

Regular Council Agenda

AGENDA

Tuesday, July 24, 2018, 7:00 pm
Tecumseh Town Hall
www.tecumseh.ca

Pages

1.	Order	
2.	Moment of Silence	
3.	National Anthem	
4.	Roll Call	
5.	Disclosure of Pecuniary Interest	
6.	Minutes	
	a. Regular Meeting of Council - July 10, 2018	4 - 12
7.	Supplementary Agenda Adoption	
8.	Delegations	
	a. Ashley Weeres, Mike Brian, and Bob Boughner, Windsor-Essex Care for Kids Foundation	
	Re: Black Tie Tailgate Event - Request for Exemption from Noise By-Law	
	b. Wendy Pulleyblank-Cunningham, Old Sandwich South Historical Society	
	RE: Grand Opening Invitation – Sandwich South Cultural & Resource Centre	
	c. Heather Grondin, Vice President, Communications and Stakeholder Relations, Windsor-Detroit Bridge Authority	13 - 25
	Re: Windsor-Detroit Bridge Authority	
9.	Communications - For Information	
	a. Ontario Energy Board dated July 9, 2018	26 - 27
	Re: Union Gas Limited has applied to dispose of certain account balances and for approval of the amount of its earnings that it must share with customers.	
	b. The College of Physicians and Surgeons of Ontario dated July 12, 2018	28 - 32
	Re: Nomination of an outstanding physician in the community	
	c. Community School Alliance dated July 16, 2018	33 - 34
	Re: Call for Nominations	
10.	Communications - Action Required	
	a. CN dated June 18, 2018	35 - 36
	Re: Rail Safety Week - September 23 - 29, 2018	
	Recommendation:	
	That The Corporation of the Town of Tecumseh support national Public - Rail Safety Week, to be held from September 23 to 29, 2018.	

11. Committee Minutes	
a. Heritage Committee - June 18, 2018	37 - 39
b. Senior Advisory Committee - May 24, 2018 and June 28, 2018	40 - 46
c. Town of Tecumseh Business Improvement Area - June 13, 2018	47 - 51
d. Youth Advisory Committee - June 18, 2018	52 - 54
12. Reports	
a. Corporate Services & Clerk	
1. CS-2018-11 Court of Revision Appointment - Burke Drain and Howard Avenue Drain	55 - 58
2. CS-2018-15 Request for Noise By-Law Exemption - W.E. Care for Kids	59 - 63
b. Financial Services	
1. FS-2018-09 2019 Business Plan and Budget Timetable	64 - 67
2. FS-2018-10 Water and Sanitary In-House Billing Follow Up Report	68 - 83
Essex Powerlines Corporation will be in attendance for this report.	
1. FS-2018-04 Water Sanitary In-House Billing	84 - 98
c. Fire & Emergency Services	
1. FIRE-2018-06 Tecumseh Fire Services Q2 Update	99 - 104
d. Parks & Recreation Services	
1. PRS-2018-15- Ice Resurfacer Purchase	105 - 109
e. Public Works & Environmental Services	
1. PWES-2018-19 Disaster Mitigation and Adaptation Fund - Expression of Interest	110 - 124
13. By-Laws	
a. By-Law 2018-48	125 - 143
Being a by-law to authorize the execution of a Site Plan Control Agreement between The Corporation of the Town of Tecumseh and Windsor-Essex Catholic District School Board	
14. Unfinished Business - July 24, 2018	144 - 145
15. New Business	
16. Motions	
a. In-Camera Meeting	
b. Confirmatory By-law 2018-49	146 - 146
17. Notices of Motion	

18. Next Meeting

Tuesday, August 14, 2018

Policies & Priorities Committee Meeting at 5:00 pm

Regular Meeting of Council at 7:00 pm

19. Adjournment

Minutes of a Regular Meeting of
The Council of the Town of Tecumseh

Tecumseh Council meets in regular public session on Tuesday, July 10, 2018 in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 7:00 pm.

1. Order

The Mayor calls the meeting to order at 7:09 pm.

2. Moment of Silence

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

3. National Anthem

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

4. Roll Call

Present:

Mayor	Gary McNamara
Deputy Mayor	Joe Bachetti
Councillor	Bill Altenhof
Councillor	Andrew Dowie
Councillor	Tania Jobin
Councillor	Rita Ossington

Absent:	Councillor Brian Houston
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Also Present:

Chief Administrative Officer	Tony Haddad
Director Corporate Services & Clerk	Laura Moy
Director Parks & Recreation Services	Paul Anthony
Director Public Works & Environmental Services	Phil Bartnik
Director Information & Communication Services	Shaun Fuerth
Director Financial Services & Treasurer	Luc Gagnon
Director Planning & Building Services	Brian Hillman
Director Fire Services & Fire Chief	Doug Pitre
Deputy Clerk & Manager Legislative Services	Jennifer Alexander
Manager Committee & Community Services	Christina Hebert
Manager Planning Services	Chad Jeffery

5. Disclosure of Pecuniary Interest

Councillor Bill Altenhof declares an interest on item 12 (a) 1. CS-2018-12 2018 Committee Appointments YAC and SAC and By-law No. 2018-46. His children are members of the Youth Advisory Committee.

Deputy Mayor Joe Bachetti declares a pecuniary interest on item 12 (b) 2. PBS-2018-24 D11 STANDRE, St. Andre Elementary School Site Plan Control. His employer is the Windsor-Essex Catholic District School Board.

6. Minutes - Regular Council Minutes - June 26, 2018**Motion: RCM - 198/18**

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Rita Ossington

That the minutes of the June 26, 2018 Regular Meeting of Council, as were duplicated and delivered to the members, are adopted as amended on page 8 by adding alternative forms and options to the Riverside Trail report.

Carried

7. Supplementary Agenda Adoption**Motion: RCM - 199/18**

Moved by Councillor Rita Ossington
Seconded by Councillor Tania Jobin

That Report No.PBS-2018-24 D11 STANDRE, St. Andre Elementary School Site Plan Control Agreement be adopted as a supplementary item.

Carried

8. Delegations**a. Diane Mitchell, National Campaign Coordinator for the Canadian Union of Postal Workers****Motion: RCM - 200/18**

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Tania Jobin

That a letter in the drafted form by Canada Post to the Minister of Public Services and Procurement be accepted with jurisdiction of items added from Members of Council

Carried

9. Communications - For Information**a. Ministry of Transportation dated July 4, 2018**

Re: Cancellation of the Ontario Municipal Commuter Cycling (OMCC) program

Motion: RCM - 201/18

Moved by Councillor Andrew Dowie
Seconded by Councillor Tania Jobin

That Communications - For Information as listed on the Tuesday, July 10, 2018 Regular Council Agenda are received.

Carried

10. Communications - Action Required**a. Association of Municipalities of Ontario (AMO) dated July 3, 2018**

Re: MEPCO Update - OMERS Plan Review

Motion: RCM - 202/18

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Andrew Dowie

Whereas OMERS is a Jointly Sponsored Pension Plan with equal representation of employer and employee groups on the Sponsors Corporation Board; and

Whereas all OMERS Sponsors have a responsibility to ensure that the OMERS Plan remains sustainable, meaningful and affordable for current and future contributors and plan members; and

Whereas Plan demographics, member longevity, work practices, social norms, and economic contributions have evolved since OMERS was established in the 1960's, impacting Plan funding, liabilities and actuarial assumptions; and

Whereas the OMERS recent strong annual investment performance alone cannot not ensure that the Plan will be fully funded by 2025 or in the future; and

Whereas comparable Ontario public sector pension plans have already made changes to return to full plan finding or surplus to continue to provide meaningful benefits; and

Whereas the OMERS Sponsors corporation is focused on the equipment treatment of members within and across generations; and

Whereas the OMERS Sponsors Corporation has duly initiated a Comprehensive Plan Review that will consider options for prospective and/or temporary changes, that together with the OMERS funding Management Strategy, will embrace future Plan benefits to be sustained;

Whereas the Sponsors Corporation Board is assessing the viability and impacts of specific Plan design change as basis for consultation with Plan stakeholders to inform future decision-making;

Therefore, be it resolved that AMO calls on all Plan Sponsors to support and participate constructively in the Comprehensive Plan Review.

Carried

11. Committee Minutes**a. Cultural & Arts Advisory Committee - May 28, 2018****Motion: RCM - 203/18**

Moved by Councillor Rita Ossington
Seconded by Councillor Tania Jobin

That the May 28, 2018 minutes of the Cultural and Arts Advisory Committee, was duplicated and delivered to the Members of Council, are accepted.

Carried

b. Heritage Committee - April 16, 2018 and May 28, 2018**Motion: RCM - 204/18**

Moved by Councillor Rita Ossington
Seconded by Councillor Bill Altenhof

That the April 16, 2018 and May 28, 2018 minutes of the Heritage Committee, was duplicated and delivered to the Members of Council, are accepted.

Carried

c. Police Services Board- June 14, 2018

In reply to a query and comment on the minutes that Chief Administrative Officer advised members that additional speed monitoring devices are being reviewed and will seek alternative measurements if necessary.

Motion: RCM - 205/18

Moved by Councillor Tania Jobin
Seconded by Councillor Rita Ossington

That the June 14, 2018 minutes of the Police Services Board, was duplicated and delivered to the Members of Council, are accepted.

Carried

d. Tecumseh Accessibility Advisory Committee - June 26, 2018**Motion: RCM - 206/18**

Moved by Councillor Tania Jobin
Seconded by Councillor Rita Ossington

That the June 26, 2018 minutes of the Tecumseh Accessibility Advisory Committee, was duplicated and delivered to the Members of Council, are accepted.

Carried

12. Reports

a. Corporate Services & Clerk

1. CS-2018-12 2018 Committee Appointments YAC and SAC

Motion: RCM - 207/18

Moved by Councillor Rita Ossington
Seconded by Councillor Tania Jobin

That all applications to the Youth Advisory and Senior Advisory Committees be accepted;

And that the term of the Committee appointments be for the remaining term of Council, ending December 1, 2018, or until such time as new appointments are made by Council;

And further that the applicants be notified of Council's decision and by-laws be adopted to formally appoint the new members to these Committees.

Carried

2. CS-2018-13 Essex Power Corporation - Appointment of Proxyholder for Shareholders' 2018 Annual Meeting

Motion: RCM - 208/18

Moved by Councillor Bill Altenhof
Seconded by Deputy Mayor Joe Bachetti

That Mayor Gary McNamara be appointed proxyholder for the Town of Tecumseh to cast its shareholder's votes at Essex Power Corporation's 2018 Shareholders' Annual Meeting;

And that Mr. Tom Burton be appointed as an alternate proxyholder for the Town of Tecumseh to cast its shareholder's votes at Essex Power Corporation's 2018 Shareholders' Annual Meeting if Mayor Gary McNamara is absent from the meeting;

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

Carried

b. Planning & Building Services

1. PBS-2018-22 D04 AFF, Canada-Ontario Affordable Housing Program, 2018 Rental Housing Component

Motion: RCM - 209/18

Moved by Deputy Mayor Joe Bachetti
 Seconded by Councillor Tania Jobin

That the Town's participation in the Canada-Ontario Affordable Housing Program, 2018 Rental Housing Component of the Social Infrastructure Fund as delivered under the existing Investment in Affordable Housing Program Extension (IAHE), be confirmed;

And that the mandatory program requirements identified under the IAHE, requiring setting the property tax rate for multi-unit residential units receiving capital program funding at the effective rate equivalent to the Single Residential Rate for the Town for the 20 year duration of the program, or by providing a grant-in-lieu to have the same effect, be provided.

Carried

2. PBS-2018-24 D11 STANDRE, St. Andre Elementary School, Site Plan Control Agreement

Motion: RCM - 210/18

Moved by Councillor Rita Ossington
 Seconded by Councillor Bill Altenhof

That a by-law authorizing the execution of the "Windsor Essex Catholic District School Board" site plan control agreement, satisfactory in form to the Town's Solicitor, which allows for the redevelopment of the existing 2.6 hectare (6.4 acre) St. Andre Elementary School property located at 13765/13789 St. Gregory's Road, including the expansion of the existing parking lot, the installation of landscaping and outdoor recreational areas, the creation of a school bus bay within the right-of-way of St. Gregory's Road and associated on-site services/works, be adopted, subject to the following occurring prior to the Town's execution of the Agreement:

- i. final stormwater management design and stormwater management calculations, and associated site service drawings, landscape plan and photometric plan being approved by the Town;
- ii. the Owner executing the site plan control agreement; and
- iii. the Owner posting security for performance pursuant to paragraph 6.1 of the agreement.

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

Carried

c. Public Works & Environmental Services**1. PWES-2018-13 Appointment of Drainage Engineer****Motion: RCM - 211/18**

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Bill Altenhof

That Dillon Consulting Limited (Dillon) be appointed Drainage Engineer to:

- make an examination of drainage areas as submitted by the County of Essex in the “Notice of Request for Drain Improvement” dated April 30, 2018; and
- prepare a Drainage Report in accordance with Section 78 of the *Drainage Act*, including provisions for future maintenance for each of the following Drains:
 1. St. Louis Drain
 2. Eleventh Concession Drain
 3. Banwell Road Drain
 4. Klondyke and Branch Drain
 5. Lesperance Road West Drain
 6. Lesperance Road East Drain
 7. Dame and East Branch and Extension Drain

Carried

13. By-Laws**Motion: RCM - 212/18**

Moved by Councillor Rita Ossington
Seconded by Councillor Andrew Dowie

That By-law 2018-45 being a by-law to appoint members to the Tecumseh Senior Advisory Committee for the term of council ending 2018;

Be given first, second, third and final reading.

Carried

Councillor Bill Altenhof having declared a conflict of interest refrains from any voting on By-law No. 2018-46

Motion: RCM - 213/18

Moved by Councillor Andrew Dowie
Seconded by Councillor Rita Ossington

That By-law 2018-46 being a by-law to appoint members to the Tecumseh Youth Advisory committee for the term of Council ending 2018.

Be given first, second, third and final reading.

Carried

14. Unfinished Business - July 10, 2018

The Members receive the Unfinished Business listing for Tuesday, July 10, 2018.

It is directed that Item 22/18 regarding the designation of a Community Safety Zone of Schwano Park listed in the Unfinished Business listing be removed.

It is requested that Administration provide an update with the Friends of Old Development (F.O.O.D) on next steps after the OMB decision.

15. New Business**Ciociaro Club**

Deputy Mayor Joe Bachetti advises members of the Frosinone Calcio activities occurring on July 29 - 31, 2018. He requests Administration to assist with additional communication of the event for public awareness.

Motion: RCM - 214/18

Moved by	Deputy Mayor Joe Bachetti
Seconded by	Councillor Rita Ossington

That Members of Council and Senior Administration be authorized to attend the July 29 Ciocairo Club dinner.

Carried

Riverside Drive Trail

A member requests that all options for the trail be considered in the upcoming report to Council.

Petretta Development (former Puds Marina)

It is requested that Administration reschedule the Public Meeting of Council for the Petretta Development on the former Puds Marina site to September after the summer holidays.

16. Motions**a. In-Camera Meeting****Motion: RCM - 215/18**

Moved by	Councillor Bill Altenhof
Seconded by	Councillor Rita Ossington

That the direction given to Administration at the July 10, 2018 closed meeting of Council held at 6:30 pm in accordance with Section 239(2)(d) of the *Municipal Act, 2001* regarding Contract Negotiations with CUPE Local 701.13, be confirmed.

Carried

b. Confirmatory By-law No. 2018-47

Motion: RCM - 216/18

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Andrew Dowie

That By-Law 2018-47 being a by-law to confirm the proceedings of the Tuesday, July 10, 2018, regular meeting of the Council of The Corporation of the Town of Tecumseh be given first, second, third and final reading.

Carried

17. Notices of Motion

There are no notices of motion presented to Council.

18. Next Meeting

The next Regular Council meeting will be held at 7:00 pm on Tuesday, July 24, 2018.

19. Adjournment

Motion: RCM - 217/18

Moved by Councillor Bill Altenhof
Seconded by Councillor Tania Jobin

That there being no further business, the Tuesday, July 10, 2018 meeting of Regular Council now adjourn at 8:20 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk

Gordie Howe International Bridge



Presentation to the Town of Tecumseh Council
July 24, 2018

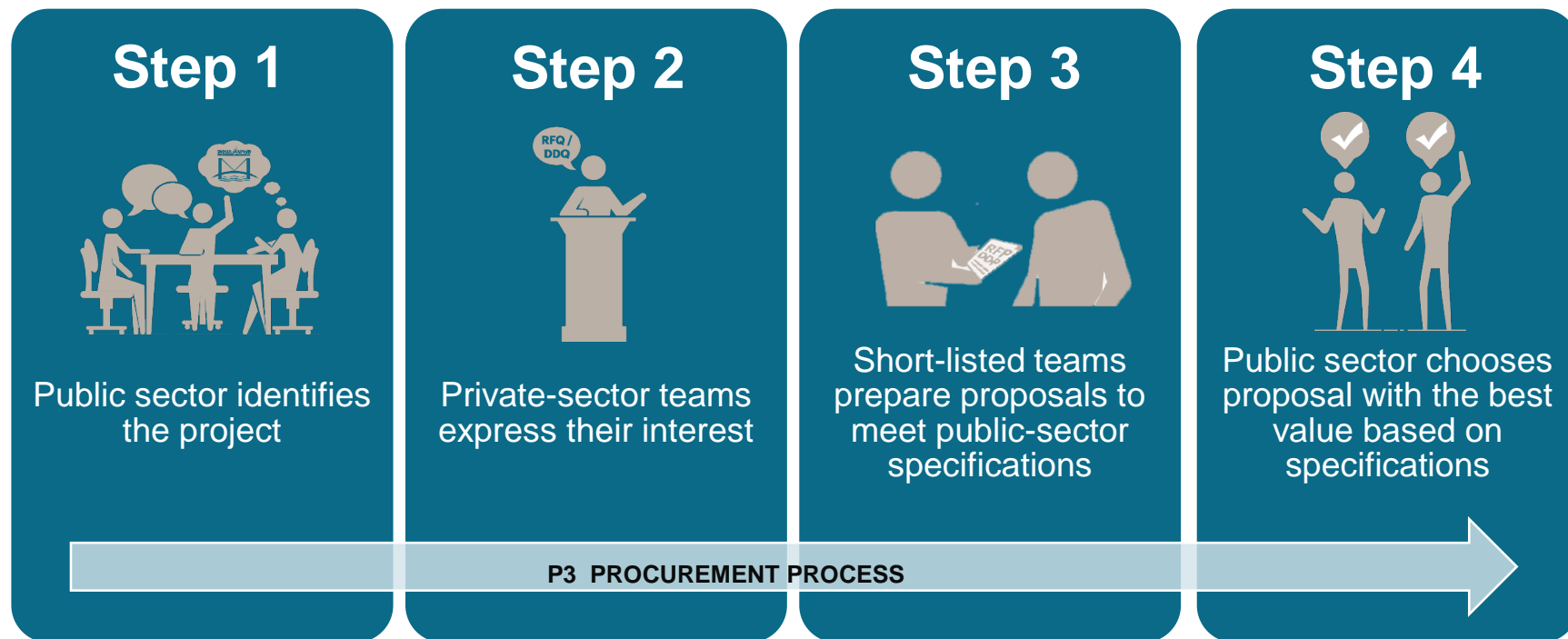
This presentation is for informational purposes only and may change as a result of the procurement process underway

Gordie Howe International Bridge Project

13

The Procurement Process: Overview

WDBA's procurement process is designed to choose a private-sector partner with the skills, experiences and resources necessary to design, build, finance, operate and maintain the Gordie Howe International Bridge project.



Gordie Howe International Bridge Project

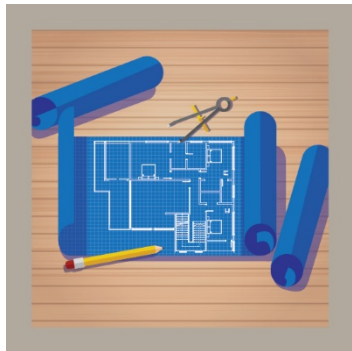
Preferred Proponent



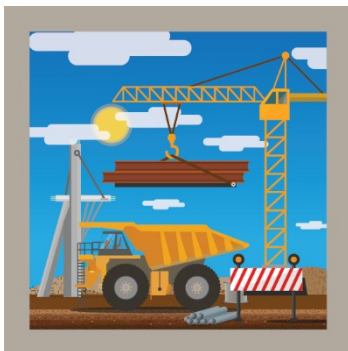
Gordie Howe International Bridge Project

Private-Sector Partner Responsibilities

As WDBA's private-sector partner, Bridging North America will be responsible to design, build, finance, operate and maintain the Canadian and US Ports of Entry and the bridge and to design, build and finance the Michigan Interchange. Michigan will be responsible for the operations and maintenance of the Michigan Interchange.



Design



Build



Finance



Operate



Maintain

Gordie Howe International Bridge Project

16

Proposals Evaluation

- The technical and financial proposals were evaluated by subject-matter experts with extensive engineering and financial, and legal expertise.
- Technical score and financial score combined.
- WDBA looked for the proposal that best met the requirements set out in the RFP and provides the best value to deliver the project requirements.
- Proponent with highest overall score is the Preferred Proponent.

The Bridge

- 6 lanes – 3 in each direction
- 2.5 kilometres / 1.5 miles
- Clear span of 850 metres / 0.53 miles
- Multi-use path for pedestrians and cyclists 3.6 metres / 11.8 feet wide

Conceptual design

Gordie Howe International Bridge Project

Community Features

- City of Detroit
 - Local roads improvements/complete streets
- City of Windsor
 - Local road improvements
 - Integrated public art at the Canadian POE
- Noise mitigation measures
- Landscaping
- Environmental/species at risk mitigation measures
- Direct engagement with Canadian Indigenous Peoples

Community Benefits Plan

Canadian and US consultation suggests the following regional priorities:



WDBA in the Community



Gordie Howe International Bridge Project

WDBA in the Community

PUBLIC INFORMATION MEETING – WINDSOR

Wednesday, July 25, 2018

3:00 p.m. to 7:00 p.m.

Mackenzie Hall

3277 Sandwich St., Windsor, ON

PUBLIC INFORMATION MEETING – DETROIT

Thursday, July 26, 2018

3:00 p.m. to 7:00 p.m.

Historic Fort Wayne

6325 W. Jefferson Ave, Detroit, MI

US Advance Construction Groundbreaking



Gordie Howe International Bridge Project

Next Steps

- Early Work
 - Advance construction in Michigan
 - Timing: July
- Financial Close
 - Negotiate partnership details
 - Execute Project Agreement (contract for next 30 years)
 - Timing: by end of September
- Start of Construction
 - Begin major construction
 - Timing: Fall 2018

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www.wdbridge.com

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF UNION GAS LIMITED

Union Gas Limited has applied to dispose of certain account balances and for approval of the amount of its earnings that it must share with customers.

Learn more. Have your say.

Union Gas Limited has applied to the Ontario Energy Board for approval to dispose of amounts recorded in certain 2017 deferral and variance accounts and for approval of the amount of its 2017 earnings that it must share with customers. If its application is approved, Union Gas Limited says that it would have the following impact on typical customers over the six month period from January 1, 2019 to June 30, 2019:

- For residential customers in Southern Ontario, a charge of \$6.87
- For residential customers in North East Ontario, a charge of \$6.36
- For residential customers in North West Ontario, a refund of \$13.72

Other customers, including businesses, may also be affected.

THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The Ontario Energy Board (OEB) will hold a public hearing to consider the application filed by Union Gas. We will question Union Gas on the case. We will also hear questions and arguments from individual customers and from groups that represent the customers of Union Gas. At the end of this hearing, the OEB will decide whether the amounts and the charges or credits requested in the application will be approved.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Union Gas on the OEB's website now.
- You can file a letter with your comments, which will be considered during the hearing.
- You can become an active participant (called an intervenor). Apply by **July 16, 2018** or the hearing will go ahead without you and you will not receive any further notice of the proceeding.
- At the end of the process, you can review the OEB's decision and its reasons on our website.

