Owner/Owner's farmer since the wheat harvest of 2016 would be documented by invoice and all such reasonable costs reimbursed, if any, by the Town. The Owner acknowledges and agrees that any claim for on-going loss in crop yield by reason of the expropriation of the Lands is not independently compensable as it forms part of the Settlement Payment.

#### **3.3.2 Construction of new swale**

The parties acknowledge that the current swale located within the former railway lands (now part of the Greenway) owned by the Essex Region Conservation Authority (herein "ERCA") has naturalized and may no longer be serving to drain areas of the Owner's lands (as may have been the case in the past). Without acknowledging any right of drainage by the Owner's Remaining Lands into this swale, the Town, with the assistance of ERCA shall, during the construction of the Trail (making every reasonable effort to have this work completed prior to the 2017 spring planting on the Owner's Remaining Lands), retain and pay for a contractor, Lyle Hall, to install a new swale along the Easterly boundary of the Remaining Lands so as to outlet southerly to the Old Castle Road Branch Drain on South Talbot (the "Owner's Swale"). Any tile or furrows to drain lands to the new swale would be responsibility of the Owner. The parties acknowledge that the present design of the Trail also calls for a swale. The Trail's swale will be grass covered and ensure that the functionality of the Owner's Swale will not be compromised. To the extent necessary, the parties agree that the Trail's swale and Owner's Swale may be integrated, graded and otherwise connected so as to accommodate any necessary water shed mark by reason of the site's elevation. The width of the swale shall be comparable to that of the Trail's swale (1 foot bottom with a 3:1 slope) or such narrower foot print utilizing steeper slopes as may be requested by the Owner. The Owner and Town acknowledge and agree that Mr. Hall's scope of work for the Owner's Swale has been confirmed by each of the parties. The Owner shall be responsible for any future maintenance or repair of the Owner's Swale.

### **3.4 Size and design of proposed trail**



The Owner acknowledges having received a cross section of the trail demonstrating the size of the actual width of the trail vis a vis swales and naturalized portions of the Lands. The cross-section is attached hereto as Schedule A.

### **3.5 Beautification options of proposed trail**

The Town agrees with the Owner that the construction of the Trail, as located on the Lands, will include a natural white cedar hedge row. The cedar hedge shall be set back from the Remaining Lands to avoid the hedge growing onto the Owner's Remaining Lands.

### **3.6 Proposed Construction Timeline**

The Town anticipates that the construction work on the trail would not be commenced until spring of 2017. The construction will occur within the boundaries of the parcel of land being acquired and no temporary working easement is required over the Remaining Lands. If, however, there is disruption to the farming of Remaining Lands during construction of the Trail, the Town or ERCA, as the case may be, will account for any reasonable damages in terms of crop loss and address any restoration of the Remaining Lands to workable condition for farming in a manner consistent with its condition prior to construction.

### **3.7 Payment of Owner's Reasonable Legal Costs**

The Owner is encouraged to obtain legal advice from a lawyer other than that used by the Town prior to executing this agreement. Town agrees to pay the reasonable legal costs of the Vendor in reviewing this agreement with your legal counsel in addition to the amount stated in Article 3.1 above. The Owner will identify which lawyer they are using upon request and prior to signing the final settlement Agreement. Otherwise, each Owner acknowledges: having had a reasonable opportunity to review the terms of this Agreement, understands the provisions of this agreement and has executed the document freely and willingly and without threat or compulsion.

## **ARTICLE 4**

### **MISCELLANEOUS**

#### **4.1 COMMUNICATION**

Subject to the express provisions of this Agreement, all communications provided for or permitted hereunder shall be in writing, personally delivered to an officer of the

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

Communications sent to the Party of the First Part shall be addressed to:

917 Lesperance Road, Tecumseh, Ontario N8N 1W9

Communications sent to the Party of the Second Part shall be addressed to:

1755 Mayrand Crescent, Tecumseh, ON N8N 4R4

Any communication so personally delivered shall be deemed to have been validly and effectively given on the date of such delivery. Communications so sent by registered and receipted mail shall be deemed to have been validly and effectively given on the 5<sup>th</sup> Business Day after posting, as evidenced by the postal receipt. Communications so sent by facsimile transmission or other means of recorded telecommunication shall be deemed to have been validly and effectively given on the Business Day next following the day on which it is sent. Any party may from time to time change his or its address for service on written notice to the others.

#### **4.2 TIME OF ESSENCE**

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

#### **4.3 WAIVER**

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

#### **4.4 FURTHER ASSURANCES**

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

#### **4.5 HEADINGS**

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

#### **4.6 SUCCESSORS AND ASSIGNS**

This Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns. It is specifically acknowledged by the Owner that the Town may assign any or all of its' rights and obligations under this Agreement to the Essex Region Conservation Authority. Upon either the Town or ERCA notifying the Owner in writing of the Town's assignment and ERCA's corresponding acknowledgement of assumption of such right or obligation ERCA shall be deemed to be a party for such right or obligation as if it was an original party to the Agreement. To the extent any such obligation of the Town is assigned to and assumed by ERCA (notice of which has been provided to the Owner), the Town shall thereafter stand released of performing such obligation and ERCA shall stand in its place in respect of such obligation. Any notice shall stipulate ERCA's address for service.

#### **4.7 GENDER**

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

#### **4.8 SEVERABILITY**

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

#### **4.9 ENTIRE AGREEMENT**

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

#### **4.10 EXECUTION IN COUNTERPARTS**

This Agreement may be executed in one or more counterparts, by Telefax, electronically scanned copy or similar system reproducing the original with necessary signatures and initials, each of which when so executed shall be deemed to be an original and all of which together shall constitute one and the same instrument binding on all parties.

#### 4.11 JURISDICTION

This agreement shall be governed in all regards by the laws of the Province of Ontario.

#### 4.12 ASSIGNMENT

Subject to the terms of this agreement, this agreement is not assignable without the consent of all parties.

#### 4.13 TRUE COPY

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

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

SIGNED, SEALED AND DELIVERED  
in the presence of

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THE CORPORATION OF THE  
TOWN OF TECUMSEH

Per: \_\_\_\_\_  
Gary McNamara – MAYOR

\_\_\_\_\_  
Laura Moy - CLERK

ROBERTO DI NATALE

MARCO DI NATALE



## THE CORPORATION OF THE TOWN OF TECUMSEH

Fire & Emergency Services  
Report No. 01/17

**TO:** Mayor and Members of Council

**FROM:** Doug Pitre, Director of Fire Services & Fire Chief

**DATE OF REPORT:** January 16, 2017

**DATE TO COUNCIL:** January 24, 2017

**SUBJECT:** 2017 Fire Five (5) Year Capital Projects Plan

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### **RECOMMENDATIONS**

It is recommended that:

1. The following equipment purchases and capital project be approved for 2017:  
Equipment purchases:

(a) 4 Swiss Phone pagers	\$ 2,800
(b) 4 firefighter helmets	\$ 1,900
(c) 4 sets of firefighter bunker gear	\$ 10,000
	<b>\$ 14,700</b>

  
Capital project:

(d) Cascade SCBA Station #2	\$ 75,000
	<b>\$ 89,700</b>
2. Funding for the aforementioned equipment purchases and capital project be funded as follows:

Fire Equipment Lifecycle Reserve	\$ 89,700
----------------------------------	-----------
3. And that Appendix A: Town of Tecumseh 2017-2021 Fire Five (5) Year Capital Project Expenditure Forecast be approved.

### **BACKGROUND**

Council has approved the 2017 operating and lifecycle budgets. Council approval is required for the purchase of the items listed in (1.) above and further detailed in the Comments section in accordance with the Town of Tecumseh Purchasing Policy.

### **COMMENTS**

The Fire Department employs various types of equipment which require periodic replacement. National Fire Protection Agency (NFPA) standards recommend regular replacement of certain types of fire equipment as they reach the extent of their recommended useful lives. Per Tecumseh Fire asset replacement practices and/or NFPA standards, the following equipment has been identified in the Fire Department Lifecycle Program as requiring replacement.

1. 4 Swiss phone pagers \$ 2,800
  - Replacing existing older models
  - The Fire Department operates with 43 personal pagers, one carried by each firefighter and the Chiefs and 2 spares. The Department has been in the process of changing over to Swiss phone pagers having useful lives of 6-8 years.
2. 4 Firefighter helmets \$ 1,900
  - Replacing existing helmets which have reached 10 year useful life in accordance with NFPA standards
  - Firefighting helmets are regulated under the NFPA which states all firefighter helmets must meet a yearly visual inspection and must be replaced after 10 years. The Tecumseh Fire Department uses 43 helmets with two spares.
3. 4 sets firefighter bunker gear \$ 10,000
  - Replacing gear which has met 10-year useful life in accordance with NFPA standards.
  - Fire bunker gear is also under a 10-year useful life in accordance with the NFPA. The Fire Department has 43 working sets of bunker gear and 5 sets of spare older gear.

Also recommended for 2017 is the replacement of the existing SCBA unit with the acquisition of a Cascade SCBA.

4. Cascade SCBA Station #2 \$ 75,000

The SCBA (Self Contained Breathing Apparatus) filling station is a compressor that is used to refill air bottles that are used in firefighting operations and training. This is a highly technical piece of equipment that ideally each fire department possesses as it is a vital firefighting component. The unit presently located at Station #2 has been in use for 28 years and the stand-up storage bottles for 32 years.

### **Forecast expenditures for 2018-2021**

- |         |   |                                   |
|---------|---|-----------------------------------|
| 2018-21 | <u>Routine Equipment Replacement</u>  |                                   |
|         | <ul style="list-style-type: none"> <li>• Swiss phone pagers (2 per year/\$750 each)</li> <li>• Firefighter helmets (4 per year/\$500 each)</li> <li>• Firefighter bunker gear (5 per year/\$2,000 each)</li> </ul>  | \$ 6,000<br>\$ 8,000<br>\$ 40,000 |
| 2019    | <u>Vehicle Extrication Tools</u>  |                                   |
|         | One set of heavy hydraulic extrication tools, purchased and donated to the Town by service clubs, is in need of replacement. Two possible alternatives exist and will need to be examined prior to purchase. One alternative is powered by a gasoline engine and the second is an e-draulic unit run by batteries. <ul style="list-style-type: none"> <li>• Cost estimated to be</li> </ul> | \$ 25,000                         |

## **CONSULTATIONS**

Director Financial Services & Treasurer

## **FINANCIAL IMPLICATIONS**

Net funds required are typically funded from the Fire Equipment Lifecycle Reserve. Administration recommends that funding for the aforementioned equipment and capital project in the amount of \$89,700 be funded as follows:

(a) Fire Equipment Lifecycle Reserve \$ 89,700

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

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Doug Pitre  
Director of Fire Services & Fire Chief

Reviewed by:

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Luc Gagnon  
CPA, CA, BMath  
Director Financial Services & Treasurer

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment(s): 1. Appendix A – 2017-2021 Fire Equipment Five (5) Year Capital Project  
Expenditure Forecast

DP:kp



## Appendix A – 2017-2021 Fire Equipment Five (5) Year Capital Project Expenditure Forecast

### Fire Equipment Lifecycle Reserve

	2017	2018	2019	2020	2021
Opening Balance	\$279,000	\$234,300	\$265,800	\$272,300	\$303,800
Budget allocation	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Transfer from capital reserve					
Funds Available	\$324,000	\$279,300	\$310,800	\$317,300	\$348,800
Total Committed	\$0	\$0	\$0	\$0	\$0
Balance Uncommitted	\$324,000	\$279,300	\$310,800	\$317,300	\$348,800
Proposed:					
Swiss Phone Pagers	\$2,800	\$1,500	\$1,500	\$1,500	\$1,500
Firefighter Helmets	\$1,900	\$2,000	\$2,000	\$2,000	\$2,000
Firefighter Bunker Gear	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Cascade SCBA Station 2	\$75,000				
Vehicle Extrication			\$25,000		
Total Proposed	\$89,700	\$13,500	\$38,500	\$13,500	\$13,500
Balance available	\$234,300	\$265,800	\$272,300	\$303,800	\$335,300



## THE CORPORATION OF THE TOWN OF TECUMSEH

Information & Communication Services  
Report No. 01/17

**TO:** Mayor and Members of Council

**FROM:** Director Information & Communication Services

**DATE OF REPORT:** January 3, 2017

**DATE TO COUNCIL:** January 24, 2016

**SUBJECT:** 2017 – 2021 ICS Lifecycle Works Plan

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### **RECOMMENDATIONS**

It is recommended that:

1. The 2017 expenditure of \$152,000 from the Information & Communications Services (ICS) Lifecycle reserve be authorized as follows:

	Previously Approved	Requested for 2017	Total Costs
PC Replacements		\$ 40,000	\$ 40,000
Network Upgrades		\$ 20,000	\$ 20,000
Misc. Software		\$ 3,000	\$ 3,000
Street Photos		\$ 10,000	\$ 10,000
Video Surveillance		\$ 6,000	\$ 6,000
A/V Systems		\$ 10,000	\$ 10,000
Records Management		\$ 20,000	\$ 20,000
Website Accessibility Assessment		\$ 3,000	\$ 3,000
Microsoft Office		\$ 30,000	\$ 30,000
Email/SQL Server Upgrade	\$ 15,000		\$ 15,000
Phone System	\$ 60,000		\$ 60,000
Issue Tracking Software		\$ 30,000	\$ 30,000
	<u>\$ 75,000</u>	<u>\$ 172,000</u>	<u>\$ 247,000</u>

2. Appendix A - Town of Tecumseh Information & Communication Services Capital Forecast 2017-2021 be adopted.

### **BACKGROUND**

Council has approved the 2017 operating and lifecycle budgets. Council approval is required for purchase of the items noted below in accordance with the Town's purchasing policy.