The OEB intends to consider cost awards in this proceeding that are in accordance with the *Practice Direction on Cost Awards* and only in relation to the following issues:

1) The proposed balances for recovery / refund recorded in the following deferral and variance accounts:

- Unabsorbed Demand Costs (UDC) Variance Account (Account No. 179-108)
- Upstream Transportation Optimization (Account No. 179-131)
- Short-Term Storage and Other Balancing Services (Account No. 179-70)
- Conservation Demand Management (CDM) (Account No. 179-123)
- Normalized Average Consumption (Account No. 179-133)
- Unaccounted for Gas (UFG) Volume Variance Account (Account No. 179-135)
- Parkway West Project Costs (Account No. 179-136)
- Brantford-Kirkwall / Parkway D Project Costs (Account No. 179-137)
- Parkway Obligation Rate Variance (Account No. 179-138)
- Unaccounted for Gas (UFG) Price Variance Account (Account No. 179-141)
- Lobo C Compressor / Hamilton-Milton Pipeline Project Costs (Account No. 179-142)
- Lobo D / Bright C / Dawn H Compressor Project Costs (Account No. 179-144)
- Burlington-Oakville Project Costs (Account No. 179-149)
- Base Service North T-Service TransCanada Capacity (Account 179-153)
- Panhandle Reinforcement Project Costs (Account 179-156)

2) The proposed 2017 utility results and earnings sharing amount.

3) The proposed method for allocating and disposing of the 2017 deferral account balances and 2017 earnings sharing amount, if any.

LEARN MORE

Our file number for this case is **EB-2018-0105**. To learn more about this hearing, find instructions on how to file letters or become an intervenor, or to access any document related to this case, please enter the file number **EB-2018-0105** on the OEB website: www.oeb.ca/participate. You can also phone our Consumer Relations Centre at 1-877-632-2727 with any questions.

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **July 16, 2018**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and e-mail address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This rate hearing will be held under section 36 of the Ontario Energy Board Act, S.O. 1998 c.15 (Schedule B).





THE
COLLEGE
OF
PHYSICIANS
AND
SURGEONS
OF
ONTARIO

July 2018

TO: MAYOR, CITY CLERK AND COUNCILLORS:

Nominate an Outstanding Ontario Physician in Your Community The College of Physicians and Surgeons of Ontario Council Award

The College of Physicians and Surgeons (CPSO) is now accepting nominations for the **2019 Council Award**. The Council Award honours outstanding Ontario physicians who have demonstrated excellence and embody a vision of the “ideal physician”.

The criteria for selecting a physician for the Council Award are outlined in the enclosed brochure and nomination form. The criteria are based upon eight “physician roles” that reflect society’s expectations of what is needed to practise modern medicine.

Through the award, the College honours Ontario physicians whose performance in each of these roles is outstanding, recognizing that individual physicians will demonstrate more extensive expertise in some roles than in others.

If you know of a physician who meets the selection criteria, please nominate him or her for the Council Award.

The deadline for receipt of nominations is October 1, 2018 at 5:00 p.m.

For further information, please contact the Council Awards Program at 416-967-2600 or 1-800-268-7096 extension 611 or CPSOaward@cpso.on.ca.

RECEIVED

JUL 12 2018

THE 2019
Council Award

HONOURING OUTSTANDING PHYSICIANS



Council Award

Each year the Council honours outstanding physicians in Ontario

SELECTION CRITERIA

The criteria for selecting a physician for the Council Award are based on the eight “physician roles” identified by Educating Future Physicians of Ontario in 1993. These roles reflect the many needs and expectations of our society, and outline an archetype of the “ideal physician”. Those roles are:

- 1 Medical Expert/Clinical Decision Maker**
The physician is well-informed about the science and technology of medicine and health care. The physician’s knowledge and skill is used to collect and interpret data, make appropriate clinical decisions and carry out diagnostic and therapeutic procedures.
- 2 Communicator**
The physician has effective, humane relationships with patients and colleagues. The physician understands and responds to patients’ needs, fears, beliefs and expectations and effectively counsels and educates on health care needs and public health care issues.
- 3 Collaborator**
The physician works in partnership with other health care professionals and sees the patient and family members as partners in health care decision-making. The physician appropriately uses community and health care resources.
- 4 Gatekeeper/Resource Manager**
The physician recognizes the many determinants of health and the implications of those determinants for the practice of medicine. The physician participates at a number of organizational levels to address issues such as quality of care and quality assurance mechanisms.
- 5 Health Advocate**
With an understanding of the many determinants of health, the physician advocates for more effective public health interventions and policies.
- 6 Learner**
The physician recognizes that the abilities to change and to continue to learn are essential to the practice of good medicine. The physician is a self-directed learner and keeps abreast of current treatments and philosophies.
- 7 Scientist/Scholar**
The physician understands the scientific method and applies it to patient encounters, community health issues and to the critical assessment of literature related to the biological, psychological and sociological basis of illness. The physician may be engaged in scientific research.
- 8 Person & Professional**
The physician has developed strategies for coping with professional demands to provide maximum opportunity for effective relationships with patients and colleagues while at the same time providing excellent medical care. The physician is committed to the highest standards of excellence in clinical care and ethical conduct.

ASSESSING THE CRITERIA

The College wants to honour physicians whose performance in these roles is outstanding, recognizing that individual physicians will demonstrate more extensive expertise in some roles than in others. Council Awards are presented at Council meetings, which are held quarterly.

ELIGIBILITY FOR NOMINATION

Anyone may nominate an eligible physician for the Council Award. To be eligible for nomination, a physician must be licensed in Ontario and be in good standing with the College. Former recipients of the Council Award or the Excellence in Quality Management of Medical Care Award are not eligible for nomination. Members of the Council, and staff of the College and members of their immediate families are also not eligible for nomination for the Council Award. The completed nomination form (on back) and required documentation must be submitted by October 1, 2018, for consideration by the Council Award Selection Committee.*

** Previous nominees who were unsuccessful are eligible*

NOMINATION INSTRUCTIONS

1. Complete the nomination form, providing as much information as possible about the physician nominee. Type or print clearly in the space provided. If additional space is required, attach additional pages.
2. Provide a detailed nominator's statement. In this statement, please describe how the physician nominee has demonstrated overall excellence using the eight physician roles outlined on the previous page. It is recognized that individual physicians will demonstrate more extensive expertise in some roles than in others. The nominator may include concisely presented pertinent supporting materials (letters, reports, testimonials, press clippings, etc.).
3. Find a seconder for the nomination. The seconder should provide a seconder's statement, their own written testimonial about the nominee and his or her accomplishments, again using the eight physician roles.
4. The completed Council Award nomination form (including nominator's statement, supporting material and seconder's statement) can be emailed or mailed to:

**The Council Award,
c/o Communications Department
College of Physicians and Surgeons of Ontario
80 College Street, Toronto, Ontario, M5G 2E2**

Tel: (416) 967-2600 or 1-800-268-7096, extension 402

Email: cpsoaward@cpso.on.ca

CHECKLIST:

Nomination form complete ☐

including:

Nominator's statement ☐

Secunder's statement ☐

Supporting documents (optional) ☐

Nominee's CV (optional) ☐

Note: The deadline for nominations is Monday, October 1, 2018 at 5 p.m.

Any questions concerning the nomination instructions should be directed to The Communications Department. Additional nomination forms are available at: www.cpso.on.ca/council-award.

Council Award

Nomination Form

If more space is required, please include additional pages.

NOMINEE

Name of nominee:

Address:

Telephone number:

work

mobile

E-mail address:

Date and place of birth:

Degrees earned

(Degree, School, Year):

Specialty, if any:

Type of practice:

Faculty appointments, if any:

Previous honours and awards:

NOMINATOR

Name:

Address:

Telephone number:

E-mail address:

Please indicate your relationship
to the Nominee:

SECONDER (must be provided)

Name:

Address:

Telephone number:

E-mail address:

Deadline for nomination submission is **October 1, 2018 at 5 p.m.**

Call for Nominations

Community Schools Alliance

Memo To: Members and Former Members of the Community Schools Alliance

From: James Collard, Secretary-Treasurer, Community Schools Alliance

Thank you for being a member or former member of the Community Schools Alliance and supporting our advocacy for schools in rural and northern Ontario.

Please be advised that in accordance with the Constitution of the Community Schools Alliance, the Secretary-Treasurer is inviting nominations to the Executive Committee of the Alliance.

If required, an election will be held at the Annual Meeting in Ottawa on August 19, 2018 during the AMO Conference. You will be advised of the location and time of the Annual Meeting as soon as that information is available.

A Nomination Form is included. Please forward this to all members of your council.

The names of all qualified individuals who are duly nominated will appear on the ballot for election to the Executive Committee.

Only individuals who were members of the Alliance by July 15, 2018 or elected officials of municipalities that were members of the Alliance by July 15, 2018 are eligible to be candidates for election to the Executive Committee of the Alliance. Please note that all 2016-17 memberships were extended to include 2017-18 without requiring payment of an additional annual membership fee. The Executive Committee waived the fee for 2017-18 because of the fact no large expenditures were anticipated.

Please print, complete and forward a completed Nomination Form to the Secretary-Treasurer at jim@collards.com.

A completed Nomination Form must be received by the Secretary-Treasurer no later than Friday, August 10, 2018. Nominations will not be accepted beyond that date.

The Constitution provides for up to eleven (11) members of the Executive Committee.

Section 5(g) of the Constitution establishes staggered terms for members of the Executive Committee. At this year's Annual Meeting up to four (4) members may be elected for three (3) year terms.

Section 5(i) of Constitution states: "The Chair, Vice-Chair and Secretary-Treasurer shall be elected by the members of the Executive Committee following the Annual Meeting."

Nomination Form

Executive Committee of the Community Schools Alliance

Nominee's Name (as it is to appear on the ballot):

Nominee's Municipality (if applicable):

Civic Address including Postal Code:

Email address:

Phone Number:

I, the Nominee named in this Nomination Form, do hereby consent to such nomination and declare that I am qualified to be elected to the Executive Committee of the Community Schools Alliance.

Signature of Nominee and date:



www.cn.ca

Corporate Services

Stephen Covey
Chief of Police
and Chief Security Officer

935 de La Gauchetière Street West
15th Floor
Montreal, Quebec H3B 2M9
Canada

Services corporatifs

Chef de la Police
et de la sécurité du CN

935 rue de La Gauchetière Ouest
15^e étage
Montréal (Québec) H3B 2M9
Canada

June 18, 2018

Office of the Clerk
Town of Tecumseh
917 Lesperance Road
Tecumseh ON N8N 1W9

RECEIVED
JUN 27 2018
Town of Tecumseh

Dear Sir / Madam:

At CN, we are on a journey to become the safest railroad in North America. In addition to reinforcing safety as a core value among our 25,000 employees, we collaborate with communities and local authorities to help prevent injuries and accidents and ensure everyone's safety.

This year, **Rail Safety Week** will be held in Canada and the United States from **September 23-29**. Hand in hand with **Operation Lifesaver**, CN's Police Service and employees will be in communities conducting hundreds of safety initiatives throughout the week. As proud partners, our commitment is to keep communities safe by raising rail safety awareness year round.

Safety is a shared responsibility

Last year, your council joined the safety efforts of many other Canadian and U.S. municipalities by adopting a resolution in support of Rail Safety Week. Rail safety is everyone's responsibility and by looking out for each other and working together, we can help keep our communities safe and prevent fatalities and injuries on or near railway property.

Your council can be a powerful ally in this effort to save lives by adopting the enclosed draft resolution. Please send a copy of your resolution by mail or e-mail to josee.magnan@cn.ca and let us know how you will be promoting rail safety in your community this year.

For additional information about Rail Safety Week 2018, please consult: www.cn.ca/railsafety, www.operationlifesaver.ca or www.oli.org.

Yours sincerely,

Stephen Covey
Encl.

CN all aboard
for **safety**



(Draft Resolution)

RESOLUTION IN SUPPORT OF PUBLIC - RAIL SAFETY WEEK

Whereas *Public - Rail Safety Week* is to be held across Canada and the United States from September 23 to 29, 2018

Whereas it is in the public's interest to raise citizens' awareness on reducing avoidable accidents, injuries and damage caused by collisions at level crossings or incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the rail industry, governments, police services, the media and other agencies and the public to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing effort to save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor

seconded by Councillor

It is hereby **RESOLVED** to support national ***Public - Rail Safety Week***, to be held from September 23 to 29, 2018.

Minutes of the Heritage Committee
for the Corporation of The Town of Tecumseh

A meeting of the Heritage Committee for the Town of Tecumseh was scheduled to be held on Monday, June 18, 2018, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 6:00 pm.

1. Call to Order

The Vice Chairperson calls the meeting to order at 6:02 pm.

2. Roll Call

Present:

Councillor
Councillor
Vice-Chair
Member
Member
Member

Brian Houston
Rita Ossington
Marian Drouillard
Chris Carpenter
Rhonda Dupuis
Terry England

Also Present:

Manager of Committee & Community Services

Christina Hebert

Absent:

Chair
Member
Member
Member

Ian Froese
Dwayne Ellis
Charles Gray
John Levesque

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

None.

5. Communications

a. Heritage Committee Minutes - April 16, 2018

b. Heritage Committee Minutes - May 28, 2018

Motion: HC - 19/18

Moved By

Councillor Brian Houston

Seconded By

Member Chris Carpenter

That the minutes of the April 16, 2018 and May 28, 2018 meeting of the Heritage Committee be approved.

Carried

6. Reports

None.

7. Unfinished Business

a. Heritage Property Listing

The Members apprise of no further updates, at this time, for their respective properties contained on the Heritage Property Listing and will continue to research same.

b. Tecumseh Heritage Articles

Vice Chair Marian Drouillard advises she has contacted Essex Free Press regarding publication of monthly heritage articles and is waiting for a response.

As previously discussed, the Members concur with coordinating the first article to follow Council's consideration of the recommended properties to be moved forward on the 'Listing' by way of an introduction to residents on the process.

8. New Business

a. Banwell Road Black Community Settlement Cemetery

Councillor Rita Ossington notes it appears the grass is not being maintained at the Banwell Road Black Community Settlement Cemetery.

The Cemetery is owned by the British Methodist Episcopal Church of Canada. Administration will investigate the matter of grass maintenance.

b. Senior Fitness Around Town Program

The Manager Committee & Community Services advises the Senior Advisory Committee received funding under the Ontario Sport and Recreation Communities Fund Grant for a 'Senior Fitness Around Town' (SFAT) Program.

The SFAT Program will provide Tecumseh residents the opportunity to participate in a variety of fitness programming to increase physical activity and help lead engaged, active and healthy lifestyles in a recreational environment.

Older adults (55+) and seniors will participate in approximately one-hour a week, physical activity over a six-week program period. Equipment, where applicable, will be provided to participants. Program costs are provided under the Grant.

The first six-week session commences June 28, 2018. Further details, including the Registration Form and schedule may be found on the Town's website.

The Members are encouraged to help promote the SFAT with any persons who may be interested.

c. Tecumseh's 250th Birthday Celebration

The Members are informed of the upcoming Open House on Saturday, June 23 from 1:00 to 3:00 pm, taking place at the Tecumseh Heritage Centre to celebrate Chief Tecumseh's 250th Birthday.

9. Next Meeting

The next meeting of the Heritage Committee will be held on Monday, July 23, 2018.

10. Adjournment

Motion: HC - 20/18

Moved By	Member Rhonda Dupuis
Seconded By	Councillor Rita Ossington

That there being no further business, the June 18, 2018 meeting of Heritage Committee now adjourn at 6:38 pm.

Carried

Marian Drouillard, Vice-Chair

Christina Hebert, Manager Committee
& Community Services

Minutes of the Senior Advisory Committee
for the Corporation of The Town of Tecumseh

A meeting of the Senior Advisory Committee for the Town of Tecumseh was scheduled to be held on Thursday, May 24, 2018, in the Council Chambers at Town Hall, 917 Lesperance Road, Tecumseh at 6:00 pm.

1. Call to Order

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

2. Roll Call

Present:

Chair	Douglas Drouillard (6:04 pm)
Vice-Chair	Paul Morand
Member	Suzanne Beneteau
Member	Dara Pfiefer O'Connor
Member	Nancy Tennant

Also Present:

Manager Committee & Community Services	Christina Hebert
--	------------------

Absent:

Member	Michelle Phillion
--------	-------------------

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

None.

5. Communications

a. Senior Advisory Committee Minutes- March 22, 2018

b. Senior Advisory Committee Minutes - April 26, 2018

Motion: SAC- 10/18

Moved By	Member Nancy Tennant
Seconded By	Member Suzanne Beneteau

That the minutes of the March 22, 2018 and April 26, 2018 meetings of the Senior Advisory Committee be approved.

Carried

c. Public Notice

Re: Seniors Ride the Bus for Free in June

Motion: SAC- 11/18

Moved By Member Dara Pfiefer O'Connor
Seconded By Member Nancy Tennant

That Communication item C as listed on the May 24, 2018 Senior Advisory Committee Agenda be received.

Carried

6. Reports

None.

7. Unfinished Business**a. Seniors Community Grant**

The Members are apprised that the final report for the Seniors Community Grant was submitted.

As previously discussed, the remaining grant funds were allocated to persons on the wait list for Life After Fifty memberships and a limited number of memberships were made available to Tecumseh seniors on a 'first come, first serve' basis.

b. Education Workshop

Details respecting the Nutrition workshop to be held on Friday, July 27, 2018 are discussed. The workshop will commence at 10:00 am.

Cindy Dodsworth, In-Store Dietitian at Zehrs Manning Road, together with the Zehrs Pharmacist will be in attendance to discuss healthy eating and medical services available to seniors.

The Golden Age Club will once again host the workshop and arrange for room set up and coffee/tea provisions.

Light refreshments and water will be provided by the Committee.

The Members recommend hosting a future workshop in regards to the Inheritance Tax. A suggestion is made to receive feedback from the participants at the Nutrition workshop on future topics that would be of interest.

c. Age Friendly Presentation

The Manager Committee & Community Services advises Bonnie Pacuta is available for the June Committee meeting to present information in regards to elder issues and age-friendly initiatives.

The Members suggest the presentation be postponed until the fall due to Members upcoming vacation schedules and conflicts.

d. Ontario Sport and Recreation Communities Fund

Further to the email correspondence previously sent advising the Town was successful in receiving the Ontario Sport and Recreation Communities Fund Grant for a 'Senior Fitness Around Town' (SFAT) Program, the Manager Committee & Community Services provides an overview of the program details.

The SFAT Program will provide Tecumseh residents the opportunity to participate in a variety of fitness programming to increase physical activity and help lead engaged, active and healthy lifestyles in a recreational environment.

Older adults (55+) and seniors will participate in approximately one-hour a week, physical activity over a six-week program period. Equipment, where applicable, will be provided to participants. Program costs are provided under the Grant.

The Members assistance in helping to promote the SFAT survey currently available on the Town's website is greatly appreciated to receive feedback regarding the types of activities, preferred days and times of the week, etc.

Further details will be shared with the Committee as coordination for the SFAT continues.

e. Seniors Services Directory

The Members review the draft Seniors Services Directory and provide the following comments:

- Add a 'Heritage and Culture' category
- Increase font size
- Include Tecumseh services only

Member Nancy Tennant will review the draft directory for any further amendments.

The Members will continue to forward any additional services for inclusion in the directory.

8. New Business**a. Cada Library Complex Renovations**

Discussion ensues regarding the proposed Cada Library Complex Renovations.

The Members will forward any comments in respect of the proposed renovation options to the Manager Committee & Community Services by the end of next week.

b. Zehrs Live Life Well Health Fair

The Members are informed of the Live Life Well Health Fair to be held on Saturday, June 23, 2018 at the Zehrs Manning Road location from 10:00 am – 2:00 pm. The free event will feature a variety of vendors to help improve your health

9. Next Meeting

The next meeting of the Senior Advisory Committee will be held on Thursday, June 28, 2018.

10. Adjournment

Motion: SAC- 12/18

Moved By	Member Dara Pfiefer O'Connor
Seconded By	Chair Doug Drouillard

That there being no further business, the May 24, 2018 meeting of Senior Advisory Committee now adjourn at 7:02 pm.

Carried

Doug Drouillard, Chair

Paul Morand, Vice-Chair

Minutes of the Senior Advisory Committee
for the Corporation of The Town of Tecumseh

A meeting of the Senior Advisory Committee for the Town of Tecumseh was scheduled to be held on Thursday, June 28, 2018, in the Council Chambers at Town Hall, 917 Lesperance Road, Tecumseh at 6:00 pm.

1. Call to Order

The Chairperson calls the meeting to order at 6:03 pm.

2. Roll Call

Present:

Chair

Douglas Drouillard

Vice-Chair

Paul Morand

Member

Dara Pfiefer O'Connor

Member

Michelle Phillion

Also Present:

Manager Committee & Community Services

Christina Hebert

Absent:

Member

Suzanne Beneteau

Member

Nancy Tennant

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

None.

5. Communications

a. Seniors Active Living Centres, email dated June 8, 2018

Re: Elder Abuse Ontario Educational Workshops

b. Older Adult Centres' Association, email dated June 13, 2018

Re: OACAO Membership and Funding Opportunity

Motion: SAC- 13/18

Moved By

Member Michelle Phillion

Seconded By

Vice-Chair Paul Morand

That Communications - For Information A through B as listed on the June 28, 2018 Senior Advisory Committee Agenda are received.

Carried

Discussion ensues respecting the Elder Abuse Ontario (EAO) Educational Workshops and the OACAO Membership Opportunity.

The Members review the educational workshop topics offered by EAO, in particular the topics which promote awareness around elder abuse and strategies for prevention and confirm their interest in hosting an EAO training session. The Manager Committee & Community Services will coordinate same with the EAO.

The Members request further information in respect of the OACAO Membership and membership benefits, specifically if the membership cost would be prorated as the Membership Year runs from April 1st to March 31st.

6. Reports

None.

7. Unfinished Business

a. Senior Fitness Around Town Program

The Members are reminded the first session of 'Senior Fitness Around Town' (SFAT) Program commenced today with ten (10) participants enrolled.

Older adults (55+) and seniors are participating in approximately one-hour a week, physical activity over a six-week period. The Session 1 physical activities include: Fitness, Aquafit, Pickleball, Disc Golf, Urban Poling and Cooking/Nutrition Demonstration

Each week, qualified instructors will teach an introductory level class where participants will learn the fundamental movements of each activity, with an emphasis on continuing the physical activity beyond the session for lifelong health and well-being benefits.

Each six-week session will begin with an orientation session that will provide participants with important information relating to hydration, sun safety, fall prevention and the like.

Participants are also required to complete a brief pre and post health assessment, administered by the Windsor Essex County Health Unit, to assist in determining the participant's level of physical activity and wellness prior to the start of the session and post session.

As previously advised, the Registration Form, Session 2 schedule and promotional flyer are available on the Town's website and social media pages, as well as shared with various community partners.

The Members ongoing assistance in promoting the SFAT Program is encouraged.

b. Seniors Community Grant

The Manager Committee & Community Services confirms the remaining Life After Fifty memberships have been redeemed by Tecumseh seniors.

c. Nutrition Education Workshop

Details for the Nutrition workshop to be held on Friday, July 27, 2018, at 10:00 am, are reviewed.

The promotional material for the workshop is being finalized and will be circulated to the Members.

Additionally, the event flyer will be available on the Town's website and social media pages, shared with various community partners and published in the Shoreline Week and Essex Free Press.

The Members assistance in promoting the workshop is appreciated.

8. New Business

None.

9. Next Meeting

The next meeting of the Senior Advisory Committee will be held on Thursday, July 26, 2018.

10. Adjournment**Motion: SAC- 14/18**

Moved By	Member Michelle Phillion
Seconded By	Member Dara Pfiefer O'Connor

That there being no further business, the June 28, 2018 meeting of Senior Advisory Committee now adjourn at 6:43 pm.

Carried

Doug Drouillard, Chair

Paul Morand, Vice-Chair

A Regular General Meeting of the Town of Tecumseh BIA (TOTBIA) Members held as of Wednesday, *June 13, 2018* at Public Works Bldg., 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 6:00 PM.

(TOTBBM-1-6)

CALL TO ORDER

The meeting was called to order at 6:05 p.m. by Candice Dennis, Chair

(TOTBBM –2-6)

ROLL CALL

Present:	Chair	Candice Dennis
	Vice Chair	Tony Nehme
	Treasurer	Paul Bistany
	Director	Linda Proctor
	Director	Daniel Hofgartner
	Councillor	Bill Altenhof
	Director	Jules Champoux
	Councillor	Brian Houston

Regrets:	Director	Maureen Harris
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Minute Taker:	Coordinator	Paula Rorai
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(TOTBBM – 3-6)

DISCLOSURE OF PECUNIARY INTEREST - No disclosures were declared.

(TOTBBM – 4-6)

DELEGATIONS – No delegations at this time.

(TOTBBM – 5-6)

COMMUNICATIONS

5.1 TOTBIA Board of Management Meeting Minutes

<u>Motion:</u> (BBM-14/18)	Moved by:	D. Hofgartner
	Second by:	L. Proctor

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on May 9, 2018 be approved as distributed.

**APPROVED.
CARRIED.**

5.2 LETTERS FROM - P. Rorai reports on the following communication:

5.2.1 New Sign By-Law 2018-33 is distributed to Board and for review.

(TOTBBM – 6-6)

REPORTS

6.1 CHAIR REPORT:

- None at this time.

6.2 TREASURER REPORT: P. Bistany reports on the following month end financials:

6.2.1 Month End Financial Report as of May 31, 2018

BIA Operating Account (8111130)	Bank Balance stands at:	\$	25,066.69
Outstanding Payables	See Detail Page	\$	1,529.30
BIA Ledger Balance stands at:	See Detail Page	\$	23,537.39
BIA Reserve Bank Account	Balance last month:	\$	13,387.76
	Transfer from Operating (see NOTE)	\$	20,000.00
	Interest	\$	69.47
BIA Reserve Bank Account stands at:		\$	33,457.23
BIA Petty Cash stands at:		\$	902.72
BIA Liabilities and Equity at:	May 31, 2018	\$	59,188.45
Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2017	\$	27,250.00
	2nd Quarter @ June 30, 2017	\$	
	3rd Quarter @ September 30, 2017	\$	
	4th Quarter @ December 31, 2017	\$	
	Total to Date;	\$	27,250.00

Instalments are due March 31, June 30, September 30, December 31

Total Tax Levy received for the 2017 fiscal year **\$109,412.38**
Total Tax Levy received for the 2016 fiscal year **\$107,125.54**
Total Tax Levy received for the 2015 fiscal year **\$117,883.89**
Total Tax Levy received for the 2014 fiscal year **\$119,496.93**
Total Tax Levy received for the 2013 fiscal year **\$105,270.54**

NOTE: On May 15, 2018 a transfer of \$20,000.00 was made from the BIA Operating Bank Account to the BIA Reserve Bank Account to reflect the 2017 Surplus of funds. This amount is approximately 25% of the December 31, 2017 ending balance. This transaction is reflected on the May 2018 financial report.

Motion: (BBM-15/18) Moved by: L. Proctor
Second by: T. Nehme

THAT the Month End Treasurer's Report as of May 31, 2018 be accepted and approved as distributed and filed for audit.

**APPROVED.
CARRIED.**

6.3 COORDINATOR REPORT – P. Rorai reports the rental space fees for this year’s Tecumseh Corn Festival. Also reports on the following pricing as requested by the Board:

6.3.1 10’x10’ BIA tent – Purchased with side walls total cost \$367.22.

6.3.2 It was suggested that the BIA have a **tent** at the Corn Festival instead of the BIA being a sponsor that the BIA encourages our Members to be a vendor and/or sponsors and BIA to cover the parade entry fee for Members. A copy of the Sponsorship Package and Vendor Application for this year’s Corn Festival is distributed to the Board for review and discussion.

6.3.2.1 Corn Festival vendor booths rental fees: 10x10’ space is \$150 before July 27 and \$160 after July 27

6.3.2.2 Corn Festival Sponsorships, waiting to hear from Committee

6.3.3 SKZ Landscaping has not responded to phone call and email messages. P. Rorai spoke with Director of Parks & Rec and advised to keep calling as this is a very busy time starting large projects and will responded back once scheduling is completed.

6.4 COUNCIL REPORT - Councillor Altenhof reports on items from previous Council’s meetings:

Regular Council Meeting (RCM) May 22, 2018:

ToTBIA Noise By-Law exemption for Night Markets

- Town Council received the request for an exemption to the Noise By-Law for Friday/June/22nd and Friday/July/20th from 5pm until 10pm to host the Night Markets at their respective venues
- Council approved the By-Law exemption

Records Retention By-law

- Town Administration brought forth a report to Council regarding the establishment of a new classification and retention schedule for Corporate and Temporary Records and repeal of the previously applicable By-Law.
- Council approved the establishment of such a system.
- Updated version of The Ontario Municipal Records Management System (TOMRMS) was acquired in October 2017
 - This is a centralized indexing system, used by over 250 municipalities across Ontario to assist with the ongoing legislative obligations to retain and preserve municipal records.
- Complete details on record management and time limits for retention of such information is noted in Schedule A of the report.

CIP Grant Funding

- Town Council approved the following CIP grant submissions:
 - 12214 Tecumseh Road (2012471 Ontario Inc. / Buckingham Realty) in the amount of \$600 for Building Permit fees.
 - 1071 Lesperance Road (c/o Lesperance Square Inc.) in the amount of:
 - \$15,000 for Building Façade improvements
 - \$40,000 for rehabilitation and construction
 - \$5,416 for development charge

Bike Lanes on Lesperance Road

- Council received a report from Town Administration regarding the alteration of Lesperance Rd. pavement markings to allow for dedicated bike lanes.
- A positive approval for a near term Public Information Centre (PIC), for the Town’s residents, regarding the alterations of Lesperance Rd. pavement marking, occurred.
- This PIC is a good opportunity for public input on the proposed project.

Events this week:

- Taste of Tecumseh is this weekend at Lakewood Park.
- Optimist Club Fishing Derby next weekend.

6.5 COMMITTEE REPORTS

6.5.1 Communications – J. Champoux reports on the Tecumseh Dollar Discount Program and after discussion the Board agrees to the following sale procedure.

Motion: (BBM-16/18) Moved by: D. Hofgartner
Second by: J. Champoux

THAT the Town of Tecumseh BIA 'Tecumseh Dollar' sales, exclusive of gifts, awards and/or donations, be capped at \$10,000.00 for the year 2018, and that individual purchases are not to exceed \$200.00.

**APPROVED.
CARRIED.**

6.5.2 Tecumseh Night Market & Fall Into Health Day – L. Proctor reports currently there are twenty seven vendors committed to June Night Market and in the Fall Into Health Day event in September. Directors are asked who and what times will they be available to help with set up and tear down at the June 22nd Night Market.

6.5.3 Town of Tecumseh Video – C. Dennis asks for a Director to spearhead this project along with P. Rorai and to be prepared at the next Board meeting to suggest tag lines for the video that best represents the Town.

6.5.4 Annual Christmas Party – Beach Grove Golf Club is reserved for Friday, November 16, 2018.

(TOTBBM – 7-6)

UNFINISHED BUSINESS

7.1 TOTBIA Constitution Draft –The final draft will is reviewed and then forward to the Clerk and then presented to the Members at the next AGM.

7.2 Associated Membership – P. Rorai will have a draft program ready for the Board to discuss at the next Board meeting.

7.3 Bike Racks – L. Proctor reports on two bike repair kit stations that the City of Windsor installed and on several bike rack prices and models that were recommended by the Parks & Rec Department that would coincide with the CIP.

7.4 BIA Parkette – P. Rorai reports that follow up calls to SKZ Landscaping has been ongoing with no returned calls or emails responding on when the project will commence. The Board agrees to contact other companies for quotes and availability. Vice Chair T. Nehme provides a name of a local company that P. Rorai will contact asking for a quote.

7.5 Strategic Plan – Results from the May 9, 2018 Strategic Plan meeting were distributed, reviewed and discussed.

Motion: (BBM-17/18) Moved by: L. Proctor
Second by: J. Champoux

THAT the Town of Tecumseh BIA Strategic Plan that has been reviewed and updated; be implemented and ongoing as described in the Plan till the end of 2018 and presented to the new Board at the January 2019 meeting be approved.

**APPROVED.
CARRIED.**

(TOTBBM – 8-6)

NEW BUSINESS

8.1 Tecumseh Business Satisfaction Survey – was released on June 6, 2018 a copy of the survey was distributed to the Board.

8.2 A draft copy of the 2017 Year End Financial Statement by KPMG was sent to the BIA for signature.

8.3 Municipal Rental Fess – Directors reviewed and discussed the results obtained from various BIAs within the province regarding municipal fees and the Board requested that P. Rorai create a summary of the responses. It is the intent of the Board to meet with Administration to review m8incipla fees and discuss a memorandum of Understanding between The Corporation of the Town of Tecumseh and Tecumseh BIA, create a report and present to Council.

8.4 Interactive TOTBIA Members Map on website - Members of the Tecumseh BIA are inquiring on whether an interactive map can be created on the Tecumseh BIA web to show in various areas the exact location of businesses. P. Rorai shares the quotes from the current web designer and was asked to obtain analytics on how many visits are received to the website and the business directory. It was also suggested that P. Rorai will contact the Director of Information Technology to inquire if the Town business application can create a BIA channel with an interactive map.

(TOTBBM – 9-6)
NEXT MEETING

The next TOTBIA Regular General Meeting is scheduled on **Wednesday, July 11, 2018** at 6:00 PM in the Lacasse Conference Room.

(TOTBBM – 10-6)
ADJOURNMENT

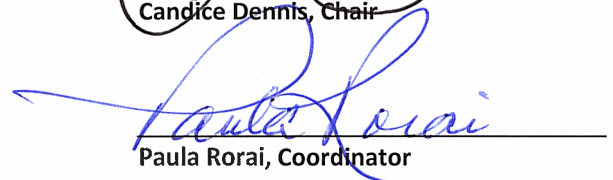
Motion: (BBM- 18/18)

Moved by: B. Altenhof

Second by: P. Bistany

THAT there being no further business, the June 13, 2018 regular general meeting of the BIA Board of Management be adjourned at 8:01 PM

**CARRIED.
APPROVED.**


Candice Dennis, Chair
Paula Rorai, Coordinator

Minutes of the Youth Advisory Committee
for the Corporation of The Town of Tecumseh

A meeting of the Youth Advisory Committee for the Town of Tecumseh was scheduled to be held on June 18, 2018, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 4:30 pm.

1. Call to Order

The Chairperson calls the meeting to order at 4:45 pm.

2. Roll Call

Present:

Secretary
Member
Member
Chair

Ava Ruuth
Andre Ducharme
Brendan Froese
Kristi Koutros

Also Present:

Manager Committee & Community Services

Christina Hebert

Absent:

Vice Chair
Member
Treasurer

Maria Giorlando
Jacob Altenhof
Michael Altenhof

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

None.

5. Communications

a. Youth Advisory Committee Minutes - May 28, 2018

Motion: YAC - 16/18

Moved By	Member Brendan Froese
Seconded By	Secretary Ava Ruuth

That the minutes of the May 28, 2018 meeting of the Youth Advisory Committee be approved.

Carried

6. Reports

None.

7. Unfinished Business

a. Canada Day Celebrations

The Members confirm their availability to assist with the upcoming Canada Day Celebrations, to be held at Lakewood Park on July 1.

A friendly reminder is provided for the Members to wear their YAC shirts when volunteering at various Town events.

The Recreation Department is finalizing the itinerary and details, including set up time, which will be circulated prior to the event.

b. Outdoor Movie Night

The Members advise of their availability to volunteer at the Outdoor Movie Night on Saturday, July 7 at the Town Centre Park.

Further event details, including arrangements for preparing the complimentary popcorn will be shared with the Members shortly.

c. Youth Career Fair

The Members are apprised that dates have been tentatively held for the use of l'Essor's Auditorium in late October, for the Youth Career Fair.

Planning will commence in late summer and the Members are encouraged to share suggestions/ideas for this year's event.

8. New Business

a. Senior Fitness Around Town Program

The Manager Committee & Community Services advises the Senior Advisory Committee received funding under the Ontario Sport and Recreation Communities Fund Grant for a 'Senior Fitness Around Town' (SFAT) Program.

The SFAT Program will provide Tecumseh residents the opportunity to participate in a variety of fitness programming to increase physical activity and help lead engaged, active and healthy lifestyles in a recreational environment.

Older adults (55+) and seniors will participate in approximately one-hour a week, physical activity over a six-week program period. Equipment, where applicable, will be provided to participants. Program costs are provided under the Grant.

The first six-week session commences June 28, 2018. Further details, including the Registration Form and schedule may be found on the Town's website.

The Members are encouraged to help promote the SFAT with any persons who may be interested.

9. Next Meeting

The next meeting of the Youth Advisory Committee will be held on Monday, July 23, 2018.

10. Adjournment

Motion: YAC - 17/18

Moved By Secretary Ava Ruuth
Seconded By Member Andre Ducharme

That there being no further business, the June 18, 2018 meeting of Youth Advisory Committee now adjourn at 5:14 pm.

Carried

Kristi Koutros, Chair

Christina Hebert, Manager Committee
& Community Services



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: July 24, 2018

Report Number: CS-2018-11

Subject: Court of Revision Appointment
Burke Drain and Howard Avenue Drain

Recommendations

It is recommended:

That Councillor Tania Jobin **be appointed** to the Court of Revision for the Town of LaSalle scheduled to be held on Tuesday, August 14, 2018 at 5:00 pm respecting any appeals on the Drainage Report and Specifications for the Howard Avenue Drain, as prepared by Dillon Consulting and N.J. Peralta Engineering, dated June 6, 2018; and the Drainage Report and Specifications for the Burke Drain as prepared by Dillon Consulting and N.J. Peralta Engineering, dated June 6, 2018.

Background

The Town of LaSalle (LaSalle) was petitioned by the Ministry of Transportation to have certain drainage reports prepared to alter the drains, provide for an examination of the drain/outlets to ensure they are adequate, and set out liability and future maintenance responsibility. Two of the drains are the Howard Ave Drain and the Burke Drain for which land owners in the Town of Tecumseh (Town) are affected.

LaSalle engaged the services of Dillon Consulting and N.J. Peralta Engineering under Section 4 of the *Drainage Act* (Act) to prepare drainage reports for the Howard and Burke Drains on May 4, 2016.

Drainage Reports and Specifications dated June 6, 2018 were prepared and submitted to LaSalle by Dillon Consulting and N.J. Peralta Engineering for each of the Howard Drain and Burke Drain (Drainage Reports).

The Drainage Reports received Provisional adoption by LaSalle following a Public Meeting held on Tuesday, June 26, 2018. Notice of the meeting was delivered to affected residents of the Town by regular mail on June 6, 2018.

LaSalle has scheduled a meeting of its Court of Revision for Tuesday, August 14, 2018 at 5:00 pm. Notice of the hearing by the Court will be delivered to affected land owners in both the Town and LaSalle.

Comments

The purpose of the Court of Revision is set out in Section 52(1) of the Act, which states that an owner of land assessed for the drainage works may appeal to the Court of Revision on any of the following grounds:

1. any land or road has been assessed an amount that is too high or too low;
2. any land or road that should have been assessed has not been assessed; or
3. due consideration has not been given to the use being made of the land.

Section 97(3) of the Act states that:

“Where the lands assessed for the drainage works extend from the initiating municipality into a neighbouring municipality, the court of revision shall consist of two members appointed by the council of the initiating municipality, of whom one shall be chair and **one member appointed by the council of each of the neighbouring municipalities** and the court shall hear and rule on appeals as if the entire area affected by the drainage works were in one municipality.”

As the lands assessed for the drainage works extend from LaSalle into the Town, the Town is to appoint one (1) member to the Court of Revision to hear and rule on the appeals. The members appointed to the Court of Revision by the Town are to be persons eligible to be elected a Member of Council, or shall be a Member of Council.

As the land owners within the Town that are affected by the Drainage Reports are located within Ward 4 and Councillor Tania Jobin is the representative of the Ward, it is recommended that she be appointed as the Town’s representative member on the Court of Revision.

Consultations

Manager Engineering Services
Drainage Superintendent/Engineering Technologist

Financial Implications

There are no financial implications.

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☐

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

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

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	None



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: July 24, 2018

Report Number: CS-2018-15

Subject: Request for Noise By-Law Exemption
Windsor-Essex Care for Kids Foundation

Recommendations

It is recommended:

That the request from Windsor-Essex Care for Kids Foundation (W.E. Care for Kids) for an exemption from the Town's Noise By-law No. 2002-07, as amended, on Friday, August 17 2018, to permit musical entertainment from 7:30 pm until 11:30 pm for their Black Tie Tailgate Fundraising event at Beach Grove Golf and Country Club; located at 14134 Riverside Drive **be approved;**

And that the area residents and OPP be informed of this exemption from the Noise By-law;

And further that concerns and/or complaints respecting the emission of sound, resulting from the entertainment, are to be monitored.

Background

By way of correspondence dated July 6, 2018, the Windsor-Essex Care for Kids Foundation (W.E. Care for Kids), as well as the Windsor Spitfire Foundation, has requested an exemption from the Town's Emission of Sounds By-law No. 2002-07, as amended (Noise By-law) for their Black Tie Tailgate Fundraising event at Beach Grove Golf and Country Club (Beach Grove). The exemption has been requested to permit outdoor musical entertainment overlooking the water on Friday, August 17, 2018 from 7:30 pm to 12:30 am. **Appendix 1.**

Comments

The Noise By-law prohibits the emission of sound resulting from:

“The sound from or created by any radio, phonograph, tape player, television, public address system, sound equipment, loud speaker, or any musical or sound producing instrument of whatever kind when the same is played or operated in such a manner or with such volume as to disturb the peace, quiet, comfort or repose of any individual in any office, dwelling house, apartment, hotel, hospital, or any other type of residence,”

at all times in all residential, agricultural and commercial areas. (Table 4-1, Part 4)

Paragraph 6 of the Noise By-law allows for persons to make application to Council for an exemption from the By-law's provisions with respect to any source of sound, or vibration, for which they may be prosecuted. Council may, by resolution, grant the exemption, together with any additional terms or conditions deemed appropriate.

W.E. Care for Kids is seeking an exemption from Council to permit musical entertainment during the Black Tie Tailgate Fundraising special event being planned at Beach Grove Golf and Country Club in their outside area overlooking Lake St. Clair. The exemption requested is until 12:30 am.

Council has approved requests for summer musical entertainment at Beach Grove in prior years.

The OPP has received complaints from area residents **after 11:30 pm**, resulting from outdoor music events held at Beach Grove in prior years (3 complaints since 2005).

It is recommended that an exemption to the Noise By-law be granted to W.E. Care for Kids on August 17, 2018, to permit musical entertainment until 11:30 pm at Beach Grove Golf and County Club, consistent with other events at Beach Grove that have been granted an exemption. It is also recommended that the area residents be informed by W.E. Care for Kids of this exemption from the Noise By-law.

Complaints or concerns from area residents regarding this Noise By-law exemption will be monitored and, in particular, any concerns which may be raised **after 11:30 pm**.

Consultations

Tecumseh OPP

Financial Implications

There are no financial implications.

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

Sue White
Administrative Assistant to Director Corporate
Services & Clerk

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

1

W.E. Care for Kids letter dated July 6, 2018



July 6th 2018

Laura Moy, Director Staff Services/Clerk
917 Lesperance Rd.
Tecumseh, Ontario
N8N 1W9
Tel. 519 735 2184
Fax. 519 735 6712

Dear Town of Tecumseh,

The Black Tie Tailgate Planning Committee members, Ashley Weeres, Mike Brain and if available Bob Boughner would like to make a request of council at the upcoming council meeting for July 24th 2018. The Black Tie Tailgate Planning Committee would like to request a noise by-law extension for August 17th 2018 from 7:30 PM to 12:30 AM.

On August 17th 2018, the Windsor-Essex Care for Kids Foundation as well as the Windsor Spitfire Foundation will be hosting a Black Tie Tailgate Fundraising event at the Beach Grove Golf and Country Club and will include live entertainment from Nashville country music star, Jake Maurer. The event will start at 6 pm, however the live entertainment for the night will not begin until 7:30 pm and conclude at 12:00 am. The type of noise expected will be live musical instruments and vocals played through loud speakers/amplifiers as well as announcements of live auction items and short speeches. A majority of the noise will be live music.

Please consider our request to appear before council on July 24th 2018.

Sincerely,

2018 Black Tie Tailgate Planning Committee



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Tom Kitsos, Deputy Treasurer & Tax Collector

Date to Council: July 24, 2018

Report Number: FS-2018-09

Subject: 2019 Business Plan and Budget Timetable

Recommendations

It is recommended:

That the proposed 2019 Business Plan and Budget Timetable, as follows, **be approved:**

Public engagement	September 10-30, 2018
Table proposed business plan and budget	December 11, 2018
Council deliberations	January 15, 2019
Council consideration and adoption	January 29, 2019

Background

The purpose of this report is to approve the 2019 Business Plan and Budget timetable.

Included within this timetable is a strategy to encourage public awareness and engagement in the budget process.

Through advertisement in the Shoreline, Town web site and social media, residents will be encouraged to participate in our fourth annual Budget Survey. The survey will be available on our web site from September 10 to September 30. Alternatively, residents can obtain a printed version upon request during that same timeframe.

Posed questions and/or comments along with responses will be posted on the web site, on social media and be available upon request at Town Hall by October 12, allowing Council and

Administration an opportunity to consider suggestions and/or concerns in the budget development process.

Comments

Generally, Council and Administration set a timetable that can achieve an adopted budget in December. During election years, such as will be the case in October 2018 affecting the 2019 budget, Council and Administration set a timetable that can achieve an adopted budget in January/February. The timetable being proposed for the 2019 operating, lifecycle and reserve budgets is:

Public engagement	September 10-30, 2018
Table proposed Business Plan and Budget	December 11, 2018
Council deliberations	January 15, 2019
Council consideration and adoption	January 29, 2019

The major advantages of adopting the annual budget early are:

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

Some disadvantages of adopting the annual budget early are:

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

Administration recommends Council approve the Proposed Business Plan and Budget Timetable seeking adoption in January. Adoption in January allows Council and Administration to confidently commence service/program delivery early in 2019 and maximize utilization of the budget calendar.

Consultations

None

Financial Implications

None

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
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<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

Tom Kitsos, CPA, CMA, BComm
Deputy Treasurer & Tax Collector

Reviewed by:

Luc Gagnon, CPA, CA, BMath
Director Financial Services & Treasurer

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	None



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Luc Gagnon, Director Financial Services & Treasurer

Date to Council: July 24, 2018

Report Number: FS-2018-10

Subject: Water & Sanitary In-House Billing Follow Up Report

Recommendations

It is recommended:

1. **That** Report Report FS-2018-04 entitled Water & Sanitary Sewer In-House Billing **be received for information,**
2. **And that** performance of the water and sanitary billing function (read, process, bill and collect) in-house, as proposed in the 2018 Proposed **Business Plan & Budget, be approved;**
3. **And further that** savings, as a result of converting to in-house billing for water and sanitary charges, **be allocated to** the water and sanitary reserve funds to offset future capital requirements.

Background

Financial Services report FS-2018-04 entitled Water & Sanitary Sewer In-House Billing was tabled with Council on April 24, 2018, for consideration at the May 8, 2018 meeting of Council, requesting that the water and sanitary sewer billing function be completed in house as proposed in the 2018 Business Plan & Budget. This report was considered at the May 8th Council meeting along with a February 16, 2018 letter from Essex Powerlines (EPL) which offered a number of changes to EPL's operations in order to improve overall customer service. Council approved deferring the report to the June 26, 2018 meeting for consideration and approval.

On June 19, Administration circulated a Briefing Note (Briefing Note) re Water & Sanitary In-House Billing – Progress Report that outlined additional information and commentary provided by EPL in a letter dated May 2, 2018 (Attached). This briefing note requested a further deferral of the matter to the July 24, 2018 meeting of Council to allow Administration additional time to review and assess how the changes in service delivery by EPL meets the Town's requirements. Council approved a further deferral to July 24 for consideration of Report FS-2018-04 Water Sanitary In-House Billing.