## **COMMENTS**

### **Information & Communication Services Capital Forecast 2017-2021**

#### **Section 1 – Regular Ongoing Program Expenditures**

##### **PC Replacements**

- The Town has approximately 100 laptops, tablets and desktop computers. As this equipment becomes outdated it is replaced every 4-5 years. Replacement requires an annual allocation of \$20,000 - \$30,000 dependent on the number of units required in any one year. Our five year forecast anticipates \$40,000 for 2017 and \$20,000 in the other years.

##### **Network Upgrades**

- The Town's private computer network consists of fibre optic links, wi-fi hot spots, a communication hub, wireless equipment and switches with a value of approximately \$100,000.
- Annual maintenance to the system includes replacing network switches, cabling, edge and wireless equipment which can total up to \$10,000 on an annual basis. In addition, special projects will occur from time to time to enhance and/or grow the system. Special projects proposed for the next five years include:
  - **2017** - Replace various network switches, cabling, and wireless equipment including SCADA Nodes (phase 1). Expected cost is \$20,000.
  - **2018** – Replace fibre optic cable to station #1 and Tecumseh Arena and SCADA nodes phase 2 - \$30,000.

##### **Video Surveillance**

- A majority of our facilities have some form of video surveillance with a useful life of approximately 10 years. Total estimated value of the equipment is \$65,000. We are constantly investigating replacement solutions as equipment ages and as new technology emerges.
- Incidents captured on these devices have been used as evidence in several court cases with successful convictions. There have also been other incidents reviewed through these systems.
- We estimate an annual allowance of \$6,000 is required based on the existing equipment which was purchased over a number of years. We are proposing an allocation of \$6,000 for 2017-2021.

##### **A/V Systems**

- A/V Systems include the various audio video systems (projectors, sound systems etc.) including Council chambers and meeting rooms at the Town Hall, both Fire Halls, Lacasse Public Works Building, Parks Building and the Arena. The useful life of audio video systems (projectors, sound systems etc.) is 8-10 years. In 2017 we have included \$10,000 to upgrades and 2018 - 2021 we have included a general allowance of \$5,000.

### Miscellaneous Software

- Software licences are required for new services, applications, and/or staff. We have forecasted an annual general allowance of \$3,000.

### Street Photography

- Street photos are obtained on a subscription service with iLookabout, a London based company. These photos are updated every two years and cover all areas of the Town. An update of these photos last took place in the spring of 2015 and new photography will take place in 2017 to coincide with new aerial imagery.
- A \$10,000 cost is projected for 2017 and 2019.

### Virtual Server Upgrades

- As the municipality grows so does the need for increased data storage that is both online and archived off site. Improvements will continue in 2017-2021 within the scope of business continuity and disaster recovery plans. In 2016 the main virtual server and storage unit was replaced at a cost of \$60,000.

### Corporate Website

- As technology, features, and branding changes, the Town's website requires maintenance every 3-4 years. The site is due for a refresh in 2018 and 2021 at an estimated value of \$20,000 each year. The 2017 expenditure is for smaller updates and the addition of AODA compliance and analytic reporting.

## Section 2 – Periodic Program Expenditures

### 2017

Phone System \$60,000

- The current phone system is used at the Town Hall, Arena, Environmental Services, Tecumseh Pool, Station #1 and Parks Buildings. In 2016 this system has exceeded its expected useful life of 10 years and replacement is currently underway. \*\*\*

Records Management \$20,000

- The current electronic records management system is older software that has not been replaced since amalgamation in 1999.

Issue Management \$30,000

- An upgrade to the corporate wide issue management software is planned in 2017.

Microsoft Office \$30,000

- The Microsoft Office suite of applications is replaced every 5-6 years for all users and will be due for upgrade in 2017.

Email Server Software \$15,000

- Our enterprise email system (Microsoft Exchange) has an estimated useful life of 5 years and was due for replacement in 2016. \*\*\*

\*\*\* previously approved in 2016

## **2018**

Multifunction Copiers \$60,000

- Multifunction copiers have an estimated useful life of 5-6 years. As all units are currently functioning well, replacement will be considered in 2018 for Town Hall (4), Parks and Recreation (1), Tecumseh Fire and Rescue Hall #1 (1), Environmental Services (1) and OPP (1).

Fire Department Software \$20,000

- Software used to track fire calls, personnel and training will be due for replacement in 2018.

## **2019**

GPS Data Collector Unit \$ 6,000

- GPS (Global Positioning System) Data Units are required for data collection in the field. The estimated useful life of this equipment is 5 years and one unit will be due for replacement in 2019.

Financial Software \$200,000

- The Town's financial software package includes support for municipal taxation, accounts payable, accounts receivable, payroll, human resources, general receipting and building permits. This system was last replaced in 2010 and will be due for replacement in 2019-2020.

Data Backup Solution \$15,000

- The Town's data backup solution has an estimated useful life of 5 years. The replacement for this software solution will be reviewed in 2019.

## **CONSULTATIONS**

Financial Services

## **FINANCIAL IMPLICATIONS**

Net funds required are typically funded from the ICS Lifecycle Reserve as outlined in the attached Appendix. Annual funding levels for the ICS Lifecycle Workplan are adequate in addressing current and future needs.

A five (5) year capital forecast has been developed and is presented in Appendix A.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

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Shaun Fuerth, B.C.S.  
Director Information & Communication Services

Reviewed by:

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Luc Gagnon, CPA, CA, BMath  
Director Financial Services & Treasurer

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment: Appendix A - Information & Communication Services Capital Forecast 2017-2021

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## Appendix A - Information & Communication Services Capital Forecast 2017-2021

### LC IT (1570)

	2017	2018	2019	2020	2021
Opening Balance	\$ 499,853	\$ 400,853	\$ 354,853	\$ 197,853	\$231,853
Budget allocation	\$ 133,000	\$ 133,000	\$ 133,000	\$ 133,000	\$133,000
Funds Available	\$ 632,853	\$ 533,853	\$ 487,853	\$ 330,853	\$ 364,853
Phone system	\$ 60,000				
Email Server	\$ 15,000				
Total Committed	\$ 60,000	\$ -	\$ -	\$ -	\$ -
Balance Uncommitted	\$ 572,853	\$ 533,853	\$ 487,853	\$ 330,853	\$ 364,853
Proposed - Lifecycle Expenses	\$ 172,000	\$ 179,000	\$ 290,000	\$ 99,000	\$ 125,000
Balance available	\$ 400,853	\$ 354,853	\$ 197,853	\$ 231,853	\$ 239,853

Lifecycle Expenditure Forecast	2017	2018	2019	2020	2021
Copiers		\$ 60,000			
PC Replacements	\$ 40,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
GPS Data Units			\$ 6,000		\$ 6,000
Network Upgrades	\$ 20,000	\$ 30,000	\$ 5,000	\$ 5,000	\$ 5,000
Misc Software	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Street Photos	\$ 10,000		\$ 10,000		\$ 10,000
Phone System					
Video Surveillance	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,000
A/V Systems	\$ 10,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Records Management	\$ 20,000				
Fire Dept Software		\$ 20,000			
Website	\$ 3,000	\$ 25,000			
Microsoft Office	\$ 30,000				\$ 30,000
Virtual Servers		\$ 10,000	\$ 20,000	\$ 60,000	
Email Server					\$ 15,000
Data Backup Solution			\$ 15,000		
Issue Tracking Software	\$ 30,000				\$ 25,000
Financial Software			\$ 200,000		
	\$ 172,000	\$ 179,000	\$ 290,000	\$ 99,000	\$ 125,000





## THE CORPORATION OF THE TOWN OF TECUMSEH

### Public Works & Environmental Services Report No. 55/16

**TO:** Mayor and Members of Council

**FROM:** Dan Piescic, P.Eng., Director Public Works & Environmental Services

**DATE:** November 22, 2016

**DATE TO COUNCIL:** December 13, 2016

**SUBJECT:** Waste, Organics and White Goods Collection  
Tender Results

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### **RECOMMENDATIONS**

It is recommended:

1. That the sole tender for the Waste, Organics and White Goods Collection from Windsor Disposal Services, in the amount of \$643,656.73, plus applicable taxes, be rejected, as it was significantly over budget; and
2. That Administration's negotiated reductions with Windsor Disposal Services be accepted, as outlined in preliminary discussions, bullets 1 through 4 for a savings of \$64,210 with the intent to modify the collection prices to be more in line with the budgeted amount; and further
3. That Council provide direction to Administration regarding further reductions based on the options presented within PWES Report No. 55/16, specifically:
  - a) Rescinding hard sided container by-law;
  - b) Removing collection from commercial business's grandfathered in, over a 1 year period;
  - c) Limiting the amount of garbage collected each week per household;
  - d) Moving yard waste collection to a bi-weekly schedule;
  - e) Removing grass clippings from yard waste, during summer months, and moving to a per tonnage basis as a result; and furthermore
4. That the Mayor and Clerk be authorized to execute an agreement, satisfactory in form to the Town's Solicitor, with Windsor Disposal Services, based on any further reduced costs negotiated by Administration; and furthermore
5. If negotiations are unsuccessful with Windsor Disposal Services to further reduce the collection costs, that Administration retender the waste services contract as a whole in late January 2017.

### **BACKGROUND**

The Town of Tecumseh currently has a contract with Windsor Disposal Services for garbage collection services. The contract was originally awarded February 1, 2007 and was extended for the period February 1, 2012 to January 31, 2017. All of Tecumseh is serviced by the same garbage collection contractor under this contract.

## **COMMENTS**

The Town's contract with Windsor Disposal Services expires January 31, 2017. A Tender call for the Waste, Organics and White Goods Collection was advertised on the Town's website on November 1, 2016 along with direct notification to the Windsor Construction Association. One tender submission was received by the Clerk on November 17, 2016. The Tender was opened publicly in Council Chambers in the presence of Administration.

The Town of Tecumseh Purchasing Policy Section 4.5 (b) *Only One Bid Received* indicates that:

*"In the event that only one bid is received in response to a request for tender, the bid may be opened and evaluated in accordance with the Town's usual procedures when, in the opinion of the Department Director and Purchasing Coordinator, the bid should be considered by the Town..."*

Based on a review of the Purchasing By-Law and the existence of few local waste collection contractors, a decision was made to open the sole tender.

The bid submitted by Windsor Disposal Services totalled \$643,656.73 (excluding taxes). The tender including nonrebateable HST totalled \$654,985.09, which is \$159,985.09 over the budgeted amount of \$495,000.00.

The 2017 budgeted amount of \$495,000 allocated to Waste Collection was calculated by applying the 2016 unit prices, multiplied by the tender quantities and applying the annual CPI increase. The projected cost for Waste Collection was therefore calculated at \$495,000. The submitted Tendered price is 32% above the budgeted amount.

Administration therefore recommends that Council reject the sole tender for the Waste, Organics and White Goods Collection from Windsor Disposal Services as it is significantly over budget.

Administration, in consultation with the Town's Solicitor, reviewed the options available within the scope of the Town's Purchasing Policy. Section 4.4 (b) of the Purchasing Policy allows for the Director and Purchasing Coordinator to enter into negotiations with the bidder. Accordingly, it is therefore recommended that Council authorize Administration to have further discussions and negotiations with Windsor Disposal Services, with the intent to modify the waste collection details in order for the tender cost to be closer to the budgeted amount.

### **Preliminary Discussions with WDS**

Administration met with WDS to discuss possible savings within their submitted Tender. WDS presented multiple options for savings to the submitted tender and discussed how they arrived at the submitted tender costs.

1. **Appliance Collection.** WDS indicated that Tecumseh and Lakeshore are the only municipalities that include this service. All other municipalities have moved to the model of disposal by the resident at the public drop off or to having the Essex Windsor Solid Waste Authority (EWSWA) pick them up. Options for this service are having PW staff pick up the appliances or as other municipalities have done, contracting EWSWA on a once monthly per visit basis. This is expected to provide resultant savings per year.
2. **Front End Containers.** Although not specified in the tender, WDS included these in their cost as they pick them up. Removal of these from the tender cost and allocation to the proper operating budget results in a reallocation of costs.

3. **Bonding Requirements.** The recent Tender included a 100% Performance Bond. Past contracts required only 50% bonding requirements and Administration upon review would consider remaining at 50% bonding for a net savings.
4. **Contract Length.** The proposed contract is for a 5 year term. WDS presented the opportunity to increase this to a 10 year term, or a five year automatic renewal, with a substantial resultant savings. This is a result of being able to amortize purchases of equipment over a longer term. Administration would consider this increase by adding a five year renewal clause with a caveat that terms to be renegotiated if substantial change in garbage collection procedures, processes or quantities occurs.

WDS indicated that they reviewed their tender and explained how they arrived at some of the increases to the pickup costs, specifically the yard waste pick up.

#### Garbage Collection

WDS indicated that they reviewed the yearly costs and increases from prior years as well as costs with other municipalities and the recently adopted By-Law regarding hard sided garbage containers.

The bulk of the increase is a result of the new by-law regarding hard sided containers. WDS estimates that they will see a reduction in productivity due to the new container by-law and as such they have accounted for this reduction. **Approximately \$60,000 of the increase in costs was attributed to the introduction of the requirement for hard sided garbage containers.**

Administration contacted the City of Windsor to review what they experienced when the hard sided container by-law was passed in Windsor. They reported that the Contractor experienced around a 40% reduction in productivity at the beginning and it levelled out at around a 10% reduction in productivity over a period of a few months.

Included in the contract is collection for those businesses situated on the north and south sides of Tecumseh road between municipal number 11814 and 12360 and businesses situated on Lesperance Road between municipal number 917 Lesperance Road and Lanoue Street. These properties have historically been included in the collection contract notwithstanding that no other businesses in Town have garbage collected by the municipality. **The cost to collect for these 73 businesses is in excess of \$4,065.** Options to address this inequity include eliminating these properties from the WDS contract or charging each property the cost of collection on their tax bill.

An additional option for consideration would be to limit the number of containers per household that are allowed to be placed roadside. Fewer containers result in quicker pickups which translate to possibility of negotiated decrease in costs at renewal term.

#### Yard Waste

WDS presented statistics showing that Tecumseh is the single largest producer of yard waste in Essex County. Their totals, as well as Administration's own records, show that on average Tecumseh produces 1,000 tonnes more yard waste than the next municipality. Some of our largest months for yard waste collection occur in May, June, September and October. November has always had larger collection totals due to leaf pickup; the termination of the partial leaf vacuum program has shown only a minimal impact.

Administration compared our yard waste program to other Essex County municipalities. All other municipalities, with the exception of Tecumseh and Leamington, collect yard waste on a bi-weekly schedule. WDS totals indicate that Leamington doesn't even produce half of Tecumseh's annual average.

Bi-weekly pickup could be a catalyst to encourage residents to mulch leaves and grass clippings and recycle them on their own lawns. EWSWA encourages this practice and has literature on their website regarding “grasscycling”. The City of Windsor does not allow grass clippings to be included in yard waste for the summer months of June, July and August. If the Town introduced similar changes to the yard waste program, bi-weekly pickup, no grass in the summer months, it is anticipated that a potential savings could be found to further reduce the cost over the life of the contract as well as encourage an environmentally responsible service adjustment.

Administration is sensitive to the yard waste program changes presented for consideration but are also sensitive to the negative environmental aspects attributable to weekly yard waste collection. Bi-weekly collection would serve to reduce emissions from collection vehicles and reduced costs to the Town in the long term. Reducing leaves through mulching and then bagging can reduce pickup volumes; reducing the volume of grass being picked up will also contribute to savings over time. Grasscycling during summer months is also a very environmentally efficient method to recycle grass as opposed to bagging and paying for collection and disposal.

Administration also recommends considering changing from a per household basis to a per tonne basis for yard waste collection so that when the program initiatives gain acceptance, the resultant reduction of yard waste effectively reduces the overall cost to the Town.

Administration is discussing with WDS the idea of moving the yard waste collection date when it falls on a statutory holiday to reduce the resultant overtime costs involved.

The potential savings as presented by WDS would result in a reduction of the submitted tender cost by \$64,210. This would translate to the increased cost of to the Town in the range of 19% over the approved budget allocation for 2017. Should Council consider further initiatives as detailed above, Administration would expect that further savings can be achieved

## **CONSULTATIONS**

Director Financial Services & Treasurer

## **FINANCIAL IMPLICATIONS**

The total tender estimate for the Waste, Organics and White Goods Collection provided by Windsor Disposal Services is \$643,656.73 plus applicable taxes.

Waste, Organics and White Goods Collection Tender Cost	\$ 643,656.73
Non-rebatable HST (1.76)	\$ 11,328.36
<b>Subtotal</b>	<b>\$ 654,985.09</b>
Approved allocation per 2017 Proposed Budget	\$ 495,000.00
<b>Allocation shortfall</b>	<b>\$ (159,985.09)</b>

Council approved an allocation of \$495,000.00 in the 2017 Proposed Budget. The tender as received is much higher than the proposed budgeted amount. Accordingly, Administration recommends rejecting the Tender and negotiating with WDS for ways to reduce collection costs. Administration further recommends retendering the waste services contract as a whole in late January 2017 if negotiations are unsuccessful in reducing collection costs.

Should negotiations between Windsor Disposal Services and Administration result in reduced tender costs more in line with the budgeted amount of \$495,000.00, it is recommended that the Mayor and Clerk be authorized to execute an agreement, satisfactory in form to the Town's Solicitor, with Windsor Disposal Services, based on the negotiated reduced costs.

### **LINK TO STRATEGIC PRIORITIES**

<b>No.</b>	<b>2015-16 Strategic Priorities</b>	<b>Applicable</b>
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:



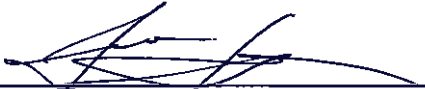
Dan Piescic, P.Eng.  
Director Public Works & Environmental  
Services

Reviewed by:



Kirby McArdle, P.Eng.  
Manager Roads & Fleet

Reviewed by:



Luc Gagnon, CPA, CA, BMath  
Director Financial Services & Treasurer

Recommended by:



Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer



## THE CORPORATION OF THE TOWN OF TECUMSEH

Public Works & Environmental Services  
Report No. 05/17

**TO:** Mayor and Members of Council

**FROM:** Dan Piescic, P.Eng., Director Public Works & Environmental Services

**DATE OF REPORT:** January 9, 2017

**DATE TO COUNCIL:** January 24, 2017

**SUBJECT:** Waste, Organics and White Goods Collection Tender  
Negotiated Contract with Windsor Disposal Services

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### **RECOMMENDATIONS**

It is recommended:

1. That the sole tender for the Waste, Organics and White Goods Collection from Windsor Disposal Services, in the amount of \$643,656.73, plus applicable taxes, be rejected, as it was significantly over budget; and
2. That Administration's negotiated reductions with Windsor Disposal Services, as outlined below, be accepted, for an annual base savings of \$55,737:
  - a) Appliance Collection – to be completed by Essex Windsor Solid Waste Authority (EWSWA) on a once monthly per visit basis, for an estimated savings of \$5,237 annually, the savings will fluctuate based on number of pickups per year;
  - b) Front End Containers – Removal of the front end containers from the tender cost, \$3,750, and allocation to the proper operating budget;
  - c) Bonding Requirements – Consistent with prior years, reduce the bonding requirement from 100% to 50% resulting in a cost savings of \$2,500 annually;
  - d) Contract Length – The proposed contract is for a five year term. WDS requests a five year automatic renewal for a reduction in tender cost of \$48,000; and further
3. That a five year renewal clause be added to the contract with a caveat that terms are to be renegotiated if substantial changes occur in, but not limited to, garbage collection procedures, processes, quantities or performance levels; and furthermore
4. That the Mayor and Clerk be authorized to execute an agreement, satisfactory in form to the Town's Solicitor, with Windsor Disposal Services, for a Contract amount of \$587,919.73 plus applicable taxes based on reduced costs and terms as negotiated by Administration; and furthermore
5. That Administration continues to explore environmentally friendly cost savings including, but not limited to:
  - a) Removing collection from commercial businesses grandfathered in;
  - b) Limiting the amount of garbage collected each week per household;
  - c) Moving yard waste collection to a bi-weekly schedule either for the entire yard waste collection period or for summer months only;
  - d) Removing grass clippings from yard waste, during summer months, and moving to a per tonnage basis as a result.

## **BACKGROUND**

The Town of Tecumseh has a contract with Windsor Disposal Services for garbage collection services. The Town's contract with Windsor Disposal Services expires January 31, 2017. A Tender call for the Waste, Organics and White Goods Collection was advertised on November 1, 2016 and closed on November 17, 2016. Only one tender submission was received by the Clerk on November 17, 2016, and, based on a review of the Purchasing By-Law and the existence of few local waste collection contractors, a decision was made to open the sole tender.

Administration presented the Tender results from the Waste, Organics and White Goods Collection tender call at Council's regular meeting held December 13, 2016, under Public Works & Environmental Services Report No. 55/16. After discussion with WDS the following recommendations below were put forth to Council in an effort to reduce the cost of the tender submission.

1. That the sole tender for the Waste, Organics and White Goods Collection from Windsor Disposal Services, in the amount of \$643,656.73, plus applicable taxes, be rejected, as it was significantly over budget; and
2. That Administration's negotiated reductions with Windsor Disposal Services be accepted, as outlined in preliminary discussions, bullets 1 through 4 for a savings of \$64,210 with the intent to modify the collection prices to be more in line with the budgeted amount; and further
3. That Council provide direction to Administration regarding further reductions based on the options presented within PWES Report No. 55/16, specifically:
  - a) Rescinding hard sided container by-law;
  - b) Removing collection from commercial business's grandfathered in, over a 1 year period;
  - c) Limiting the amount of garbage collected each week per household;
  - d) Moving yard waste collection to a bi-weekly schedule;
  - e) Removing grass clippings from yard waste, during summer months, and moving to a per tonnage basis as a result; and furthermore
4. That the Mayor and Clerk be authorized to execute an agreement, satisfactory in form to the Town's Solicitor, with Windsor Disposal Services, based on any further reduced costs negotiated by Administration; and furthermore
5. If negotiations are unsuccessful with Windsor Disposal Services to further reduce the collection costs, that Administration retender the waste services contract as a whole in late January 2017.

Council deferred to January 24, 2017 RCM for Administration's further review, investigation and negotiation with the vendor (Motion: RCM-443/16).