Comments

Report FS-2018-04 Water Sanitary In-House Billing (FS-2018-04) outlined the history of when EPL assumed the billing function for the Town, the costs related thereto and the benefits and drawbacks to bringing the billing function in-house. It also provided information on LaSalle's experience bringing billing in-house as well as providing commentary on EPL's Proposal for Operational Matters.

The Briefing Note summarized the background, provided information contained in EPL's May 2, 2018 letter (attached) as well as commenting on meetings held between EPL and Town Administration to discuss operational issues. Finally, the Briefing Note informed Council that Amherstburg Council approved bringing water billing in-house at their meeting of May 14, 2018 and that Leamington Administration is reviewing their services and considering in-house billing in 2019.

The EPL letter of May 2, 2018 provided a number of comments along with additional information. The following are excerpts from the EPL letter with our administrative comments provided for consideration.

EPL: We respectfully request that the Town of Tecumseh defer the above matter to allow Essex Power and Town of Tecumseh Administration to engage in further dialogue and working group sessions to understand and quantify the analysis used in the April 24, 2018 report to council identified as FS-2018-04 to support their recommendation.

Town: Meetings were held to discuss issues further.

EPL: Essex Power and the Town of Tecumseh have a long-standing service relationship in addition to the very important Shareholder relationship such that decisions of this nature should be carefully vetted and based on a both a short term *[sic]* and longer-term basis.

Town: The Town has considered both the short and long-term implications of this and all decisions made. We have had a long-standing service relationship with EPL and consider their input but reserve the right to make decisions in the best interest of Town Ratepayers.

EPL: Since 2000, we have experienced tremendous change in the way valuable, limited resources such as electricity and water are being managed both in Ontario and abroad. For electricity, we know that real time or near real time data is needed to manage these resources by our customers as well as the service provider. We see

a strong parallel path of technology and innovation affecting both these valued resources and others like waste water and natural gas.

Town: We appreciate EPL's experience and work in the electricity field and agree it has to deal with exceptional circumstances in managing the supply of electricity. These circumstances make it critical that they have real, or near, real time data. We also agree that water is a limited resource and needs to be managed carefully. However, we do not believe water has reached a critical point where real time data is a necessity given the additional costs and resources to obtain and interpret that data. Administration is fully committed to monitoring the supply and delivery of water and will continue to assess the short and long-term implications of obtaining near real time data.

EPL: We also know that customers want better access to information on a timely basis and in some cases immediately. Essex Power successfully launched the enhanced digital billing initiative for both our electricity and water customers along with friendlier user access to their personal devices to track use patterns, identify unusual occurrences and deliver the required accurate and timely information customers are expecting.

Town: We agree that timely information is useful. The Vadim software being proposed allows users to access account information online and for bills to be delivered electronically if they prefer. This is especially important for commercial users whose consumption can be substantial. As in the previous comment, Administration continues to assess the benefit of providing real time data against the cost of the process required to provide real time data when the average monthly bill for residential users (92% of our customers) whose consumption charge is approximately \$65.

EPL: Customers are also looking for their providers to be more helpful behind the meter. Further innovation will be needed to provide such tools like on-demand outage notification in the electricity sector and leak detection or water quality alerts in the water management sector. It will be the digital technologies that will enhance the customer experience.

Town: The Town is very aware of its responsibilities for dealing with leak detection and water quality alerts. Administration respectfully suggests that the issues with respect to leak detection are different from those with respect to on-demand outage notifications and the procedures currently in place are reasonable under the current operating model. Water quality alerts are subject to extensive legislation and the Town takes pride in meeting and exceeding those requirements.

EPL: For example, using cost reduction strategies like quarterly billing is a complete "polar opposite approach" to providing real proactive customer management solutions on a valued resource like potable water regardless of how plentiful we feel today's resource is. With limited resources we always need to think and behave with a longer-term focus. Quarterly billing presents many other liabilities, both for the customers and the provider, that range from bill/cash management liabilities as well as a lack of knowledge on their exposure. Do nominal per bill savings really

help a customer who's *[sic]* billing obligation goes from \$100 monthly to \$300 quarterly when we already know and hear that many households struggle with their day to day obligations?

Town: We appreciate EPL's concern with the impact Town decisions make on our ratepayers and users. With respect, the Town is aware that water is a limited resource and continues to be mindful of that in all decisions made.

Administration does point out that we manage to collect in excess of \$47.5M in taxation from property owners. We do so with careful consideration to the impact on property owners of all decisions made in the billing and collection process including online access to account information and a variety of payment options all while being mindful of the cost to do so. The tax liability on a per household basis for taxation is more impactful than that for the water/sewer charge billings.

The Town continues to make decisions based on a longer-term focus including how best to deliver water billing and collection efficiently and cost effectively. While the Town is recommending sending bills quarterly, we will continue to read meters monthly along with providing various payment options such as monthly and/or budget plan billings as well as notification of unusual meter reads. The Town is quite familiar with our exposure resulting from various collection options all of which are considered when developing billing and payment options on our \$55M budget.

EPL: Electricity customers, water customers and Tecumseh tax payers have mutually benefitted from the close relationship that Essex Power and the Town of Tecumseh has maintained. Annual dividend streams have helped reduced *[sic]* Tecumseh's tax base cost by as much as 2% annually.

Town: The Town appreciates the work EPL has done and continues to do. The ability to provide a dividend that continues to increase annually is greatly appreciated. EPL has shown an ability to deliver electricity and to provide ancillary services as a revenue generator. The Town fully intends to continue to work closely with EPL and to take advantage of opportunities that are mutually beneficial. The Town does note that we are 26.44% owners in EPL with the 73.56% balance of ownership belonging to the municipalities of Leamington, LaSalle and Amherstburg.

EPL: We would like to continue to build on that relationship and hopefully, through further dialogue and sharing of constructive proactive ideas, we can develop the needed Win-Win scenario for both parties. We believe working proactively and innovatively with the Town of Tecumseh, we can create real cost/benefit initiatives that can help customers.

Town: The Town fully intends to continue working and having dialogue with EPL with the goal of working proactively and innovatively to deliver cost/benefit initiatives than can help customers.

As mentioned in the Briefing Note, meetings have taken place over the last few weeks aimed at trying to clarify issues and developing a strategy for dealing with the concerns outlined in FS-2018-04. EPL provided a letter dated July 13, 2018 (attached) outlining their response to both Operational and Data access/Report access matters. As is noted in the letter, progress has been made in a number of areas. In addition, they have provided a revised billing reducing Year 1 from \$175,000 to \$165,000 and Year 2 from \$170,000 to \$155,000.

The subject of Water Loss has arisen over the last few weeks. Administration notes that the Town's IWA/AWWA Water Audit and Water Balance Study (Study) was finalized and presented to Council and the November 25, 2014 Regular Meeting of Council under PWES Report No. 79/14 Water Loss Audit Report, which noted the following:

- **“Based on the AWWA table, the Tecumseh ILI benchmark of 1.73 for 2012 is well within the top tier representing a high level of excellence with respect to the management of real losses and indicating low leakage levels.”**
- **“In addition, based on the results of the 2012 IWA/AWWA Water Audit performed by Veritec, it can be concluded that the Town of Tecumseh water system is well managed and does not suffer from excessive water loss issues.”**

In the intervening time period Administration has taken a number of steps to assist in reducing water loss, and is planning the next IWA/AWWA Water Audit in 2019 as part of the PWES Capital Works Plan.

Summary

Administration has reviewed the information provided, considered the steps taken by EPL to address issues and reviewed the issue of billing providing water and sanitary billing in-house based on all these factors.

As stated in Financial Services report FS-2018-04, the number one consideration is providing the best customer service balanced with an affordable cost. If one were to assume EPL could deliver on all the proposed service improvements proposed, a number of concerns would still remain:

- EPL still retains control of the Town's water and wastewater customer database;
- The Town's reliance on the customer database used for study updates, day-to-day operations, account analysis and budget variances remains outside the Town's care and control;
- Customer issues/concerns still remain, as EPL remains the primary point of contact for customer service calls;
- Increased complexity of implementing a work order/management software system on a 3rd party system;
- Increased liability with respect to a 3rd party involved in a service area that carries high consequences if matters are not dealt with in a timely manner; and

- Lose the synergy provided to the Financial Services and Water/Wastewater Services of having the water/sanitary database and customer service contact provided in house.

Administration has reviewed the comments and concerns raised by EPL, the majority of which do not deal with who does the meter reading, billing and collecting but deal more with how the service is provided. Issues include obtaining near time data, implementing technology and innovation, access to information, on demand notification, leak detection and water quality alerts, quarterly vs monthly billing and working together proactively and innovatively to develop win-win scenarios can all be implemented with the Town as the billing and collecting entity.

Administration recently met with Leamington Administration to discuss their plans for billing water/sanitary charges. They indicated they are probably a year away from assuming responsibility for billing services as time is required to implement their new meters. They are investigating time of use meters to deal specifically with issues arising from having a number of high volume users in the greenhouse industry.

It is expected that all other shareholder municipalities will be providing water/sanitary billing services in-house in the near future. This may be an indication of the importance local municipalities have with controlling this critical factor in providing effective and efficient water/sanitary billings and customer service.

Based on the information outlined in the various reports, briefing notes and letters Administration recommends that the performance of the water and sanitary billing function (read, process, bill and collect) in-house, as proposed in the 2018 Proposed Business Plan & Budget, be approved.

As noted in FS-2018-04 it is expected that transition to an in-house billing system will take up to a year to implement. That time will be required to finalize billing options, training on software, importing data from EPL, informing users of upcoming changes, etc.

Consultations

Information & Communication Services
Public Works & Environmental Services

Financial Implications

Financial implications are as outlined in FS-2018-04.

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
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<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

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

Prepared by:

Luc Gagnon, CPA, CA, BMath
Director Financial Services & Treasurer

Reviewed by:

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

Reviewed by:

Shaun Fuerth, BCS
Director Information & Communication Services

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
1	Essex Powerlines Letter dated May 2, 2018
2	Tecumseh Briefing Note dated June 19, 2018
3	Essex Powerlines Letter dated July 13, 2018



May 2, 2018

Mr. Tony Haddad, CAO
Town of Tecumseh
917 Lesperance Rd
Tecumseh, ON N8N 1W9

**Re: Report Number: FS-2018-04
Water & Sanitary In-House Billing April 24, 2018**

Dear Mr. Haddad

We respectfully request that the Town of Tecumseh defer the above matter to allow Essex Power and Town of Tecumseh Administration to engage in further dialogue and working group sessions to understand and quantify the analysis used in the April 24, 2018 report to council identified as FS-2018-04 to support their recommendation.

Essex Power and the Town of Tecumseh have a long-standing service relationship in addition to the very important Shareholder relationship such that decisions of this nature should be carefully vetted and based on a both a short term and longer-term basis.

Since 2000, we have experienced tremendous change in the way valuable, limited resources such as electricity and water are being managed both in Ontario and abroad. For electricity we know that real time or near real time data is needed to manage these resources by our customers as well as the service provider. We see a strong parallel path of technology and innovation affecting both these valued resources and others like waste water and natural gas.

We also know that customers want better access to information on a timely basis and in some cases immediately. Essex Power successfully launched the enhanced digital billing initiative for both our electricity and water customers along with friendlier user access to their personal devices to track use patterns, identify unusual occurrences and deliver the required accurate and timely information customers are expecting.

Customers are also looking for their providers to be more helpful behind the meter. Further innovation will be needed to provide such tools like on-demand outage notification in the electricity sector and leak detection or water quality alerts in the water management sector. It will be the digital technologies that will enhance the customer experience.



For example, using cost reduction strategies like quarterly billing is a complete “polar opposite approach” to providing real proactive customer management solutions on a valued resource like potable water regardless of how plentiful we feel today’s resource is. With limited resources we always need to think and behave with a longer-term focus. Quarterly billing presents many other liabilities, both for the customers and the provider, that range from bill/cash management liabilities as well as a lack of knowledge on their exposure. Do nominal per bill savings really help a customer who’s billing obligation goes from \$100 monthly to \$300 quarterly when we already know and hear that many households struggle with their day to day obligations?

Electricity customers, water customers and Tecumseh tax payers have mutually benefitted from the close relationship that Essex Power and the Town of Tecumseh has maintained. Annual dividend streams have helped reduced Tecumseh’s tax base cost by as much as 2% annually.

We would like to continue to build on that relationship and hopefully, through further dialogue and sharing of constructive proactive ideas, we can develop the needed Win-Win scenario for both parties.

We believe working proactively and innovatively with the Town of Tecumseh, we can create real cost/benefit initiatives that can help customers.

Respectfully submitted,

A blue ink signature of Raymond J. Tracey, written in a cursive style.

Raymond J. Tracey, P. Eng.
President & CEO, Essex Power Corp

A black ink signature of Gary McNamara, written in a cursive style.

Gary McNamara
Chair, Essex Power Corp Board of Directors

CC: Joe Barile, General Manager, Essex Powerlines Corp
Tom Burton, Director, Essex Power Corp Board (Tecumseh Lay Representative)

Re: Water & Sanitary In-House Billing

BACKGROUND:

- Since June 2000, Essex Powerlines Corporations (EPL) has performed the Town's billing functions, including meter reading, bill processing and collection.
- The Town has assumed the majority of the meter reading function with the installation of Encoder Receiver Transmitters. There has been no concurrent reduction in the charges received from EPL to reflect a reduction in meter reading requirements.
- EPL controls the Town's water and wastewater customer database. The Town's ability to respond to customer service issues is a challenge under this existing system.
- The Town relies on the water and wastewater customer database as an important source for study updates, day-to-day operations and budget variance purposes.
- Accessing the Town's water data via EPL is a challenge that affects the Town's operations.
- In a report to Council dated April 24, 2018 (Report No. FS-2018-04), Administration recommended that the water and sanitary billing functions be assumed by the Town and be performed in-house.
- In response to the Town's proposal to assume all billing functions (meter reading, bill processing and collection), EPL, in a letter dated February 16, 2018, offered a number of changes to EPL's operations in order to improve overall customer service.
- A significant number of issues would still result despite EPL's proposal to improve customer service. The issue of most prominence and for consideration is providing the best customer service balanced with an affordable cost.

CURRENT SITUATION:

- Following the Town's proposal to assume the water and sanitary billing function in-house at the April 24, 2018 Regular Meeting of Council, EPL requested the Town

defer this proposal and engage in further dialogue.

- In a letter dated May 2, 2018, EPL requested the following:
 - The Town and EPL collaborate in working group sessions to quantify and address the Town's concerns with EPL's customer service.
 - Given its long-standing relationship with EPL, the Town should carefully evaluate its decision based on a short term and longer-term basis.
 - The Town recognize technological advances that affect the management of water, wastewater and electricity and real time data management of these resources/services.
 - The Town recognize EPL's enhanced digital billing initiative for customers to track usage patterns, identify unusual occurrences and access timely information.
 - The Town consider that it will require the technology in place for leak detection or water quality alerts.
 - The Town consider the liabilities associated with the Town's proposal to move all residential customers to a quarterly billing cycle.
 - The Town consider the annual dividend streams from EPL, which has helped reduce Tecumseh's tax base cost by close to 2% annually.
- Meetings have been held between EPL and Town Administration to discuss EPL's operational and financial issues and EPL's proposal to improve overall service.
- Two meetings were held between EPL staff and Town Administration on May 28th and June 12th, 2018 to further discuss EPL proposal and their recent changes to their abilities to provide timely service responses the Town's requests.
- In May 2018, the Town of Amherstburg passed a motion to provide billing functions in-house.

RECOMMENDATIONS / ACTIONS REQUIRED:

- Administration requires additional time to review and assess how the above noted changes in service delivery by EPS meets the Town's requirements. Accordingly, Administration requests approval by Council for additional time to review and assess the changes made by EPL.
- A follow-up report to Council regarding this matter will be presented to Council at the July 24, 2018 Regular Meeting of Council.



July 13, 2018

Mr. Tony Haddad
CAO, Town of Tecumseh
917 Lesperance Rd.
Tecumseh, Ontario
N8N 1W9

Dear Tony,

Re: Essex Powerlines - Town of Tecumseh Water Billing

Further to our meeting held with yourself and your senior administrative team members on July 11, 2018 and in anticipation of the above-noted matter returning for Council's consideration on July 24, 2018 please find below Essex Powerlines Corporation's ("EPL") response with respect to both Operational and Data access/Report access matters.

In the event that any member of the Town of Tecumseh ("Tecumseh") administrative team disagrees with the below noted current status assessment we would ask that the same be immediately clearly identified with written specifics being provided with respect to any outstanding items.

OPERATIONAL MATTERS

- i. **Tecumseh Ask:** Tecumseh requested EPL undertake quarterly billing for all Residential customers.

EPL Action/Response: EPL has committed to undertaking quarterly billing as requested whenever Tecumseh indicates it wants to commence the same.

- ii. **Tecumseh Ask:** Tecumseh requested the streamlining/elimination of layers related to water department customer service order appointment scheduling.

EPL Action/Response: On February 5, 2018 EPL implemented a streamlined customer service order appointment scheduling process in partnership with Tecumseh's water department.

- iii. **Tecumseh Ask:** Tecumseh has indicated that they are considering transitioning to CityWorks (ESRI) work management software system.

EPL Action/Response: EPL has unconditionally committed to the full integration of this work management software system, in partnership with Tecumseh, when a decision is made by administration to proceed.

- iv. **Tecumseh Ask:** Tecumseh has requested an increase in robustness and reliability relating to its EIS Portal that it uses to look up customer information related to meter and billing details.

EPL Action/Response: On June 12, 2018 EPL delivered the requested robustness and reliability improvements relating to the EIS Portal and has not been made aware of any ongoing issues relating to this matter.

- v. **Tecumseh Ask:** Tecumseh requested a monthly (as opposed to an annual) bad debt write off process.

EPL Action/Response: EPL has instituted a monthly bad debt write off process.

DATA ACCESS & REPORTS CHRONOLOGY

Tecumseh requested a direct access solution along with several reports relating to water and wastewater data.

On June 11, 2018, EPL and Tecumseh administration members met in order to facilitate a formal discussion of the requested reports and to mutually agree on report content.

The following day, June 12, 2018, EPL and Tecumseh senior administrative members met in order to confirm whether any outstanding items remained. Save and except one item which will be addressed below, no outstanding items were brought to EPL's attention by Tecumseh.

On June 19, 2018 Tecumseh was provided full barrier free Report site access.

On July 6, 2018 and for the first and only time, EPL was contacted by Tecumseh with questions related to report site access and data accessibility. EPL immediately addressed Tecumseh's concerns.

To date, no other information and/or issues have been brought forward by Tecumseh related to report site access.

Below is a summary of reports requested by Tecumseh and delivered by EPL as well as changes made, where required:

- i. 911 Report
 - No reported issues
- ii. ERT Report
 - No reported issues



- iii. Raw data Report (New report requested by Tecumseh)
 - No reported issues.

This report includes:

- a. Account number
 - b. Customer name
 - c. Address
 - d. Connection size
 - e. Fixed charge
 - f. Consumption (m³)
 - g. Consumption start date
 - h. Consumption end date
 - i. Res or non-Res
 - j. Area (former Tecumseh, St. Clair Beach or Sandwich South)
- iv. Monthly Water and Sewer Stats Report
 - EPL has committed to full automation of current process which currently requires minor manual manipulation.
- v. Large User Report
 - No reported issues.
- vi. Customer Count and Volume (2 excel tabs for Water/Wastewater)
 - See explanation for item viii) below.

This report includes:

- a. Customer count, res. vs. non-res. for water
 - b. Volume, res. vs. non-res for water
 - c. Customer count, res. vs. non-res for wastewater
 - d. Volume, res. vs. non-res for wastewater
- vii. Customer Count and rate code (2 excel tabs for Water/Wastewater)
 - no reported issues
- viii. Consumption by Bill Code
 - Tecumseh reported concerns related to perceived discrepancies between reports for customer count and volume report (item vi above) versus customer count by rate code and meter size.
 - Both reports summarize and include different data sets and should not inherently match.
 - EPL understands that Tecumseh is looking to determine customer counts and EPL suggests a separate report, which is similar to how EPL currently reports its regulated customer counts at a specific point in time.
 - EPL is committed to working with Tecumseh to ensure that Tecumseh is receiving the information that it requires.



FINANCIAL MATTERS

Tecumseh has requested a revised twelve (12) and twenty-four (24) month service agreement price from EPL to continue to provide water billing services. EPL is continuously striving to implement leading technologies to deliver savings and operational efficiencies to our water billing customers. Our reduced yearly lump sum service fees are broken down as follows:

Year 1- \$165,000

Year 2 -\$155,000

All prices above are subject to HST.

CONCLUSION

EPL's mission of bringing value and best-in-class solutions to its customers and shareholders remains our primary goal and we thank Tecumseh for working closely with us over the past several months. EPL looks forward to improving information flow, working with Tecumseh to improve visibility on its water business including loss reduction strategies and continuing its long-term and mutually beneficial relationship with the Town of Tecumseh that has been in place since the creation of Essex Power nearly 20 years ago.

With regards

A handwritten signature in black ink, appearing to read 'Joe Barile', is positioned above a horizontal line.

Joe Barile, General Manager
Essex Powerlines Corporation



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Luc Gagnon, Director Financial Services & Treasurer

Date to Council: April 24, 2018

Report Number: FS-2018-04

Subject: Water & Sanitary In-House Billing

Recommendations

It is recommended:

1. **That** performance of the water and sanitary billing function (read, process, bill and collect) in-house as proposed in the 2018 Proposed Business Plan & Budget **be tabled for discussion and referred to the May 8, 2018 Regular Council Meeting for consideration and approval;**
2. **And that** savings, as a result of converting to in-house billing for water and sanitary charges, **be allocated to** the water and sanitary reserve funds to offset future capital requirements.

Background

On June 1, 2000 the Tecumseh Public Utilities Commission assets were transferred to Essex Powerlines Corporation (EPL). Since that date, EPL has provided all billing functions, including meter reading, bill processing and collection, on the Town's behalf. EPL performed this service for all municipal shareholders (Tecumseh, LaSalle, Leamington and Amherstburg) until January 1, 2017 when LaSalle took ownership of the billing function for its users.

Revenues and number of users as per the 2018 Approved budget are summarized in the following table.

The chart below shows the fees the Town has paid to EPL over the last 10-year period.

Revenue	Water	Wastewater	Total
Fixed	\$ 1,584,000	\$ 1,474,000	\$ 3,058,000
Consumption	\$ 3,384,000	\$ 3,090,000	\$ 6,474,000
	\$ 4,968,000	\$ 4,564,000	\$ 9,532,000
# of Users			
Residential	8,250	7,600	
Commercial	680	370	
	8,930	7,970	

EPL Collection Costs - Historical

	Water	Sanitary	Total	% Increase
2008	\$ 107,500	\$ 70,200	\$ 177,700	2.80%
2009	\$ 123,400	\$ 82,300	\$ 205,700	* 9.5%
2010	\$ 134,000	\$ 89,400	\$ 223,400	8.60%
2011	\$ 146,500	\$ 97,700	\$ 244,200	9.31%
2012	\$ 147,200	\$ 98,100	\$ 245,300	0.45%
2013	\$ 147,200	\$ 98,100	\$ 245,300	0.00%
2014	\$ 150,100	\$ 100,100	\$ 250,200	2.00%
2015	\$ 150,100	\$ 100,100	\$ 250,200	0.00%
2016	\$ 150,100	\$ 100,100	\$ 250,200	0.00%
2017	\$ 150,100	\$ 100,100	\$ 250,200	0.00%
10 year total	\$ 1,406,200	\$ 936,200	\$ 2,342,400	

* % increase was adjusted to reflect increase in billings as a result of assuming billing for Oldcastle customers formerly billed by Enwin Utilities

The Town began installing Encoder Receiver Transmitters (ERT) in 2011, which allows the Town to read meters remotely by driving around instead of walking around. Readings are then sent electronically to EPL, which has relieved them from most of the meter reading and input services they previously provided. There has been no concurrent reduction in the charges received from EPL to reflect a reduction in meter reading requirements.