## **COMMENTS**

Based on the discussion at the December 13, 2016 Council Meeting Administration met internally and then with WDS to discuss next steps. Discussions with WDS concluded with the recommendation that the first four items be approved with the caveat that should circumstances change the contract could be opened up to discuss changes and resulting cost adjustments. Therefore Administration recommends:

1. That the sole tender for the Waste, Organics and White Goods Collection from Windsor Disposal Services, in the amount of \$643,656.73, plus applicable taxes, be rejected, as it was significantly over budget; and



2. That Administration's negotiated reductions with Windsor Disposal Services, as outlined below, be accepted, for an annual base savings of \$55,737:
  - a) Appliance Collection – to be completed by Essex Windsor Solid Waste Authority (EWSWA) on a once monthly per visit basis, for an estimated savings of \$5,237 annually, the savings will fluctuate based on number of pickups per year;
  - b) Front End Containers – Removal of the front end containers from the tender cost, \$3,750, and allocation to the proper operating budget;
  - c) Bonding Requirements – Consistent with prior years, reduce the bonding requirement from 100% to 50% resulting in a cost savings of \$2,500 annually;
  - d) Contract Length – The proposed contract is for a five year term. WDS requests a five year automatic renewal for a reduction in tender cost of \$48,000; and furthermore
3. That a five year renewal clause be added to the contract with a caveat that terms are to be renegotiated if substantial changes occur in, but not limited to, garbage collection procedures, processes, quantities or performance levels, and furthermore
4. That the Mayor and Clerk be authorized to execute an agreement, satisfactory in form to the Town's Solicitor, with Windsor Disposal Services, for a Contract amount of \$587,919.73 plus applicable taxes based on reduced costs and terms as negotiated by Administration.

Administration continues to believe that savings can be found to further reduce the waste, organics and white goods collection cost while at the same time encouraging an environmentally responsible service with little impact on service levels.

Administration therefore also recommends

5. That Administration continues to explore environmentally friendly cost saving options including, but not limited to:
  - a) Removing collection from commercial business's grandfathered in;
  - b) Limiting the amount of garbage collected each week per household;
  - c) Moving yard waste collection to a bi-weekly schedule either for the entire yard waste collection period or for summer months only;
  - d) Removing grass clippings from yard waste, during summer months; and
  - e) Moving to a per tonnage basis for yard waste billing.

## **CONSULTATIONS**

Director Financial Services & Treasurer  
Purchasing Officer

## **FINANCIAL IMPLICATIONS**

The revised tender estimate for the Waste, Organics and White Goods Collection provided by Windsor Disposal Services is \$587,919.73 plus applicable taxes.

Waste, Organics and White Goods Collection Tender Cost	\$ 587,919.73	
Non-rebatable HST (1.76)	\$ 10,347.39	
<b>Subtotal</b>	<b>\$ 598,267.12</b>	
Approved allocation per 2017 Proposed Budget	<b>\$ 495,000.00</b>	
<b>Allocation shortfall</b>	<b>\$ (103,267.12)</b>	

Administration recommends that the 2017 Allocation Shortfall of \$103,267.12 be funded from the Tax Stabilization Reserve (TSR).

Administration further recommends that the 2018 budget include a one-time allocation to replenish the TSR as well as a base budget adjustment to provide for the annual ongoing increase in Waste, Organics and White Goods collection cost. The \$206,534.24 impact on the 2018 budget represents a 0.96% increase in the tax rate while the ongoing \$103,267.12 impact beyond 2018 is a 0.48% increase on the tax rate.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

Reviewed by:

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Dan Piescic, P.Eng.  
Director Public Works & Environmental  
Services

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Kirby McArdle, P.Eng.  
Manager Roads & Fleet

Reviewed by:

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Luc Gagnon, CPA, CA, BMath  
Director Financial Services & Treasurer

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer



## THE CORPORATION OF THE TOWN OF TECUMSEH

### Public Works & Environmental Services Report No. 01/17

**TO:** Mayor and Members of Council

**FROM:** Phil Bartnik, P. Eng., PMP – Manager Engineering Services

**DATE OF REPORT:** January 03, 2017

**DATE TO COUNCIL:** January 24, 2017

**SUBJECT:** Amendment to the 2017-2021 PWES Capital Works Plan  
Revised 2017 Asphalt Program

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### **RECOMMENDATIONS**

It is recommended that:

1. The report titled “Amendment to the 2017-2021 PWES Capital Works Plan, Revised 2017 Asphalt Program” be received; and that
2. Arlington Boulevard be included as part of the 2017 Asphalt Program, with Fasan Drive to be deferred to the 2018 Asphalt Program; and that
3. Funding allocations from the Road Lifecycle Reserve for the 2017 Asphalt Program be decreased by \$39,000, from \$885,000 to \$846,000.

### **BACKGROUND**

At the December 13, 2016 Regular Council Meeting, Council approved the recommendations (Motion RCM-442/16) of PWES Report No. 54/16 titled “2017-2021 Public Works & Environmental Services Capital Works Plan” that authorized Administration to proceed with the 2017 capital works projects including the 2017 asphaltting (mill & pave) program.

Also at the December 13, 2016 Regular Council Meeting, Council received the report (Motion RCM-441/16) of PWES Report No. 52/16 titled “Arlington Boulevard Improvements – Project Update, December 2016”. Contained within the report was Administration’s recommended next steps based on the review of the preliminary design of Arlington Boulevard Improvements, the capacity constraints of St. Marks and Scully (Edgewater) storm pumping stations, the cost analysis completed on various design options, the 2016 Pump & Metering Station Condition Assessment, and taking into account the proposed 2017 Stormwater Master Plan. These next steps consisted of the following:

- *The Town undertake the Stormwater Master Plan as part of the PWES 2017 Capital Works Plan, and that further analysis under the framework of a Master Plan (Municipal Class EA) be given to consolidating the St. Marks and Scully (Edgewater) pumping stations.*
- *The recommendations contained within the Stormwater Master Plan form the basis for prioritizing projects when completing future annual Public Works & Environmental Services Capital Works Plans.*

- *Finalizing the design and tender documents for the Arlington Boulevard Improvements, Phase 1 be put on hold, until the timing of the project is identified as part of the prioritization of projects in future Capital Works Plans.*
  - *Timing of the first phase of the Arlington Boulevard Improvements will be contingent on the completion of the Stormwater Master Plan, the downstream storm and pump station improvements, any other storm project with a higher prioritization, and available funding. At a minimum, provided there is funding available, Administration is estimating approximately 8+ years until the first phase of Arlington Boulevard could possibly proceed.*
- *Administration gives consideration to completing a milling/paving of the existing asphalt on Arlington Boulevard as part of the 2018 Asphalt Program. The 2014 PCI (Pavement Condition Index) for Arlington Boulevard was 49.3 coinciding with a rating of 'poor', and the recommended asphalt works will prolong the life of the road structure until such time the Arlington Boulevard Improvements can be completed.*

As part of the discussions on the report, Council requested that the Director of Public Works & Environmental Services bring forward a report on the potential accommodation on the milling/paving of Arlington Boulevard as part of the 2017 Asphalt Program. This was mainly due to the numerous complaints regarding the pavement condition that had been received by the Ward Councilor.

## **COMMENTS**

### **Approved 2017 Asphalt Program**

The PWES Report No. 54/16 had requested a budget of \$855,000 for the 2017 Asphalt Program which included the following roads: Juniper Court, Clarice Avenue, Mack Court, Burdick Crescent, Brouillette Court, Fasan Drive, Hebert Street (Westlake to Chornoby), and Outer Drive (Blackacre to Hwy #3).

### **Arlington Boulevard**

At the time the 2017-2021 PWES Capital Works Plan was formulated there was some uncertainty surrounding the timing of the Arlington Boulevard Improvement Project due to the need to address the downstream capacity constraints within the storm infrastructure (sewers and pump stations) prior to the Arlington Boulevard Improvement Project commencing. For this reason Arlington Boulevard was not incorporated into any of the subsequent annual asphalt programs notwithstanding the low pavement condition rating it received as part of the 2014 Roads Needs Study.

Based on Council's approval of PWES Report #52-16 Arlington Boulevard Improvements – Project Update, December 2016, which means the Arlington Boulevard Improvements Project will not commence for some 8+ years, it was considered appropriate to reassess the timing for the roads included in the 2017 Asphalt Program.

### **Recommended Revised 2017 Asphalt Program**

The analysis and information contained within the 2014 Roads Needs Study was used to compare Arlington Boulevard against the roads that had been identified and approved to be included as part of the 2017 Asphalt Program. A number of factors were evaluated to determine the validity of deferring an equivalent value road segment(s) to the 2018 Asphalt Program. These factors are outlined within the table below and included road classification, the 2014 Average Annual Daily Traffic (AADT), the recommended 'Time of Improvement', the Pavement Condition Index (PCI), and the estimated costs.

At this time it would be appropriate to include Arlington Boulevard within the 2017 Asphalt Program, based on the following:

- Having a 'Collector' road classification vs a 'Local';
- The Time of Improvement being 'Now' vs '1-5 Years';
- Its PCI of 49.3 being lower than other road segments;
- Having a higher 2014 AADT than those of other road segments; and the
- Postponement of the Arlington Boulevard Improvement Project until such time that the downstream capacity constraints within the storm infrastructure (sewers and pump stations) is addressed.

Administration is recommending including Arlington Boulevard as part of the 2017 Asphalt Program, and deferring Fasan Drive to the 2018 Asphalt Program.

Road Name	From	To	Road Classification	Length (m)	2014 AADT	Time of Improvement	PCI	Estimated Costs
<b>Recommended Revised 2017 Asphalt Program</b>								
Mack Crt	Mack Crt	Mack Crt	Local	59	75	Now	44.5	\$ 65,000
Burdick Crs	Dillon	Mason	Local	351	300	Now	47.1	\$ 92,000
Juniper Crt	St Gregory's	St Gregory's	Local	126	150	1-5 Years	51.7	\$ 52,000
Clarice Ave	Lacasse	Brenda	Local	366	570	1-5 Years	52.9	\$ 94,000
Hebert St	Westlake	Chornoby	Local	188	300	1-5 Years	51.2	\$ 91,000
Brouillette Crt	Brouillette	Shawnee	Local	100	500	1-5 Years	51.0	\$ 33,000
Outer Dr	Blackacre	Hwy #3	Local	632	4,596	1-5 Years	56.5	\$ 144,000
Arlington Blvd	Riverside	Tecumseh	Collector	1,191	1,480	Now	49.3	\$ 210,000
							Sub-Total	\$ 781,000
							Contingency	\$ 50,000
							1.76% Non-Rebateable HST	\$ 15,000
							<b>Total</b>	<b>\$ 846,000</b>
<b>Recommended Deferral to the 2018 Asphalt Program</b>								
Fasan Dr	Blackacre	Fasan	Local	854	1,768	1-5 Years	50.6	\$ 248,000

## **CONSULTATIONS**

Director Financial Services & Treasurer

## **FINANCIAL IMPLICATIONS**

With Arlington Boulevard being included as part of the 2017 Asphalt Program and Fasan Drive being deferred to 2018, it is recommended that funding allocations from the Road Lifecycle Reserve for the 2017 Asphalt Program be decreased by \$39,000, from \$885,000 to \$846,000.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

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Phil Bartnik, P. Eng., PMP  
Manager Engineering Services

Reviewed by:

Reviewed by:

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Dan Piescic, P. Eng.  
Director Public Works & Environmental  
Services

---

Luc Gagnon, CPA, CA, BMath  
Director Financial Services & Treasurer

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment(s):

1.





## THE CORPORATION OF THE TOWN OF TECUMSEH

Public Works & Environmental Services  
Report No. 02/17

**TO:** Mayor and Council

**FROM:** Denis Berthiaume, ORO, Manager Water & Wastewater

**DATE OF REPORT:** January 3, 2017

**DATE TO COUNCIL:** January 24, 2017

**SUBJECT:** Tender Result: 2016 Elevated Water Tower – External Lighting

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### **RECOMMENDATIONS**

It is recommended that:

1. The tendered amount of \$196,840 provided by Landmark Municipal Services ULC for the external lighting of the Town of Tecumseh elevated water tank be rejected as it exceeds the budgeted amount, and further that the project be cancelled.

### **BACKGROUND**

Council, at their regular meeting held December 8, 2015, authorized Public Works & Environmental Services to obtain tenders for external lighting of the Town's elevated water tower. The approved budget for this project is \$55,000 (Motion: RCM-419/15).

The tender and specifications were developed by Dillon Consulting Limited (Dillon). To ensure the Tower was illuminated sufficiently around the entire perimeter of the tower, the tender stipulated engineering design and construction of a mounting system to hang luminaires from the top of the water tower to illuminate the Town of Tecumseh logo.

The 2016 Elevated Water Tower – External Lighting Tender was advertised on the Town's website and posted with the Windsor Construction Association.