Comments

Administration has periodically considered the option of bringing water and sanitary billing in-house. This discussion often centered on two factors: the Town's ability to service user needs, which is discussed below and the cost to provide billing services which is reviewed under the Financial Implications section.

Service User Needs

Effective service is based on an efficient and timely delivery of services. Experience has shown that the Town's ability to respond in a timely manner to customer service issues is significantly hampered under the existing system.

Having care and control of our customer database is also an important benefit as this data is used frequently for study updates (Water & Sanitary Rate Study, Water Financial Plan, Development Charges Study, Asset Management Plan), day to day operations and budget variance purposes.

Other benefits of bringing this function in-house include:

- ✓ Streamline customer issues/concerns – currently ratepayers may deal with two or three different people and multiple service work orders when they could be dealing with one person and one service work order. Currently when data and information is transferred from EPL to the Town for billing purposes it is handled by multiple people, which leads to inaccuracies. In-house will allow data and information to be handled by one person.
- ✓ Direct access to financial information and reports will reduce wait time and limitations to data inherent in the Town tying into the EPL data as a user only.
- ✓ Allow Town unrestricted access to data in real-time – Town staff require water & sanitary data for several reasons, i.e. calculating water loss, providing consumption data to consultants for projects/master plan updates, water usage for MOECC (Ministry of Environment and Climate Change) reporting. Relying on a third party to retrieve this information adds an extra step to the process, adding time and increasing the likelihood of errors from miscommunication.
- ✓ The Water division must document all daily activities as per the DWQMS (Drinking Water Quality Management System) and MOECC requirements. The current work order system with EPL dictates that most of the documentation requires work orders to be completed manually on paper. Implementation of an in-house work order system would be paperless; it will save time, provide an efficient means of collecting and storing important data, and provide an electronic record for DWQMS and MOECC audits.
- ✓ Allow implementation of in-house work order system - the Water division has delayed implementing an existing in-house work order system that many of the Town's other areas use because many of its service calls come from EPL.
- ✓ Frequency of residential customer billing – the Town will be able to control when and how often residential customers will be billed. Presently, some residential customers are billed every month while others are every other month. Moving all residential customers to a quarterly billing cycle has significant cost saving potential. Commercial billing will continue on a monthly basis.

- ✓ Direct and more timely access to personal ratepayer information (cell phone, email address) will enable Town staff to use this information in real-time for the Tecumseh Citizen Alert System in the event of a water related emergency.
- ✓ The DWQMS Emergency Plan reviewed and accepted by the MOECC states that in the event of water emergency, Town staff will use the Tecumseh Citizen Alert System. This effective emergency system may also be used for any other Town related emergencies. Currently there is a time lag from month to month in updating the ratepayer information from EPL data base to the Town's Citizen Alert System. In-house billing will provide the necessary daily updates to more accurately activate this system in the event of a Town emergency.

The LaSalle Experience

The Town of LaSalle (LaSalle) began in-house billing for water and sanitary charges effective January 1, 2017. Their February 16, 2016 FIN-05-2016 report noted non-financial advantages such as improved customer service, one window approach for service, synergies between staff and improved communication between departments. Estimated annual savings by going in-house and doing quarterly billing were projected to be \$112,000.

Administration has discussed with LaSalle Administration the progress and evaluation of providing the water and sanitary billing function in-house. They've indicated that there were many issues and hurdles to be dealt with initially but now that they are approaching the one year point things are operating smoothly. In addition to the significant cost savings that have resulted from taking the utility billing in-house, the level of service has significantly increased, as customers only have to call the Town to get information on their bill and usage.

Upon taking back the billing function LaSalle discovered:

- 1) Many estimated bills were significantly underestimated resulting in some large retroactive billings,
- 2) Coding issues where commercial properties were billed as residential, apartments only charged for one monthly fixed cost rather than per each unit and residential properties not being charged a sanitary fee when they should have been, and
- 3) Mix up in information being sent to LaSalle residents that applied to another municipal client.

Alternatives

Over the last number of years, discussions have been ongoing at the local municipal level as to the feasibility of a local shared service arrangement or looking at an alternate outside service provider. Ultimately no clear path could be seen to developing a local shared service arrangement that would be feasible. The option of an alternate outside service provider might have been a cheaper alternative but did not address the operational issues of compatibility with our various systems.

EPL Proposal for Operational Matters

EPL indicated a number of changes they could make in order to improve overall customer service. These areas included:

- I. Undertake Quarterly billing for all residential customers.
- II. Getting accurate and timely data for requested Reports.
- III. Improving service order process
- IV. Undertaking Bad Debt/Write offs on a timelier basis.

Administration reviewed the proposal and, while appreciative of EPL's offer, note that this would still result in the Town remaining a customer of EPL with the related issues that entails. The most significant issues still include:

- Not having direct access to data supporting annual billings of \$9.5M,
- Relying on an outside party to ensure currency, adequacy and completeness of the data,
- Increased complexity by implementing a work management software system on a 3rd party system,
- Having a 3rd party handling customer calls for service/complaints, and
- Increased liability with respect to a 3rd party involved in a service area that carries high consequences if matters are not dealt with in a timely manner.

The number one focus under consideration is providing the best customer service balanced with an affordable cost. Administration believes service, efficiency and customer satisfaction will be greatly enhanced by performing the water and sanitary billing function (read, process, bill and collect) in-house.

Therefore, Administration recommends bringing the billing and customer service functions in house subject to affordability as considered under Financial Implications below.

Consultations

Information & Communication Services
Public Works & Environmental Services
Town of LaSalle

Financial Implications

EPL billing history, provided in the background section, shows a cost of approximately \$250,000 on an annual ongoing basis notwithstanding that the Town of Tecumseh has relieved EPL of the responsibility for providing meter-reading services for 100% of the commercial users and the majority of residential users for the past five years.

Following our request and 2018 budget proposal, EPL proposed, concurrent with changing to quarterly billing for residential customers, billing and collection services for the next five years at a cost of:

- Year 1 \$175,000
- Year 2 \$170,000 (full implementation of quarterly billing)
- Year 3 \$160,000
- Year 4 \$155,000
- Year 5 \$150,000 upon conversion of all remaining water meters to ERT

All prices are subject to HST.

EPL has noted that a change to quarterly billings will result in it taking longer to detect and react to leakage issues. Under the Town of Tecumseh model, meter reads would still take place on a monthly basis so that leakage detection should be the same as under the current model.

Administration estimates the cost of bringing the service in-house to be considerably less than \$250,000 once fully implemented. A detailed cost breakdown is provided in the following table.

Annual Operational Costs post Implementation			
Postage (quarterly bills)	36,000	\$ 0.90	\$ 32,400
Misc Svc (Printing bills)	36,000	\$ 0.22	\$ 7,900
Office supplies (stationary)	36,000	\$ 0.05	\$ 1,800
Office supplies (misc.)	2,000	\$ 1.00	\$ 2,000
Software (Vadim module)	1	\$ 2,900.00	\$ 2,900
Financial Analyst	0.50	\$ 100,000.00	\$ 50,000
Finance Clerk *	0.33	\$ 75,000.00	\$ 24,800
Public Works **	-	\$ -	\$ -
Annual Operational Costs			\$ 121,800
Essex Power annual fee (2017)			\$ 250,200
Annual Operational Savings			\$ 128,400

* - Existing Finance and Water Clerks will be assisting with customer service

** - Public Works currently provides EPL with meter reads, so no additional costs to incur

Based on EPL's recent offer, Annual Operational Savings in Year 5 of the agreement will be \$28,200 (\$150,000 - \$121,800). Total savings foregone in Years 1 to 4 would amount to approximately \$173,000.

Administration anticipates implementation to take approximately one year. Estimated one-time capital and implementation costs are approximately \$82,800, detailed in the following table.

One-time Capital and Implementation Costs			
Software (purchase)	1	\$ 14,300.00	\$ 14,300
Software (implementation)	1	\$ 15,480.00	\$ 15,500
Advertising (change in billing)	6	\$ 500.00	\$ 3,000
Financial Analyst	0.50	\$ 100,000.00	\$ 50,000
			\$ 82,800

Further savings can be achieved through electronic billing. A conservative 25% participation rate in this endeavour reduces costs an additional \$7,900, detailed in the following table.

Additional operational savings with e-Billing			
Postage	6,750	\$ 0.90	\$ 6,100
Misc Svc (Printing bills)	6,750	\$ 0.22	\$ 1,500
Office supplies	6,750	\$ 0.05	\$ 300
			\$ 7,900

Other benefits of bringing this function in-house include:

- ✓ Collection of balances in arrears – Current OEB guidelines require that any payments on account be allocated to electricity charges and then, if there is anything remaining, to the charges for other goods and services. The Town will now have direct access to delinquent accounts and any recoveries will come to the Town. In addition, the Town will be more readily able to add arrears to the tax roll on a timely basis thus increasing recoveries over the present system.
- ✓ New software proposed will support e-billing customers to assist in reducing mailing and paper supply costs.
- ✓ Provides synergy to the Financial Services Department by offsetting in part the cost of an additional Financial Analyst to be responsible for both water/sanitary billing but also relieving the Deputy Treasurer & Tax Collector of some tax collection functions. This will assist the FS Department to free up time for the Deputy Treasurer & Tax Collector to assume more financial management and oversight duties.

Impact on EPL

EPL's correspondence indicates that losing the Town as a \$255,000 billing customer will have a net annual impact of \$160,000 after cost avoidance/mitigation measures available to them. They have advised that "In the event of the loss of Tecumseh water billing and over time, EPL will experience a net income reduction that will result in EPL raising electricity rates or shareholders will be forced to realise a lower dividend return."

What isn't clear from the EPL correspondence is how much of the \$95,000 in Cost Avoidance/Mitigation they would have to retain to continue providing the service. As it stands

they appear to be offering to continue providing the service for \$150,000 which is less than the Potential Impact to EPL of (\$160,152).

If EPL reduces the dividend, the Town's 26.44% share of the reduction would be \$42,300. We anticipate that, over a period of time, EPL would be able to reduce the Potential Impact to EPL as it continues to manage the ever changing electricity market. Ultimately the Town would still be paying out \$150,000 to possibly save \$42,300.

Financial Summary

Based on EPL's offer to reduce annual costs to \$150,000 to provide billing services in Year 5 the annual savings of bringing the billing service in house is greatly reduced. Administration believes that, similar to the LaSalle experience, there will be greater opportunity to maximize revenues by implementing procedures to make sure billings are accurate and complete.

Conclusion

Administration recommends: 1) That Council approve performing the water and sanitary billing function (read, process, bill and collect) in-house as proposed in the 2018 Proposed Business Plan & Budget, and 2) That savings, as a result of converting to in-house billing for water and sanitary charges, be allocated to the water and sanitary reserve funds to offset future capital requirements.

This recommendation will allow the Town to provide a more efficient, timely and reliable water and sanitary service than is currently possible. The cost to do this will be reduced. Finally, implementing this change will provide synergies for optimizing current staffing as well as assisting the financial services department in being able to meet increasing workload issues with respect to allocating revenue functions from the Deputy-Treasurer to the new Financial Analyst position, allowing the Deputy Treasurer to focus on financial management and oversight.

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

Tom Kitsos, CPA, CMA, BComm
Deputy Treasurer & Tax Collector

Prepared by:

Denis Berthiaume, ORO
Manager Water & Wastewater Services

Reviewed by:

Shaun Fuerth, BCS
Director Information & Communication Services

Reviewed by:

Luc Gagnon, CPA, CA, BMath
Director Financial Services & Treasurer

Reviewed by:

Dan Piescic, P.Eng.
Director Public Works & Environmental Services

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

1

Essex Powerlines – Town of Tecumseh Water Billing Proposal



February 16, 2018

Mr. Tony Haddad

CAO, Town of Tecumseh
917 Lesperance Rd.
Tecumseh, Ontario
N8N 1W9

Dear Tony,

Re: Essex Powerlines - Town of Tecumseh Water Billing Proposal

Thank you for the opportunity in allowing Essex Powerlines Corporation ("EPL"), your municipally-owned local distribution company, to submit our Proposal contained herein in order to remain the water billing agent for the Town of Tecumseh ("Tecumseh"). EPL has been the water billing agent for Tecumseh for over fifteen years and it is our hope to continue this mutually beneficially partnership for the foreseeable future.

Our Proposal will address both the Operational and Financial aspects that have been recently brought to our attention through our discussions with your Administrative and Operations staff. As you will see from the within Proposal, significant Operational improvements and Financial savings have been included.

Our Proposal will also highlight the potential overall impact to you as a shareholder in the event that a decision is made to not continue with EPL as your water billing agent.

OPERATIONAL MATTERS

Over the course of the last few months, EPL has met with multiple Tecumseh Staff and have been updated as it relates to some Operational Improvements that could be made in order to improve overall customer service.

With respect to OPERATIONAL matters we propose the following:

I. Tecumseh request to undertake Quarterly billing for all Residential customers.

EPL currently bills water residential and commercial customers on a monthly basis except for rural Tecumseh which is done on a bi-monthly basis.

EPL can move to Quarterly for all Residential customers upon request.

Please note that a transition to Quarterly residential billings will result in some Operational issues being experienced by the Tecumseh Water Dept., namely water leak detection will now take longer to detect and react to as the current monthly billing allows for a quicker and more prompt response. In the long term, is highly recommended that Tecumseh invest in Advanced Metering Infrastructure (“AMI”) in regards to water meters in order to, amongst other things, better detect any water leakage issues.

II. Getting accurate and timely data for requested Reports

EPL undertook the following reports at the request of Tecumseh in 2017:

- i. 450/07 **Annual** Report for all commercial customers that use more than 7300 m3.
 - ii. A **one-time** Report of total number of customers with both water and wastewater
 - iii. A **Monthly** read file for each water cycle
 - iv. A **Monthly** Reverse 911 report
 - v. A list of customers with meters that do not have Encoder Receiver Transmitters (“ERT’s”) – requested a **couple times per year**
-
- EPL has commenced and will continue undertaking a **full Audit** of current Tecumseh water data in order to ensure complete data integrity and accuracy.
 - EPL has commenced and will continue to institute **daily data integrity checks** of Tecumseh water data.
 - EPL will institute a **two business day** turnaround for any Report requested.
 - EPL will ensure that any Report requested by Tecumseh is subject to a more **robust and thorough** internal review process prior to issuing same.
 - EPL will complete a **comprehensive Master List** of meters that do not have ERT’s and will ensure it implements an effective process as the last remaining ERT’s are installed by Tecumseh.
 - EPL will dedicate **one management employee** as the owner of and single point of contact for all Report response processes to Tecumseh.

III. Improving Service Order Process

Tecumseh identified that the process relating to booking water customer appointments had multiple layers and was inefficient.

Commencing on **February 5, 2018** this process has been materially improved. EPL now sets up appointments for Tecumseh water customers (high bill complaints) upon **first contact** with EPL.

Furthermore, Tecumseh has indicated that they are considering transitioning to **CityWorks (ESRI)** work management software system. If adopted by Tecumseh, EPL will undertake a **full integration** of this work management software system, in partnership with Tecumseh, in order to ensure the most optimal process efficiencies.

IV. Undertake Bad Debt/Write Offs on a timelier basis.

Bad debt/write offs currently being done by EPL on an **annual** basis.

EPL can institute a **monthly or quarterly** bad debt/write off process whenever requested by Tecumseh.

An additional value-added and unique service provided by EPL to all residential and commercial customers involves the **ability to receive paperless billing** through its **MyAccount** customer portal. Not only do customers have the ability to receive an e-bill in place of paper bill through the use of this portal, customers have access to highly sought after historical consumption information. EPL has recently experienced a higher Tecumseh customer uptake of this service as a result of our environmentally sustainable paperless billing marketing campaign. For more information about EPL's MyAccount customer portal and the Plant A Tree Initiative, please visit:

<http://essexpowerlines.ca/news/200-go-green-plant-a-tree-campaign>

FINANCIAL MATTERS

With respect to FINANCIAL costs associated with EPL continuing as Tecumseh's water billing agent EPL is prepared to offer this service for the annual fees described below:

Year 1- \$175,000.00

Year 2 - \$170,000.00 – Upon full implementation of Quarterly Billing

Year 3 - \$160,000.00

Year 4 - \$155,000.00

Year 5 - \$150,000.00 – Upon conversion of all remaining water meters to ERT

All prices above are subject to HST.



In return for a the above-noted reduced fee in order to continue delivering water bills on behalf of the Tecumseh, EPL requests a **minimum five year agreement** be entered into in order to provide both parties some stability and predictability on a go forward basis.

This would also fall in line with EPL's five year hydro rate rebasing cycle which we are currently in the process of completing.

OVERALL CORPORATE IMPACT

Below is high level analysis of the expense synergy that EPL would lose if Tecumseh moves away from joint billing and the ultimate impact on EPL net revenue.

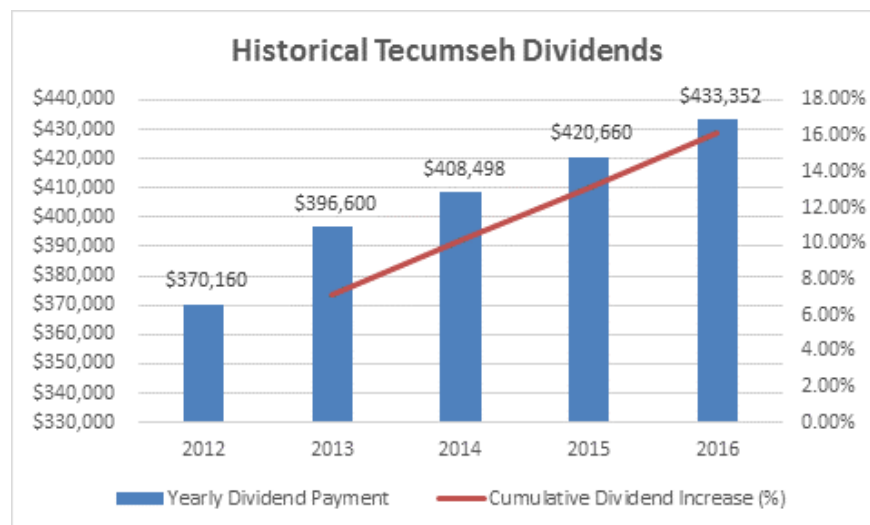
The analysis below attempts to show the potential impact to Essex Powerlines if it were to lose Tecumseh water billing services:

Source	\$
Lost Water Billing Revenue	(255,152)
Cost Avoidance/Mitigation	95,000
Potential Impact to EPL	(160,152)

CONCLUSION

EPL understands the importance of shareholders seeking to identify potential efficiency gains within their respective municipalities. However, it is of utmost importance that shareholders consider the net effects of internalizing their water billing services. EPL will be able to eliminate some but not all variable expenses in relation to the loss of water billing services.

Over the course of the past five (5) years EPL has delivered a 3% year over year dividend increase to Tecumseh.





In the event of the loss of Tecumseh water billing and over time, EPL will experience a net income reduction that will result in EPL raising electricity rates or shareholders will be forced to realize a lower dividend return.

Trusting that the within meets to your satisfaction.

With regards

A handwritten signature in black ink, appearing to read 'J. Barile', is positioned above a horizontal line.

Joe Barile, General Manager
Essex Powerlines Corporation



The Corporation of the Town of Tecumseh

Fire & Rescue Services

To: Mayor and Members of Council

From: Doug Pitre, Director Fire Services & Fire Chief, C.E.M.C.

Date to Council: July 24, 2018

Report Number: FIRE-2018-06

Subject: Tecumseh Fire Services – Q2 Update

Recommendations

It is recommended:

That the Tecumseh Fire Services Q2 2018 update presented in the Fire & Rescue Services Department Report FIRE-2018-06 **be received**.

Background

The purpose of this Fire Services Report is to provide Council with an overview of the Tecumseh Fire Rescue Services for the first quarter of 2018.

Tecumseh Fire Rescue Service provides firefighting protection for the lives and property of citizens of the Town of Tecumseh. Personnel respond to all calls for service, provide firefighting, rescue, emergency medical intervention (including defibrillation), vehicle extrication, shore-based water rescue, and confined space entry rescue.

The Fire Department is a composite fire service operating out of two stations, each with a complement of 20 volunteer firefighters. Station 1 is located at 985 Lesperance, while Station 2 is located at 5520 Walker Road. The department services a population of approximately 24,000 providing fire and emergency medical coverage to a 95 square kilometre area and responds to approximately 400 calls per year.

The dedicated individuals in the Fire Service will continue to be leaders in supporting charities that are an integral part of our community such as area Goodfellows. As well, our successful Fire Prevention Week Open Houses and public education offered in school visits are vital opportunities to raise awareness and educate the public.

Comments

Calls for Service – Volume

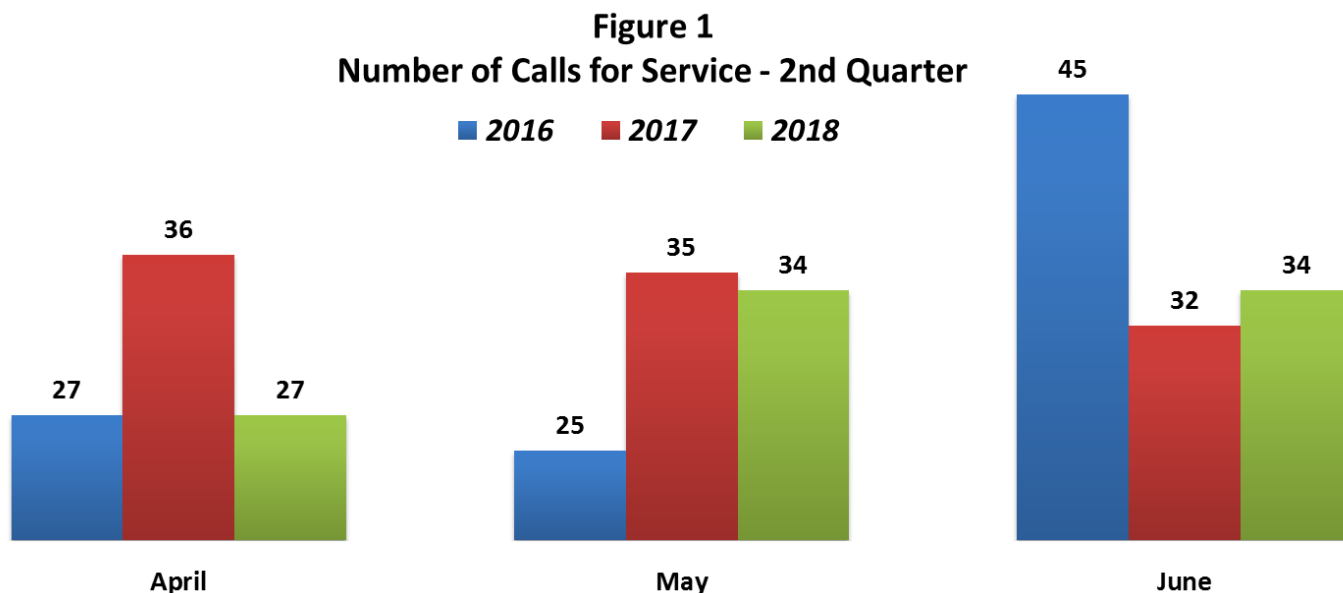


Figure 1 illustrates call volumes for the 2nd Quarter over a three-year period 2016 through 2018 on a monthly basis. Calls for service in the 2nd Quarter of 2018 include eight open air burning/unauthorized controlled burning, two loss fires involving vehicles, two no loss outdoor fires and one overheat mechanical device - pool heater.

Public Education and Inspection

i) Public Education

Parent Information Fair 2018 – This important information event for parents in support of raising and educating children was hosted by WECDSD at the Ciociaro Club in April. Presentations on Fire Safety, Mental Health, the Opioid Crisis and Cyberbullying were offered. FPO Bob Hamilton spoke on the Importance of Fire Safety for your family – Strategies and Plans.



ii) Inspection

Figure 2
Inspection by Property Type - 2nd Quarter

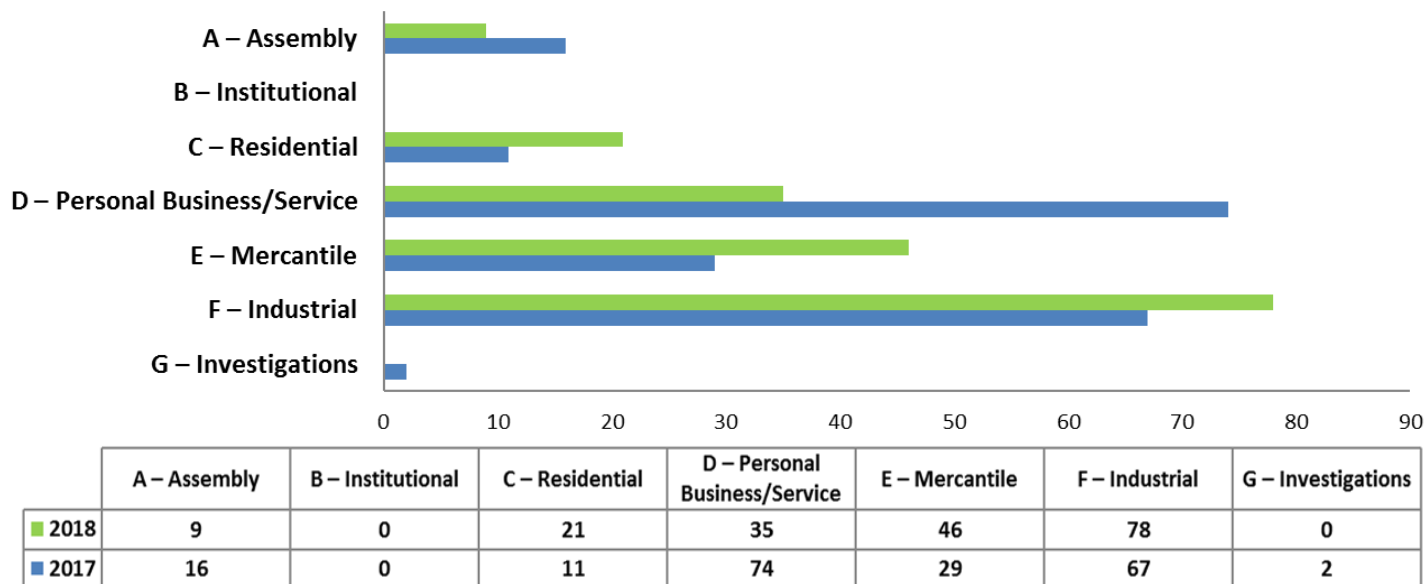


Figure 2 illustrates Inspection by Property Type for the 2nd Quarter for the years 2017 and 2018.

Q2 – 2018 Highlights

○ Special Assistance provided by Firefighters

Station 2 Firefighters were dispatched to a medical emergency where an individual was VSA (vital signs absent) when cutting down a tree. Fortunately the person survived with emergency services assistance. The firefighters enthusiastically returned to the scene to complete the task on a later date. This special assistance was greatly appreciated by the survivor and family who were pleasantly surprised by the good deed.



- **Women on Fire Event – Firefighter Donna Desantis**

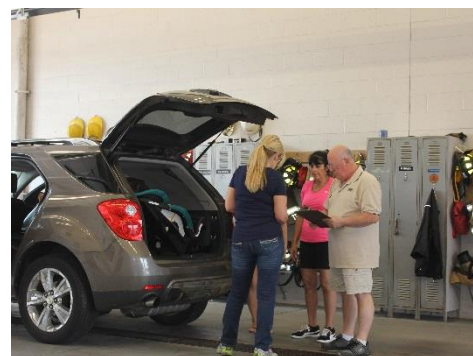
The Women on Fire Event is the brainchild of Tecumseh Firefighter Donna Desantis.



This one-day event presented for women to network with female first responders and practice the physical tests required for a career in policing, firefighting or border services. It is anticipated to be an annual event with the hope that local municipalities can host it. This year it was held in Amherstburg in June with 150 participants in attendance.

- **Child Passenger Safety Technician (CPST) training**

FPO Bob Hamilton and Admin. Assistant Kathie Primeau attained their CPST Certification through the Child Passenger Safety Association of Canada (CPSAC). This valuable training allows members to promote child passenger safety through volunteer opportunities at free car seat clinics where assistance is provided to families with car seat installations. This assistance is now available through Tecumseh Fire Rescue Services during office hours. A free car seat clinic was hosted at Station 1 on May 26th and will be again on October 13, 2018.



- **Essex Windsor EMS and Southwest Ontario Regional Base Hospital Program 7th Annual Survivor Day 2018**



This Survivor Day event honours a life saved and allows the survivor to meet the individuals that gave them the opportunity for a second chance. Fifteen Tecumseh Firefighters were amongst those awarded 'Save Pins' at the annual Survivor Day ceremony held June 1st, 2018.

Consultations

None

Financial Implications

None

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input checked="" type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

Doug Pitre
Director Fire Services & Fire Chief, C.E.M.C.

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

**Attachment
Number**

None

**Attachment
Name**

None



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council
From: Ray Hammond, Manager Facilities
Date to Council: July 24, 2018
Report Number: PRS-2018-15
Subject: Ice Resurfacer Pre-order and Purchase

Recommendations

It is recommended:

1. **That** Administration **be authorized** to pre-order and purchase the 2019 and 2020 Replacement Ice Resurfacers for the Tecumseh Arena;
2. **And that** the purchase of the 2019 and 2020 Replacement Ice Resurfacers for the Tecumseh Arena at an estimated cost of \$110,000 each **be funded** from the Fleet Lifecycle Reserve;

Background

At the Regular Council Meeting of January 30, 2018, the members considered Public Works & Environmental Services Report PWES-2018-03 2018 Supply of Various Vehicles, and passed motion (Resolution RCM-58/17) which reads, in part, as follows:

“... AND FURTHER THAT Appendix A Town of Tecumseh 2017 – 2026 Ten Year Fleet Funding and Replacement Schedules and Appendix B Town of Tecumseh 2017 – 2026 Ten Year Fire and Rescue Services Apparatus Funding and Replacement Schedules attached to Public Works & Environmental Services Report No. 03/17 be adopted as amended and attached...”

Appendix A to the report contained the 2018 - 2027 Ten Year Fleet Replacement Schedule – Recreation that included replacing one Ice Resurfacer – Zamboni in each of 2019 and 2020 respectively.

Comments

Current Equipment Status:

The Tecumseh Arena currently operates with two (2) ice-resurfacing machines. The current make/model of both machines is Zamboni 520. Machine # 1 was purchased in 2009 and Machine # 2 was purchased in 2010. Both machines are approaching their life expectancy and are recommended for replacement as noted in the “Ten Year Fleet Replacement Schedule - Recreation”, starting in 2019 and 2020.

Machine # 1 has been experiencing frequent minor breakdowns. New tires with studs will be required for the upcoming 2018/19 season if the machine is not replaced in early 2019; at a cost of approximately \$1,000. It is recommended that this unit be replaced early in 2019 to minimize the possibility of further maintenance and/or major breakdown of the equipment.

Machine # 2 is beginning to show signs of wear and tear with minor repairs. Administration will continue with regular maintenance to minimize breakdowns but it is recommended that replacement be scheduled for early 2020.

Replacement Schedule:

Appendix A of the Manager of Roads and Fleet Report No. 03/17, “Supply of Various Vehicles”, lists both ice resurfacing machines for the Arena operation are to be replaced; (1) one for replacement in 2019 and (1) one in 2020 with a value of \$110,000 each.

The expected timeline for an Ice Resurfacer to be received from order date to delivery date is approximately 6 to 8 months.

Request for Quote:

It is recommended that the RFQ process for both the 2019 and 2020 replacement units be coordinated at the same time. This will eliminate duplication of the process as well as allow Administration to secure “guaranteed” pricing and potential trade-in values for both machines. This will also allow the order to be initiated and ensure that the delivery of the machines will be early in 2019 and 2020; thus reducing the potential for maintenance and repairs costs if delayed.

The RFQ will include specifications to ensure the best operational functions are included such as a laser leveling system. Additional requirements that will be included in the RFQ will be operational videos for training purposes and electronic maintenance manuals. These will create a toolbox for the operational staff to be able to conduct the required maintenance and service requirements of each unit at the proper intervals thus ensuring the machines will be in peak operating conditions during the life cycle of each machine.

Administration therefore recommends that Administration **be authorized** to pre-order and purchase the 2019 and 2020 Replacement Ice Resurfacers for the Tecumseh Arena.

Consultations

Financial Services

Financial Implications

The funds for this equipment are typically provided from the Fleet Lifecycle Reserve in the respective years of delivery. Administration therefore recommends that the purchase of the 2019 and 2020 Replacement Ice Resurfacers for the Tecumseh Arena at an estimated cost of \$110,000 each **be funded** from the Fleet Lifecycle Reserve.

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

Ray Hammond, RRFO, CARPT
Manager Facilities

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Reviewed by:

Luc Gagnon, CPA, CA, BMath
Director Financial Services & Treasurer

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
1	2018 - 2027 Ten Year Fleet Replacement Schedule - Recreation

Appendix A
Town of Tecumseh
2018 - 2027 Ten Year Fleet Replacement Schedule - Recreation

Unit Number	License Number	Year Purchased	Type	Make	Replacement Value	Life Span (yrs)	Yrs	Year To Replace	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
M01-12	AA41891	2011	1500 Reg Cab	Dodge Ram 1500	\$ 30,000	10	10	2021				\$ 30,000						
AM01-02	505 9KZ	2014	1500 Reg Cab	Dodge Ram 1500	\$ 30,000	10	12	2014							\$ 30,000			
M02-08	9133WK	2008	1500 Reg Cab	Ford F150 Reg. Cab	\$ 22,000	10	10	2018	\$ 22,000									
M03-18			Mini Van	Minivan - 2018 Fleet addition	\$ 25,000	10	10	2028	\$ 25,000									
AE3-98		2009	Ice Resurfacers	Zamboni	\$ 110,000	10	10	2019		\$ 110,000								
A34-98		2010	Ice Resurfacers	Zamboni	\$ 110,000	10	10	2020			\$ 110,000							
Totals					<u>\$ 327,000</u>				<u>\$ 47,000</u>	<u>\$ 110,000</u>	<u>\$ 110,000</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 30,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

2018 - 2027 Ten Year Fleet Replacement Schedule - Transit

Unit Number	License Number	Year Purchased	Type	Make	Replacement Value	Life Span (yrs)	Yrs	Year To Replace	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027
T01-09	BN9458	2017	15 Passenger Bus	Crestline - Ford E-450	\$ 190,000	5	5	2015						\$ 190,000				
T02-10	6358BF	2011	15 Passenger Bus	Ford E450	\$ 190,000	5	5	2016	\$ 190,000						\$ 190,000			
Totals					<u>\$ 380,000</u>				<u>\$ 190,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 190,000</u>	<u>\$ 190,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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



The Corporation of the Town of Tecumseh

Public Works & Environmental Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Environmental Services

Date to Council: July 24, 2018

Report Number: PWES-2018-19

Subject: Disaster Mitigation and Adaptation Fund – Expression of Interest

Recommendations

It is recommended:

That Administration **be authorized** to submit an Expression of Interest to the federal government for funding under the Disaster Mitigation and Adaptation Fund (DMAF) for the following projects:

- (i) Manning Road Improvements Phases 2 and 3
- (ii) Riverside Drive Trunk Sanitary Sewer
- (iii) Scully & St. Mark's Storm Pump Station Improvements

And that Administration **be authorized** to complete any business case(s), application(s), and/or to provide all information/documentation as required in order to constitute an application under the DMAF;

And further that the Treasurer be authorized to sign any required documents necessary to complete the Expression of Interest and the subsequent application(s) to DMAF;

And further that the Mayor and Clerk **be authorized** to sign any documents/agreements (if required) for the Expression of Interest submissions and applications to the DMAF, in a form satisfactory to the Town's Solicitor, financial content satisfactory to the Town's Treasurer and technical content to the Town's Engineer.

Background

Over the past decade, almost every jurisdiction in Canada has experienced significant weather-related events or disasters triggered by natural hazards. The impacts of climate change are

already becoming evident across Canada, with observed changes in air, temperature, precipitation, snow and ice over and other indicators.

In response to these threats, the Government of Canada has developed the Disaster Mitigation and Adaptation Fund (DMAF) to invest in the public infrastructure we need to mitigate the potential economic, environmental and social impacts of climate change, and strengthen our resilience to disasters triggered by natural hazards and extreme weather events.

The Climate Lens is a horizontal requirement applicable to DMAF. It has two components; the **Greenhouse Gas (GHG) mitigation assessment**, which will measure the anticipated GHG emissions impact of an infrastructure project, and the **climate change resilience assessment**, which will employ a risk management approach to anticipate, prevent, withstand, respond to, and recover from a climate change related disruption or impact. However, the Climate Lens resilience assessment is integrated in the DMAF resilience assessment which also aligns with the guiding principles of systematic analysis of risk, pursuit of multiple benefits, and avoidance of unintended consequences. Therefore, DMAF Applicants are only required to conduct the GHG mitigation assessment.

DMAF recipients will be responsible to report on Community Employment Benefits (CEB) for specific vulnerable populations.

DMAF Objective

The DMAF is aimed at strengthening the resilience of Canadian communities through investments in large-scale infrastructure projects, including natural infrastructure projects, enabling them to better manage the risk associated with current and future natural hazards, such as floods, wildfires and droughts.

Program Allocation

Budget 2017 earmarked \$2 billion over 10 years for the DMAF.

Program Details

The DMAF is a national, competitive, merit-based contribution program administered according to the Treasury Board (TB) Policy on Transfer Payments. All DMAF project proposals will be subjected to a merit assessment, with clearly defined point values for each of the merit criteria.

DMAF projects must have a minimum of \$20 million in eligible expenditures. Project bundling is possible under the DMAF (i.e. a project comprising several sub-projects with a total value of more than \$20 million in eligible costs).

Eligible Recipients

The eligible recipients for DMAF funding are:

- Province/Territory
- Municipal/Regional government
- Public or not-for-profit post-secondary institution
- Private sector body, including for-profit organizations and not-for-profit organizations.
- Eligible Indigenous recipients

Cost Sharing and Staking Limits

The federal cost sharing and stacking limits for DMAF projects are as follows:

- Up to 50% for provinces;
- Up to 40% for municipalities and not-for-profit organizations in provinces;
- Up to 75% for, and in, territories;
- Up to 75% for Indigenous recipients in provinces and territories; and up to 25% for for-profit private sector recipients.

Eligible Expenditures and Investments

Investments under the DMAF must support infrastructure, which is defined as tangible capital assets that are primarily for public use or benefit, including natural infrastructure.

To be considered eligible, investments must be aimed at reducing the socio-economic, environmental and cultural impacts triggered by natural hazards and extreme weather events, taking into consideration current and potential future impacts of climate change in communities and infrastructure at high risk.

Eligible investments for infrastructure projects under the DMAF are:

- New construction of public infrastructure including natural infrastructure.
- Modification and/or reinforcement including rehabilitation and expansion of existing public infrastructure including natural infrastructure.

Eligible expenditures may include design and planning, capital cost, as well as costs related to meeting specific program requirements, such as the Climate Lens assessment(s), as well as creating CEB plans. Project expenditures become eligible as of the date of project approval, except for expenditures associated with Climate Lens assessments, which are retroactively eligible up to one-year maximum before the project approval in principle.

Expenditure for land acquisition is eligible under the DMAF only for natural infrastructure projects. Eligibility will be conditional on the recipient submitting:

- A justification, acceptable to Infrastructure Canada (INFC), of the need to acquire land as part of the project;
- A demonstration of how the land will be used as natural infrastructure;
- A demonstration of how the land will remain protected in perpetuity by a provincial, territorial and municipal government;
- An attestation that the price is at or below fair market value.

Program Requirements

To be eligible for federal funding, all projects under the DMAF must:

1. Comply with environmental assessment or federal policy requirements, ensure any Aboriginal consultations, and/or modern treaty obligations have been satisfied;
2. Meet or exceed the applicable energy efficiency standards for buildings outlined in the Pan-Canadian Framework on Clean Growth and Climate Change (PCF);

3. Reflect the principles underlining the Federal Government’s policies to promote linguistic duality and promote the development of official language minority communities;
4. Meet or exceed the requirement of the highest published accessibility standard in a jurisdiction, defined as the requirements in the Canadian Standards Association Technical Standard Accessible Design for the Built Environment (CAN/CSA B651-12), in addition to applicable provincial or territorial building codes, and relevant municipal by-laws;
5. Report on CEB for infrastructure projects. The framework for CEB has been designed to encourage recipients to consider measures to increase access for specified groups to employment and other economic opportunities generated by their projects. These groups include apprentices, Indigenous peoples, women, persons with disabilities, veterans, youth, and new Canadians, as well as small, medium-sized and social enterprises;
6. Comply with the Climate Lens, specifically the GHG assessment requirement; and
7. Comply with the federal visibility requirements.

Project Application Process

The DMAF has a two-stage application process:

- Step I: The “Expression of Interest” (EOI) Application; and
- Step II: The “Full Application”

Step I: EOI Application

The completed EOI Application Form must be submitted via email to Infrastructure Canada by July 31, 2018 at 7pm Pacific Time.

After the EOI submission deadline, Infrastructure Canada performs an eligibility assessment on all complete applications submitted before the deadline.

Eligible projects under Step I: EOI will be invited to submit a Full Application.

Step II: Full Application

Successful Applicants in Step I will receive the Full Application Form by email and will be required to submit it to Infrastructure Canada before the Full Application deadline (December 2018).



Project Assessment Criteria - Expression of Interest

EXPRESSION OF INTEREST

Expected Output: A list of eligible and ineligible projects

Screening Criteria	Methodology
1. Quality and Completeness	All fields are mandatory. An incomplete Application Form will not be considered for assessment.
2. Address a <u>natural hazard</u>	Every project needs to address at least one <u>natural hazard</u> .
3. Public and Indigenous engagement	Engagement with stakeholders such as Provinces and Territories (PTs), Indigenous communities, affected municipalities, and the general public is mandatory during the planning and/or design phase of the proposed project.
Eligibility Criteria	Methodology
1. Project schedule	Within the DMAF timeline (from May 2018 to March 31, 2028)
2. Minimum Threshold	\$20 million total eligible costs
3. Cost Sharing and Stacking	Recipients need to meet this requirement. Details included in <u>section D.2</u> .
4. Recipient Type	Municipal, Regional, Provincial, Territorial, For Profit, Not-For-Profit and Indigenous communities. Details included in <u>section 3</u>
5. Nature of the Project	New construction, rehabilitation and/or expansion of an existing asset
6. Asset Ownership, Use or Benefit	The DMAF focuses on public infrastructure. Privately owned assets need to demonstrate public benefit.
7. National Significance	DMAF projects need to meet at least one of the national significance criteria (details in <u>Annex B section C.5</u> .)
8. Alignment with the Program Objectives	As described in <u>section 1</u> , DMAF projects must align with the program objectives.

Full Application

Projects submitted will be assessed against a number of 'merit criteria'. See chart below.

FULL APPLICATION	
Expected Output: A list of projects assessed against the merit criteria	
Screening Criteria	Methodology
1. Quality and Completeness	An incomplete Application Form will not be considered for assessment.
Merit Criteria	Methodology
1. Assessment of the hazard risk	<p>The DMAF focuses on the <u>likelihood</u> of the hazard risk in consideration of the current and future climate change impacts within the asset lifespan. The DMAF also considers socio-economic <u>impacts</u> including four key indicators (loss of lives, directly affected people as a percentage of the total population, local GDP loss, and population without <u>essential services</u>) as indicated in Annex C <u>section J</u>.</p> <p>Strong proposals include risk assessments that consider <u>climate change impacts</u> within the life cycle of the asset applying reliable quantitative and/or qualitative data such as Indigenous Traditional Knowledge and studies.</p>
2. Extent to which the project strengthens resilience	<p>Applicants must provide information on the expected risk <u>impacts</u> as indicated in Annex C <u>section J</u> for both before and after the project completion including quantifiable data for four indicators (expected number of lives lost; expected percentage of people affected including displaced, ill and injured; expected percentage of local GDP loss; and expected percentage of population without <u>essential services</u>). This quantifiable data for before and after the project will provide the basis to assess the improved <u>resilience</u> provided by the projects.</p> <p>Strong proposals demonstrate a substantial improvement to the asset <u>resilience</u>, in order to decrease socio-economic impacts on the population(s) exposed to a natural hazard risk.</p>
3. Return on Investment (ROI)	<p>The DMAF awards merit to projects that result in an <u>ROI</u> higher than 2:1. The <u>ROI</u> ratio measures the estimated <u>disaster</u> losses avoided within the asset life cycle.</p> <p>Details included in Annex C <u>section D.5</u>.</p> <p>Strong proposals demonstrate the capacity of the asset to reduce or avoid losses due to future natural disaster(s).</p>

4. Project rationale

Applicants must provide an investment rationale which could include the options considered for their investment decision such as: ‘do nothing’/ status quo, innovation/natural infrastructure, ROI, and GHG reduction. Additionally, Applicants must describe why the proposed project is the best and most appropriate option of addressing the natural hazard risk.

Strong proposals demonstrate that the proposed project is the most effective infrastructure solution to the socio-economic impacts of the main natural hazard risk.

5. Promote the use of innovation

Applicants are required to provide details on how innovation is considered as part of their project including natural infrastructure, innovative technologies and/or global best practices in the asset design, operations, and management processes to better cope with a particular natural hazard risk and the risks posed by the increasing exposure to severe climate events. The DMAF awards merit to projects that offer effective solutions through unique innovative ideas to advance the DMAF objectives as indicated in section 1.

Strong proposals consider innovative solutions that are proven to be effective in reducing the socio-economic impacts of the main natural hazard risk.

6. Project risk transfer management measures

Applicants must demonstrate that the proposed project comprehensively addresses the broad impacts of the hazard risk.

An example of poor risk transfer management would be the construction of new dikes along a river to protect a segment of the floodplain that will confine the river, raise water levels upstream and increase the velocity (and therefore erosive power) of the river downstream. The new dike may reduce the hazard in the segment of river immediately adjacent to the structure, but will transfer risk to upstream and downstream communities. In this particular example, the objective of overall risk reduction will not be achieved.

Strong proposals consider infrastructure solutions that address comprehensively and effectively the upstream and downstream impacts of the natural hazard risk.

7. Alignment with relevant plans, strategies and frameworks approved by the Municipal/ Provincial/ Territorial/Regional /National Government

DMAF projects are required to align with existing Municipal/Provincial/Regional/Territorial/National plans, strategies, and frameworks as well as legislation and regulations more broadly. Projects that are non-compliant with legislation and regulations will not be considered. INFC will seek confirmation from Provinces and Territories on the required compliance. Additionally, there is merit in projects that advance the objectives of or are aligned with climate adaptation and mitigation plans, strategies, frameworks, policies, related asset management plans and land-use plans, etc., as this demonstrates strategic and coordinated action across levels of government.

Strong proposals advance approved national and provincial/territorial/ Municipal adaptation and mitigation plans, strategies, and/or frameworks.

8. Public and Indigenous Engagement

Applicants must demonstrate that they have engaged or will engage with the province(s) or territory(ies) in which the project is situated, affected communities including Indigenous communities and the general public, external subject matter experts and/or academia, for profit and not-for-profit stakeholders.

Strong proposals will provide details on engagement activities with relevant stakeholders during the project planning and design phases.

9. Risks associated with project management and implementation

Applicants must demonstrate the potential risks they could encounter during the project implementation.

Strong proposals outline key risks and related mitigation strategies.

10. Project Benefits

The DMAF awards merit to projects that offer additional benefits to Canadians, such as addressing multiple hazards, and providing environmental value and/or protecting valuable cultural assets. For example, in order to limit critical infrastructure development in a floodplain, a DMAF project acquires flood-prone land to create an interconnected network of green space through land use and natural infrastructure solutions such as wetland restoration. The restored wetland will absorb, filter, and store rainwater. It could also provide additional benefits, such as: enhance the aesthetic value of space, improve air quality and contribute to public health.