### **COMMENTS**

One tender submission for the 2016 Elevated Water Tower – External Lighting project was received on Thursday, November 10, 2016 and was opened in the presence of Administration.

Contractor Name	Tender Amount (exc. HST)
Landmark Municipal Services ULC	\$196,840.

The tendered amount of \$196,840 from Landmark Municipal Services ULC exceeds the approved budgeted amount of \$55,000.

## **CONSULTATIONS**

Director Financial Services & Treasurer

## **FINANCIAL IMPLICATIONS**

Water Tower Illumination cost (Landmark Municipal Services tender)	\$	196,840
Non-rebatable HST (1.76%)	\$	3,464
<b>Subtotal</b>	<b>\$</b>	<b>200,304</b>
Approved allocation per PW Report 63/15	\$	55,000
<b>Allocation shortfall</b>	<b>\$</b>	<b>(145,304)</b>

As stated above, the amount tendered by Landmark Municipal Services ULC is close to four times greater than the allocated amount of \$55,000.

The option to illuminate the water tower from the ground (upwards) was originally contemplated but was later deemed to be an unacceptable design due to the limited size of the water tower's gated property. Luminaires installed in the ground require enough space to adequately highlight the Town's logo around the entire circumference of the tower. The Town's water tower property is not large enough.

The cost of adequately illuminating the water tower around the entire perimeter of the tower from above (i.e. welding light frames to the top of the tank) was found to be more expensive than illuminating the water tower from the ground.

The approved budgeted amount of \$55,000 to illuminate the water tower did not realize the significant price difference between installing the lights from the top of the tower versus from the bottom of the tower.

Administration therefore recommends that the tendered amount of \$196,840 provided by Landmark Municipal Services ULC for the external lighting of the Town of Tecumseh elevated water tank be rejected as it exceeds the budget allowance, and further that the project be cancelled.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	
5.	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 CAO.

Prepared by:

---

Denis Berthiaume, ORO  
Manager Water & Wastewater

Reviewed by:

Reviewed by:

---

Dan Piescic, P.Eng.  
Director Public Works & Environmental  
Services

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Luc Gagnon, CPA, CA, BMath  
Director Financial Services & Treasurer

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

CC



## THE CORPORATION OF THE TOWN OF TECUMSEH

Public Works & Environmental Services  
Report No. 04/17

**TO:** Mayor and Members of Council

**FROM:** Sam Paglia, P.Eng., Drainage Superintendent

**DATE OF REPORT:** January 3, 2017

**DATE TO COUNCIL:** January 24, 2017

**SUBJECT:** East Townline Drain (Pike Creek Outlet) – Tender Award

---

### **RECOMMENDATIONS**

It is recommended that:

1. The tender for the Repair and Improvement of the East Townline Drain in the amount of \$49,099.97 excluding HST, be awarded to H.E. Construction Inc. and that the Mayor and Clerk be authorized to execute an agreement, satisfactory in form to the Town's Solicitor, with H.E. Construction Inc. once all of the approvals for the project have been obtained.

### **BACKGROUND**

The Town received a Request for Repair and Improvement of the East Townline Drain on April 2, 2014, in accordance with Section 78 of the *Drainage Act*. The Town subsequently appointed Baird AE, under Public Works and Environmental Report No. 43/14 on May 13, 2014 (RCM-211/14). A drainage report was prepared and submitted by the appointed Engineer and adopted by Council, receiving its third reading on September 27, 2016, under By-Law 2016-53.

### **COMMENTS**

On November 30, 2016, the tender was posted on the Town's website and notification was sent to the Windsor Construction Association. Five (5) tender submissions were received by the Clerk on Thursday, December 15, 2016. The tenders were opened publicly in Council Chambers in the presence of Administration.

Baird AE has reviewed the tender submissions and provided the attached report (Attachment No. 1). The tender results are summarized as follows:

<b>Tenderer</b>	<b>Total Tender Price (excluding HST)</b>
H.E. Construction Inc.	\$49,099.97
Rudak Excavating Inc.	\$52,750.00
Murray Mills Excavating & Trucking (Sarnia) Ltd.	\$69,112.00
Nevan Construction	\$85,789.00
D'Amore Construction (2000) Ltd.	\$99,800.00

The tender packages were submitted on time and with the required documentation. All tender submissions were reviewed and found to be complete with no irregularities. H.E. Construction Inc. is the low bidder. Correspondence with the contractor regarding the submitted price was confirmed by the Consultant and the contractor is prepared to proceed with this project in accordance with the tendered submission.

### Approvals

#### **Essex Regional Conservation Authority (ERCA)**

Comment was received on April 7, 2014 from ERCA, and an ERCA permit for the works as set out in the report is in the permitting process.

#### **Department of Fisheries and Oceans (DFO)**

DFO listed mitigation measures to be implemented in correspondence dated November 2, 2016. DFO indicated that no formal approval was required for the drainage work but requested a copy of the November 2, 2016 letter be kept on site while the work is in progress.

### **CONSULTATIONS**

Essex Regional Conservation Authority  
Department of Fisheries and Oceans  
Director Financial Services & Treasurer  
Director Corporate Services & Clerk  
Purchasing Officer

### **FINANCIAL IMPLICATIONS**

The lowest tender received is approximately 10% lower than the Engineer's \$54,220 construction estimate, before HST.

As a result of the marketplace tenders received for this project, Council is not required to hold a meeting in the manner prescribed by Section 59(1) of the *Drainage Act*, as the tendered cost do not exceed the engineer's estimate by 133%.

The Town of Tecumseh has not been assessed in the report. The portion of Manning Road assessed in the engineer's estimate is owned by the County of Essex.

There are no financial implications to the Town arising from this report.

## **LINK TO STRATEGIC PRIORITIES**

<b>No.</b>	<b>2015-16 Strategic Priorities</b>	<b>Applicable</b>
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

Reviewed by:

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Cheryl Curran, BES  
Clerk I – Administrative Clerk

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Sam Paglia, P.Eng.  
Drainage Superintendent

Reviewed by:

Reviewed by:

---

Phil Bartnik, P.Eng.  
Manager Engineering Services

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Dan Piescic, P.Eng.  
Director Public Works & Environmental  
Services

Reviewed by:

Reviewed by:

---

Laura Moy, Dipl M.M. CMMIII HR Professional  
Director Financial Services & Treasurer

---

Luc Gagnon, CPA, CA, BMath  
Director Financial Services & Treasurer

Recommended by:

---

Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachments:

1. Letter of recommendation – East Townline Drain



## ATTACHMENT 1 LETTER OF RECOMMENDATION



27 Princess St.  
Unit 102  
Leamington, ON  
N8H 2X8  
519.326.6161  
1.844.842.9188  
[bairdAE.ca](http://bairdAE.ca)

December 22, 2016

The Corporation of the Town of Tecumseh  
917 Lesperance Road  
Tecumseh, ON N8N 1W9

ATTENTION: Mr. Sam Paglia, P.Eng.  
Drainage Superintendent

Dear Sam,

SUBJECT: Tender Recommendation  
Repair and Improvement of the East Townline Drain  
In the Town of Tecumseh  
Our File Reference 14-065

We have reviewed the results of the tender opening for the Repair and Improvement of the East Townline Drain.

On Thursday, December 15, 2016 five (5) tender submissions were received. The three lowest tenders were reviewed for omissions, inconsistencies and unbalanced pricing. No significant issues were noted.

The results of the tender opening are as follows:

No.	Contractor	Total Tender Price (Excluding HST)
1	H.E. Construction Inc.	\$49,099.97
2	Rudak Excavating Inc.	\$52,750.00
3	Murray Mills Excavating & Trucking (Sarnia) Ltd.	\$69,112.00
4	Nevan Construction	\$85,789.00
5	D'Amore Construction (2000) Ltd.	\$99,800.00

The Engineer's estimate for the project was \$54,220.00 (excluding HST). The low tender was approximately 10% lower than the Engineer's estimate. As the tendered construction price does not exceed 133% of the Engineer's estimate, the Town is not required to call a meeting with the affected landowners as described in Section 59(1) of the Drainage Act.

H.E. Construction Inc. has not previously completed projects in the Town of Tecumseh nor have we worked with this contractor; however, other municipalities have and have found them able to successfully complete projects.

2

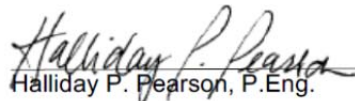
Should the contract be awarded to H.E. Construction Inc. we would recommend inspection additional to that listed in the report. We anticipate additional inspection fees of \$2,750.00 may be incurred during construction.

Based on the above information, we recommend the project be awarded to H.E. Construction Inc. in the amount of \$49,099.97 excluding HST.

Trusting you will find the above satisfactory, however, if you have any questions please contact the writer accordingly.

Sincerely,

**BAIRD AE**

  
Halliday P. Pearson, P.Eng.



## THE CORPORATION OF THE TOWN OF TECUMSEH

Public Works & Environmental Services  
Report No. 06/17

**TO:** Mayor and Members of Council

**FROM:** Denis Berthiaume, ORO, Manager, Water & Wastewater

**DATE OF REPORT:** January 10, 2017

**DATE TO COUNCIL:** January 24, 2017

**SUBJECT:** 2016 Annual Summary Report  
Town of Tecumseh Distribution System (260004969)

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### **RECOMMENDATIONS**

It is recommended:

1. That the Annual Summary Report for the Tecumseh Distribution System (260004969) for the Year 2016, as prepared in accordance with the *Safe Drinking Water Act*, O. Reg. 170/03, Schedule 22 Summary Report, be adopted; and that
2. The Annual Summary Report be made available for public viewing through the Town of Tecumseh website.

### **BACKGROUND**

The *Safe Water Drinking Act*, O. Reg. 170/3, requires every municipality to complete an annual report on the water systems they operate. This report is to be adopted by the local Council and made available to the public.

### **COMMENTS**

Water Services Division prepared the annual report for the Water Distribution System for the Town of Tecumseh. See attached.

The format in which the report is prepared is a requirement of the Ministry of the Environment and Climate Change (MOECC). Three sections must be included within the report:

1. An overview of the required information in accordance with Schedule 22 of O.Reg 170/03 under the Safe Drinking Water Act (SDWA).
2. A list of non-compliance issues.
3. An assessment of the system's capability regarding flows per cubic meter.

Upon Council's acceptance of the report, the Town is legislatively required to notify the public that the report is available for review.

Administration recommends Council adopt the Annual Summary Report for the Tecumseh Distribution System (260004969) for the Year 2016, and request the report be placed on the Town's website for public access.

## **CONSULTATIONS**

Ministry of the Environment and Climate Change

## **FINANCIAL IMPLICATIONS**

There are no financial implications.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

Reviewed by:

---

Denis Berthiaume, ORO  
Manager Water & Wastewater Services

---

Dan Piescic, P.Eng.  
Director Public Works & Environmental  
Services

Recommended by:

---

Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachments:

1. 2016 Ministry of the Environment and Climate Change Annual Report
2. Annual Summary Report for the Tecumseh Distribution System (260004969) for the Year 2016



## OPTIONAL ANNUAL REPORT TEMPLATE

<b>Drinking-Water System Number:</b>	260004969
<b>Drinking-Water System Name:</b>	Town of Tecumseh Distribution System
<b>Drinking-Water System Owner:</b>	The Corporation of The Town of Tecumseh
<b>Drinking-Water System Category:</b>	Large Municipal Residential
<b>Period being reported:</b>	01- January -2016 to 31- December – 2016

<p><b><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></b></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [ x ] No [ ]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [ x ] No [ ]</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px;"> <p>Town of Tecumseh Municipal Office 917 Lesperance Road Tecumseh, Ontario N8N 1W9</p> </div>	<p><b><u>Complete for all other Categories.</u></b></p> <p>Number of Designated Facilities served:</p> <div style="border: 1px solid black; padding: 2px; width: 100px; margin: 5px auto;">N/A</div> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [ ] No [ ]</p> <p>Number of Interested Authorities you report to:</p> <div style="border: 1px solid black; padding: 2px; width: 100px; margin: 5px auto;">1</div> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [ x ] No [ ]</p>
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**Note: For the following tables below, additional rows or columns may be added or an appendix may be attached to the report**

**List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:**

Drinking Water System Name	Drinking Water System Number
Lakeshore Dist. System	260004982

**Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?**

Yes [ x ] No [ ]



Indicate how you notified system users that your annual report is available, and is free of charge.

- ☒ Public access/notice via the web  
☐ Public access/notice via Government Office  
☐ Public access/notice via a newspaper  
☒ Public access/notice via Public Request  
☐ Public access/notice via a Public Library  
☐ Public access/notice via other method \_\_\_\_\_

**Describe your Drinking-Water System**

**Water Distribution System**

The Town of Tecumseh, City of Windsor and the Windsor Utilities Commission (WUC) entered into a 50-year Service Agreement in November 2004. The Service Agreement was implemented on March 31, 2006 when four boundary metering chambers were installed and maintained by the Town of Tecumseh. Tecumseh's drinking water system also includes a water tower located on Tecumseh Road, with no re-chlorination stations within the distribution system

Prior to August 1, 2008, WUC provided water to 2,400 residents in the former Township of Sandwich South, south of Highway 401 ("South Water Area"). The Town installed eight additional boundary meter chambers and assumed the responsibility for the operations and maintenance of the water distribution system from WUC in this South Water Area effective August 1, 2008.

The Town of Tecumseh and the Town of Lakeshore entered into an agreement on May 13, 2003 whereby the Tecumseh distribution system supplies drinking water to the Lakeshore distribution system. This agreement expired on December 31, 2007 and is currently being renegotiated; the status quo is maintained until a new agreement is signed.

**List all water treatment chemicals used over this reporting period**

N/A

**Were any significant expenses incurred to?**

- ☐ Install required equipment  
☐ Repair required equipment  
☒ Replace required equipment – Public Works Report No. 63/15



# Ontario Drinking-Water Systems Regulation O. Reg. 170/03

Please provide a brief description and a breakdown of monetary expenses incurred

Intersection Road watermain replacement \$300,000. County Road # 42 watermain replacement \$583,000. Dumouchelle Street & Outer Drive watermain replacement \$231, 000.

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
NONE					

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	Number of Samples	Range of E.Coli Or Fecal Results (min #)-(max #)	Range of Total Coliform Results (min #)-(max #)	Number of HPC Samples	Range of HPC Results (min #)-(max #)
Raw					
Treated					
Distribution	530	0 to 0	0 to 0	159	0 to 20

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	Number of Grab Samples	Range of Results (min #)-(max #)
Turbidity		
Chlorine	8760	Max 1.48 mg Min .22mg
Fluoride (If the DWS provides fluoridation)	N/A	

**NOTE:** For continuous monitors use 8760 as the number of samples.

**NOTE:** Record the unit of measure if it is **not** milligrams per litre.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
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## Summary of Inorganic parameters tested during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Antimony				
Arsenic				
Barium				
Boron				
Cadmium				
Chromium				
*Lead	Oct 14, 2016	<0.010	Mg/l	0
Mercury				
Selenium				
Sodium				
Uranium				
Fluoride				
Nitrite				
Nitrate				

\*only for drinking water systems testing under Schedule 15.2; this includes large municipal non-residential systems, small municipal non-residential systems, non-municipal seasonal residential systems, large non-municipal non-residential systems, and small non-municipal non-residential systems

## Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Lead Results (min#) – (max #)	Number of Exceedances
Distribution	4	0.00013 - 0.00066	0



## Summary of Organic parameters sampled during this reporting period or the most recent sample results

Parameter	Sample Date	Result Value	Unit of Measure	Exceedance
Alachlor				
Aldicarb				
Aldrin + Dieldrin				
Atrazine + N-dealkylated metabolites				
Azinphos-methyl				
Bendiocarb				
Benzene				
Benzo(a)pyrene				
Bromoxynil				
Carbaryl				
Carbofuran				
Carbon Tetrachloride				
Chlordane (Total)				
Chlorpyrifos				
Cyanazine				
Diazinon				
Dicamba				
1,2-Dichlorobenzene				
1,4-Dichlorobenzene				
Dichlorodiphenyltrichloroethane (DDT) + metabolites				
1,2-Dichloroethane				
1,1-Dichloroethylene (vinylidene chloride)				
Dichloromethane				
2,4-Dichlorophenol				
2,4-Dichlorophenoxy acetic acid (2,4-D)				
Diclofop-methyl				
Dimethoate				
Dinoseb				
Diquat				
Diuron				
Glyphosate				
Heptachlor + Heptachlor Epoxide				
Lindane (Total)				
Malathion				
Methoxychlor				
Metolachlor				
Metribuzin				
Monochlorobenzene				
Paraquat				



Parathion				
Pentachlorophenol				
Phorate				
Picloram				
Polychlorinated Biphenyls(PCB)				
Prometryne				
Simazine				
THM (NOTE: show latest annual average)	Every 3 months	18.95	Ug/L	0
Temephos				
Terbufos				
Tetrachloroethylene				
2,3,4,6-Tetrachlorophenol				
Triallate				
Trichloroethylene				
2,4,6-Trichlorophenol				
2,4,5-Trichlorophenoxy acetic acid (2,4,5-T)				
Trifluralin				
Vinyl Chloride				

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
N/A			

ANNUAL SUMMARY REPORT

For the

TECUMSEH DISTRIBUTION SYSTEM

(260004969)

For the year

2016

Prepared for the Town of Tecumseh

By Denis Berthiaume, ORO  
Manager Water & Wastewater Services

## Table of Contents

<b><i>Section 1: Overview .....</i></b>	<b>3</b>
<b><i>Section 2: Non-compliance Issues .....</i></b>	<b>4</b>
<b><i>Section 3: System Capability.....</i></b>	<b>5</b>

## Section 1: Overview

This report has been prepared and submitted in accordance with Schedule 22 of O. Reg. 170/03 under the *Safe Drinking Water Act*. Schedule 22 requires:

The owner of a drinking-water system shall ensure that, not later than March 31 of each year after 2003, a report is prepared in accordance with subsections (1) and (2) for the preceding calendar year and is given to the members of the municipal council.

Schedule 22 also states that:

- 1) The report must:
  - a) list the requirements of the *Act*, the regulations, the system's approval and any order that the system failed to meet at any time during the period covered by the report and specify the duration of the failure; and
  - b) for each failure referred to in clause (a), describe the measures that were taken to correct the failure.
- 2) The report must also include the following information for the purpose of enabling the owner of the system to assess the capability of the system to meet existing and planned uses of the system. A summary of the quantities of the water supplied during the period covered by the report, including monthly flows.

In June 2003, the provincial *Safe Drinking Water Act* came into effect. The Drinking-Water Systems Regulation (O.Reg. 170/03) defines how various drinking-water systems are to be operated.

According to this Regulation, the Tecumseh Distribution System is classified as a Large Municipal Residential System (LMR).

## Section 2: Non-Compliance Issues

1. During the year of 2016 there were 0 reportable issues in the Tecumseh Distribution System.

## Section 3: System Capability – 2016 Water Consumption

<b>2016 Water Consumption</b>	
<b>Month</b>	<b>Total Volume (cubic meters)</b>
January	249,602
February	233,693
March	236,341
April	250,391
May	314,629
June	451,711
July	448,522
August	422,083
September	393,596
October	288,823
November	262,997
December	264,677
<b>Total</b>	<b>3,817,065</b>



## THE CORPORATION OF THE TOWN OF TECUMSEH

Public Works & Environmental Services  
Report No. 07/17

**TO:** Mayor and Members of Council

**FROM:** Sam Paglia, P.Eng., Drainage Superintendent

**DATE OF REPORT:** January 9, 2017

**DATE TO COUNCIL:** January 24, 2017

**SUBJECT:** Request for Repair and Improvements to a Municipal Drain  
Appointment of Drainage Engineer – Webster Drain

---

### **RECOMMENDATIONS**

It is recommended that:

1. Gerard Rood P.Eng., of Rood Engineering Inc. be appointed Drainage Engineer to:
  - (i) make an examination of the drainage area as submitted by Christine and Craig Pearce of Roll No. 410000000700000 in the “Notice of Request for Drain Improvement” dated October 5, 2016; and
  - (ii) to prepare a Drainage Report for the Webster Drain (Drain) in accordance with Section 78 of the *Drainage Act*, including provisions for future maintenance of the Drain.

### **BACKGROUND**

The Town of Tecumseh received a telephone call on September 26, 2016 regarding a collapsed culvert at 6950 9<sup>th</sup> Concession Road with Roll No. 410000000700000 on October 5, 2016. The Town Drainage Superintendent met with the landowner to inspect the culvert and determined that the culvert headwalls were in poor condition and collapsing into the drain. The culvert itself was not inspected at that time due to the amount of water and sediment present in the drain. The culvert appeared to be an aged culvert at first glance. The owner of said lands indicated that they would like to replace and extend the culvert as they have future plans to build an equestrian horse ranch on the farm and thus require an improved access.

The Drainage Superintendent informed the landowner of the process that landowners must follow under the *Drainage Act* when an enclosure on a municipal drain is to be considered. The Municipal Drain and surrounding lands must be examined by a council appointed engineer and that the engineer is to provide recommendations to allow proper conveyance of storm water for the requesting landowner, and must also consider the entire drainage area so as to not adversely affect upstream landowners.

Further to the landowner meeting, a desktop study revealed that the Webster Drain has been a Municipal Drain for several years with the last known improvements in 1967 under By-Law No. 1578 by C.G.R. Armstrong, P.Eng, and in 2002 under By-Law No. 2002-11 by Lou Zarlenga, P.Eng.

The Report shall be in accordance with the Professional Engineers Guidelines for Services of the Engineer Acting under the *Drainage Act* and shall include a plan and profile for the design of the Drain along with an assessment schedule and a future maintenance assessment schedule providing the



Town and landowners with a mechanism to recover any future costs related to the drain maintenance or repair.

## **COMMENTS**

### **Legislation**

Section 78 of the *Drainage Act* requires Council by by-law or resolution to appoint an Engineer to make an examination of the area requiring drainage as described in the Request and to prepare a Drainage Report. The report shall include:

- a) plans, profiles and specifications of the drainage works, including a description of the area requiring drainage;
- b) an estimate of the total cost thereof;
- c) an assessment of the amount or proportion of the cost of the works to be assessed against every parcel of land and road for benefit, outlet liability and injuring liability;
- d) allowances, if any, to be paid to the owners of land affected by the drainage works; and
- e) such other matters as are provided for under the *Act*.

**Section 78(1)** *If a drainage works has been constructed under a by-law passed under this Act or any predecessor of this Act, and the council of the municipality that is responsible for maintaining and repairing the drainage works considers it appropriate to undertake one or more of the projects listed in subsection (1.1) for the better use, maintenance or repair of the drainage works or of lands or roads, the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it without the petition required in section 4.*

**Section 78(1.1)** *the projects referred to in subsections (1) are:*

1. *Changing the course of the drainage works.*
2. *Making a new outlet for the whole or any part of the drainage works.*
3. *Construction a tile drain under the bed of the whole or any part of the drainage works.*
4. *Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, bridges, pumping stations or other protective works in connection with the drainage works.*
5. *Otherwise improving, extending to an outlet or altering the drainage works.*
6. *Covering all or part of the drainage works.*
7. *Consolidating two or more drainage works.*

Section 78(1) of the *Act* states that where, for the better use, maintenance or repair of any drainage works constructed under a by-law passed under this *Act* or any predecessor of this *Act* or to otherwise improve, extend to an outlet or alter the drainage works or to cover the whole or any part of it, the Council of any municipality whose duty it is to maintain and repair the drainage works or any part thereof may, on the report of an Engineer appointed by it, undertake and complete the drainage works as set forth in such Drainage Report.

All proceedings, including appeals, under Section 78 shall be the same as on a report for the construction of a drainage works (Section 78(4)).

### **Notice to conservation authority**

(2) An engineer shall not be appointed under subsection (1) until thirty days after a notice advising of the proposed drainage works has been sent to the secretary-treasurer of each conservation authority that has jurisdiction over any of the lands that would be affected. R.S.O. 1990, c. D.17, s. 78 (2); 2010, c. 16, Sched. 1, s. 2 (28).

### **Powers and duties of engineer**

(3) The engineer has all the powers and shall perform all the duties of an engineer appointed with respect to the construction of a drainage works under this Act. R.S.O. 1990, c. D.17, s. 78 (3).

### **Proceedings**

(4) All proceedings, including appeals, under this section shall be the same as on a report for the construction of a drainage works. R.S.O. 1990, c. D.17, s. 78 (4).

### **Required approvals**

On October 6, 2016, the Town sent notification to the Essex Region Conservation Authority (ERCA) that it had received a request for the repair and improvement of the Drain. As outlined in Section 78(2) of the Act, the Engineer shall not be appointed until after the 30 day notification to the Conservation Authority who has regulation of the area. This administrative report is in line with those provisions and the 30 day period expired on November 6, 2016.

The proposed drainage works will need to be self-assessed by the Town of Tecumseh through the Department of Fisheries and Oceans (DFO). In order to obtain a federal Authorization, it may be necessary to provide habitat compensation for loss habitat for the proposed works. The resulting habitat impacts must be replaced with equivalent habitat features.

The Webster Drain may contain significant species (aquatic species at risk as well as plants, animals, habitat, etc.) that are protected under the provincial Endangered Species Act. All inquiries regarding the provincial Endangered Species Act are made with the Ministry of Natural Resources and Forestry (MNRF).

### **Appointment of Engineer**

For the benefit and conveyance of the water received by all affected lands within the watershed and adjacent to the Drain who depend on the Drain as their outlet for the water that they receive; It is recommended that:

- (1) Gerard Rood P.Eng., of Rood Engineering Inc. be appointed Drainage Engineer to:
  - (ii) make an examination of the drainage area as submitted by Christine and Craig Pearce of Roll No. 410000000700000 in the "Notice of Request for Drain Improvement" dated October 5, 2016; and
  - (iii) to prepare a Drainage Report for the Webster Drain (Drain) in accordance with Section 78 of the *Drainage Act*, including provisions for future maintenance of the Drain.

## **CONSULTATIONS**

Rood Engineering Inc.  
Director Financial Services & Treasurer  
Director Corporate Services & Clerk

## **FINANCIAL IMPLICATIONS**

The Engineer's Report shall assess for benefit, outlet liability and injuring liability. A schedule of assessment is to be contained in the report which details in separate columns, the sums assessed for

each parcel of land and the road authority's liability. The Town of Tecumseh will be responsible for the amount assessed for benefit of its road(s).

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

Reviewed by:

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Sam Paglia, P.Eng.  
Drainage Superintendent

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Phil Bartnik, P.Eng., PMP  
Manager Engineering Services

Reviewed by:

Reviewed by:

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Dan Piescic, P.Eng.  
Director, Public Works & Environmental  
Services

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

Reviewed by:

Recommended by:

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Luc Gagnon, CPA, CA, BMath  
Director, Financial Services & Treasurer

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer



## THE CORPORATION OF THE TOWN OF TECUMSEH

Public Works & Environmental Services  
Report No. 08/17

**TO:** Mayor and Members of Council

**FROM:** Sam Paglia, P.Eng., Drainage Superintendent

**DATE OF REPORT:** January 9, 2017

**DATE TO COUNCIL:** January 24, 2017

**SUBJECT:** Petition for a Municipal Drain  
Appointment of Drainage Engineer

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### **RECOMMENDATIONS**

It is recommended that:

1. Council consider the Petition for a Municipal Drain as outlined under Section 5 of the *Drainage Act*, and that
2. Dillon Consulting Ltd. be appointed Drainage Engineer to:
  - (i) make an examination of the area requiring drainage as described in the Petition submitted by Kirby McArdle, P.Eng., Manager Roads & Fleet for the Town of Tecumseh in the "Notice of Request for Drain Improvement" dated January 9, 2017; and
  - (ii) to prepare a Drainage Report in accordance with Section 8 of the *Drainage Act*, including provisions for future maintenance of the Drain.

### **BACKGROUND**

The Town received flooding complaints from property owners along Webster Drive in 2015. The landowners indicated that stormwater run-off is not draining efficiently and ponding and flooding is occurring. Public Works and the Drainage Superintendent surveyed the area and conducted some preliminary investigations onsite regarding stormwater conveyance on Webster Drive and noted in 2015 that the road is lacking adequate drainage.

Administration conducted a desktop review and the following was noted:

- The existing stormwater infrastructure conveys run-off from the industrial lands along Webster Drive via a 200 mm diameter corrugated steel pipe system with a series of catch basins.
- The stormwater then outlets into a catch basin at the north edge of pavement at the junction of Webster Drive where a 300 mm diameter concrete drain tile from the catch basin traverses north-easterly through private property owned by Husky Oil Ltd. at 4040 County Road 46. This concrete pipe is considered a private drain and outlets into the Demonte Branch Drain that was constructed under By-Law 2000-37.
- In 1982 a Grant of Easement was executed between landowners for the purpose of installing a 600 mm diameter storm drainage system through the Husky Oil Ltd. property. The 600 mm diameter private storm sewer was considered a Mutual Agreement Drain under this *Act*. R.S.O. 1990, c. D.17, s. 2.

- This Mutual Agreement Drain was not registered to new property owners or subdivided properties, and therefore not valid to perform any maintenance requests.
- The condition and capacity of the 300 mm diameter concrete drain tile and the 600 mm diameter private storm sewer located on Husky Oil property is currently unknown and will be assessed once the engineer is authorized to begin investigating the drainage area.
- The Demonte Branch Drain was constructed in 2000 at the same time the 8<sup>th</sup> Concession Drain North was maintained under By-Law 2000-37 by Bruce D. Crozier Engineering Inc.

A site meeting was held July 23, 2015. Landowners representing five of the seven properties along Webster Drive attended the meeting in addition to the owner of 4465 8<sup>th</sup> Concession Road that abuts both the 8<sup>th</sup> Concession North and Demonte Branch Drain.

The Drainage Superintendent informed landowners of the process that landowners must follow under the *Drainage Act* in respect to creating a new municipal drain. Landowners were also informed of the process under the *Drainage Act* when improvements on a municipal drain are to be considered. In a Section 78 report for an existing municipal drain, the municipal drain and surrounding lands must be examined by a council appointed engineer and that the engineer is to provide recommendations to allow proper conveyance of storm water for the requesting landowner, and must also consider the entire drainage area so as to not adversely affect upstream landowners. In a Section 4 petition drain, an engineer is appointed by council and landowners have the opportunity to add or remove their names from the petition.

The landowners agreed at the site meeting held July 23, 2015 that they would provide the Town a petition for drainage improvements. Correspondence from the affected landowners has not been received to date. The Town has a vested interest in drainage improvements on Webster Drive as the Town has plans to install new sanitary sewers, road reconstruction, and replacements of the watermain and storm sewers on Webster Drive in 2020. A sufficient outlet for the drainage will be required and thus an examination of the area requiring drainage is necessary.

Since the landowners have yet to petition for drainage improvements, a Petition from the Road Authority was submitted to the Drainage Superintendent on January 9, 2017 by Kirby McArdle, P.Eng., Manager Roads & Fleet, Town of Tecumseh pursuant to Section 4(1)(c) of the *Drainage Act*, to provide drainage to Webster Drive and adjacent industrial properties which are located at the upper end of the 8th Concession North and Demonte Branch Drain watershed area.

## **COMMENTS**

### **Legislation**

Section 4(1)(c) of the *Drainage Act* permits the local road authority to submit a petition for drainage works where drainage works is required for a road or part thereof.

Section 5(1) of the *Drainage Act* further indicates that where a petition has been filed under Section 4, Council shall consider the petition within 30 days after the filing of the petition. If Council decides to proceed with the drainage works the petitioners and the conservation authority must be notified.

Section 8(1) of the *Drainage Act* requires Council by by-law or resolution to appoint an Engineer to make an examination of the area requiring drainage as described in the petition and to prepare a Drainage Report which shall include:

- a) plans, profiles and specifications of the drainage works, including a description of the area requiring drainage;

- b) an estimate of the total cost thereof;
- c) an assessment of the amount or proportion of the cost of the works to be assessed against every parcel of land and road for benefit, outlet liability and injuring liability;
- d) allowances, if any, to be paid to the owners of land affected by the drainage works; and
- e) such other matters as are provided for under the *Act*.

### **Determination of petition compliance**

9. (1) The engineer shall, before making an examination and report, cause the clerk of the local municipality to send at least seven days' notice in the form prescribed by the regulations to each owner of lands within the area requiring drainage as described in the petition and to each public utility that may be affected by the petition setting out the time and place of an on-site meeting with the engineer to examine the area. R.S.O. 1990, c. D.17, s. 9 (1); 2010, c. 16, Sched. 1, s. 2 (5).

### **Duty of engineer**

- (2) At the on-site meeting, the engineer shall,
- (a) determine the area requiring drainage;
  - (b) determine whether the petition complies with section 4 for the area requiring drainage; and
  - (c) where the engineer is of opinion that the petition fails to so comply, establish the requirements for a petition to comply with section 4. R.S.O. 1990, c. D.17, s. 9 (2).

### **Idem**

(3) Where the engineer is of opinion that the petition complies with section 4, the engineer shall proceed to prepare a report or a preliminary report, as the case may be. R.S.O. 1990, c. D.17, s. 9 (3).

### **Report of engineer**

(4) Where the engineer is of opinion that the petition does not comply with section 4, the engineer shall so report to the council of the initiating municipality stating wherein the petition is deficient, the amount of the engineer's fees and by whom they shall be paid, and the council shall forthwith send a copy of such opinion to each petitioner. R.S.O. 1990, c. D.17, s. 9 (4).

### **Fees to form part of costs**

- (5) Where, within sixty days of the engineer's reporting to council under subsection (4), a petition that complies with the requirements of section 4 is filed with the clerk of the council,
- (a) the council shall instruct the engineer to prepare a report, or a preliminary report, as the case may be; and
  - (b) the fees mentioned in subsection (4) shall form part of the cost of the drainage works. R.S.O. 1990, c. D.17, s. 9 (5).

### **Sufficient outlet**

Pursuant to Section 32 of the *Drainage Act*, the appointed Engineer shall ensure that the drainage works constructed shall be continued to a sufficient outlet.

### **Powers and duties of engineer**

The engineer has all the powers and shall perform all the duties of an engineer appointed with respect to the construction of a drainage works under this *Act*. R.S.O. 1990, c. D.17, s. 9.

### **Species at Risk**

The Drain may contain significant species (aquatic species at risk as well as plants, animals, habitat, etc.) that are protected under the provincial *Endangered Species Act*. All inquiries regarding the provincial Endangered Species Act are made with the Ministry of Natural Resources and Forestry (MNRF).

Administration recommends that Council consider the Petition for a Municipal Drain as outlined under Section 5 of the *Drainage Act*.

### **Appointment of Engineer**

For the benefit and conveyance of the water received by all affected lands within the watershed, it is recommended that Dillon Consulting Ltd. be appointed Drainage Engineer to:

- (i) make an examination of the area requiring drainage as described in the petition submitted by Kirby McArdle, P.Eng., Manager Roads & Fleet for the Town of Tecumseh in the “Notice of Request for Drain Improvement” dated January 9, 2017; and
- (ii) to prepare a Drainage Report in accordance with Section 8 of the *Drainage Act*, including provisions for future maintenance of the Drain.

### **CONSULTATIONS**

Dillon Consulting Limited  
Director Financial Services & Treasurer  
Director Corporate Services & Clerk

### **FINANCIAL IMPLICATIONS**

At the onsite meeting, the appointed engineer will notify Council if the petition is valid and all affected landowners will be responsible for costs incurred in the preparation of the Drainage Report and the construction of any drainage works required. As the local road authority, the Town will be assessed for the costs associated with Webster Drive.

### **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	
2.	Ensure that the Town of Tecumseh’s current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh’s plans and priorities.	
4.	Steward the Town’s “continuous improvement” approach to municipal service delivery to residents and businesses.	✓
5.	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.	



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## **COMMUNICATIONS**

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

Reviewed by:

---

Cheryl Curran, BES  
Clerk I - Administrative Clerk

---

Sam Paglia, P.Eng.  
Drainage Superintendent

Reviewed by:

Reviewed by:

---

Phil Bartnik, P.Eng., PMP  
Manager Engineering Services

---

Dan Piescic, P.Eng.  
Director Public Works & Environmental  
Services

Reviewed by:

Reviewed by:

---

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

---

Luc Gagnon, CPA, CA, BMath  
Director Financial Services & Treasurer

Recommended by:

---

Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment:

1. Petition for Drainage Works by Road Authority – Form 2, dated January 9, 2017

CC

# Petition for Drainage Works by Road Authority – Form 2

*Drainage Act, R.S.O. 1990, c. D.17, subs. 4(1)(c)*

To: The Council of the Corporation of the Town of Tecumseh

Re: Road name and road location (provide description of road or section of road that requires drainage)  
Webster Road - Located in the northwest corner of the Town. Intersecting with County Road No. 46, east of the 8th Concession Road in the Town of Tecumseh. The road travels northeast for approximately 155 metres and turns west for approximately 156 metres. The road services approximately 12 hectares of industrial lands and is experiencing several flood related issues. The Road and lands requires a sufficient stormwater outlet.

I, Kirby McArdle, as an individual having jurisdiction over  
(Last, first name)

the above road system for the Town of Tecumseh

declare that the road described above requires drainage and hereby petition under subsection 4(1)(c) of the *Drainage Act* that this area be drained by means of a drainage works.

Organization

The Corporation of the Town of Tecumseh

Position Title	Signature	Date (yyyy/mm/dd)
<u>Manager of Roads and Fleet.</u>		<u>2017/01/09</u>

## Petitioners become financially responsible as soon as they sign a petition:

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the road authority is responsible for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the road authority is responsible for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

# THE CORPORATION OF THE TOWN OF TECUMSEH

## BY-LAW NUMBER 2017-01

Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Roberto & Marco Di Natale

**WHEREAS** The Corporation of the Town of Tecumseh (Town), has expropriated lands owned by Roberto Di Natale & Marco Di Natale (Owner) and legally described as PARTS 11 TO 15 INCL., EXPROPRIATION PLAN CE736571 (the Lands) in accordance with the *Expropriations Act*, R.S.O. 1990, c. E.26 (the Act);

**AND WHEREAS** the Town and the Owner have concluded negotiations respecting compensation to be paid to the Owner and otherwise resolving all claims payable under section 13 of the Act and any and all other possible claims arising from the taking of the lands;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF TECUMSEH HEREBY ENACTS AS FOLLOWS:**

1. **THAT** the Mayor and the Clerk be and they are hereby authorized and empowered on behalf of The Corporation of the Town of Tecumseh, to execute an Agreement dated the 16th day of December, 2016, between The Corporation of the Town of Tecumseh and Roberto & Marco Di Natale in Ontario, a copy of which Agreement is attached hereto and forms part of this by-law, and to do such further and other acts which may be necessary to implement the said Agreement.
2. **THAT** this by-law shall come into full force and take effect on the date of the third and final reading thereof.

**READ** a first, second, third time and finally passed this 24<sup>th</sup> day of January, 2017.

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Gary McNamara, Mayor

“ SEAL “

---

Laura Moy, Clerk

**THE CORPORATION OF THE TOWN OF TECUMSEH**

**BY-LAW NUMBER 2017-02**

Being a by-law to authorize the execution of a Letter of Agreement between The Corporation of the Town of Tecumseh and Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation for Ontario relating to funding under the Dedicated Gas Tax Funds for Public Transportation program

**WHEREAS** the Province of Ontario established a Dedicated Gas Tax Fund for Public Transportation Program to increase public transportation ridership to support the development of strong communities;

**AND WHEREAS** funding to municipalities by the Minister of Transportation for the Province of Ontario (MTO) will be provided in accordance with the terms and conditions set out in a Letter of Agreement and the Dedicated Gas Tax Funds for Public Transportation Program 2016/2017 Guidelines and Requirements;

**AND WHEREAS** the Council of The Corporation of the Town of Tecumseh is desirous of entering into a Letter of Agreement for the provision of funding under the Dedicated Gas Tax Funds for Public Transportation Program, aligning the program year with the Provincial fiscal year, running from April 1, 2016 to March 31, 2017;

**AND WHEREAS** under Section 5 of the *Municipal Act 2001*, S.O. 2001 c.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 HEREBY ENACTS AS FOLLOWS:**

- 1. **THAT** the Mayor and Director Financial Services & Treasurer be and they are hereby authorized and empowered on behalf of The Corporation of the Town of Tecumseh, to execute a Letter of Agreement between The Corporation of the Town of Tecumseh and Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation for the Province of Ontario, a copy of which Letter of Agreement is attached hereto and forms part of this by-law and to do such further and other acts which may be necessary to implement the said Letter of Agreement for the provision of funding under the Dedicated Gas Tax Funds for Public Transportation Program for 2016/2017.
- 2. **THAT** this by-law shall come into force and take effect upon on the date of the third and final reading thereof.

**READ** a first, second and third time and finally passed this 24<sup>th</sup> day of January, 2017.

“SEAL”

\_\_\_\_\_  
Gary McNamara, Mayor

\_\_\_\_\_  
Laura Moy, Clerk

# THE CORPORATION OF THE TOWN OF TECUMSEH

## BY-LAW 2017-03

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

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

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

**AND WHEREAS** the Provincial Policy Statement (2014) requires the remnant land from a surplus dwelling consent be zoned so as not to allow a residential dwelling on the remnant parcel;

**AND WHEREAS** the Committee of Adjustment granted provisional consent to application B/09-16 for the creation of one surplus dwelling lot with a condition that the remnant lands be zoned so as not to allow a residential dwelling;

**AND WHEREAS** this By-law conforms to the Official Plan in effect for the Town of Tecumseh for lands in the former Township of Sandwich South;

### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF TECUMSEH ENACTS AS FOLLOWS:**

1. That Schedule "A", Map 15, to By-law 85-18, as amended, is hereby further amended by changing the zoning classification for those lands depicted on Schedule "A" attached hereto and forming part of this by-law from "Agricultural Zone (A)" to "Agricultural Zone (A-27)".
2. That By-law 85-18, Section 15, Agricultural Zone (A) Regulations, as amended, is hereby further amended by the addition of a new subsection 15.3.27 to immediately follow subsection 15.3.26 and to read as follows:

"15.3.27 Defined Area A-27 as shown on Schedule "A", Map 15 to this By-Law.

a) Permitted Uses

Uses permitted in the Agricultural Zone (A) as established in subsection 15.1.1, with the exception of the following uses which shall be prohibited:

- i) single family residential uses;
- ii) household occupation or agricultural household occupation.

b) Permitted Building and Structures

- i) Buildings and structures for the uses permitted in subsection 15.3.27 a);
- ii) Accessory buildings and structures for the uses permitted in subsection 15.3.27 a).

c) Zone Provisions

All lot and building requirements shall be in accordance with subsections 15.1.3 to 15.2.3, inclusive, of this By-law.”

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

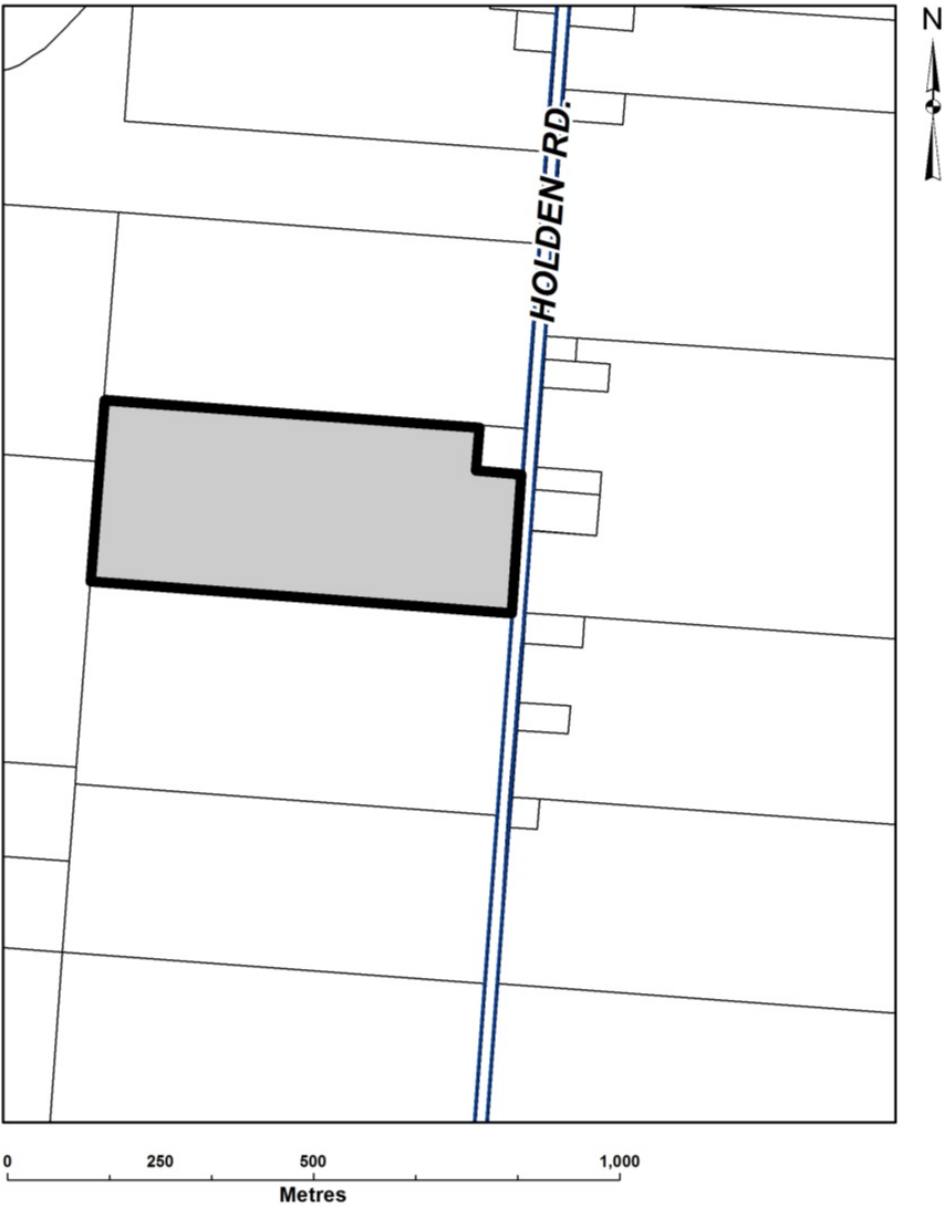
**READ** a first, second and third time and finally passed this 24<sup>th</sup> day of January, 2017.


“SEAL”

\_\_\_\_\_  
Gary McNamara, Mayor

\_\_\_\_\_  
Laura Moy, Clerk

SCHEDULE "A"  
6485 HOLDEN ROAD  
CONCESSION 5, E. PT. LOT 4  
TOWN OF TECUMSEH



 Change from "A" to "A-27"

This is Schedule "A" to By-law No. 2017-03.  
Passed the 24 th day of January, 2017.

Signed

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



### UNFINISHED REGULAR COUNCIL BUSINESS

	Meeting Date	Resolution	Subject	Action/Direction	Depart.	Status/Action Taken
20/14	Dec 9, 2014		County Rd 34 Hamlet	Administration is asked to look into property ownership and to work with the owners on opportunities for alternate service arrangements.	PWES/ Clerks	In progress
5/16	Nov 8, 2016	RCM 390/16	Traffic Study	That a traffic count be conducted for the intersection of Cada Street and St. Gregory's Road to determine if it warrants the installation of a crosswalk.	PWES	

Meeting Date: January 24, 2017

# THE CORPORATION OF THE TOWN OF TECUMSEH

## BY-LAW NUMBER 2017-04

Being a by-law to confirm the proceedings of the  
**January 24, 2017** regular meeting of the Council of  
The Corporation of the Town of Tecumseh

**WHEREAS** pursuant to Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council; and

**WHEREAS** pursuant to Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

**WHEREAS** it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Tecumseh at this Session be confirmed and adopted by by-law.

### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF TECUMSEH ENACTS AS FOLLOWS:**

1. **THAT** the actions of the Council of The Corporation of the Town of Tecumseh in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other action passed and taken by the Council of The Corporation of the Town of Tecumseh, documents and transactions entered into during the **January 24, 2017**, 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 **January 24, 2017**, meeting referred to in paragraph 1 of this By-law.
3. **THAT** the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to the action taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of The Corporation of the Town of Tecumseh to all documents referred to in said paragraph 1.

**Read** a first, second and third time and finally passed this 24<sup>th</sup> day of January, 2017.

---

Gary McNamara, Mayor

"SEAL"

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Laura Moy, Clerk