Strong proposals will offer infrastructure solutions that provide additional benefits to the community such as cultural and environmental value.

Comments

Town of Tecumseh Recommended Bundled Projects

DMAF projects must have a minimum of \$20 million in eligible expenditures, and project bundling is possible under the DMAF in order to achieve this minimum.

Administration has compiled the following bundled projects by conducting a review of the current PWES 5-year Capital Works Plan and the Town's Asset Management Plan for individual projects that would be:

- (i) Relevant to the Town's Strategic Priorities;
- (ii) Identified within the Town's Flood Mitigation Strategy;
- (iii) Have the ability to be designed and constructed within the DMAF program timelines;
- (iv) Based on the eligibility criteria and merit criteria listed of the full DMAF Application.

1. Manning Road Improvements Phases 2&3 (\$11.99M)

The Town completed a Class Environmental Assessment (EA) in April 2010 for improvements to the East Townline Drain storm pump station. The proposed upgrades to the pump station and drain enclosure along Manning Road provided an opportunity to improve this portion of Manning Road by constructing an urban cross-section that accommodates pedestrians, cyclists and urban design features to create an aesthetically pleasing gateway into Lakewood Park. The limits of the Class EA included Manning Road from Riverside Drive to St. Gregory's Road.

Phase 1 of the Manning Road Improvements was completed in 2014 and consisted of the construction of the East Townline Drain storm pump station and the reconstruction of a section of Riverside Drive including the roundabout at the Manning Road/Riverside Drive intersection. The reconstructed pump station now has a capacity of 7.0 cubic metres per second (cms) with the ability to pump 8.2 cms. This was a significant upgrade from the 1969 pump station that had a capacity of 1.9 cms.

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 finalizing the engineering design for Manning Road Improvement Project Phases 2 & 3, which is anticipated to be completed by the end of 2018.

Phase 2 and 3 involves the reconstruction of Manning Road from Riverside Drive to St Gregory's Street to an urban cross-section, and will include:

- The enclosure of the existing East Townline Drain with a 3.0m x 1.8m box-culvert and redirection of flows into the recently constructed Lakewood Park Drainage Channel at St Thomas Street to alleviate surface flooding within adjacent existing residential areas.
- The installation of a local storm sewer (525mm to 900mm dia.).
- The installation of a 250mm diameter watermain.
- Complete road reconstruction with centre median and landscaping, including bike lanes, sidewalk, multi-use pathway, and street lighting.

The enclosure of the East Townline Drain and diversion of flows into the Lakewood Park Drainage Channel, in combination with the road reconstruction, will eliminate the possibility of any significant storm runoff conveying west (of Manning Road) through the existing residential neighbourhoods. The project upon completion will address and provide a solution for significant flooding experienced within the watershed area. It is also expected that there will be a reduction in surface flooding within the existing residential neighbourhoods along the west side of Manning Road during major storm events (up to the 1:100 year storm).

The main project objectives are to increase the resilience of the watershed area and reduce existing issues of surface flooding and the susceptibility of significant neighbourhood flooding west of Manning Road due to overland flow during larger storm events. The project is also aimed at building a greater level of service in the system in comparison to current conditions, reduce the potential impact of future natural hazards and increase the ability of the storm sewer infrastructure to manage large storm events. This aligns with the DMAF objectives to reduce climate related hazards and disaster risk.

2. Riverside Drive Trunk Sanitary Sewer (\$2.80M)

At the April 23, 2013 Regular Council Meeting under PWES Report No. 13/13 (Motion: RCM-138/13), Council received the Municipal Class Environmental Assessment titled “Class Environmental Assessment (Class EA) Environmental Screening Report for the Town of Tecumseh Sanitary Collection System Improvements, April 2013”.

As part of the 2013 Class EA, various alternative solutions were identified and evaluated to address the problem of basement flooding and the lack of capacity in the sanitary sewage system to accommodate future growth. Based on a comparative evaluation, an expansion and upgrading of the existing sanitary sewage collection system was identified as the preferred solution.

The functional design for the preferred solution identified a reduction in the risk of basement flooding and could accommodate new development. These improvements included:

- Stage 1 (completed in 2014)
 - Lakewood Sanitary Pump Station Improvements
 - Increased storage capacity - Lakewood Park Trunk Sewer
- **Stage 2 (future consideration)**
 - **Increased storage capacity - Riverside Drive Trunk Sewer**
- Stage 3 (future consideration)
 - Additional investigation and sanitary sewer modelling required on Dillon Drive and Green Valley Drive

The Riverside Drive Trunk Sanitary Sewer project consists of replacing the existing sanitary sewer along Riverside Drive between Kensington Boulevard and Pentilly Road with an in-line storage facility. Approximately 395 metres of the existing 400mm diameter sanitary sewer will be replaced with 1500mm diameter sanitary sewer to provide remedial flooding measures to reduce sanitary sewer surcharging and reduce the risk of basement flooding due to current sanitary inflow and infiltration.

This project aligns with DMAF objectives to build resilience of local communities by investing in infrastructure as well as to manage the risks associated with current and future natural hazards, particularly extreme weather events.

3. Scully & St. Mark's Storm Pump Stations & Riverside Drive Trunk Storm Sewers (\$15.91M)

In 2016 a review was conducted on the St. Mark's storm pump station, the Scully storm pump station and the existing storm sewer infrastructure within the contributing drainage areas. The results indicated that the storm pump stations would be unable to accommodate additional flows from local streets that were slated to be reconstructed with storm sewers having a 1:5-year level of service. These results were discussed and included in PWES Report No. 52/16 titled "Arlington Boulevard Improvements – Project Update, December 2016", which was received (Motion RCM-441/16) by Council at the December 13, 2016 Regular Meeting of Council.

This proposed project consists of the decommissioning of the St. Mark's storm pump station and redirecting those flows into an upgraded and expanded Scully storm pump station to provide a greater level of service. The Scully pump station upgrade is to increase pump capacity to accommodate the additional flows from the current St. Mark's service area, as well as other adjacent areas where interconnections and overland flows had been identified as part of the Town's current Storm Drainage Master Plan.

This project would also include trunk storm sewer improvements along Riverside Drive to add resiliency to the system and improve the level of service to address area-wide issues of surface flooding.

It is proposed that the upgraded Scully storm pump station will have a firm capacity of 4.5 cubic metres per second (cms) and a maximum capacity of 8 cms for added resiliency. This would significantly increase the level of service and capacities of the existing two pump stations. Trunk sewer improvements with sizes ranging from 1350mm diameter to 1500mm diameter are to be completed along Riverside Drive from Arlington Blvd to Grant Avenue to handle the increased flows to the upgraded Scully storm pump station.

The main project objective is to increase the level of service and add resiliency at the outlet to the expanded watershed areas and mitigate the risks associated with extreme storm events within the Scully storm pump station expanded service area. This aligns with DMAF objectives to build resilience of local communities by investing in infrastructure as well as to manage the risks associated with current and future natural hazards, particularly surface flooding.

Bundled Project Timelines and Distribution of Costs

Year / Project	Manning Road Improvements Ph2&3 (\$ Millions)	Riverside Drive Trunk Sanitary Sewer (\$ Millions)	Scully & St Marks Storm PS Improvements (\$ Millions)	Totals (\$ Millions)
2018	-	-	-	-
2019	-	-	-	-
2020	\$11.49	-	-	\$11.49
2021	\$0.50	-	-	\$0.50
2022	-	\$0.23	-	\$0.23
2023	-	\$2.42	-	\$2.42
2024	-	\$0.15	\$1.00	\$1.15
2025	-	-	\$2.00	\$2.00
2026	-	-	\$9.91	\$9.91
2027	-	-	\$3.00	\$3.00
2028	-	-	-	-
Totals	\$11.99	\$2.80	\$15.91	\$30.70

Recommendations

Accordingly, Administration recommends:

That Administration **be authorized** to submit an Expression of Interest to the federal government for funding under the Disaster Mitigation and Adaptation Fund (DMAF) for the following projects:

- i. Manning Road Improvements Phases 2&3
- ii. Riverside Drive Trunk Sanitary Sewer
- iii. Scully & St. Mark's Storm Pump Station Improvements;

And that Administration **be authorized** to complete any business case(s), application(s), and/or to provide all information/documentation as required in order to constitute an application under the DMAF;

And further that the Treasurer **be authorized** to sign any required documents necessary to complete the Expression of Interest and the subsequent application(s) to DMAF;

And further that the Mayor and Clerk **be authorized** to sign any documents/agreements (if required) for the Expression of Interest submissions and applications to the DMAF, in a form satisfactory to the Town's Solicitor, financial content satisfactory to the Town's Treasurer and technical content to the Town's Engineer.

Consultations

Financial Services

Financial Implications

Should the Expression of Interest and the subsequent Applications for funding be successful, the following financial implications arise if the grant application is approved:

Total net eligible project costs:	\$30.70 M
Requested federal funding (max 40%):	\$12.28 M
Other recoveries (CWATS):	\$ 0.12 M
Other recoveries (County Connecting Link):	\$ 0.45 M
Amount to be funded by Town:	\$17.85 M

Additional review will be undertaken to determine final funding sources but initial consideration would be to fund the Town's share of bundled projects from the following reserve funds:

Reserve Fund / Project	Manning Road Improvements Ph2&3 (\$ Millions)	Riverside Drive Trunk Sanitary Sewer (\$ Millions)	Scully & St Marks Storm PS Improvements (\$ Millions)	Total (\$ Millions)
Road Lifecycle Reserve	\$4.05	-	\$0.60	\$4.65
Watermain RF	\$0.42	-	-	\$0.42
Wastewater Sewers RF	\$0.05	\$1.68	\$0.18	\$1.91
Storm Sewer Lifecycle	\$0.84	-	\$8.77	\$9.61
Municipal Drain LR	\$1.26	-	-	\$1.26
Total	\$6.62	\$1.68	\$9.55	\$17.85

Approval of this grant would require a reconsideration of other project priorities and funding sources. Of major concern is the \$9.61M in funding for storm improvements as current annual allocations for storm works is only \$865K. Consideration to increasing this annual allocation may be necessary. Funding storm requirements are being considered as part of the Storm Master Plan process currently underway.

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input checked="" type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

Cheryl Curran, BES
Clerk I Administrative Clerk

Prepared by:

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

Reviewed by:

Luc Gagnon, CPA, CA, BMath
Director Financial Services & Treasurer

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	None

The Corporation of the Town of Tecumseh

By-Law Number 2018 - 48

Being a by-law to authorize the execution of a Site Plan Control Agreement between The Corporation of the Town of Tecumseh (Municipality) and Windsor-Essex Catholic District School Board (School Board)

Whereas the School Board, owns certain lands situated within the corporate limits of the Town of Tecumseh (Lands);

And Whereas the Municipality has enacted a by-law designating the Lands as a site plan control area, pursuant to Section 41(2) of The Planning Act, R.S.O 1990, c.P.13 and amendments thereto;

And Whereas where site plan control is in effect, Section 41 of The Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, states that the approval of plans by a Municipal Council is required prior to development of the lands, and that the Municipality may require the School Board to enter into an Agreement with the Municipality respecting certain prescribed matters;

And Whereas as a Consent Condition it is required that the School Board enter into a Site Plan Control Agreement;

And Whereas the School Board covenants and agrees to develop the Lands in accordance with Site Plan Control Agreement;

And Whereas the proposed development of the Lands is in accordance with the Official Plan and Zoning By-Law of the Municipality as of the date of this Site Plan Control Agreement;

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 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 a Site Plan Control Agreement between The Corporation of the Town of Tecumseh and Windsor-Essex Catholic District School Board., dated the 24th day of July, 2018, a copy of which Site Plan Control 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 Site Plan Control Agreement;
2. **And 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 24th day of July, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk

SITE PLAN CONTROL AGREEMENT

Between:

The Corporation of the Town of Tecumseh

-and-

WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL BOARD

PREPARED BY:

WOLF HOOKER PROFESSIONAL CORPORATION

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

INDEX TO ARTICLES

RECITALS

ARTICLE 1 – MUNICIPALITY CONSULTANTS

1.1 – Municipality to Retain

ARTICLE 2 - THE OWNER AGREES

2.1 - Owner Agrees

2.1.1 - Owner to Provide

2.1.2 - Construction and Maintenance

2.1.3 - The Development

2.1.4 - Plans

2.1.4.1 Criteria

2.1.4.2 Preparation of Plans

2.1.4.3 Lot Grading Plan

2.1.4.4 Drainage Plan

2.1.4.5 Landscaping Plan

2.1.4.6 Reference Plan

2.1.5 – Engineer

2.1.6 – Services

2.1.6.1 - Stormwater Management

2.1.6.2 – Sanitary Sewers

2.1.6.3 - Water Services

2.1.6.4 - Electrical Services

2.1.6.5 - Underground Telephone and Gas

2.1.6.6 – Notification and Permits

2.1.6.7 - Co-ordination of Services

2.1.7 - Traffic Signs

2.1.8 – Entrances

2.1.9 - Repair

2.1.10 - Dirt and Debris

2.1.11 – Address Sign

2.1.12 – Environmental Laws

2.1.13 – Noise By-Laws

2.1.14 – Local Improvements / Drainage Act

2.1.15 – Parking, Driveways and Loading Areas

2.1.16 - Snow Removal

2.1.17 - External Lighting

2.1.18 – Signs

2.1.19 - Refuse Collection

ARTICLE 3 - TIMING

3.1 – Conditions

3.1.1 - Conditions Precedent

3.1.2 - Conditions Subsequent

3.2 - Buffer Area

3.3 - Completion

ARTICLE 4 - PAYMENTS

4.1 - Costs

4.2 - Development Charges

ARTICLE 5 - CONVEYANCES

5.1 - Easements

5.2 - Road Widening

ARTICLE 6 - SECURITY

- 6.1 - Performance
- 6.2 – Release of Security
- 6.3 - Construction Liens
- 6.4 - Indemnity and Insurance

ARTICLE 7 - DEFAULT

- 7.1 - Stop Work
- 7.2 - Municipality May Complete

ARTICLE 8 - REGISTRATION AND CONSENTS

- 8.1 - Registration and Enforcement
- 8.2 - Consent
- 8.3 - Mortgagees

ARTICLE 9 - MISCELLANEOUS

- 9.1 - Communication
- 9.2 - Time of Essence
- 9.3 - Waiver
- 9.4 - Further Assurances
- 9.5 - Headings
- 9.6 - Successors and Assigns
- 9.7 - Gender
- 9.8 - Severability
- 9.9 - Entire Agreement
- 9.10 - Execution in Counterparts
- 9.11 - Jurisdiction
- 9.12 - Assignment
- 9.13 - True Copy
- 9.14 – Schedules
- 9.15 – Contra Proferentem Rule Not Applicable
- 9.16 – Independent Legal Advice

SCHEDULES

- Schedule “A” - The Lands
- Schedule “B” - Site Plan
- Subject to satisfaction of conditions precedent other schedules are anticipated

SITE PLAN CONTROL AGREEMENT

THIS AGREEMENT made in triplicate this _____ day of _____, 2018.

B E T W E E N:

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

OF THE FIRST PART

-and-

***WINDSOR-ESSEX CATHOLIC DISTRICT SCHOOL
BOARD***
hereinafter called the "Owner"

OF THE SECOND PART

HEREINAFTER collectively referred to as the "Parties"

RECITALS

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

AND WHEREAS the Municipality has enacted a by-law designating the Land as a site plan control area, pursuant to Section 41(2) of The Planning Act, R.S.O 1990, c.P.13 and amendments thereto;

AND WHEREAS where site plan control is in effect, Section 41 of The Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, states that the approval of plans by Municipal Council is required prior to development of the Lands, and that the Municipality may require the Owners to enter into an Agreement with the Municipality respecting certain prescribed matters;

AND WHEREAS as a condition of agreeing to development, the Municipality has requested the Owner enter into a Site Plan Agreement;

AND WHEREAS the Owner covenants and agrees to develop the Lands in accordance with this agreement;

AND WHEREAS the proposed development of the Lands is in accordance with the Official Zoning Plan and Zoning By-Law of the Municipality as of the date of this Agreement;

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

ARTICLE I

MUNICIPALITY CONSULTANTS

1.1 MUNICIPALITY TO RETAIN

In addition to persons in the employ of the Municipality, the Municipality shall retain the following professionals:

- a) a consulting/professional civil engineer registered with the Professional Engineers of Ontario (the "Municipality's Engineer"), for the purpose of reviewing all plans, specifications, engineering documents, contracts, details, elevations and other relevant information as well as the occasional inspection of the construction, repair and maintenance of the Services;
- b) the Municipality's solicitor for the purpose of reviewing all necessary legal matters incidental to the development of the Lands, including, without limiting generality, the preparation of this agreement together with all other documentation required by the Municipality to give effect to this Agreement and/or the development of the Lands;

ARTICLE 2

THE OWNER AGREES

2.1 OWNER AGREES

The Owners jointly and severally make the following covenants, all of which shall be carried out at the Owner's expense:

2.1.1 Owner to Provide

The following facilities, works or matters shall be provided by the Owner to the satisfaction of and at no expense to the Municipality: all buildings, landscaping, fencing, parking, storage and access areas, lighting, walkways, garbage disposal facilities, grading and provision for storm, surface and waste water in accordance with the attached site plan set out in Schedule "B" (the Site Plan) and the Site Services Plan (to be provided) in accordance with all the applicable provisions of the Municipality's By-Laws;

2.1.2 Construction and Maintenance

The Owners agree that the development of the Lands shall be constructed and forever maintained in accordance with the Site Plan and the Site Services Plan (to be provided)

2.1.3 The Development

The owners shall construct, install and provide the facilities and works required in and for the development at its own expense and in accordance with the Site Plan and other provisions of the Agreement.

2.1.4 Plans

2.1.4.1 Criteria

All plans, construction, installation, facilities and works shall be completed in accordance with:

- a) Sound engineering practice;
- b) The criteria laid down by governmental authorities having jurisdiction including, without limiting the generality of the foregoing, the Municipality, the Corporation of the County of Essex, the Essex Power Corporation or Ontario Hydro Corporation (whichever is the applicable hydro authority), the Ministry of the Environment and Energy, the Ministry of Transportation and the Essex Region Conservation Authority (ERCA);
- c) Such criteria as approved by Council of the Municipality.

2.1.4.2 Preparation of Plans

The Owner shall, at its own expense and prior to issuance of a building permit:

- a) prepare the Site Plan delineating the Owner's plans for the development of the Lands, which site plan shall be subject to the approval of the Municipality. It is hereby acknowledged that the Site Plan and Site Services Plan required to fulfill this condition have been prepared and approved, and are attached hereto as Schedule "B" and "C", respectively;
- b) prepare and submit to the Municipality all plans for off-site and on-site Services not detailed or fully described in the Site Plan, which plans shall also be subject to approval of the Municipality; and
- c) provide to the Municipality all requisite copies of the Site Plan and the said plans for Services as may be required by the Municipality.

2.1.4.3 Lot Grading Plan

The Owner further agrees, if required by the Municipality's Chief Building Official, and/or ERCA to submit to the satisfaction of the Chief Building Official and/or ERCA, a lot grading plan covering the subject lands for their approval prior to the issuance of any building permits. The Owner also agrees to have the approved elevation as per the lot grading plan verified by an Ontario Land Surveyor at the following stages of construction:

- (a) Prior to the pouring of footings (top of forms elevation); and
- (b) Following completion of construction;

Where the finished grade of lot deviates from the original lot grading plan presented to and accepted by the Municipality's Chief Building Official and/or ERCA, the Owner shall either submit a new lot grading plan to the satisfaction of the Municipality's Chief Building Official and/or ERCA or regrade the lands to the elevations indicated on the original lot grading plan.

2.1.4.4 Drainage Plan

The Owner shall provide for grading and drainage of the subject lands all in accordance with a Drainage Plan and the Engineering Data. Drainage facilities and requirements shall be constructed and installed contemporaneously with the construction of the development. The Owner shall supply, construct or install all facilities and works necessary to connect the Owner's drainage system to the Municipality's storm sewer system, and shall pay to the Municipality any connection charges associated therewith.

2.1.4.5 Landscaping Plan

The Owner shall landscape the subject lands all in accordance with the Landscaping Plan to be provided as per conditions precedent. The Owner further agrees to maintain such landscaping for so long as the buildings exist on the lands. Any topsoil removed from the subject lands during grading operations shall be stockpiled thereon in areas compatible for the reception of the same and the Owner covenants and agrees that it will not remove such topsoil from the boundaries of the lands without the approval of the Municipality. Any topsoil excavated but not immediately required for landscaping or for grading purposes shall be contoured and bermed to the satisfaction of the Municipality. Alternatively, the Owner, at its sole risk and expense, shall move such topsoil to such area within the Municipality as may be designated by the Municipality or, in the further alternative, the Owner shall, after receiving permission from the Municipality, at its sole risk and expense, remove such topsoil out from within the boundaries of the Municipality.

2.1.4.6 Reference Plan

The Owner, at the Owner's expense, shall engage a registered Ontario Land Surveyor to prepare, submit and register a Reference Plan, which must delineate the all of the Lands. The Owner, at the Owner's expense, shall initially provide Two (2) copies and (1) diskette of the Plan. All files are to be projected to North American Datum (NAD 83) UTM Zone 17 Geographic Coordinate System. The Owner at the Owner's expense shall provide additional copies of the subdivision plan in the required format upon the request of the Town. Any additional Reference Plans required to describe any portion of the Lands for which an interest (in fee simple or otherwise) is to be conveyed by the Owner shall be prepared, registered and copies supplied to the Municipality in the manner indicated above and at the expense of the Owner.

2.1.5 Engineer

The Owner shall employ at its expense a Consulting Engineer to:

- a) Design and submit drawings with respect to all services required (herein "the Engineering Data").
- b) Visit the site as required by the Municipality and inspect all services, etc.
- c) Submit to the Municipality (and all other authority having jurisdiction) "as-built" details and elevations.

2.1.6 Services

2.1.6.1 Stormwater Management

The Owner agrees that stormwater management measures shall be applicable to the development of the Lands, in a manner which is in accordance with the provisions of The Drainage Act, R.S.O. 1990, c.D.17 and amendments thereto, and to the satisfaction of the Municipality's Engineer.

2.1.6.2 Sanitary Sewers

The Owner, at its own expense, shall supply, construct or install all sanitary sewer connections necessary to service the site all in accordance with the Engineering Data. No work shall be carried out until the Engineering Data has been approved by the Town.

The Owner acknowledges that a portion of the building is serviced for its sanitary sewer connections by way of easements over abutting land to the south connecting to Tecumseh Road and represents and warrants to the Town that the easement remains in full force and effect and that there are no disputes concerning the validity of the easement including any arising from the construction contemplated under this agreement.

2.1.6.3 Water Services

The Owner, at its own expense, shall supply, construct or install all water connections necessary to supply water to the site all in accordance with the Engineering Data. No such work shall be carried out until the Engineering Data has been approved by the Town. Remote registry water meters shall be installed as specified by the Town. All costs of connecting water services to existing services shall be borne by the Owner.

The Owner acknowledges that a portion of the building is serviced with water by way of easements over abutting land to the south connecting to Tecumseh Road and represents and warrants to the Town that the easement remains in full force and effect and that there are no disputes concerning the validity of the easement including any arising from the construction contemplated under this agreement.

2.1.6.4 Electrical Services

All hydro services shall be underground. The Owner, at its expense, shall supply, construct or install all underground hydro services in the manner, location and design depicted in the Engineering Data but subject to the manner, design and specifications established from time to time by Ontario Hydro and the Essex Power Corporation for such services. All costs of connecting hydro services to existing services shall be borne by the Owner.

2.1.6.5 Underground Telephone and Gas

The Owner shall ensure that all Bell Canada and Union Gas Company installations shall be underground.

2.1.6.6 Notification and Permits

The owner hereby agrees to notify all local, Provincial or Federal authorities having jurisdiction as to its proposed development, and to obtain all necessary permits and/or approvals which may be required from any authority having jurisdiction with respect thereto.

2.1.6.7 Co-ordination of Services

The Owner shall be responsible for co-ordinating the installation of all facilities and works including without limitation the services to be installed by Bell Canada and Union Gas Company. The Municipality will send to the Owner's engineer all plans of installations received from time to time from Bell Canada and Union Gas Company.

2.1.7 Traffic Signs

The Owner shall provide, install and maintain suitable traffic direction and information signs, all in accordance with The Highway Traffic Act of Ontario, R.S.O. 1990, c.H.8 and amendments thereto, and The Public Transportation and Highway Improvement Act, R.S.O. 1990, c.P.50 and amendments thereto, to the satisfaction of the Municipality. The Owner shall provide, install and maintain suitable traffic direction and information signs painted or otherwise marked on the surface of the parking area and driveway approaches, all to the satisfaction of the Municipality.

Signage may be required respecting the bus bays proposed within St. Gregory's Road Allowance. Bus bays may not be afforded the same level of timing/priority for snow removal as the balance of St. Gregory Road.

2.1.8 Entrances

The Owner hereby agrees to construct and install all entrances, driveways, and curbing to the satisfaction of the Municipality and the County of Essex Road Department if applicable; and further agrees that the same shall be barrier free. The Owner shall maintain all entrances and driveways on the Lands to the satisfaction of the Municipality and the County of Essex Road Department if applicable. Any driveway approaches which become redundant following the development of shall be closed and the area restored to the satisfaction of the Municipality. Entrances shall be constructed and maintained so as to comply with the terms of any access easements in favour of abutting lands.

2.1.9 Repair

The Owner agrees that any Municipal property, including without limiting the generality of the foregoing, curbs, gutters, pavements, sidewalks, or landscaped areas on the public highway, and any property belonging to a third party, which are damaged during construction or otherwise, shall be restored by the Owner at its expense, and to the satisfaction of the Municipality. The Owner shall keep the subject lands in a state of good repair (including the cutting of weeds) and upon written notice from the Municipality shall correct deficiencies in the state of repair within ten (10) days thereof.

2.1.10 Dirt and Debris

The Owner further agrees to keep the public highways adjacent to the subject lands free from dirt and debris caused by the construction of the subject lands, and to provide reasonable dust control for the site and adjacent municipal streets during the course of construction.

2.1.11 Address Sign

The municipal address of the building shall be provided in a prominent location on the site and shall be designed to be easily readable from the adjacent street(s).

2.1.12 Environmental Laws

The Owner shall at all times in connection with the development and the implementation of this agreement comply fully with all environmental laws.

2.1.13 Noise By-Laws

The owner shall at all times insure that the provisions of the noise by-law for the

Municipality be strictly adhered to.

2.1.14 Local Improvements / Drainage Act

The owner agrees to sign Local Improvement petitions for, and agrees not to oppose, any municipal services proposed by the Municipality to be constructed pursuant to

- a) the provisions of the Municipal Act S.O., 2001, c.25, including but not limited to Ontario Regulation 119/03, or
- b) the Drainage Act of Ontario R.S.O. 1990 c.D.17 and amendments thereto, which shall directly or indirectly benefit the lands.

2.1.15 Parking, Driveways and Loading Areas

The Owner at its own expense shall provide parking driveways and loading areas in accordance with the Site Plan and/or the Site Services Plan. All such areas shall be paved with asphalt or concrete. All handicapped parking areas shall be identified with signage and logos to the satisfaction of the Municipality and identified as such using the then-current form available from the Office of the Clerk of the Municipality.

2.1.16 Snow Removal

The Owner, and not the Municipality, shall be responsible for keeping the parking and access areas free and clear of all snow and ice regardless of who owns those improvements or the lands upon which they are situate. No snow or ice from the subject lands shall be deposited on any municipal streets.

2.1.17 External Lighting

The Owner shall erect exterior lighting on the subject lands as depicted in the Site Plan and/or the Site Services Plan all in accordance with the Engineering Data. The Owner shall not erect any exterior lighting on the subject lands, other than that provided for in the Engineering Data or depicted in the Site Plan, unless the consent therefor is first had and obtained from the Municipality. The Owner further agrees that all lighting of the said lands shall be oriented and its intensity so controlled as to prevent glare on adjacent roadways and residential properties.

Should the Municipality, in its sole discretion determine that the lighting of the said lands has an adverse impact on the adjacent roadways or residential properties, then the Owner shall take all necessary measures to correct the adverse impact to the satisfaction of the Municipality. Measures to reduce the impact may include but shall not be limited to, the relocation of the lighting fixtures, the shielding of the lighting fixtures, the replacement of the lighting fixtures, replacing the lamps with lamps of lower intensity, reducing the time period when the lighting is activated or the removal of the lighting fixture.

2.1.18 Signs

The Owner shall not erect any signs on the subject lands other than signs which are allowed by this Agreement, as shown on Schedule "B" and/or Site Services Plan, and are consistent with the Town's Sign Bylaw or which are otherwise required by applicable law.

2.1.19 Refuse Collection

The Owner agrees to provide on-site facilities for refuse collection. Such facilities shall be screened from view in accordance with the requirements of the Municipality. The Owner, and not the Municipality, shall be responsible for the removal of any garbage, refuse or other wastes from the waste storage facility.

ARTICLE 3

TIMING

3.1 CONDITIONS

3.1.1 Conditions Precedent

It is a condition precedent to the coming into force of this Agreement that the Owner complete the following simultaneously with the execution of this Agreement:

- a) Security for performance is posted pursuant to Paragraph 6.1;
- b) Construction lien deposit pursuant to Paragraph 6.3;
- c) Preparation to the satisfaction of the Town, of a photometric plan, landscape plan and Site Services Plan to be kept on file and form part of this agreement.

3.1.2 Conditions Subsequent

It is a condition subsequent of this Agreement that the Owner complete the following as soon as is reasonably possible subsequent to the execution of this Agreement failing which, the Town may at its option elect to terminate this Agreement:

- a) Workers' Compensation Board Clearance Certificate issued if required;
- b) Proof of Insurance is provided pursuant to Paragraph 6.4 if required;
- c) Due registration against the title of the land of this Agreement;
- d) Postponement to this Agreement by all encumbrances;
- e) Receipt of the opinion of the Owner's lawyer confirming 3.1.2(c) and 3.1(d) if required by the Town;

3.2 BUFFER AREA

The Owner agrees to landscape all of the buffer and/or planting areas shown on the Site Plan and/or the Site Services Plan within SIX (6) months of commencement of construction as determined by the Chief Building Official.

3.3 COMPLETION

The Owners agree to fulfil all of the covenants set out herein to the satisfaction of the Municipality within ONE (1) year of the date of execution of this Agreement.

ARTICLE 4

PAYMENTS

4.1 COSTS

The Owner shall reimburse the Municipality for all the Municipality costs with respect to the development, including without limiting the generality of the foregoing, the fees and disbursements of its Engineer, and Solicitor. The Municipality shall deliver invoices to the owner in a timely fashion payment for which shall be due immediately.

4.2 DEVELOPMENT CHARGES

The Owner agrees to pay development charges with respect to the development in accordance with the Municipality's Development Charges By-Law.

ARTICLE 5

CONVEYANCES

5.1 EASEMENTS

The Owner shall convey or dedicate to the Municipality upon demand and without cost and free of encumbrance the easements provided for in the Engineering Data and Site Plan, in, through, over and under the subject lands as required for drainage purposes, sewers, hydro, gas, watermains, telephones etc. If the Municipality determines that additional easements are required, the Owner shall also convey or dedicate such additional easements upon demand and without cost and free of encumbrance.

5.2 ROAD WIDENING

The Owner shall convey or dedicate to the Municipality upon demand and without cost and free of encumbrance the lands shown on the Site Plan for road widening. If the Municipality determines that additional lands are required for road widening, the Owner shall also convey or dedicate such additional lands for road widening upon demand and without cost and free of encumbrance.

ARTICLE 6

SECURITY

6.1 PERFORMANCE

The Owner agrees, so as to assure the performance by the Owner of each of the terms and conditions of this Agreement during the development of the Lands, that the Owners shall, upon execution of this Agreement, forthwith deposit with the Municipality security in an amount which is equal to \$10,000.00 plus an amount equal to the value of the road work, if any, to be completed within any municipal road allowance (as calculated by the Owner's Engineer and approved by the Municipality). For greater certainty, the amount of said security shall be subject to approval by the Municipality's Clerk and Solicitor.

Said security shall be either by way of

- a) cash, or
- b) a Standby Letter of Credit pursuant to UCP500 only, issued by a chartered bank of Canada in form satisfactory to the Municipality's Clerk and Solicitor. (not a Letter of Guarantee or Bond)

Provided that in no event shall the Municipality be required to pay interest on this security.

6.2 RELEASE OF SECURITY

The Municipality agrees to return the said security to the Owner upon the completion and final approval of the works specified in this Agreement which approval is at the Municipality's sole discretion.

6.3 CONSTRUCTION LIENS

In as much as the Owner is obligated at the Owner's entire expense and not at the expense of the Municipality, to make improvements to the municipal infrastructure, the Owner shall deposit with the Municipality, in order to satisfy the requirements of Section 17(4) of the Construction Lien Act, R.S.O. 1990, c.C.30 and amendments thereto, cash or a letter of credit in form satisfactory to the Municipality and its Solicitor and in an amount of the holdbacks (under Part IV of the Construction Lien Act, R.S.O. 1990, c.C.30 and

amendments thereto) that would have been required were the improvements made at the expense of the Municipality. The Owner may, at its option, obtain a single letter of credit with respect to its responsibilities pursuant to Paragraph 6.1 of this Article, provided that the Municipality and its solicitor is satisfied that the Municipality's security under each paragraph, if read separately, would not be compromised by the Letter of Credit proposed by the Owner.

Provided that in no event shall the Municipality be required to pay interest on this security.

6.4 INDEMNITY AND INSURANCE

The Owner shall indemnify and save harmless the Municipality, and the Essex Power Corporation, from and against all actions, claims, loss, damage and liability connected with the development as contemplated herein arising directly or indirectly out of the negligence or unlawful performance or the non-performance of any obligation of the Owner or any contractors to the Owner under this Agreement. While any of the facilities and works herein have not been approved by the Municipality, the Owner shall maintain in full force and effect a policy of personal liability and property damage insurance in form and amount satisfactory to the Municipality's solicitor wherein the Owner, the Municipality, and the Essex Power Corporation, shall be insured as principals against such liability to the limits approved. The Owner shall provide the Municipality with a certified copy of such policy prior to the commencement of construction of any of the facilities and works referred to herein.

ARTICLE 7

DEFAULT

7.1 STOP WORK

In the event of any default by the Owner in the performance of any of the terms and conditions of this Agreement, the Municipality at its discretion shall, in addition to other remedies available to the Municipality, be entitled to refuse building permits with respect to the development and/or shall be entitled to refuse building and/or occupancy permits with respect to any buildings, and/or shall be entitled to issue stop work orders with respect to any matters in respect of which a building permit has been issued and/or may refuse to grant to the Owner any permissions, permits, certificates, approvals or authorities of any kind or nature which the Owner would have been entitled to receive had the Owner otherwise complied with the Municipality's requirements in this agreement, and/or shall be entitled to refuse to issue releases, all of which may be done until such time as the default has been cured in a manner satisfactory to the Municipality.

7.2 MUNICIPALITY MAY COMPLETE

The owner acknowledges that this agreement is entered into pursuant to section 41(11) of the Planning Act, R.S.O. 1990 c.P.13 and amendments thereto, and that a bylaw has been passed by the Municipality approving the entering into of this Agreement by the Municipality and incorporating the terms of this Agreement into that bylaw, and further that section 446 of The Municipal Act, S.O. 2001, c.25 and amendments thereto, applies to all requirements of this Agreement. If the Owner neglects to undertake any matter or thing required to be done by this Agreement and such default continues after SEVEN (7) days of the Owner being given written notice by the Municipality of such default, in addition to other remedies available to the Municipality, the Municipality may direct that such matter or thing shall be done at the expense of the Owner, and the Municipality may recover the costs incurred in doing it, by action or by adding such costs to the tax role and collecting them in the same manner as taxes; the Owner hereby authorises the Municipality (including, without limiting the generality of the foregoing, its employees, agents and servants) to enter upon the Lands to do any such matter or thing.

ARTICLE 8

REGISTRATION AND CONSENTS

8.1 REGISTRATION AND ENFORCEMENT

Pursuant to Section 41(10) of the said Planning Act, R.S.O. 1990, c.P.13 and amendments thereto, this Agreement may be registered against the Lands to which it applies, as a first charge, at the Owner's expense, and the Municipality is entitled to enforce the provisions hereof against the Owners, who shall be jointly and severally liable for the Owners' covenants and obligations outlined herein, and, subject to the provisions of The Registry Act, R.S.O. 1990, c.R.20 and amendments thereto, and the Land Titles Act, R.S.O. 1990, c.L.5 and amendments thereto, against any and all subsequent owners of the Lands.

8.2 CONSENT

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

8.3 MORTGAGEES

The owners agree to obtain a postponement of any mortgages or other encumbrances which may affect the Lands.

ARTICLE 9

MISCELLANEOUS

9.1 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 Municipality shall be addressed to:

917 Lesperance Road, Tecumseh, Ontario N8N 1W9

Communications sent to the Owner shall be addressed to:

1325 California Ave, Windsor, ON N9B 3Y6

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

“Business Day” means any day, other than a Saturday, Sunday or any other day on which the principal chartered banks located in the Town are not open for business during normal banking hours

9.2 TIME OF ESSENCE

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

9.3 WAIVER

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

9.4 FURTHER ASSURANCES

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

9.5 HEADINGS

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

9.6 SUCCESSORS AND ASSIGNS

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

9.7 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.

9.8 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.

9.9 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.

9.10 EXECUTION IN COUNTERPARTS

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

9.11 JURISDICTION

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

9.12 ASSIGNMENT

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

9.13 TRUE COPY

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

9.14 SCHEDULES

Those Schedules attached hereto and otherwise as satisfaction of a condition precedent have been signed by the parties and are on file with the Municipality. A reduced copy of those schedules may be annexed hereto which copy may be removed prior to registration on title should the Land Registry Office so determine or require.

9.15 CONTRA PROFERENTEM RULE NOT APPLICABLE

It is agreed and acknowledged that both parties, directly or through their agents, principals, representatives and/or solicitors, have participated in the preparation and/or negotiation of the provisions of this agreement.

Should any provision of this agreement require judicial interpretation, mediation or arbitration, it is agreed that the court, mediator or arbitrator interpreting or construing the same shall not apply a presumption that the terms thereof shall be more strictly construed against one party or so as to disadvantage any party on the basis that such party and/or its solicitor or agent:

- a. *Prepared this agreement or any part of it; or*
- b. *Seeks to rely on this agreement or any part of it."*

9.16 INDEPENDENT LEGAL ADVICE

To the extent that the solicitors of Wolf Hooker Professional Corporation has been involved in the preparation of this agreement, such solicitors act solely as solicitors for the Town and with regard to the interests of the Town and not for any other party to this agreement. It is strongly recommended that all other parties to this agreement obtain independent legal advice prior to signing this agreement. Each such party acknowledges:

- 1) having obtained independent legal advice from his, her, or its' own solicitor with respect to the terms of this Agreement prior to its execution or having otherwise been given a reasonable opportunity to obtain such advice and declined to so;
- 2) that he *or* she *or* it understands the terms, and his *or* her rights and obligations, under this Agreement.

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


SIGNED, SEALED AND DELIVERED }
in the presence of }

THE CORPORATION OF THE
TOWN OF TECUMSEH

Per: _____
Gary McNamara - MAYOR

Laura Moy - CLERK

WINDSOR-ESSEX
CATHOLIC DISTRICT
SCHOOL BOARD

Per:  _____
Terry Lyons
Director of Education

Per: _____

SCHEDULE "A"

THE LANDS

Firstly, PIN 75271-0053

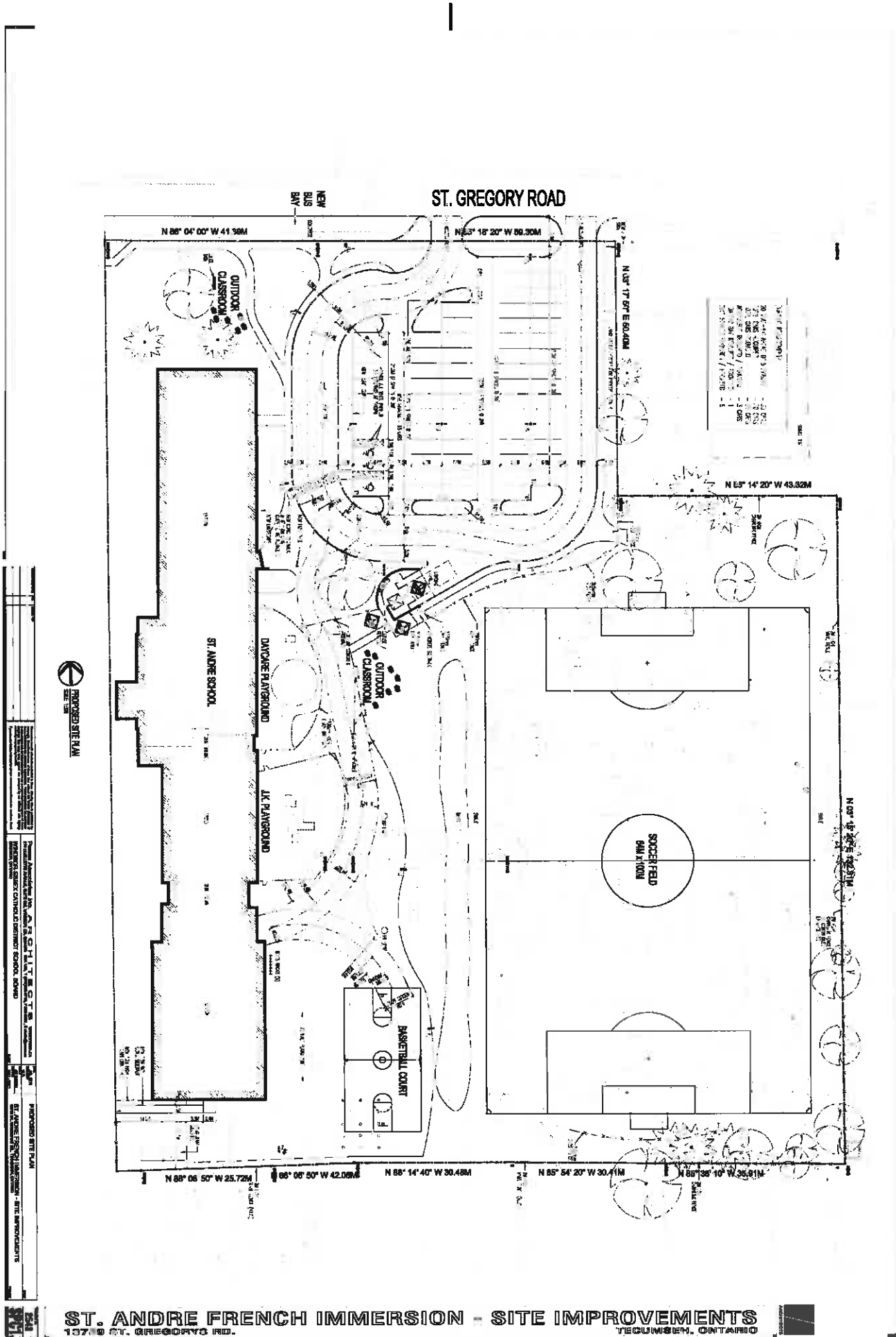
PART LOT 1 CONCESSION WEST OF RIVER PECHE MAIDSTONE (ST. CLAIR BEACH), PARTS 2, 3, 5, 6 & 7 12R26333; SUBJECT TO AN EASEMENT OVER PART 5 12R26333 AS IN R390504; SUBJECT TO AN EASEMENT OVER PARTS 6 & 7 12R26333 AS IN R756562; SUBJECT TO AN EASEMENT OVER PARTS 3 & 7 12R26333 IN FAVOUR OF PART LOT 1 CONCESSION WEST OF RIVER PECHE MAIDSTONE, PARTS 1 & 4 12R26333 AS IN CE808917; TOWN OF TECUMSEH

Secondly, PIN 75271-0051

PART LOT 1 CONCESSION WEST OF RIVER PECHE MAIDSTONE (ST. CLAIR BEACH) PARTS 1, 6 & 7 12R27136; SUBJECT TO AN EASEMENT OVER PART 6 12R27136 IN FAVOUR OF PARTS 2,3,4&5 12R27136 AS IN CE808919; SUBJECT TO AN EASEMENT OVER PART 6 12R27136 IN FAVOUR OF PARTS 2,3,4&5 12R27136 AS IN CE808920; TOWN OF TECUMSEH

SCHEDULE "B"

SITE PLAN



ST. ANDRE FRENCH IMMERSION - SITE IMPROVEMENTS
137-9 ST. GREGORY RD.
YECUMEN, ONTARIO

UNFINISHED REGULAR COUNCIL BUSINESS

	Meeting Date	Resolution	Subject	Action/Direction	Depart.	Status/Action Taken
3/17	Mar 14, 2017		Alley Closing Policy	An alley closing policy is requested to establish a uniform process for closing alleys.	Clerks	Next Policies & Priorities Committee
4/17	Mar 28, 2017		Oldcastle Hamlet	The presentation and requests made by FOOD is referred to Administration for a report and recommendation.	Planning	OMB Hearing Nov. 17-17, 2017 OMB Decision Jan. 17, 2018 Section 43 Review Feb 13, 2018
13/17	May 23, 2017		Signage on Manning Road	Administration is requested to approach the Town of Lakeshore and the County of Essex in regards to establishing a gateway policy with a common standard for regulating urbanized areas and signs for Manning Road.	CAO	Tecumseh and Lakeshore Administration have met and a response is pending from Lakeshore.
18/17	July 25, 2017		Urban Chickens	Zoning Order issued to Dan Beaulieu relating to the keeping of chickens at 2380 Lesperance Road, be deferred pending further discussion and decision-making by Council on the matter of the keeping of urban chickens based on further research and reporting by Administration.	Clerks/ Planning	Next Policies and Priorities Committee Meeting
1/18	January 30, 2018		Video Surveillance	Administration to follow up on video surveillance and potential grant funding for acquiring a system.	ICS	Grant application is being investigated and met with local expert
8/18	March 13, 2018		Air Quality Standards and Enforcement	Administration is requested to send a letter to the Ministry of the Environment and Climate Change to seek clarification on responsibility for enforcement of air quality standards in residential areas.	Clerks	Draft letter being prepared
10/18	March 27, 2018		Noise By-law Exemptions	Administration is asked to look into delegation of authority for exemptions from the noise by-law for non-alcohol related special events on Town property.	PRS/Clerks	Next Policies and Priorities Committee Meeting
18/18	April 24, 2018		Cada Library Renovations	It is directed that Administration provide a report on the Cada Library to include consultations with TAAC, SAC, YAC, CAC, and other stakeholders on the current options proposed to refresh or renovate the current library building.	PWES/Clerks	The Library proposal has been presented to the May meetings of the SAC, YAC and CAAC and TAAC.
19/18	May 22, 2018		Property By-law	It is directed that Administration harmonize the by-law regarding disconnected tractor-trailers on residential properties to be consistent within the Town.	PBS	
20/18	May 22, 2018		Police Service Levels	It is directed that Administration review the current police service levels to address resident concerns regarding driver behaviour and enforcement of vehicles speeding in residential areas.	CAO	

	Meeting Date	Resolution	Subject	Action/Direction	Depart.	Status/Action Taken
21/18	June 26, 2018		By-Law Enforcement	It is requested that a communication plan be developed to inform residents of property standards.	PBS	

The Corporation of the Town of Tecumseh

By-Law Number 2018 - 49

Being a by-law to confirm the proceedings of the **July 24, 2018** 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 **July 24 2018**, meeting of Council, are hereby adopted and confirmed, as if the same were expressly embodied in this By-law.
2. **That** the Mayor and proper officials of The Corporation of the Town of Tecumseh are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tecumseh during the said **July 24 2018**, 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 24th day of July, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk