

Regular Council Agenda
AGENDA

Tuesday, September 11, 2018, 7:00 pm
Tecumseh Town Hall
www.tecumseh.ca

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1. Order	
2. Moment of Silence	
3. National Anthem	
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	September 25, 2018	
	5:30 pm Public Meeting of Council - OPA/ZBA F&S Enterprises, Multi Unit Residential Development	
	7:00 pm Regular Meeting of Council	
19.	Adjournment	

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

Tecumseh Council meets in regular public session on Tuesday, August 14, 2018, in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 7:00 pm.

1. **Order**

The Mayor calls the meeting to order at 7:00 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

Deputy Mayor

Councillor Bill

Councillor

Councillor

Councillor

Gary McNamara

Joe Bachetti

Altenhof

Andrew Dowie

Brian Houston

Rita Ossington

Absent:

Councillor

Tania Jobin

Also Present:

Chief Administrative Officer

Director Corporate Services & Clerk

Director Parks & Recreation Services

Director Public Works & Environmental Services

Director Information & Communication Services

Director Financial Services & Treasurer

Director Planning & Building Services

Director Fire Services & Fire Chief

Deputy Clerk & Manager Legislative Services

Manager Committee & Community Services

Manager Planning Services

Tony Haddad

Laura Moy

Paul Anthony

Phil Bartnik

Shaun Fuerth

Luc Gagnon

Brian Hillman

Doug Pitre

Jennifer Alexander

Christina Hebert

Chad Jeffery

5. **Disclosure of Pecuniary Interest**

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

6. **Minutes**

a. **Regular Meeting of Council - July 24, 2018**

Motion: RCM - 239/18

Moved by Deputy Mayor Joe Bachetti
 Seconded by Councillor Brian Houston

That the minutes of the July 24, 2018 Regular Meeting of Council, as were duplicated and delivered to the members, are adopted.

Carried

7. Supplementary Agenda Adoption

There are no supplementary agenda items.

8. Delegations**a. Richard Zarour, President; Maria Giorlando, Vice President; Melanie Turner, Treasurer; Optimist Club**

Re: Update on Optimist Club Activities

The Members are given a brief summary on the success of the 2018 Taste of Tecumseh. The Optimist Club representative inquires on the future status of the Corn Festival as they will need to purchase new corn huskers. The Club is working on making it a stronger organization and their focusing on legacy projects, such as a lock bridge in Lakewood Park, updating the Optimist Plaque at Optimist Park, park benches and a splash pad at Lakewood Park. Bringing Optimism for the Next Century is their motto for 2018.

The Members acknowledge the good works of the Optimist Club and thank them for everything they do for the community. The members look forward to working with them in the future on community events and projects.

9. Communications - For Information**a. City of Toronto dated August 1, 2018**

Re: Immediate Steps to Address Gun Violence

b. Town of Lakeshore dated July 18, 2018

Re: Statutory Public Meeting on proposed Official Amendment

In response to a query, Director Planning & Building Services advises that they have no updates on planned revisions by the Town of Lakeshore with respect to Item 9, Communication B. He advises that the Town did meet with planning representatives for the Town of Lakeshore regarding the traffic analysis and stormwater studies. The Tecumseh representatives have raised some concerns over shortcomings at Lanoue Street, as well as complications with VIA rail. He explains stormwater issues were raised with the Lakeshore representatives for more follow-up.

Motion: RCM - 240/18

Moved by Councillor Andrew Dowie
 Seconded by Councillor Bill Altenhof

That Communications - For Information A and B as listed on the Tuesday, August 14, 2018 Regular Council Agenda are received.

Carried

10. Communications - Action Required**a. Town of Lakeshore dated July 16, 2018**

Re: Safety warnings on vehicles to remind the public not to leave children and/or pets in hot vehicle

There is discussion on how to increase public awareness on this issue. Preventative measures to reduce incidents such as new technologies available to monitor temperatures in vehicles, and amending warning labels for car seats is raised. It is directed that Administration provide a report with options on increasing public awareness.

Motion: RCM - 241/18

Moved by Councillor Bill Altenhof
Seconded by Councillor Rita Ossington

Whereas there have been recent reports of instances where children and pets have been left unattended in a vehicle without adequate ventilation.

And Whereas the prolonged heat exposure in a vehicle has resulted in the death of some children and pets.

And Whereas warnings about the effects of leaving children and/or pets in a hot vehicle is not a standard safety label displayed on vehicles.

And Whereas there are currently no questions or warnings included in the Ministry of Transportation Drivers Handbook which is a guide for G1 driver's license testing in Ontario.

Now therefore be it resolved that the Town of Lakeshore requests the Ministry of Transportation to consider including information and questions in the Drivers Handbook and road test regarding the unsafe temperatures that can be reached in a closed up vehicle.

And further be it resolved that the Town of Lakeshore urges Transport Canada to require manufacturers and importers under the Motor Vehicle Safety Regulations to include safety warnings on vehicles to remind the public not to leave children and/or animals in a hot vehicle.

And further that a copy of the letter addressed to the Minister of Transportation and Transport Canada be forwarded to the Member of Parliament, Tracey Ramsey and Member of Provincial Parliament, Taras Natyshak as well as all Essex County Municipalities requesting their support, be received.

Carried

b. City of Niagara Falls dated July 10, 2018

Re: North American Free Trade Agreement

Motion: RCM - 242/18

Moved by Councillor Andrew Dowie
Seconded by Councillor Bill Altenhof

Whereas, the North American Free Trade Agreement (NAFTA) governs nearly every aspect of Canada and the United States economic relationship including manufacturing, agriculture, resources industries, and services;

Whereas, about 80% of all of Ontario's exports go to the United States and Ontario is the top trading partner of half of all American States;

Whereas, even minor changes to the established trade relationship between Canada and the United States could have significant consequences for workers, consumers, and governments on both sides of the border;

Whereas, Canada's and Ontario's economic future and the continued well-being of communities and their local economies depend on free and fair trading relationships based in current future trade agreements;

Therefore be it resolved; that Ontario municipal governments, represented by the Association of Municipalities of Ontario (AMO), stand together with the Federal and Ontario governments in their efforts to protect Canadian jobs and local economies;

Resolved that AMO will work with the Province of Ontario to support the interests of municipalities and communities affected by trade disputes and during ongoing trade agreement negotiations;

Resolved that AMO will work with the Federation of Canadian Municipalities to ensure that Canada understands the municipal impacts affected by trade disputes and during ongoing trade agreement negotiations.

Carried

c. Township of North Stormont dated June 26, 2018

Motion: RCM - 243/18

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Andrew Dowie

Whereas Ontario Green Energy Act clearly outlines the commitment the Province has to Green Energy; and

Whereas Municipal governments have been removed from having any meaningful input in these Green Energy projects; and

Whereas Legal agreements between Municipalities and Green Energy companies cannot guarantee the future safeguards needed to protect lower governments from financial exposure if Green Energy companies forfeit their responsibilities; and

Whereas the magnitude of some of these projects would financially cripple a municipal government if they inherited restoration or repair costs;

THEREFORE be it resolved that the Province of Ontario extend its areas of responsibility to include any costs that Municipalities may inherit from Green Energy projects. Such as water quality, site restoration, infrastructure repair;

And that this resolution be circulated to Premier Doug Ford, Ministry of Energy, MPP Jim McDonnell, United Counties of Stormont Dundas and Glengarry, AMO and all the municipalities of Ontario.

Carried

11. Committee Minutes

a. Cultural and Arts Advisory Committee dated June 18, 2018

Motion: RCM - 244/18

Moved by Councillor Rita Ossington
Seconded by Councillor Brian Houston

That the June 18, 2018 minutes of the Cultural and Arts Advisory Committee, was duplicated and delivered to the Members of Council, are accepted.

Carried

12. Reports

a. Corporate Services & Clerk

1. CS-2018-14 Marriage Licence and Ceremony Services

Motion: RCM - 245/18

Moved by Councillor Brian Houston
 Seconded by Councillor Andrew Dowie

That Report No. CS-2018-14 Marriage License & Ceremony Services be received.

Carried

2. CS-2018-20 Call for 2018 Award Nominations

Motion: RCM - 246/18

Moved by Deputy Mayor Joe Bachetti
 Seconded by Councillor Brian Houston

That a Notice of Call for Nominations for the 2018 Dr. Henri Breault Community Excellence Award and Donald “Donny” Massender Memorial Volunteer Award, as well as the 2019 Senior of the Year Award (Awards), be placed on the Town’s website and Social Media [Facebook and Twitter pages], advertised in the local media, delivered to local charitable and non-profit organizations, displayed on the Town’s LED sign, as well as posted in prominent locations in the Town’s facilities;

And that nominations received for the Awards be considered at a Special Meeting of Council scheduled for Tuesday, November 27, 2018, at 6:00 pm;

And further that Report CS-2018-20 regarding the nomination and selection process for Awards, be received.

Carried

3. CS-2018-22 2018 Cat Voucher Intake Update

Motion: RCM - 247/18

Moved by Councillor Rita Ossington
 Seconded by Councillor Bill Altenhof

That the Cat Spay and Neuter Voucher Program and Cat Intake Program Bi-Annual Update for 2018 Report CS-2018-22, be received.

Carried

4. CS-2018-21 2019 Committees and Local Boards - Application and Selection Process

Motion: RCM - 248/18

Moved by Councillor Rita Ossington
 Seconded by Councillor Bill Altenhof

That Notice of the Call for Applications for all Advisory and Statutory Committees and Local Boards be posted to the Town’s website and Facebook page, advertised in the local media, delivered to the current Committee/Local Board Members, displayed on the Town’s LED signs and posted in prominent locations in the Town’s facilities (i.e. Town Hall, Tecumseh Arena and Cada Library Complex) in September 2018;

And that that a Special Meeting of Council be scheduled for Tuesday, December 11, 2018, at 6:00 pm for the purpose of considering Committee and Local Board applications.

Carried

b. Financial Services

1. FS-2018-11 POA Annual Report 2017

The Members inquire on the revenue loss as a whole. The Director Financial Services & Treasurer advises some factors include timing, enforcement priorities, limited resources, and number of industrial tickets which can be larger fines depending on the severity of the incidents.

Speeding complaints continue to be received by the members. When the Detachment Commander gives his annual update, it would be timely to inquire with him.

Motion: RCM - 249/18

Moved by Councillor Brian Houston
Seconded by Councillor Andrew Dowie

That Report No. FS-2018-11 Windsor/Essex Provincial Offences Act (POA) Annual Report 2017 be received for information.

Carried

2. FS-2018-13 Budget Variance Report - June 2018

Motion: RCM - 250/18

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Bill Altenhof

That Report No. FS-2018-13, Budget Variance Report – June 30, 2018, be received.

Carried

c. Parks & Recreation Services

1. PRS-2018-18 Multi Use Sportsplex Architect Award

Motion: RCM - 251/18

Moved by Councillor Brian Houston
Seconded by Councillor Andrew Dowie

That the Architect Services Contract for the Multi-Use Sportsplex be awarded to CS&P Architects;

And that, at this time, only Phase 1 of the Architect Services Contract, being the detailed design, be authorized in an amount not to exceed the approved budget allocation of \$400,000.

Carried

d. Planning & Building Services

1. PBS-2018-26 Site Plan Control, Fairlane Town Centre

Motion: RCM - 252/18

Moved by Councillor Andrew Dowie
Seconded by Councillor Rita Ossington

That a by-law authorizing the execution of the “Fairlane Towne Centre Inc.” site plan control amending agreement, satisfactory in form to the Town’s Solicitor, which allows for the easterly expansion of the existing Tecumseh Towne Centre commercial plaza onto the easterly 0.7 hectares (1.7 acres) of a 2.6 hectare (6.4 acre) parcel of land located on the south-east corner of the County Road 22/Lesperance Rd. intersection, and which proposes the construction of a 1,403 square metre (15,107 square foot) building, along with associated parking, landscaping and on-site services/works, be adopted, subject to the following occurring prior to the Town’s execution of the Agreement:

i) the Owner executing the site plan control agreement; and

ii) the Owner posting security for performance pursuant to paragraph 9 of the agreement.

And that the execution of such further documents as are called for by the site plan control amending agreement approved above including, but not limited to, the execution of the acknowledgement/direction required to register the site plan control amending 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 amending agreement, by the Mayor and Clerk, be authorized.

And further that the giving of Notice of Intent to pass a by-law removing the holding (H) symbol in accordance with the provisions of the *Planning Act* for the portion of the subject property that is subject to the proposed development, in order to change the zoning from "Holding General Commercial Zone (H)C1-2" to "General Commercial Zone (C1-2)", upon execution of the site plan control amending agreement by the Owner, in order to permit the proposed commercial plaza expansion, in accordance with PBS-2018-26, be authorized.

Carried

2. PBS-2018-27 D19 BASHI, Official Plan and Zoning By-law Amendment, County Road 42-Lesperance Rd.

A requested is noted for maintenance of the tree line on the north side of the property. The Members are excited to see future development on this site.

Motion: RCM - 253/18

Moved by Councillor Brian Houston
Seconded by Councillor Rita Ossington

That the scheduling of a public meeting to be held on **September 25th, 2018 at 5:30 p.m.**, for the applications submitted by F&S Enterprises to amend the Sandwich South Official Plan and Zoning By-law 85-18 for the northerly 0.48 hectares (1.2 acres) of a 0.66 hectare (1.63 acre) parcel of land located on the northeast corner of the County Road 42/Lesperance Road intersection from:

i)the current Official Plan designation of "Neighbourhood Commercial" to a "Medium Density Residential" designation with a site-specific policy that will establish a maximum density of 38 units per hectare; and

ii)the current "General Commercial Zone (C1)" to a site-specific "Residential Zone 2 (R2)"

in order to permit the construction of a residential development consisting of three six-unit, three-storey multi-unit dwellings, for a total of 18 dwelling units, to be located on the northerly 0.48 hectares (1.2 acres) of the 0.66 hectare (1.63 acre) property, be authorized.

Carried

13. By-Laws

There are no by-laws presented to Council.

14. Unfinished Business

The Members receive the Unfinished Business listing for Tuesday, August 14, 2018.

15. New Business**Vacant Properties**

It is noted that newspaper deliveries to vacant properties are accumulating in some areas. A request is made for a letter to be sent to Post Media to respect requests for delivery opt-outs.

Cannabis Legislation

A report on the provincial and federal legislative regulation of cannabis is requested.

Administration has been monitoring the changes and will be providing a report to Council.

OPP Enforcement of Speeding Vehicles

It is requested that concerns over vehicles speeding on St. Gregory Road be enforced and raised at the Police Service Board Meeting. The Chief Administrative Officer reached out to the OPP and there should be a report in September.

Accessible Parking Permit

A request is made to permit an accessible parking spot on St. Jaques Street, on the south side of St. Jaques street and Lesperance Road.

Day of Champs

Appreciation is extended to the Parks & Recreation Services Department for their efforts in supporting local community events.

Corn Festival

An invitation is extended to Council and the public to attend the three day weekend festival from August 24 to 26.

McAuliffe Park

Administration is asked to investigate additional washroom facilities at McAuliffe Park.

Mental Health Situations

An inquiry is made as to what the Town can do to assist areas of the community in need.

The Chief Administrative Officer advises that the OPP can assist and community services are available with area hospitals and social service networks. The Town is not equipped to address these concerns but can make referrals when brought to attention.

Tecumseh Thunder Sr. Champions

Congratulations are extended to the five time champions who will be going to British Columbia for their final playoffs.

16. Motions**a. In-Camera Meeting****Motion: RCM - 245/18**

Moved by Councillor Brian Houston
Seconded by Deputy Mayor Joe Bachetti

That the direction given to legal counsel at the Tuesday, August 14, 2018 closed session held in accordance with 239(2)(e)(f) of the Municipal Act, 2001 which permits a meeting or part of a meeting to be closed to the public when the subject matter being considered is: (e) litigation or potential litigation, including matters before administrative tribunals,

affecting the municipality or local board; (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose regarding the Water Agreement with WUC and the City of Windsor, be confirmed.

Carried

b. Confirmatory By-law - By-Law 2018-50

Motion: RCM - 246/18

Moved by Councillor Bill Altenhof
Seconded by Councillor Brian Houston

That By-Law 2018-50 being a by-law to confirm the proceedings of the Tuesday, August 14, 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, September 11, 2018.

19. Adjournment

Motion: RCM - 247/18

Moved by Councillor Brian Houston
Seconded by Councillor Bill Altenhof

That there being no further business, the Tuesday, August 14, 2018 meeting of Regular Council now adjourn at 8:18 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk





THE ROYAL CANADIAN LEGION
METROPOLITAN BRANCH 594
5030 HOWARD AVENUE
TECUMSEH, ONTARIO

- Legions provide a safe and accessible place for Veterans, families and the community to enjoy and connect with one another
- People do not have to be Legion members to participate and enjoy the many events, programs and functions hosted at our Branch
- Our Branch hosted over 68,000 people, 60% seniors, in 2017, leagues for darts, pool, card clubs, parties, Cadet Corps training exercises, Military seminars, seniors dinner dances, weddings etc.
- Our facility is largely run by senior volunteers with only 2 full-time and 6 part-time staff and an independent Kitchen Operator
- Our motto is “Serving those who served”



REAR ENTRANCE IMPROVEMENTS FOR ACCESSIBILITY

- Our building was opened in 2011
- The rear entrance was not designed with accessible doors for people with mobility issues
- 72% of our parking is in the rear of the building making the rear entrance more of a main entrance
- Improvements to our rear entrance are necessary to provide accessibility, improve comfort, minimize air infiltration and make us a more energy efficient building



REAR ENTRANCE IMPROVEMENTS FOR ACCESSIBILITY

- We are applying for funding through the Windsor Essex Community Foundation (WECF) Grant Program and we need your help
- Because Legions are not registered charities an intermediary organization must act on our behalf
- We are respectfully requesting the Town of Tecumseh act as our intermediary
- Intermediaries provide a letter of support for the project as well as agree to flow the funds from the WECF to the Legion if the application is successful
- We are not requesting any funds from the Town of Tecumseh for the project



REAR ENTRANCE IMPROVEMENTS FOR ACCESSIBILITY

Project Estimated Cost:

To supply and install a vestibule at the rear entrance		\$25,000
with electric operators.	H.S.T.	3,250
The installation will include an inner and outer door.		<hr/>
To minimize costs we plan to reuse the existing exterior	Subtotal	\$28,250
door in the new vestibule.	WECF Grant Request	\$15,000
		<hr/>
	Balance by RCL Branch 594	\$13,250

INTERIOR VIEW OF DOORWAY



EXTERIOR VIEW OF DOORWAY



**THANK YOU FOR YOUR SUPPORT
FOR OUR LEGION
AND THIS PROJECT**



Community Schools Alliance
Annual General Meeting
Ontario Room, The Westin Ottawa
August 13, 2018

Attendance

Alan Barfoot, Georgian Bluffs
Denis Doyle, Frontenac Islands
Mike Hentz, Dutton Dunwich
Stephanie Jaworski, South Glengarry
Marcus Ryan, Zorra Twp.
Carol Lowry, Temagami
Biff Lowery, Temagami
Paul McQueen, Grey Highlands
Stewart Halliday, Grey Highlands
Bob Pringle, Chatsworth Twp
Dave Merrill, Malahide Elgin
Jim Jenkins, Malahide Elgin
Aina DeViet, Middlesex Centre
Steven Harvey, Middlesex Centre
Brian Ropp, North Middlesex
Frank Berze, Middlesex Centre
Kevin Eccles, West Grey
Marcel Meyer, Thames Centre
Jim Collard, Niagara-on-the-Lake
Karen Aranha, Southwest Middlesex
Doug Reycraft, Chair

1. Chair Doug Reycraft called the meeting to order and welcomed everyone in attendance.
2. Chairs Report: Chair Doug Reycraft submits the following as his 2018 activities report.

ANNUAL REPORT OF THE CHAIR

August 19, 2018

The past two years have been the most eventful, and I would humbly suggest, the most successful in the nine-year history of the Community Schools Alliance. The spring 'engagement' process announced by former education minister Mitzie Hunter on March 6, 2017 launched a series of ten facilitated public meetings in May in various centres across the province. Several of those meetings were attended by members of our executive committee. The input from parents, students, communities, school boards and municipalities finally convinced the ministry and minister that the existing Pupil Accommodation Review Guideline

(PARG), introduced in March, 2015, was adversely affecting rural and northern communities. On June 28 of last year, Minister Hunter announced a moratorium on school closures and released a discussion paper “Plan to Strengthen Rural and Northern Education”. She also announced a new Rural and Northern Education Fund (RNEF) of \$20 million “dedicated to school boards to enhance education for students in rural and Northern communities”.

During the 2017 AMO conference, Alliance executive members joined an Oxford County delegation in a meeting with Minister Hunter. Following a cordial and constructive meeting, an informal follow-up meeting in a hallway with Alexi White and Chris Martin of the minister’s staff established a working relationship that proved productive throughout the PARG review. A conference call in September arranged by vice-chair Marcus Ryan with the two staff members provided the Alliance with some details and a proposed schedule for the two-phase consultation that was being designed by the ministry. We also learned of the ministry’s plan to establish a Reference Group of representatives of school boards, municipal organizations and other groups including the Community Schools Alliance. Both the CSA chair and Jim Collard (representing OSUM) were appointed to the Reference Group. It also included Professor William Irwin of Huron College of Western University who has been doing research under a contract with the Alliance focused on the impact of school closures on communities. The Reference Group met twice for full-day discussions in November and February and the Community Schools Alliance participated in both discussions.

The first phase of the ministry’s review of the PARG – and the Community Planning and Partnership Guideline – opened on October 12 of last year and closed on December 12. The Executive Committee used a two-hour conference call and follow-up emails to draft a response that consisted of 19 recommendations and was submitted prior to the December deadline. Those recommendations are listed here:

- The current Pupil Accommodation Review (PAR) timeframe should be extended beyond the minimum five months and the minimum number of public meetings should revert to the four that were required by the previous PARG.
- The minimum modified PAR timeline of three months should be eliminated.
- An impacted municipal council should be invited to appoint a representative to be a member of an Accommodation Review Committee (ARC).

- An ARC should have the option of extending the timeframe and the number of meetings if a new closure recommendation is added during the accommodation review process.
- At least three accommodation options (a recommended option, an alternative option and a status quo option) should be included in the initial staff report.
- The initial staff report must include how the options will impact the school board budget, student programming and achievement, student well-being and the impact on the community and the local economy.
- School boards should invite elected municipal representatives and municipal staff to a meeting to discuss the initial staff report with school board trustees and staff.
- A school board's capital plan must list all families of schools planned to be recommended for accommodation reviews during the upcoming five-year period.
- A school board's capital plan must be part of the agenda for meetings with municipalities required by the Community Planning and Partnerships Guideline (CPPG).
- Meetings required by the CPPG should permit two-way sharing of capital plans to facilitate integrated community planning.
- Meetings required by the CPPG should permit elected municipal officials to communicate directly with school board trustees.
- The Ministry of Municipal Affairs should be encouraged to require each single and upper tier municipal government to establish a Municipal School Advisory Committee to serve as a liaison between the municipality and the school boards with schools within the municipal boundary.
- Municipalities and school boards should be encouraged to establish community hubs in underutilized schools before the schools are closed.
- The provincial regulation on the disposition of surplus property (Regulation #444) should be amended to permit municipalities to purchase school buildings before they are closed and lease the space needed for education back to the school board.
- The provincial regulation on the disposition of surplus property (Regulation #444) should be amended to permit municipalities to purchase school buildings at a price based on the property's Fair Market Value as an institutional use.

- A model of school ownership that would have a school established in leased space in a building owned by a municipality and subject to a proper asset management plan should be developed by the ministry.
- The Ministry of Education should continue to enhance the annual capital funding in the Joint-Use Seed Funding Program to provide a greater incentive for coterminous school boards to establish joint-use schools, particularly in rural and northern Ontario.
- The Rural and Northern Education Fund (RNEF) should become a permanent component of the Grant for Student Needs and should be enhanced with funds saved through the reduction in top-up funding.
- Lastly, while not part of this review, it is our position that the physical size of school boards in rural Ontario and the North is too large to permit effective democratic governance and should be reduced to create a larger number of boards with each representing a smaller jurisdiction.

During the first phase of the ministry's consultation, the Community Schools Alliance took advantage of two opportunities to draw attention to the review and the Alliance's response. On November 11, the chair participated on a panel at the annual conference of People for Education in Toronto. On November 25, he was part of a panel at a Rural Education Symposium at Embro in Oxford County. Vice-chair Marcus Ryan was a key organizer of the symposium and it's notable that two members of Minister Hunter's staff attended the symposium and were active participants in roundtable discussions.

On January 17, four days before the annual conference of the Rural Ontario Municipal Conference, a provincial cabinet shuffle saw Indira Naidoo-Harris replace Mitzie Hunter as Minister of Education. The Community School Alliance organized a panel presentation during the conference with Chair Reycraft, Vice-Chair Ryan and Katherine Sedgwick of Queensborough in Hastings County all providing presentations. Zorra Township had again requested a meeting with the Minister of Education and delegates were able to introduce themselves and some CSA executive members to the recently-appointed Minister Naidoo-Harris.

In early February, Minister Naidoo-Harris released a Draft Pupil Accommodation Review Guideline (PARG) and announced the second phase of the consultation. It included significant amendments to the 2015 version and feedback was invited with a March 23, 2018 deadline. The following are the significant changes in the February draft:

- 1. Initial Staff Report to have at least 3 options including status quo instead of "one or more"

- 2. Initial Staff Report to follow ministry-approved template (under development)
- 3. Each option in Initial Staff Report to address 4 impacts:
 - Student programming
 - Student well-being
 - School board resources
 - Local community
- 4. “Impact on the local community” to include consideration of local economy if at least one school eligible for RNEF
- 5. Minimum number of public meetings increased from 2 to 3
- 6. Final Staff Report must include secondary school student feedback
- 7. Extra public meeting within 20 business days if new school closure introduced in Final Staff Report
- 8. Within 5 days of trustee approval of review, notices sent to Head of affected councils and CAO with invitation to meeting
- 9. Minimum time between first and final of 3 or more public meetings increased from 40 to 60 business days
- 10. Modified review prohibited if one or more schools in review qualify for RNEF
- 11. New section to describe Administrative Review process and conditions

The Executive Committee again used a conference call and follow-up emails to develop a response to the draft. Here is our submission:

“We support the second paragraph of the preamble which reads in part “When a school board identifies a school that is projected to have long-term excess space, a school board would typically look at a number of options such as:

- moving attendance boundaries and programs to balance enrolment between over and underutilized schools;
- offering to lease underutilized space within a school to a coterminous school board;
- finding community partners who can pay the full cost of operating the underutilized space; and/or

- decommissioning or demolishing a section of the school that is not required for student use to reduce operating costs.”

We recommend that the Initial Staff Report described in Section VI of the draft must include a description of the actions taken on all four options listed above.

In Memorandum 2018:B02 to Directors of Education and Secretary/Treasurers of School Authorities, a section titled Initial Staff Report states that boards will be required to use a ministry-approved template and also states that “impact on extracurriculars, student transportation and school climate surveys could be considered for inclusion”.

We recommend that the template to be used to prepare the Initial Staff Report shall require that the impact on extracurriculars, student transportation and school climate surveys be included.

We believe that each municipal council within the attendance area of a school recommended for closure should have the opportunity to appoint a representative to the Accommodation Review Committee.

We recommend that the first sentence of the second paragraph in the segment of Section VII titled Membership be revised to read “Where established by a school board’s pupil accommodation review policy, representation from students and the broader community, including the municipal council(s) within the school’s attendance area, shall be invited.

We applaud the requirement of a meeting with municipalities as described in Section IX but are concerned that the draft is silent on the timing of the meeting. We believe it must occur early in the review process.

We recommend that Section IX be amended to require that the meeting with municipalities be scheduled within 30 days of the Board of Trustees’ approval to undertake a pupil accommodation review, before the accommodation review committee is established and before the first public meeting.

We believe that the proceedings of any meeting(s) with municipalities should be reported to the Board of Trustees before they make a final decision regarding a pupil accommodation review.

We recommend that the segment of Section XI titled Final Staff Report be amended to require that the segment includes a report that summarizes the proceedings of any meeting(s) with municipalities.

We are very concerned with the timeline for the first public meeting. We believe that 30 business days between the Board of Trustees’ approval to conduct a pupil accommodation review and the first public meeting is not sufficient time to provide written notice to municipalities, establish an accommodation review committee and conduct an orientation session for the

committee. We also feel, as indicated above, that the meeting with municipalities should occur before the first public meeting,

We recommend that Section XIII be amended to require that, beginning with the date of the Board of Trustees' approval to conduct a pupil accommodation review, there must be no fewer than 60 days before the first public meeting is held.

We are pleased that the draft guideline requires that an economic impact assessment be completed and considered if a school proposed for closure is eligible to receive support from the Rural and Northern Education Fund (RNEF). We are also pleased that the Modified Pupil Accommodation Review may not be undertaken if one or more of the schools included in the review is RNEF-eligible. We regard these provisions as a departure from the one-size-fit-all approach of previous versions of the Pupil Accommodation Review Guideline and applaud them."

On April 27, with very little fanfare, the ministry released the final revised version of the PARG. Here are the additional changes that the ministry made to the February draft:

- 1. "Options" changed to "scenarios"
- 2. Initial Staff Report still requires 3 scenarios but status quo not required
- 3. "Impact on local economy" to follow ministry-approved template (under development)
- 4. Notices and invitations to councils must go to single, lower, and upper-tiers
- 5. Council responses to Initial Staff Report must be included in Final Staff Report if submitted before final of 3 or more public meetings
- 6. Meeting for municipalities to discuss Initial Staff Report must happen before first of 3 or more public meetings
- 7. Minimum time between trustee approval of review and first of 3 or more public meetings increased from 30 to 40 days
- 8. Template for Initial Staff Report 'likely' to include impact on extra-curriculars, student transportation and school climate surveys

This year the Community Schools Alliance became a sponsor of the annual OSUM conference in Niagara Falls held May 2nd to 4th. A panel presentation similar to the one at the ROMA conference in January was

made. On this occasion, however, we were able to provide a description of the final PARG.

Although the consultation on the PARG has concluded, the moratorium established on June 28, 2017 continues to be in force. The revised document references templates that school board administrations are required to use for the Initial Staff Report to the board and the Economic Impact Study required if at least one school eligible for the Rural and Northern Education Fund is included in a review. Those templates were to be developed in consultation with the Reference Group (of which both the chair and Jim Collard are members) over the summer and be made available this fall. However, there has been no communication with members of the Reference Group and we are waiting for some announcement from Minister Lisa Thompson. A meeting with Minister Thompson is scheduled for Tuesday morning during this AMO conference and it is hoped that the delegation may gain some information about the templates and the moratorium at that time.

The Executive Committee is generally pleased with the outcome of the review. We will continue to advocate for increases in the \$20 million Rural and Northern Education Fund. However we see its use to determine which schools in a review make an economic impact study necessary as a major improvement. It represents a clear departure from the one-size-fits-all approach that has damaged the future of many rural and northern communities.

Dr. William Irwin of Huron College and his colleagues continue to conduct research on the impact of school closures in Ontario for the Community Schools Alliance. He is also teamed with Patricia Collins of Queens University to study the impact using the Limestone District School Board and the Thames Valley District School Board as their research sites. The latter project is the result of a \$236,000 SSHRC grant. We look forward to a progress report on both projects.

Our ability to fund research and presentations and to support conferences like OSUM depends of the fees paid by our members. I thank the municipal councils and councillors who have supported us in the past and ask for their continued sponsorship.

I also want to acknowledge the continuing support of the Middlesex County council and its IT department who look after our web site. We also owe our gratitude to AMO who will be sending out renewal invoices on our behalf very soon and who look after our finances and to the Town of Niagara-on-the-Lake for hosting our teleconferences.

Lastly I offer my gratitude to the members of our Executive Committee who have been generous with their time and advice as we worked through the most extensive and comprehensive consultation on the accommodation review guideline undertaken in my memory.

Respectfully submitted,



Doug Reycraft

Chair, Community Schools Alliance

3. Secretary Treasurers Report

Moved by Carol Lowery, second by Alan Barfoot that the financial report as held by and distributed through the Association of Municipalities of Ontario (AMO) be received:

4. Business Arising from the report

Karen Aranha congratulated Doug on the successes of the CSA, reminded us that Boards of Education have work to do to catch up to the new direction of the Ministry of Education. Steve Harvey asked how our work will affect Rural and Northern schools by the removal of \$200 Million from the provincial budget?

Carol Lowery wants us to determine the future of Rural and Northern school funding.

It was suggested that we have questions ready for the bear pit session of Amo.

Motion by Denis Doyle, second by Alan Barfoot to receive and action Doug's report as necessary.

5. Moved by Marcus Ryan, second by Kevin Eccles to receive and adopt the following as elected to the CSA for the following 3 years

That Alan Barfoot, Jim Collard, Trevor Bougie and Denis Doyle be acclaimed as members of the Executive Committee of the Community Schools Alliance and further that Stephanie Jaworski be appointed to the Executive conditional on her election to the municipal council of South Glengarry or her becoming an individual member of the CSA, whichever comes first and further that Cameron McWilliam of Dutton Dunwich be appointed to the Executive as his community is a member in good standing.

6. This concludes the business of the 2018 AGM, Chair Reycraft adjourned the meeting @ 5:45 pm.

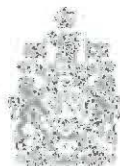
Respectfully submitted.



James C. Collard

Councillor, Town of Niagara-on-the-Lake

Minister of Finance



Ministre des Finances

Ottawa, Canada K1A 0G5

POST
FOR
INFORMATION

RECEIVED AUG 17 2018

AOUT 14 2018
AUG 14 2018

2018FIN475057

His Worship Gary McNamara
Mayor
The Corporation of the Town of Tecumseh
917 Lesperance Road
Tecumseh, ON N8N 1W9

Dear Mayor McNamara:

Thank you for your correspondence of February 9, 2018, which was referred by the Office of the Minister of Environment and Climate Change, the Honourable Catherine McKenna, regarding the report of the Standing Committee on Environment and Sustainable Development entitled *Preserving Canada's Heritage: the Foundation for Tomorrow*. In particular, you indicate your support for the recommendation that the Government of Canada establish a tax credit for the restoration and preservation of buildings listed on the Canadian register of historic places. Please excuse the delay in replying.

Our Government recognizes the importance of preserving Canada's heritage properties. For example, Budget 2016 provided \$20 million over two years, starting in 2016-17, to support the Parks Canada Agency's National Historic Sites Cost Sharing Program. This program provides funding to non-federally owned or administered national historic sites to help protect nationally significant cultural infrastructure, and was expanded to include heritage lighthouses and railways.

Our Government also demonstrated its commitment to national parks, national marine conservation areas and national historic sites in Budget 2017 by providing up to \$364 million on a cash basis over two years, starting in 2018-19, to the Parks Canada Agency to continue its management of these places. Furthermore, Budget 2017 announced that a medium- and long-term plan is under development to ensure ongoing support to these highly valued areas.

Finally, I would highlight that the *Income Tax Act* already provides support for heritage properties owned by registered charities and other qualified donees through the Charitable Donations Tax Credit (CDTC). The CDTC provides an incentive for individuals and corporations to donate towards historic properties held by qualifying organizations with a mandate to preserve these properties for the benefit of the public.

On March 24, 2018, our Government tabled our response to the report of the Standing Committee on Environment and Sustainable Development. As indicated in that response, we commit to carefully considering each of the report's recommendations, and to providing a recommendation by recommendation response by December 2018. You can find a copy of our Government's response on the Parliament of Canada website at www.ourcommons.ca/DocumentViewer/en/42-1/ENVI/report-10/response-8512-421-310.

Thank you for writing.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Bill Morneau', followed by a period.

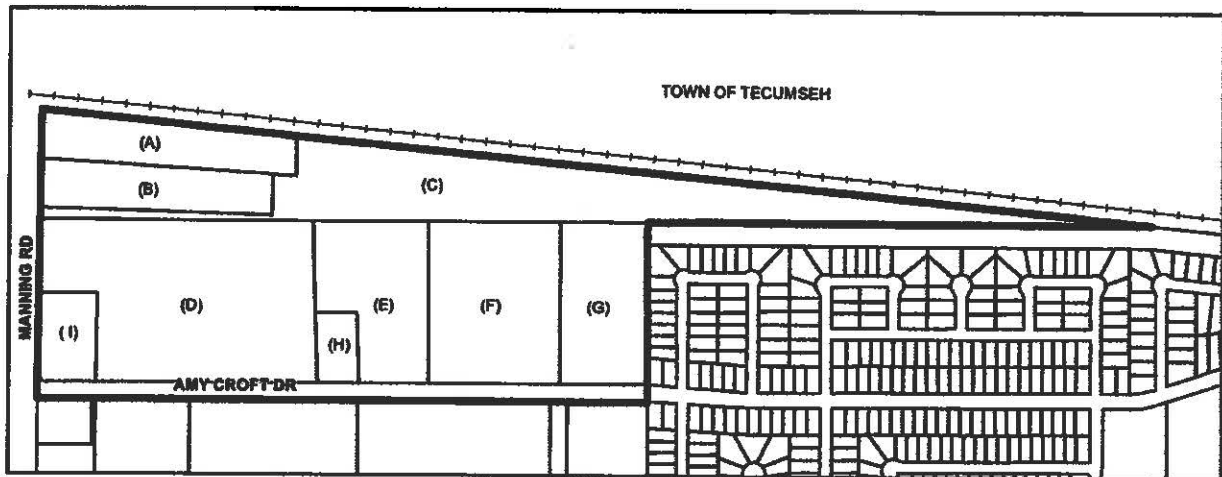
The Honourable Bill Morneau, P.C., M.P.

AUG 21 2018

Town of Tecumseh

NOTICE OF ADOPTION OF OFFICIAL PLAN AMENDMENT NO. 13

Amy Croft Secondary Plan
Town of Lakeshore File: OPA-3-2016



TAKE NOTICE that on the 7th day of August, 2018, the Council of the Corporation of the Town of Lakeshore passed By-law No. 92-2018, under Sections 17 & 21 of the *Planning Act*, R.S.O. 1990, which provided for the adoption of Official Plan Amendment No. 13, Amy Croft Secondary Plan.

PURPOSE AND EFFECT

The purpose of Official Plan Amendment No. 13, Amy Croft Secondary Plan is to update the planning framework, by identifying the planned road network and required improvements to ensure that development proceeds in a logical and phased manner, and introduce landowner cost sharing and coordination policies. The Secondary Plan will ensure that the costs associated with the required infrastructure improvements are equitably shared amongst the benefitting landowners, and allow the Town to review and respond to planning applications for the development of the Secondary Planning area.

MORE INFORMATION

A copy of Official Plan Amendment No. 13, Amy Croft Secondary Plan is available for public inspection in the Development Services Department, Municipal Offices, 419 Notre Dame Street, Belle River, ON, N0R 1A0 between the hours of 8:30 a.m. and 4:30 p.m. The Town of Lakeshore's OPA 13, Amy Croft Secondary Plan is available on the Town's website www.lakeshore.ca (Click Build Lakeshore/ Planning Overview/ Amy Croft Secondary Plan/ OPA 13, Amy Croft Secondary Plan). Questions can be directed to **Maureen Emery Lesperance, CPT, Planning Coordinator**, Town of Lakeshore,

Development Services Office, 419 Notre Dame Street, Belle River, Ontario, N0R 1A0, facsimile 519-728-4577, telephone 519-728-2700, ext. 286 or email at mlesperance@lakeshore.ca.

The amendment (OPA 13, Amy Croft Secondary Plan) will be submitted to the County of Essex for final approval. Any person or public body wishing to receive Notice of the Decision of the County should submit a written request to:

Mr. William King, MCIP, RPP
Manager of Planning Services
Essex County Planning Department
County of Essex
360 Fairview Avenue West
Essex, Ontario N8M 1Y6

Dated at the Town of Lakeshore this 17th day of August, 2018.

**Ministry of
Community Safety and
Correctional Services**

Office of the
Fire Marshal and
Emergency Management

25 Morton Shulman Avenue
Toronto ON M3M 0B1
Tel: 647-329-1100
Fax: 647-329-1143

**Ministère de la
Sécurité communautaire et
des Services correctionnels**

Bureau du
commissaire des incendies et
de la gestion des situations d'urgence

25, avenue Morton Shulman
Toronto ON M3M 0B1
Tél. : 647-329-1100
Télec. : 647-329-1143



August 29, 2018

Your Worship Gary McNamara
Town of Tecumseh
917 Lesperance Road
Tecumseh, ON N8N 1W9

Dear Mayor McNamara:

It is the responsibility of municipalities to ensure they are in compliance with the Emergency Management and Civil Protection Act (EMCPA).

The Office of the Fire Marshal and Emergency Management (OFMEM) has reviewed the documentation submitted by your Community Emergency Management Coordinator (CEMC) and has determined that your municipality was compliant with the EMCPA in 2017.

The safety of your citizens is important, and one way to ensure that safety is to ensure that your municipality is prepared in case of an emergency. You are to be congratulated on your municipality's efforts in achieving compliance in 2017.

I look forward to continuing to work with you to ensure your continued compliance in 2018.

If you have any questions or concerns about the compliance monitoring process, please contact your Emergency Management Field Officer.

Sincerely,

Jon Pegg
Chief of Emergency Management

cc: Doug Pitre - CEMC
Christopher Pape - Field Officer - St.Clair Sector

August 15, 2018

Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

via Email

Dear Premier Ford:

Re: Provincial Agricultural Systems Mapping

The Council of the Township of Selwyn passed the following Resolution at their August 7, 2018 Council meeting.

Resolution No. 2018 – 153 – Provincial Agricultural Systems Mapping

Councillor Donna Ballantyne – Councillor Gerry Herron –

Whereas the Provincial Liberals seem to have made rash, broad stroke decisions by implementing Agricultural Systems mapping changes with little notice and no transition period;

Be it resolved that the Provincial Conservatives review the rationale and research that drove the decision to implement the new Agricultural Systems mapping that expanded prime agricultural land designations; and that the new government be urged to review and modify the severe restrictions resulting from the agricultural systems mapping; and that this Resolution be circulated to M.P.P. Dave Smith, the Association of Municipalities of Ontario (AMO) and all AMO municipalities requesting their support.

Carried.

Should you have any questions regarding the above-noted matter, please do not hesitate to contact the office directly.

Sincerely,

Carla Hope

Carla Hope, Administrative Assistant

c.c. Dave Smith, MPP
Association of Municipalities of Ontario
All Municipalities in Ontario
County of Peterborough, Land Division

Mailing Address
PO Box 270
Bridgenorth
Ontario K0L 1H0

Tel: 705 292 9507
Fax: 705 292 8964

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, July 23, 2018, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 6:00 pm.

1. Call to Order

The Chairperson calls the meeting to order at 6:07 pm.

2. Roll Call

Present:

Councillor	Brian Houston
Councillor	Rita Ossington
Vice-Chair	Marian Drouillard
Member	Chris Carpenter
Member	Rhonda Dupuis
Member	Terry England

Also Present:

Manager of Committee & Community Services	Christina Hebert
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Absent:

Chair	Ian Froese
Member	Dwayne Ellis
Member	Charles Gray
Member	John Levesque

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

None.

5. Communications

a. Heritage Committee Minutes - June 18, 2018

Motion: HC - 21/18

Moved By	Member Terry England
Seconded By	Member Rhonda Dupuis

That the minutes of the June 18, 2018 meeting of the Heritage Committee be approved.

Carried

b. Community Heritage Ontario News - Summer Edition

Motion: HC - 22/18

Moved By	Member Chris Carpenter
Seconded By	Member Rhonda Dupuis

That Communications - For Information Item B as listed on the July 23, 2018 Heritage Committee Agenda be received.

Carried

6. Reports

None.

7. Unfinished Business**a. Heritage Property Listing**

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

Councillor Rita Ossington informs a Facebook group was created, 'Lakewood Golf Memories' to assist in gathering stories, photographs, and memorabilia from area residents for compilation for the Lakewood storyboard. The history and photographs that are being shared on the page may be of interest to the Committee.

Additionally, the Border Cities Star has also been digitized which may be of assistance in researching properties.

b. Tecumseh Heritage Articles

The Vice Chair appries she is awaiting a response from Essex Free Press regarding publication of monthly heritage articles and will start drafting an introductory article for the Committee's review.

c. Banwell Road Black Community Settlement Cemetery - Grass Maintenance

The Manager Committee & Community Services advises Administration is endeavouring to contact the British Methodist Episcopal Church of Canada, owners of the Banwell Road Black Community Settlement Cemetery, in regards to the grass maintenance.

8. New Business

None.

9. Next Meeting

The next meeting of the Heritage Committee will be held on Monday, September 17, 2018.

10. Adjournment

Motion: HC - 23/18

Moved By Councillor Brian Houston
Seconded By Councillor Rita Ossington

That there being no further business, the July 23, 2018 meeting of Heritage Committee now adjourn at 6:47 pm.

Carried

Marian Drouillard, Vice-Chair

Christina Hebert, Manager Committee
& Community Services

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 Monday, July 23, 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 4:33 pm.

2. Roll Call

Present:

Vice Chair

Member

Treasurer

Member

Member

Member

Maria Giorlando

Jacob Altenhof

Michael Altenhof

Andre Ducharme

Tia-Lynne McCann

Cameron Skinner

Also Present:

Manager Committee & Community Services

Manager Recreation Programs & Events

Christina Hebert

Kerri Rice

Absent:

Secretary

Member

Member

Chair

Ava Ruuth

Brendan Froese

Tamsyn King

Kristi Koutros

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

a. Manager Recreation Programs and Events Re: Family Game Nights

The Manager Recreation Programs & Events explains the Parks & Recreation Department offered a family-friendly program afforded by the Healthy Kids Community Challenge Program called Family Game Nights last winter/spring.

Five (5) evenings were scheduled that allowed residents to enjoy a night of screen-free activities with a variety of board games, table-top games and lawn games.

The Manager Recreation Programs & Events advises the program was a success and the equipment was purchased through the grant funding, however the Parks & Recreation Department is not able to continue the program due to staffing restrictions.

The Members' consideration to help in continuing this program in the Fall 2018/Winter 2019 by providing volunteers to supervise the evenings, approximately two (2) hours per night, is appreciated.

It is suggested that one evening a month be scheduled from September – March, with the exception of December due to Christmas holidays. The Parks & Recreation Department will provide the facility space at the Arena and ensure the equipment is set up. Members will be needed to assist with supervising the activities and clean up.

The Members are reminded Family Game Nights are a great opportunity for community volunteer hours.

The Manager Recreation Programs & Events vacates the meeting at 4:46 pm.

The Members concur with selecting the third Friday of the month to sponsor Family Game Nights. The Manager Committee & Community Services will circulate a sign up sheet for September – November for the Members to indicate their availability to supervise.

5. Communications

a. Youth Advisory Committee Minutes - June 18, 2018

Motion: YAC - 18/18

Moved By Treasurer Michael Altenhof
Seconded By Member Jacob Altenhof

That the minutes of the June 18, 2018 meeting of the Youth Advisory Committee be approved.

Carried

6. Reports

None.

7. Unfinished Business

a. Canada Day Celebrations

Discussion ensues respecting the Canada Day Celebrations, held at Lakewood Park on July 1.

The Members advise it was another successful event with crowds despite the heat and continue to look forward to assisting with this event annually.

b. Outdoor Movie Night

The Outdoor Movie Night, held on Saturday, July 7 at the Town Centre Park, was very well attended and enjoyed by the community.

The Members suggest sponsoring the event annually to compliment the August movie night held each summer.

c. End of Summer Concert with Bonfire / Marshmallow Roast and Fireworks

The Members will confirm their availability to assist with the End of Summer Concert with Bonfire/Marshmallow Roast and Fireworks to be held on Saturday, September 1 at Lakewood Park.

A friendly reminder is provided for the Members to wear their YAC shirts for the event.

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

d. Youth Career Fair

The Vice Chair provides an overview of the Youth Career Fair for the benefit of the new members.

She advises dates have been tentatively held for the use of l'Essor's Auditorium in late October and planning will commence shortly.

Members are encouraged to share suggestions/ideas for this year's event.

8. New Business

None.

9. Next Meeting

The next meeting of the Youth Advisory Committee will be held on Monday, September 17, 2018.

10. Adjournment

Motion: YAC - 19/18

Moved By Treasurer Michael Altenhof
Seconded By Member Jacob Altenhof

That there being no further business, the July 23, 2018 meeting of Youth Advisory Committee now adjourn at 5:11 pm.

Carried

Maria Giorlando, Vice-Chair

Christina Hebert, Manager Committee
& Community Services

Minutes of the Cultural and Arts Advisory Committee
for the Corporation of The Town of Tecumseh

A meeting of the Cultural & Arts Advisory Committee for the Town of Tecumseh was scheduled to be held on Monday, July 23, 2018, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 7:00 pm.

1. Call to Order

The meeting was adjourned due to a lack of quorum. No discussion was held and no decisions were made.

2. Roll Call

Present:

Councillor

Brian Houston

Councillor

Rita Ossington

Chair

Marian Drouillard

Vice-Chair

Rhonda Dupuis

Also Present:

Manager Committee & Community Services

Christina Hebert

Absent:

Member

Dwayne Ellis

Member

Ian Froese

Member

Phil Kane

Member

Christopher McNamara

3. Disclosure of Pecuniary Interest

4. Delegations

5. Communications

a. Cultural and Arts Advisory Committee Minutes - April 16, 2018

b. Cultural and Arts Advisory Committee Minutes - May 28, 2018

c. Cultural and Arts Advisory Committee Minutes - June 18, 2018

Motion: CAAC - 13/18

That the minutes of the April 16, 2018, May 28, 2018 and June 18, 2018 meeting of the Cultural and Arts Advisory Committee be approved.

6. Reports

7. Unfinished Business

a. Street Name Recognition

b. Feather Sculptures Update

8. New Business

- a. Culture Days

9. Next Meeting

The next meeting of the Cultural & Arts Advisory Committee will be held on Monday, _____, 2018.

10. Adjournment

Motion: CAAC - 14/18

That there being no further business, the July 23, 2018 meeting of Cultural and Arts Advisory Committee now adjourn at ____ pm.

Marian Drouillard, Chair

Rhonda Dupuis, 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, July 26, 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 6:12 pm.

2. Roll Call

Present:

Chair	Douglas Drouillard
Member	Dara Pfeifer O'Connor
Member	Dorothy Nagy
Member	Nancy Tennant

Also Present:

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

Absent:

Vice-Chair	Paul Morand
Member	Suzanne Beneteau
Member	Michelle Phillion

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

None.

5. Communications

a. Senior Advisory Committee Minutes - May 24, 2018

b. Senior Advisory Committee Minutes - June 28, 2018

Motion: SAC- 15/18

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

That the minutes of the May 24, 2018 and June 28, 2018 meeting of the Senior Advisory Committee be approved.

6. Reports

None.

7. Unfinished Business

a. Senior Fitness Around Town Program

The Members are apprised that the first session of 'Senior Fitness Around Town' (SFAT) Program is almost done and there is a wait list for Session 2, which starts August 7.

Session 2 physical activities are the same as Session 1 and Sessions 3 and 4 will offer yoga and tai chi in place of pickleball and disc golf.

Positive feedback has been received thus far from the Session 1 participants who are enjoying the exposure to different physical activities and the opportunity to continue the physical activity beyond the session for lifelong health and well-being benefits.

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. Session 3 schedule will be posted shortly.

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

b. Nutrition Education Workshop

Due to low registration, the Nutrition workshop scheduled to be held tomorrow, Friday, July 27 will be rescheduled to late Fall.

Discussion ensues regarding what education topics may be of interest to older adults and seniors in the community and how that information may be obtained.

A suggestion is made to consider having a booth at local events, such as the Corn Festival and BIA Fall into Health Fair to help promote the SAC and receive information on what may be of interest to local seniors.

c. Fall Prevention Clinic

Arrangements have been made for the Fall Prevention Clinic on Friday, August 10, 2018. The half-day session, approximately 9:00 am – 12:00 pm, will be hosted at the Golden Age Club.

Registered participants will receive an approximately 30 minute screening which would assess the individual on what might be putting them at risk for falling, educate them on how to reduce the risk of falling and connect them with community resources.

The Windsor Essex County Health Unit has advised a few spots are still available and the Committee's assistance in promoting same is appreciated. The promotional flyer, previously circulated to the Members, is available on the Town's website and social media pages, as well as shared with community resources.

d. Elder Abuse Ontario Workshops

The Manager of Committee & Community Services advises she has inquired with the Ministry of Senior Affairs in regards to offering Elder Abuse Ontario workshop(s) locally and is waiting for a response.

8. New Business

None.

9. Next Meeting

The next meeting of the Senior Advisory Committee will be held on Thursday, September 27, 2018.

10. Adjournment

Motion: SAC- 16/18

Moved By Member Dorothy Nagy
Seconded By Member Nancy Tennant

That there being no further business, the July 26, 2018 meeting of Senior Advisory Committee now adjourn at 7:04 pm.

Doug Drouillard, Chair

Christina Hebert, Manager Committee
& Community Services

Minutes of the Policies and Priorities Committee Meeting of

The Council of the Corporation of the Town of Tecumseh

A meeting of the Policies and Priorities Committee for the town of Tecumseh was held on Tuesday, August 14, 2018 at 5:30 pm in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario.

1. Call to Order

The Mayor calls the meeting to order at 5:37pm.

2. Roll Call

Present:

Mayor Gary McNamara
Deputy Mayor Joe Bachetti
Councillor Bill Altenhof
Councillor Andrew Dowie
Councillor Brian Houston
Councillor Rita Ossington

Absent:

Councillor Tania Jobin

Also Present:

Chief Administrative Officer, Tony Haddad
Director Parks & Recreation Services, Paul Anthony
Director Financial Services & Treasurer, Luc Gagnon
Director Planning & Building Services, Brian Hillman
Director Corporate Services & Clerk, Laura Moy
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

3. Disclosure of Pecuniary Interest

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

4. Delegations

There are no delegations presented to Council.

5. Communications

a. Town of Lakeshore dated March 9, 2018

Re: Dog Pound Services

The members request a Report on animal control services including who delivers the services for a more informed discussion. The Pound Representative, Councillor Brian Houston, explains that the Committee is exploring naming or renaming the pound, in addition to the Town's long-term plans with respect to continuing with its services.

Motion: PPC 01/18

Moved By Councillor Andrew Dowie
Seconded By Councillor Bill Altenhof

That the March 9, 2018, letter from the Town of Lakeshore requesting input and comments on the short and long term vision of the dog pound and possible name change of the facility be received.

Carried

6. Reports**a. CS-2018-19 2018 Keeping of Urban Chickens**

The Members discuss offering a pilot program for licensing of urban chickens for a duration of 12 to 24 months. The program should limit the number of hens to six (6) per property and take into consideration lot size, location and the surrounding neighbourhood. A limited number of licenses would be available for this program.

Motion: PPC 02/18

Moved By Councillor Andrew Dowie
Seconded By Councillor Rita Ossington

That the Report No.CS-2018-19, regarding Keeping of Urban Chickens, be received;

And that a further report on the proposed regulations under a pilot Urban Chicken Licensing Program be presented for Council's further consideration and approval.

Carried

Motion: PPC 03/18

Moved By Councillor Rita Ossington
Seconded By Councillor Andrew Dowie

That Alberto Deppi of 2015 St. Anne Street be permitted to address the Members of Council regarding the regulation of urban chickens.

Carried

Mr. Deppi states that he has been raising chickens for many years. He believes Tecumseh is still a farming community. He is opposed to paying a license fee, limiting the number of chickens on a property and prohibiting roosters.

b. CS-2018-28 Council Post-Retirement Benefits

Discussion is held on the CS-2018-28 Report and conducting an independent review of the compensation for Members of Council through a committee and/or consultant. It is noted that the last review occurred circa 2006. The review should also take into consideration the elimination of the 1/3 tax exemption for elected Municipal Council Members.

In response to a query, the Clerk advised that the deadline for passing a by-law to place a question on the election ballot has passed.

Motion: PPC 04/18

Moved By Deputy Mayor Joe Bachetti
 Seconded By Councillor Andrew Dowie

That Mrs Fiona Bryden be permitted to address the Members regarding post-retirement benefits for Members of Council.

Carried

Mrs. Bryden addresses her concerns with the post-retirement benefits report. She is opposed to post-retirement benefits for a part-time position. Mrs. Bryden expresses her interest in being part of a review committee.

Motion:PPC 05/18

Moved By Councillor Andrew Dowie
 Seconded By Deputy Mayor Joe Bachetti

That Report No.CS-2018-02 regarding Council Post-Retirement Benefits, be received;

And that a further report be provided on conducting a review of Council's compensation in consultation with a committee and/or consultant.

Carried

c. CS-2018-29 Noise By-law Amendment**Motion:PPC 06/18**

Moved By Councillor Brian Houston
 Seconded By Councillor Rita Ossington

That By-law No. 2002-07 respecting the emission of sounds (Noise By-law) be amended by repealing and replacing Paragraph 6 (a) and Paragraph 7 with the following paragraphs:

6. Grant of Exemptions**(a) Application to Council**

Notwithstanding anything contained in this by-law, any person may make application to:

Council to be granted an exemption from any of the provisions of this by-law with respect to any source of sound or vibration for which he/she might be prosecuted and Council, by resolution, may refuse to grant any exception or may grant the exemption applied for or any exemption of lesser effect and any exemption granted shall specify the time period, not in excess of six (6) months, during which it is effective and may contain such terms and conditions as Council sees fit.

The Director Parks & Recreation for special events held in compliance with the Outdoor Special Events Policy No. 85, which do not offer the sale and/or consumption of alcohol and are scheduled within the hours of 8:00 am to 11:00 pm.

7.Exemption of Traditional, Festive or Religious Activities

Notwithstanding any other provisions of this by-law, this by-law does not apply to a person who emits or causes or permits the emission of sound or vibration in connection with any of the hereinafter listed traditional, festive, religious and other activities, namely:

Corn Festival

Christmas in Tecumseh and Santa Parade

Canada Day

Any community event organized by the Town of Tecumseh, and
Ringing of Church bells or chimes.

And that amending by-law be presented to Council at the next Regular Meeting of Council to effect the amendments;

And that Report No. CS-2018-29 regarding Noise By-law Amendments, be received.

Carried

7. Unfinished Business

There is no unfinished business presented to Council.

8. New Business

Canada Revenue One-Third Tax Exemption

The elimination of the one-third tax exemption for Members of Council will be considered in the review of council compensation as earlier discussed.

9. Next Meeting

The next meeting of the Policies & Priorities Committee will be scheduled as needed.

10. Adjournment

Motion: PPC 07/18

Moved By Councillor Brian Houston
Seconded By Deputy Mayor Joe Bachetti

That there being no further business, the August 14, 2018 meeting of Policies and Priorities Committee now adjourn at 6:22 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk



The Corporation of the Town of Tecumseh

Chief Administrative Officer

To: Mayor and Members of Council

From: Tony Haddad, Chief Administrative Officer

Date to Council: September 11, 2018

Report Number: CAO-2018-08

Subject: Royal Canadian Legion Branch 594 WECF Grant Application

Recommendations

It is recommended:

That Report CAO-2018-08 Royal Canadian Legion Branch 594 WECF Grant Application **be received**; and,

That the Town of Tecumseh **agree to act** as the intermediary for the Royal Canadian Legion Branch 594 with respect to the WECF grant application and **provide a letter of support** for the grant program.

Background

The Royal Canadian Legion Metropolitan Branch 594 (Legion) is located at 5030 Howard Avenue in Tecumseh. The Legion is working to improve the rear entrance of the building to help reduce energy bills, make the entrance accessible and increase the comfort levels for seniors, patrons and Veterans and their families.

The current Legion building is four years old and was built following the removal of the old structure during the construction of the Right Honourable Herb Gray Parkway. The new building has allowed the Legion to increase its activities and offerings to residents including seniors' dinners/dancing, card clubs, dart leagues, pool leagues, Quilter's Guild meetings, weekly military and parading exercises for Cadet Corps, and hosting of resident activities like lunches.

Use of the complex has increased and the rear entrance, which had not been intended to be used as much, is now a main entrance/exit that needs improvements. The Legion estimates

that the improvements could cost as much as \$20,000, however, full cost details will not be known until the project is tendered and awarded.

The Legion is seeking funds through the Windsor Essex Community Foundation's (WECF) Community Impact Grant. The Community Impact Grant offers up to \$15,000 under the program and only provides funding to registered charities. As the Royal Canadian Legions are not registered charities, an intermediary organization or municipality must act on their behalf for the funding application. The grant application form and guidelines are attached.

Comments

The Royal Canadian Legion Metropolitan Branch 594 is requesting that the Town of Tecumseh act as intermediary in the application for the WECF grant to complete the noted improvements. The Town's responsibility is to provide a letter supporting the efforts for the funding and must include the following:

- Town letterhead
- Authorized signatory
- Outline of the relationship between the Town and the Legion
- Outline the agreement to flow the funds to the Legion if the grant is awarded
- Outline support for the project proposal
- Confirm the Town assumes financial responsibility
- Outline the combined reach of the Town and the Legion

Two formal agreements would be required - the first between the Town and WECF for the funds and the second between the Town and the Legion to flow the funds. The agreement between the Town and the Legion will include language to indemnify the Town from repercussions should the Legion fail to meet the financial obligations of the fund.

The Legion is not requesting any funding from the Town. They have secured additional funding through their own fundraising efforts to meet any shortfall between the cost of the project and the potential fund amounts. A copy of the letter from the Legion is attached.

Consultations

Financial Services

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 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 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:

Lesley Racicot
Manager Strategic Initiatives

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	Letter from Royal Canadian Legion Metropolitan Branch 594
2	Blank Application and Guidelines from Windsor Essex Community Foundation



THE ROYAL CANADIAN LEGION

METROPOLITAN BRANCH 594,
5030 Howard Avenue, Tecumseh ON. N9A 6Z6
PHONE: 519-969-0551 FAX: 519-969-1591
email: metrolegion594@gmail.com Website: www.rcl594.com



August 22, 2018

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

Dear Mr. Haddad,

The Royal Canadian Legion Metropolitan Branch 594, location at 5030 Howard Avenue in Tecumseh, is intending to apply for funding through the Windsor Essex Community Foundation Grant Program (WECF).

Our application will provide details of the improvements we are planning to make to our building necessary to help reduce our energy bills and increase comfort levels for our seniors, patrons and especially our Veterans and their families.

Approximately 68,000 people, of which almost 60% are seniors, enjoy various programs, sports activities, services and other offerings at our Branch annually. Our facility is largely run by senior volunteers with a meager 8 employees (2 full-time and 6 part-time) and an independent Kitchen Operator. Some of our regular activities include but are not limited to the following: 1) Weekly seniors dinner dancing; 2) Card clubs 2x per week; 3) Dart leagues 3-4 times per week; 4) Pool leagues 2 times per week; 5) Monthly Quilters guild meetings; 6) Weekly military and parading exercises for our Cadet Corps; 7) Hosting funeral luncheons for the general public, etc.

Legions in general provide a safe place for all folks to enjoy and connect, especially our Veterans and their comrades. People do not have to be Legion members to enjoy our facility and the programs and services we offer.

As guardians of our Branch, property, building and equipment, it is our duty as Legion Members to ensure the integrity of our assets is maintained properly to last for generations. Funding is vital to help keep our Legion operating efficiently and up to standard so that we may continue supporting our seniors, Veterans, youth programs and services and our community.

The WECF Grant Program only provides funding to registered charities, and, since Royal Canadian Legions are not registered as charities, an intermediary organization or municipality must act on our

behalf in this funding application. The intermediary organization is responsible to receive the funds from WECF and flow those funds through to the Legion.

Having said all the above, we respectfully seek approval from the Town of Tecumseh to act as intermediary on behalf of the Royal Canadian Legion Branch 594 in this funding application.

If the Town of Tecumseh agrees to act as our intermediary, a letter supporting our efforts for this funding will be required to be submitted along with our application. The letter must be from the Town of Tecumseh and must contain the following information:

- a) The letter must be on the Town of Tecumseh letter head;
- b) Be signed by an authorized signer of the Town;
- c) Outline the relationship between the Legion and the Town of Tecumseh;
- d) Outline the agreement between the Legion and the Town to flow the funds through to the Legion if the application is successful;
- e) Outline support for the Legion's submitted project proposal;
- f) Confirm that the Town of Tecumseh assumes financial responsibility;
- g) Outline the combined reach of the Town of Tecumseh and the RCL Branch 594

It would be greatly appreciated to receive your support letter by September 5, 2018.

Should you have any questions, please contact me at 519-992-8303 or tfriesen@cogeco.ca, or metrolegion594@gmail.com

Kindest regards,



Tom Friesen
President
RCL Br. 594

We will remember them!

Community Impact Grants Program 2018-2019

Grant Application Instructions

We are pleased to welcome your proposal for a grant from the WindsorEssex Community Foundation (WECF). Please ensure your submission is typed – handwritten applications will not be accepted. The answer spaces will expand as you type to allocate more space – it is strongly recommended you keep answers as brief as possible and to-the-point. The WECF reserves the right to pull any applications from review that do not meet the program eligibility requirements, so it is strongly advised that you review and understand the eligibility requirements before proceeding.

Please read the grant application form and instructions carefully.

- ☐ Review the Foundation's granting policies before proceeding. These can be viewed in our [Applicant Guide](#).
- ☐ Gather and include the following documents in PDF or DOC format:
 - Current Board of Directors list;
 - Current operating budget for your organization or department;
 - Your organization's most recent audited financial statements;
 - Completed budget form; and,
 - Letter of support from intermediary (if applicable).
- ☐ Ensure the application contact information is correct and that the person listed will be available by phone or email during the application window: July 3, to September 28, 2018.
- ☐ Answer all questions in Sections 1 through 4.
- ☐ Submit your application no later than **4:00pm on Friday, September 28, 2018**.
- ☐ Keep a copy of the application for your records.

Should you have any questions while completing this application, or after submission, please contact the WindsorEssex Community Foundation at 519-255-6572 / info@wecf.ca



2018-2019 Community Impact Grant Program Application

Section 1 Applicant Information

Name of Organization	_____		
Mailing Address	_____		
City	Province	Postal Code	
_____	_____	_____	
Applicant Name	_____		
Applicant Title	_____		
Phone	Fax	_____	
_____	_____	_____	
Email Address	_____		

Select option A OR B and fill in the fields below:

☐ **Option A**

Our organization is a charity registered with Canada Revenue Agency (CRA).

Date of Incorporation: _____

Charitable Registration Number: _____ - _____ (format: 12345-6789 RR0001)

☐ **OR Option B**

We are **NOT** a registered charity but we have established an intermediary relationship with a charity or amateur athletic association that is registered with Canada Revenue Agency (CRA) or with a municipality.

Name of Intermediary Organization	_____		
Mailing Address	_____		
City	Province	Postal Code	
_____	_____	_____	
Contact	_____		
Contact Title	_____		
Phone	Fax	_____	
_____	_____	_____	
Email	_____		
Intermediary's CRA #	-	(format: 12345-6789 RR0001)	
_____	_____	_____	

**** Ensure a letter of support from your intermediary is submitted with your application.
Please refer to the Applicant Guide for details on what to include in this letter.**



Section 2
Organization Background

1. What is your organization's mission and vision?

Section 3
Project Information
(please observe suggested word limit)

Name of Project _____
Total Cost of Project * \$ _____ Total Organization Budget \$ _____
Amount Requested from WECF * (maximum \$15,000) \$ _____

** These numbers should match the numbers on your budget form.*

1. Is this a new or existing project? ☐ New ☐ Existing

Is this project ongoing? ☐ Yes ☐ No

If not ongoing, please indicated the start and end dates: Start Date: _____ Completion Date: _____

Populations served: _____

Number of participants: _____

2. Describe your project in one sentence.

3. Who will benefit from this project? Describe the impact this project will have on the community?
Describe the short and long-term outcomes of the project.

4. How will you measure the effectiveness of the project? Use quantitative data to expand on your answer (ie. 42 volunteers are expected to receive training with this funding, or program participants are expected to increase by 25%).

5. How have you identified a need for this project? Is anyone else in the community currently addressing this same need?



6. Which of the Foundation's "areas of interest" does your project fall under? Explain the connection. Refer to the WECF's general Areas of Interest and the Vital Signs Issue Areas. Please review our [Applicant Guide](#) for a listing of these areas.

7. How have you partnered with other organizations for this project? Please identify your partners and the role they will play in the project. Only include those that have confirmed partnership.

8. How much funding are you requesting from the WindsorEssex Community Foundation and for what component of the project?

9. If applicable, please also provide information about your intermediary organization. How is this agency connected to yours or to the project? *Remember to attach a letter of support from the intermediary.*

10. How will you acknowledge the grant from the WindsorEssex Community Foundation?

- | | | | |
|--|----------------------------------|---|---|
| <input type="checkbox"/> Media release | <input type="checkbox"/> Website | <input type="checkbox"/> Social Media | <input type="checkbox"/> E-newsletter |
| <input type="checkbox"/> Presentations | <input type="checkbox"/> Events | <input type="checkbox"/> Advertisements | <input type="checkbox"/> Other (please provide details) |

Details:

11. How did you hear about this call for proposals?

12. Do we have your permission to share this application with other potential funders? ☐ Yes ☐ No



Section 4 Project Budget

Please use [the attached](#) template to present your project budget.

Reserve Funds:

Do you have funds set aside for emergencies, capital projects or other purposes? ☐ Yes ☐ No
If so, please tell us the amount and purpose for these funds.

*We confirm the information contained in this application is true and accurate
to the best of our knowledge and has been authorized by our Board of Directors.*

Name of Chief Staff Person

Name of Board Representative



Budget Form

Community Impact Grant Program 2018 - 2019

PROJECT INCOME	<i>Details/Notes</i>
----------------	----------------------

Project Name:	
---------------	--

Requested Grant Amount From WECF:	\$	
-----------------------------------	----	--

Other Project Contributions		
Cash:	\$	
In-Kind:	\$	

Total Project Income:	\$	
-----------------------	----	--

PROJECT EXPENSES	Expenses for Total Project (include grant expenses)	Projected Expenses Covered in Grant Request	<i>Details/Notes (please be as descriptive as possible)</i>
------------------	---	---	---

Salaries/Fees/Honoraria	\$	\$	
Materials/Supplies	\$	\$	
Promotion/Printing	\$	\$	
Office Expenses	\$	\$	
Miscellaneous	\$	\$	
Total Project Expenses:	\$		

Net Income (Total Income - Total Expenses)	\$	
--	----	--

***Note: Eligible projects must have a net income of \$0.00. In other words, your project's total income must equal your expected total expenses.*



Applicant Guide
2018 – 2019

WECF Grant Programs



Preamble

Since 1983 the WindsorEssex Community Foundation has made grants of **\$6.4 million** to organizations throughout Windsor and Essex County in support of programs and initiatives that make our community a better place to live, work, play, learn and grow.

Our grant programs are vital to helping organizations and groups achieve their goals of filling a gap in our community by addressing important community needs. By providing funding to community projects and programs, the WindsorEssex Community Foundation inspires leadership, community collaboration, and innovation. Based on needs outlined in our annual Vital Signs survey, the Community Foundation aims to fund programs that fall within our granting areas of interest and answer community needs.

The WindsorEssex Community Foundation strictly abides by the guidelines and policies outlined by Community Foundations of Canada (<http://communityfoundations.ca/>) and the Canada Revenue Agency (<http://www.cra-arc.gc.ca/charitiesandgiving/>) with respect to grant-making practices. It is imperative that you read this guide before applying to the Community Impact Grant Program.

Contacts:

Lisa Kolody
Executive Director
lkolody@wecf.ca

Anna Maruska
Program Coordinator
amaruska@wecf.ca

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1. Community Impact Grant Program

The Community Impact Grant (CIG) Program is an annual granting program offered through the WindsorEssex Community Foundation. CIGs can provide up to \$15,000.00 in funding for projects or programs that create partnerships, tackle important issues, and those that will make a lasting impact on the Windsor and Essex Community.

1.1 Community Impact Grant Program Timeline

The Community Impact Grant application round is open annually from **July to September**. We do not accept CIG applications that are submitted outside this timeframe.

In early to mid-October, the received applications are reviewed by the WindsorEssex Community Foundation staff to ensure the applications meet the guidelines and policies as required. The applications that meet the policies and requirements of the grant program are then reviewed by the Grants Committee consisting of a diverse group of community members and recommendations are put forth. The recommendations are passed through the Finance Committee, and then are forwarded for approval to the Board of Directors.

At the end of October/early November, the successful applicants will be notified by the Foundation staff via phone. All other applicants will be notified via letter. Please note, you will only receive a phone call if your application is successful.

Successful applicants will be asked to attend the WindsorEssex Community Foundation's Annual General Meeting and Grant Award Ceremony held at the end of November for recognition.

1.2 Eligibility

Before applying to the Community Impact Grant Program, ensure your organization and project are eligible for funding.

- a) You **must** either be (1) a registered charity, (2) a registered amateur athletic association, or (3) a municipality. If you do not have a registered charitable number, you **must** have a registered charitable organization act as an intermediary on your behalf (see Intermediary Organizations - page 11).
- b) Individuals and "for-profit" organizations/businesses are **not** eligible to apply to any of our grant programs.
- c) Your organizations **must** either be based in Windsor or Essex County, or be offering programs to the Windsor-Essex region. We will not accept applications that fund services offered in outside communities.
- d) Organizations who received a Community Impact Grant in the last grant round are **not** eligible to apply for a Community Impact Grant in the subsequent year.
- e) Organizations that have not fulfilled the terms of a previous grant are **not** eligible to apply. This includes not submitting a signed grant agreement, submitting a final report for your project, or fulfilling terms outlined in an approved grant application.

- f) Projects that support sectarian, religious, or political purposes **are not eligible** for funding. However, religious organizations may receive funding for projects that are of a benefit to the broader community

1.3 What Types of Projects does the WECF Fund?

Projects that ...

1. address local needs;
2. fill a gap or meet a need important to the community;
3. use local leadership and expertise;
4. involve collaboration and partnerships in the community to reduce duplication of services;
5. support capacity building to strengthen the organization and help to fulfill their mission;
6. build on existing community strengths and assets;
7. respond to clearly identified needs;
8. make a significant and lasting impact on our community;
9. benefit a wide audience;
10. use resources effectively and efficiently;
11. demonstrate innovation and creativity;
12. demonstrate alignment with the WECF's funding fields of interest and the Vital Signs issue areas

1.4 What Types of Projects does the WECF NOT Fund

Projects that ...

1. benefit individuals or for-profit organizations;
2. seek to fund deficits or the retirement of debts;
3. maintain existing operations;
4. include expenses incurred prior to the WECF's decision date;
5. contribute to the annual fund drives, endowments, or fundraising events and activities;
6. do not demonstrate a connection to the community;
7. pay for guest speakers at events;
8. request funding to support other organizations (ie. Organization A requests funding from the WECF to support Organization B's project);
9. are usually funded through the government or other similar sources of funding unless it has been demonstrated that such funding will not be provided in the application year;
10. are multi-year.

1.5 Completing an Application

The Community Impact Grant application is available via the WECF website annually from July to September through an online grant program. A WORD document of the application is also available for download to assist you in completing your application. If you wish, you can download the application and then copy and paste your answers from the WORD document into the online application.

1.6 Process

Upon submitting your application, you may be contacted by the WECF to confirm receipt of the application. It is your responsibility to ensure all required documents have been included with

your application. If you do not receive confirmation for your submission, it is your obligation to follow up with the WECF. We are not responsible for applications we do not receive.

The application round closes in September and the applications are reviewed and approved in October. At the end of October, the successful applicants will be notified via phone call. All other applicants will be notified via letter. All decisions are final. Successful applicants will be invited to attend the WECF's Annual General Meeting and Grant Award Ceremony held at the end of November. Successful applicants will receive their cheques at this ceremony.

At the beginning of November, successful applicants will receive a package containing: a formal letter of acceptance, a grant agreement between the WECF and your organization (must be signed and returned to the Foundation office within four weeks of receiving), a grant agreement between the WECF and the intermediary organization—if applicable (must be signed and returned to the Foundation office before any funding can be disbursed), an Annual General Meeting invitation—also extended to the intermediary organization if applicable, a final report template (for you to complete and return to the Foundation office within the required timeframe—this is also available online through the WECF website) and a project funding sticker that is to be placed proudly at the project funding site (see acknowledging the WECF – page 12).

Once the funds have been received by your organization, it is your duty to provide the WECF with updates on your project as it develops in alignment with the signed grant agreement. WECF staff will contact you about spotlighting your project through the WECF's social media pathways.

After the completion of your project you must submit a final report to the WECF. A copy of this will be forwarded to you by mail. Alternatively, please contact Anna Maruska (amaruska@wecf.ca) to have a copy emailed to you. Your organization will not be eligible to receive future funding if you do not submit a final report.

2. Fast-Track Grant Program

The Fast-Track Grant Program provides up to \$1,000 in funding. Applicants for this grant are those that require funds quickly to either cover unexpected expenses that are preventing operations, or have an opportunity with limited notice. Recipients of the Fast-Track Grant Program are those who are dealing with emergent situations.

2.1 Fast-Track Grant Program Timeline

The Fast-Track Grant Program is usually open on a continuous basis throughout the year. The WECF is allocated a certain amount of funds toward this program annually. Once the WECF has reached this amount, the Fast-Track Program will close for the duration of the fiscal year.

Upon submitting your application, you may be contacted by the WECF to confirm receipt of the application. It is your responsibility to ensure all required documents have been included with your application. If you do not receive confirmation for your submission, it is your obligation to follow up with the WECF. We are not responsible for applications we do not receive.

The application will be reviewed by the Foundation staff and the Chair of the Grant Review Committee. The WECF will notify the organization either way if the application is successful or not.

Although the WECF takes every possible measure to administer funding to successful applicants as quickly as possible, this entire process can take anywhere from two weeks to three months. It is best to submit your project proposal as soon as possible to ensure the WECF has enough time to review your request.

2.2 Eligibility

Before applying to the Fast-Track Grant Program, ensure your organization and project are eligible for funding.

- a) You **must** either be (1) a registered charity, (2) a registered amateur athletic association, or (3) a municipality. If you do not have a registered charitable number, you **must** have a registered charitable organization act as an intermediary on your behalf (see Intermediary Organization).
- b) Individuals and “for-profit” organizations/businesses are **not** eligible to apply to any of our grant programs.
- c) Your organizations **must** either be based in Windsor or Essex County, or be offering programs to the Windsor-Essex region. We will not accept applications that fund services offered in outside communities.
- d) Organizations who received a Fast-Track Grant within the past **24 months** are **not** eligible to apply.
- e) Organizations that have not fulfilled the terms of a previous grant are **not** eligible to apply. This includes not submitting a signed grant agreement and/or a final report for your project.
- f) Projects that support sectarian, religious, or political purposes are **not** eligible for funding. However, religious organizations may receive funding for projects that are of a benefit to the broader community;
- g) Your organization **cannot** submit under both the Fast-Track Grant Program and the Community Impact Grant Program for the **same** project.

2.3 What Types of Projects Does the WECF Fund

Projects that ...

- a) address local needs;
- b) fill a gap or meet a need important to the community;
- c) use local leadership and expertise;
- d) involve collaboration and partnerships in the community to reduce duplication of services;
- e) support capacity building to strengthen the organization and help to fulfill their mission;
- f) build on existing community strengths and assets;
- g) respond to clearly identified needs;

- h) make a significant and lasting impact on our community;
- i) benefit a wide audience;
- j) use resources effectively and efficiently;
- k) demonstrate innovation and creativity;
- l) demonstrate alignment with the WECF's funding fields of interest and the Vital Signs issue areas

2.4 What Types of Projects Does the WECF NOT Fund

Projects that ...

- a) benefit individuals or for-profit organizations;
- b) seek to fund deficits or the retirement of debts;
- c) maintain existing operations;
- d) include expenses incurred prior to the WECF's decision date;
- e) contribute the annual fund drives, endowments, or fundraising events and activities;
- f) do not demonstrate a connection to the community;
- g) pay for guest speakers at events;
- h) request funding to support other organizations (ie. Organization A requests funding from the WECF to support Organization B's project);
- i) are usually funded through the government or other similar sources of funding unless it has been demonstrated that such funding will not be provided in the application year;
- j) are multi-year.

2.5 Completing an Application

The Fast-Track Grant application is available via the WECF website annually. A WORD document of the application is also available for download to assist you in completing your application. Completed applications are to be submitted to the attention of the Program Coordinator amaruska@wecf.ca

2.6 Process

Once you have submitted your application, you may be contacted by the WECF to confirm receipt of the application. It is your responsibility to ensure all required documents have been included with your application. If you do not receive confirmation for your submission, it is your obligation to follow up with the WECF. We are not responsible for applications we do not receive.

Upon review of your application by the WECF staff and Chair of the Grant Review Committee, you will be notified about the status of your application no matter what the decision. All decisions are final. Successful applicants may be asked to participate in a cheque presentation.

After being notified, successful applicants will receive a package containing: a formal letter of acceptance, a grant agreement between the WECF and your organization (must be signed and returned to the Foundation office), a grant agreement between the WECF and the intermediary organization—if applicable (must be signed and returned to the Foundation office), a final report template (for you to complete and return to the Foundation office), and a project funding sticker that is to be placed proudly at the project funding site (see acknowledgement).

Once the funds have been received by your organization, it is your duty to provide the WECF with updates on your project as it develops. WECF staff will contact you about spotlighting your project through the WECF's social media pathways.

After the completion of your project you must submit a final report to the WECF. A copy of this is available by contacting Anna Maruska at amaruska@wecf.ca. Your organization will not be eligible to receive funding if you do not submit a final report.

3. KidStart Grant Program

The KidStart Grant Program is offered in partnership with the Windsor-Essex Catholic District School Board and the Greater Essex County District School Board. This grant programs provides grants of up to \$500 in funding for individual classroom projects.

3.1 KidStart Grant Program Timeline

The KidStart Grant application is open annually in the Winter-time. We do not accept KidStart Grants that are submitted outside this timeframe.

In January, the received applications are reviewed by the WindsorEssex Community Foundation staff to ensure the applications meet the guidelines and policies as required. Next, the applications are reviewed by the Young Philanthropists, the WECF youth committee, and suggestions are put forth to the WECF staff. The suggestions are then submitted to the Chair of the Grant Review Committee.

Upon approval, the successful applicants will be notified by the Foundation staff via phone. All other applicants will be notified via letter. Please note you will only receive a phone call if your application is successful.

Successful applicants will be asked to participate in a cheque presentation involving the students and the WECF staff. Please note that this presentation will include a large imitation cheque, not a real cheque.

A cheque will be issued to each school board in the appropriate amount. Upon receipt of the cheque, the school board is to flow the funding through to each recipient school. The receiving classroom will not receive a cheque from the WECF.

3.2 Eligibility

Before applying to the KidStart Grant Program, ensure your organization and project are eligible for funding.

- a) You **must** have obtained approval from school administration, and the application must be signed by either the Vice-Principal or Principal of the school.
- b) Projects that support sectarian, religious, or political purposes **are not eligible** for funding. However, religious organizations may receive funding for projects that are of a benefit to the broader community;

- c) Your project must serve the Windsor-Essex community. We will not accept applications that fund services offered in outside communities.
- d) Schools that have not fulfilled the terms of a previous grant **are not eligible** to apply.

3.3 What Types of Projects Does the WECF Fund

Projects that ...

- a) meet a need identified by the students in the application;
- b) involve all students in the classroom;
- c) be written in the students' own words;
- d) demonstrate a **strong** connection to the community (projects not connecting to the community will not be considered);
- e) have approval from school administration;
- f) go beyond the funding or content of the standard curriculum.

3.4 What Types of Projects Does the WECF NOT Fund

Projects that ...

- a) maintain existing operations;
- b) contribute the annual fund drives, endowments, or fundraising events and activities;
- c) do **not** demonstrate a connection to the community;
- d) pay for guest speakers at events;
- e) request funding to support other organizations (ie. Organization A requests funding from the WECF to support Organization B's project);
- f) are usually funded through the government or other similar sources of funding unless it has been demonstrated that such funding will not be provided in the application year;
- g) are multi-year;
- h) are part of the standard curriculum.

3.5 Completing an Application

The KidStart Grant application is available via the WECF website annually. A WORD document of the application is also available for download to assist you in completing your application. Completed applications are to be submitted to the attention of the Program Coordinator amaruska@wecf.ca

3.6 Process

Once you have submitted your application, you may be contacted by the WECF to confirm receipt of the application. If you do not receive confirmation from the Foundation, it is your responsibility to follow up with us to ensure your application is received on time.

The applications are reviewed in January by the Young Philanthropists, the WECF's youth committee consisting of a group of youth between the ages of 12 to 18. The Young Philanthropists then make recommendations for grants to the WECF staff. The WECF staff and the Chair of the Grant Review Committee hold the final deciding factor for the applications.

Once the decisions are approved, the successful applicants will be notified via phone call. All other applicants will be notified by letter. Please note, you will only receive a phone call if your application is successful. All decisions are final.

Successful applicants will be asked to participate in a cheque presentation involving the students and the WECF staff. Please note that this presentation will include a large imitation cheque, not a real cheque.

A cheque will be issued to each school board in the appropriate amount. Upon receipt of the cheque, the school board is to flow the funding through to each recipient school.

Successful applicants will receive a package containing: a formal letter of acceptance, a final report template (for you to complete and return to the Foundation office), and a project funding sticker that is to be placed proudly at the project funding site (see acknowledgement).

Once the funds have been received by your organization, it is your duty to provide the WECF with updates on your project as it develops. WECF staff will contact you about spotlighting your project through the WECF's social media pathways.

4. Granting Areas of Interest

The WindsorEssex Community Foundation awards grants for projects that fall within at least one of these areas of interest:

- Health and Human Service
- Children and Youth
- Education and Literacy
- Recreation and Sport
- Arts, Heritage, and Culture
- Community Development
- Environment

5. Intermediary Organizations

If your organization does not have registered charitable status under the Canada Revenue Agency, an intermediary organization must act on your behalf. The WECF can only provide grants to registered charities. If your application is successful, the WECF will issue a cheque to the intermediary, along with a grant agreement. It is your obligation to ensure the cheque is forwarded to the intermediary. The cheque will be deposited by the intermediary and then they are to flow the funds through to your organization.

With your application, you must submit a letter on behalf of the intermediary organization. **The letter must:**

- a) be from the intermediary organization and must be presented on its letterhead
- b) be signed by an authorized signer of the intermediary organization;
- c) outline your relationship with the intermediary organization;
- d) outline the agreement between your organization and the intermediary organization to flow the funds through to your organization if the application is successful;
- e) outline support for your organization's submitted project proposal;

- f) outline the intermediary assumes financial responsibility;
- g) outline the combined reach of the intermediary organization and your organization.

6. Grant Agreements

Grant agreements serve as a receipt of the grant. You will only be sent a grant agreement if your application is successful. Grant agreements are put in place to ensure the WECF's funding is being used in the way outlined in the accepted project proposal. Grant agreements must be signed upon receipt and submitted back to the Foundation office before funding can be granted to your organization.

If you are using an intermediary organization, a separate grant agreement will be sent to that organization and must be signed by an authorized signer at that organization. This grant agreement will confirm the intermediary's commitment to disburse the received funds to your organization. You will not receive funding until both grant agreements have been signed and returned to the Foundation office. If we do not receive a signed grant agreement, the Foundation holds the right to rescind its grant to your organization.

7. Final Report Forms

Final Report Forms are an integral part of any grant program. They allow the WECF and its donors to understand the extent of the impact the grant made to your organization and the community. Under the Community Impact Grant, a final report must be submitted to the WECF **within three months after the completion of your project**. A copy of this will be sent to you by mail.

Your organization will not be eligible to receive future funding if you do not submit a final report. Your final report must highlight how your organization fulfilled the terms outlined in the approved application. If your organization does not fulfill the terms set out in the approved application, you must submit a formal letter outlining why you did not complete your objectives. If you do not use all the funding that was granted, you are required to submit a formal explanation. If these terms are not fulfilled the Foundation has the right to refuse future funding to your organization.

8. Acknowledging the WECF

When you receive a grant from the WindsorEssex Community Foundation we ask that you acknowledge the Foundation's support. Awareness of the Foundation is a very integral part of our grant process. It raises awareness of your project and the role of the Community Foundation in supporting community initiatives, encouraging others to provide more support and funds for projects like yours. Below is a list of different ways to acknowledge the WECF. We request that at **minimum** you use five of these mediums to acknowledge the grant.

Logo Placement

You must list the WECF as a funder on all materials relating to the project including, but not limited to, your website, advertisements, social media posts, newsletters, media releases, programs, signage, and PowerPoint presentations. An updated copy of the WECF logo can be supplied by contacting Anna Maruska at amaruska@wecf.ca

Decal

The WECF will send you a decal to be placed on a window or glass surface at project site. If you do not receive one, please contact our office and we will send you one.

Newsletter

Include an article about the grant in your regular print or electronic newsletter.

Media Release

Prepare a media release about the grants you've received, or contact our office and we will gladly compose a news release for you. We ask that you send us a copy of the media release for review before sending it out to any news sources and that you include our logo.

Social Networking

Share with your followers and friends the grant your organization has received. Make sure you are following us on Facebook, Twitter, and LinkedIn. Tag us and we will share your posts about the project. This is also an easy way for the WECF to see the progress of your project.

Event

Host a media event with a cheque presentation, or a public celebration of your project. Please mention the Community Foundation's role in your project and invite the Community Foundation staff and Board of Directors to attend.

Signage

Include the Community Foundation's name and/or logo on any recognition signage you prepare.

Website

Include the Community Foundation's name and/or logo on your website.

Advertising

If it is your usual process to prepare purchased advertisements recognizing contributions of sponsors and funders, please ensure the Community Foundation's name or logo is included.

Promotional Items

If you are purchasing materials to promote your project, please ensure the Community Foundation's logo is included.

9. Privacy

The Community Foundation makes every reasonable effort to safeguard your information, and will never willingly release your organization's data without your consent. It is important for you to note that any data submitted in grant applications is stored on an external server. The Community Foundation will not be liable for release of organizational information as the result of a security breach against third party provider. Please submit consent forms (found on our website) for individuals featured in any updates you send to us via picture or video. If you do not want us to share media you send us, clearly mark it as confidential.

10. Contacts

For information regarding any of the WECF grant programs please contact Anna Maruska, Program Coordinator at 519-255-6572 / amaruska@wecf.ca.

For media inquiries and statements please contact Lisa Kolody, Executive Director ... 519-255-6572 / lkolody@wecf.ca.



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: September 11, 2018

Report Number: CS-2018-23

Subject: 2019 Council Conferences

Recommendations

It is recommended:

That Members of Council **be authorized** to attend the following conferences scheduled to be held in 2019, in accordance with the Town's Travel Policy No. 14 and Professional Development Policy No. 73:

Event	Dates	Location
ROMA Annual Conference	January 27-29, 2019	Toronto, ON
OGRA Annual Conference	February 24-27, 2019	Toronto, ON
Festivals and Events Ontario Conference	February 26-28, 2019	London, ON
OSUM Conference and Trade Show	May 1-3, 2019	Pembroke, ON
FCM Annual Conference and Trade Show	May 30-June 2, 2019	Quebec City, QC
Great Lakes and St. Lawrence Cities Initiatives Annual Meeting and Conference	June 5-7, 2019	Sheboygan, MI
AMO AGM & Annual Conference	August 18-21, 2019	Ottawa, ON

Background

The Town's Professional Development Policy No. 73 states that:

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

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

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

Comments

To facilitate Council approval of the conferences, which have typically been attended by the Members in prior years, and to assist the Members in planning for 2019, as well as planning the 2019 Council meeting schedule, it is recommended that consideration be given to authorizing attendance at the 2019 conferences listed above under Recommendations.

The following municipal associations' respective conferences have been attended by Tecumseh Council in prior years and were held in 2018, on the dates and in the areas shown below in the table:

Event	Dates	Location
ROMA Annual Conference	January 21-23, 2018	Toronto, ON
OGRA Annual Conference	February 25-28, 2018	Toronto, ON
Festivals and Events Ontario Conference	February 28-March 2, 2018	Hamilton, ON
OSUM Conference and Trade Show	May 2-4, 2018	Niagara Falls, ON
FCM Annual Conference and Trade Show	May 31-June 3, 2018	Halifax, NS
Great Lakes and St. Lawrence Cities Initiative Annual Meeting and Conference	June 13-15, 2018	Ajax, ON
AMO AGM & Annual Conference	August 19-22, 2018	Ottawa, ON
AMO/MMAH Ontario West Municipal Conference	Not held in 2018	

Council will be informed on the Regular Council Agenda of other conferences / workshops / seminars which may be offered in 2019, and that are not listed in this report.

The Members may give further consideration to authorizing attendance to other conferences / workshops / seminars, in accordance with the Professional Development Policy.

Consultations

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

Financial Implications

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

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 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:

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**

None

**Attachment
Name**

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: September 11, 2018

Report Number: CS-2018-24

Subject: 2019 December Holiday Schedule

Recommendations

It is recommended:

That the Tecumseh Town Hall Offices **close** for the 2019 December Holiday Season from Monday, December 23, 2019, through to and including Wednesday, January 1, 2020.

Background

Article 12.04 of the Collective Agreement between The Corporation of the Town of Tecumseh and CUPE 702.2 (Inside Full-time Staff) (Collective Agreement) states that:

“If the Corporation intends to shut down its operations between Christmas and New Year’s, it shall advise the employees and the Union before May 1 of each year. In the event of such shutdown the employees may choose to take non-holiday days as vacation, lieu time or unpaid leave.”

In prior years, Council has authorized the closing of the Tecumseh Town Hall Offices (Town Hall) from Christmas Eve through to and including New Year’s Day, subject to staff utilizing vacation, banked overtime, float, or unpaid leave days for any non-statutory holidays.

Approval of the 2019 December Holiday Schedule and Town Hall closure is being requested to permit the 2019 Essex-Windsor Solid Waste Authority (EWSWA) Collection Calendar to include all holidays and the dates on which the Town Hall is closed. The EWSWA Calendar starts development in the fall of each year in order to be ready for distribution in the following January.

The 2019 Council Meeting and Holiday Calendar is also being developed by the Corporate Services & Clerk's Department.

Comments

The following are paid holidays, in accordance with the Collective Agreement:

- Christmas Eve (Tuesday, December 24, 2019);
- Christmas Day (Wednesday, December 25, 2019);
- Boxing Day (Thursday, December 26, 2019);
- New Year's Eve (Tuesday, December 31, 2019); and
- New Year's Day (Wednesday, January 1, 2020).

In order to close Town Hall during the Christmas and Holiday Season in 2019 from Monday, December 22, 2019 through to and including Wednesday, January 1, 2020, it will be necessary for staff to utilize three (3) days of either vacation, banked overtime, float or unpaid leave, on Monday, December 23, 2019, Friday, December 27, 2019 and Monday, December 30, 2019.

The following table depicts the 2019 Holidays and observance days which have been described.

December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
22	23 Office Closed	24 Christmas Eve	25 Christmas Day	26 Boxing Day	27 Office Closed	28

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30 Office Closed	31 New Year's Eve	1 New Year's Day	2	3	4

Closing Town Hall during the Christmas and Holiday Season is appreciated by staff. Conflicts with vacation requests and schedules are also avoided. Notwithstanding the foregoing, staff may submit requests to their respective department Directors for consideration to other leave time around the holidays.

Advance notice of Town Hall closure during the December Holiday Season is given to the public through advertisements in the local newspaper(s), posted on the Town's website, Tecumseh App, and through Social Media (Facebook and Twitter), and at each of the Town Hall entrances, as well as in the EWSWA Collection Calendar.

The telephone system is programmed to inform residents, who may call during the holidays, of emergency contact numbers for road, sewer or water problems.

Payments on overdue taxes can be made by automatic debit, telephone banking, post-dated cheques or left in the mail slot.

Residents have not complained or expressed concerns regarding the Town Hall closure during the December Holiday Season in prior years.

Consultations

CUPE Local 702.2 (Inside Full-Time)
CUPE Local 702.5 (Inside Part-time)
President and Vice-President

Financial Implications

There are no financial implications arising from this report.

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 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:

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**

None

**Attachment
Name**

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: September 11, 2018

Report Number: CS-2018-26

Subject: 2018 Local Government Week

Recommendations

It is recommended:

That the Mayor **proclaim** the week of October 15 to 21, 2018, as Local Government Week (LGW) in the Town of Tecumseh (Town);

And that events and activities **be planned** for local elementary and secondary students to create awareness in local government and acknowledge its vital role and function in helping to shape the community;

And further that LGW activities and events **be posted** on the Town's website, Tecumseh App and Social Media pages (Facebook and Twitter);

And furthermore that Local elementary and secondary schools **be invited** to participate in the planned events.

Background

Traditionally, the Government of Ontario, together with the Association of Municipalities of Ontario (AMO) and the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) have organized LGW to be an annual event bringing elementary and secondary school students together to increase youth and public awareness about the important role local government plays in shaping our communities.

Since 2008, the Town has been an active participant in LGW.

Each year for LGW in the Town, local elementary and secondary school students are invited to participate in various scheduled events and contests. Events include scheduled Town Centre tours consisting of the OPP Station, Fire Hall and Town Hall. During the Town Hall tour, the Mayor gives a presentation to the students on local government, the role local government plays in their daily lives, and the various types of career opportunities associated with local government. This presentation is given in both English and French. In addition, students are encouraged to participate in various contests based on topics related to the theme of local government. Previous LGW contests have included essay and poster contests for elementary students, while secondary school students were encouraged to participate in essay, web page design, as well as poster and photo contests, with a variety of prizes available to be won at both the elementary and secondary school level.

The LGW first place elementary school essay contest winner has the opportunity to shadow the Mayor and become “Mayor for the Day”, and ride alongside the Mayor in the Town’s annual Santa Clause Parade. The second place elementary school essay contest winner has the opportunity to shadow the Deputy Mayor and ride alongside the Deputy Mayor in the Parade. As well, the poster contest winner has won a pizza party for their class. All winners have received a Tecumseh Prize Pack and were invited to attend a Regular Council Meeting where the winning poster was displayed publicly and the winning essays were read aloud. All winners were also presented with a certificate of accomplishment.

Local area secondary schools, Tecumseh Vista Academy and École secondaire catholique l’Essor, are also visited by Administration during LGW to make information available regarding current and upcoming career and volunteer opportunities, and information about the Youth Advisory Committee

Comments

LGW is a youth-focused campaign which aims to celebrate the important role municipal governments play in shaping our communities. The vision is an Ontario where youth are actively engaged in government as the next generation of the workforce and as future community leaders.

To draw participation and create awareness of the events and activities planned, Administration will once again be contacting area elementary and secondary schools to invite them to participate in the many fun and educational activities and contests planned for LGW 2018.

Building upon the success of prior years’ initiatives, the events for LGW 2018 will emphasize the development of resources geared towards education, getting youth interested and engaged with local government. To better engage high school students in LGW, Administration has partnered with members of the newly formed Youth Advisory Committee to help promote LGW amongst their friends and classmates, and act as liaisons between the Town and their schools. Administration is also looking to partner with local area businesses and service groups to help promote LGW and to garner potential sponsorships for the event.

During LGW, a variety of events and activities will be prepared and delivered to create awareness and draw participation. Activities include, but are not limited to, the following:

1. An official proclamation of Local Government Week in the Town of Tecumseh;
2. Poem and poster contests related to the theme of Local Government Week for elementary students;
3. Creation of a 'Tecumseh' Anthem or music video contest about the Town of Tecumseh for secondary students;
4. Town Centre tours of municipal facilities such as the Town Hall, Fire Hall, and OPP Station, enabling students to gain greater awareness of the Town's operations;
5. Presentations introducing students to the role and services provided by local governments, and creating awareness of the various careers in local government; and
6. Visits to local area secondary schools promoting LGW, providing information regarding upcoming career and community service opportunities (i.e. the Snow & Leaf Angels Program), and information regarding the Town's Youth Advisory Committee.

The winner of this year's elementary school essay contest will also become "Mayor for the Day", shadowing the Mayor to learn about the inner workings of the municipality and ride along with the Mayor in the Santa Clause Parade. The second place essay contest winner will likewise have the opportunity to shadow the Deputy Mayor for the day, and ride alongside the Deputy Mayor in the Parade. The winners will also receive a Town Prize Pack and have an opportunity to read their submissions at a Regular Council Meeting. Schools with the highest participation will earn a free skate party at the Tecumseh Arena for all participating classes.

Winners of this year's LGW secondary school contests will receive a Tecumseh Prize Pack and select winners will have their submissions utilized as promotional material for the Town.

Town Centre tours will be scheduled following the 2018 Municipal Elections.

To bring awareness of the Town's participation in Local Government Week it is recommended that the Mayor be authorized to proclaim the week of October 15 to 21, 2018, as Local Government Week in the Town of Tecumseh (**Appendix 1**).

As activities are planned, it is also recommended that the local media be informed through media advisories in accordance with the Town's Communication Policy, and that information relative to events and activities being organized for LGW be posted to the Town's website, Tecumseh App, and linked to its Social Media Pages (Facebook and Twitter).

Consultations

Youth Advisory Committee

Financial Implications

Any costs associated with LGW are included in the Clerk's Department Budget.

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 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:

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**

1

**Attachment
Name**

Proclamation

Proclamation

Local Government Week

Whereas the week of **October 15 to 21, 2018**, will be celebrated in Ontario as Local Government Week, and

Whereas the municipal order of government performs functions that significantly impact the day-to-day life of citizens throughout the world, and

Whereas, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), the Ontario Ministry of Municipal Affairs and Housing, and the Association of Municipalities of Ontario (AMO), acknowledge and celebrate the significant role that municipal governments play in helping to define the character, priorities, physical make up, and quality of life of communities across Ontario;

Now therefore I, Gary McNamara, Head of Council of The Corporation of the Town of Tecumseh, do hereby proclaim the week of **October 15 to 21, 2018** as **Local Government Week** in the Town of Tecumseh and do commend its thoughtful observance to all citizens of our municipality.

Dated at Tecumseh, Ontario, this 11th day of September, 2018.

Gary McNamara,
Mayor



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: September 11, 2018

Report Number: CS-2018-30

Subject: 2019 Council Meetings

Recommendations

It is recommended:

That the following Regular Council Meeting dates in 2019, **be cancelled**:

- Tuesday, January 8;
- Tuesday, June 11;
- Tuesday, August 27; and
- Tuesday, December 24.

And that the Regular Council Meeting dates shown on Appendix 1, **be approved** and included in the 2019 EWSWA Collection Calendar;

And further that meetings of the Personnel and Policies & Priorities Committees be held at the call of the Chairperson;

And furthermore that notice of the Regular Council Meeting dates **be posted** to the Town's website, Tecumseh App, and linked to its Social Media Pages (Facebook and Twitter), as well as publicized in the local newspapers when practical.

Background

The Council and Committee Meetings Calendar is prepared annually by the Corporate Services & Clerk's Department. The Department also works in partnership with the Essex-Windsor Solid Waste Authority (EWSWA), and the Public Works & Environmental Services Department on the preparation of the annual EWSWA Collection Calendar.

The EWSWA Collection Calendar is a useful reference guide for Tecumseh residents for refuse, white goods and organic collection dates, as well as recycling collection days. The EWSWA Collection Calendar also contains the dates for the Regular Council Meetings, along with other Town events and activities.

The 2019 Council and Committee Meeting Calendar and the EWSWA Collection Calendar are currently being developed. This report outlines potential conflicts of Council Meetings with other municipal business, events and activities and offers suggested resolutions to the noted conflicts. Resolution of these conflicts are proposed in this report in order to prepare accurate and complete calendars for the coming year.

Comments

Regular Council Meeting Dates

Regular Council Meetings are held on the second and fourth Tuesday of each month, in accordance with By-law No. 2017-62 which governs the proceedings of Council and its Committees (Procedural By-law). The Procedural By-law also permits the alteration of these meetings as will be discussed later in this report.

The Tecumseh Town Hall will be closed from December 23, 2018, through to and including January 1, 2019 for the Holiday Season. The first regular meeting of Council in 2019 would be held on January 8 requiring the Agenda to be produced on January 3, 2019.

Council has traditionally reduced the number of meetings held in the summer months of June and August by two (2) meeting dates. The meeting dates which are cancelled generally conflict with commitments to other municipal related business and/or events.

It has also been the practice to hold one meeting date in the month of December. The second meeting date in December 2019 conflicts with Christmas Eve (December 24).

The following Regular Council Meetings are recommended for cancellation in 2019 due to conflicts with other municipal business, events/activities and holidays:

- Tuesday, January 8;
- Tuesday, June 11;
- Tuesday, August 27;
- Tuesday, December 24.

Special Council Meetings

Special Meetings of Council are held in public session for a specific purpose.

A Special Meeting of Council has been scheduled for Tuesday, January 15, 2019, to consider the draft 2019 Town of Tecumseh Budget and on Friday, January 25, 2019 for Strategic Planning and Priority Setting.

In accordance with the Awards Policy and Committee & Local Board Appointments Policy, a Special Meeting of Council is held annually on the second Tuesday of November to consider committee appointments and award nominations. In 2019, this meeting will be held on Tuesday, November 26.

It is recommended that the 2019 Council Meeting Calendar be approved as shown on [\(Appendix 1\)](#).

Standing Committees

The Personnel Committee and the Policies & Priorities Committee meet at the call of the Chairperson.

Notice

The *Municipal Act, 2001* (Act) requires a Council to adopt a Procedural By-law to govern the calling, place and proceedings of meetings and to provide for public notice of meetings. Section 4 (c)(2) of the Procedural By-law provides the following notice to be given for alteration of a meeting date:

“Notice of the alteration shall be posted on the Town’s website and/or declared at a prior meeting of Council and/or in accordance with the relevant provisions of the Act, as amended from time to time and/or any by-law by the Town specifying requirements for the giving of notice.”

Section 8 (f)(2) of the Procedural By-law also states that:

“Prior to the first Meeting in January of each year the Clerk shall post on the Corporation’s website the schedule for all regular Council Meetings for the calendar year.”

While the Act does not provide for a specified notice to be given for the alteration of a regular Council or Committee meeting, the Town’s Notice By-law (2003-06) states:

“...reasonable notice in a form and in the manner and at the times that the Council considers adequate to give reasonable notice.”

Council declares alterations to meeting dates and times at an open meeting. The public is informed of meeting schedules through advertisements in the local newspapers when practical, and on the Town’s website, Tecumseh App, as well as through Social Media (Facebook and Twitter).

Information about regular meeting dates of Council and its Committees is provided in the EWSWA Collection Calendar, as well as other special Town events.

Consultations

None

Financial Implications

There are no financial implications on the proposed changes to the 2019 Council Meeting Calendar.

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:

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

2019 RCM, Committee and Holiday Calendar

Holidays 2019/20

January 1:	New Year's Day
February 18:	Family Day
April 19:	Good Friday
April 21:	Easter Sunday
April 22:	Easter Monday
May 17:	Office Closed
May 20:	Victoria Day
July 1:	Canada Day
August 5:	Civic Holiday
August 30:	Office Closed
September 2:	Labour Day
October 14:	Thanksgiving Day
November 11:	Remembrance Day
December 23:	Office Closed
December 24:	Christmas Eve
December 25:	Christmas Day
December 26:	Boxing Day
December 27:	Office Closed
December 30:	Office Closed
December 31:	New Year's Eve
January 1, 2020:	New Year's Day

	Holiday
	Regular Council Meeting (RCM)
	Special Council Meeting (SCM)

January

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March

Su	M	Tu	W	Th	F	Sa
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29	30				

May

Su	M	Tu	W	Th	F	Sa
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

Su	M	Tu	W	Th	F	Sa
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30						

July

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August

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September

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29	30					

October

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27	28	29	30	31		

November

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December

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1			

Committee Meetings

Business Improvement Committee
2nd Wednesday, M

Committee of Adjustment
3rd Monday, M

Cultural & Arts Committee
3rd Monday, M

Heritage Committee
3rd Monday, M

Police Services & Emergency Services Committee
2nd Thursday, Bi-r

Senior Advisory Committee
4th Thursday, M

Tecumseh Access & Inclusion Advisory Committee

Youth Advisory Committee
3rd Monday, M



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OCTOBER						
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27	28	29	30	31		

NOVEMBER						
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DECEMBER						
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29	30	31				

JANUARY						
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FEBRUARY						
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23	24	25	26	27	28	



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: September 11, 2018

Report Number: CS-2018-33

Subject: Appointment of an Integrity Commissioner

Recommendations

It is recommended:

That Corporate Services & Clerk Report No. CS-2018-33 regarding the Appointment of an Integrity Commissioner **be received**;

And that Mr. Robert Swayze **be appointed** as the Integrity Commissioner for The Corporation of the Town of Tecumseh (Town) for the purpose of investigating complaints related to the Code of Conduct for Members of Council, Committees and Local Boards Policy No. 63 as adopted by By-law No. 2014-01 (Code of Conduct), and as otherwise may be amended;

And further that the Mayor and the Clerk **be authorized** to execute a two year renewal Retainer Agreement between the Town and Robert Swayze for the term January 1, 2018 through December 31, 2019.

Background

The *Municipal Act, 2001*, S.O. 2001, c.25 (*Municipal Act*) under Part V.1 authorizes a municipality to establish a Code of Conduct for Members of Council, its Committees and Local Boards, and to appoint an Integrity Commissioner who reports to Council and who is responsible for performing in an independent manner the functions assigned by the municipality with respect to:

- a. the application of the code of conduct for members of council and the code of conduct for members of local boards or of either of them; and/or

- b. the application of any procedures, rules and policies of the municipality and local boards governing the ethical behaviour of members of council and of local boards or of either of them.

This part of the *Municipal Act* was brought into force with Bill 130, and is intended to provide municipalities with enhanced accountability powers. Municipalities are granted permissive authority to establish Codes of Conduct. However, contravention of the Code of Conduct cannot constitute an offence.

As required, by the *Municipal Act* under Section 270, a Transparency and Accountability Policy No. 61 was adopted in 2007 by Council to ensure accountability to the public for their actions, and the manner in which they will ensure that the Town's actions are transparent to the public.

In 2008, Council first adopted a Code of Conduct under By-law No. 2008-47 for Members of Council, Committees and Local Boards (Members), in conjunction with Policy No. 61, and in accordance with Section 223.2(1) of the *Municipal Act*. The purpose of the Code of Conduct is to supplement the legislative parameters within which Members must operate and to:

- a. encourage a high standard of conduct;
- b. ensure that Members share a common basis for acceptable conduct;
- c. protect the public interest and enhance public confidence in Members; and
- d. set out a means of correcting unethical conduct.

In September of 2013, Council appointed John G. Maddox, of JGM Consulting, as the Town's Integrity Commissioner to provide: advice and opinions to the Members; independent complaint prevention, investigation, adjudication, and resolution for Members of Council and the public; and to provide education on adherence with the Code of Conduct and other procedures, rules and policies governing ethical behavior.

Periodic audits of municipal policies and procedures are undertaken to determine whether they exhibit a commitment to the Transparency and Accountability Policy and to proactively prepare for a potential policy breach by establishing a protocol to effectively manage any alleged breach.

A review of the Town's Code of Conduct was undertaken in 2013, in consultation with the Integrity Commissioner, to ensure that Members governed by the Code of Conduct understood and would be able to comply with standards of conduct required by law in terms of their interpersonal interactions, communications and conduct, as well as other Town Policies, such as the Violence and Harassment in the Workplace Policy No. 68, Harassment Policy No. 6, Corporate Communication Policy No. 76, and the Use of Corporate Resources for Election Purposes Policy No. 69.

As a result of the review of the Code of Conduct, along with the Town's policies previously mentioned, and the *Ontario Human Rights Code*, *Occupational Health & Safety Act*, *Municipal Elections Act*, and *Municipal Act*, a revised Code of Conduct was prepared and adopted by By-law No. 2014-01 on January 14, 2014.

A Complaint Procedure Information Package was developed to accompany the Code of Conduct when requested by a member of the public who may wish to file a formal complaint. Complaints submitted under the Code of Conduct are to be investigated by the Integrity Commissioner.

To dissuade frivolous and vexatious complaints, Council approved a Complaint Application fee of \$125. The fee is to be refunded in the event the Integrity Commissioner finds there to be a basis for the complaint.

Comments

The term of the Agreement between the Town and John G. Maddox, of JGM Consulting for Integrity Commissioner Services expired on September 31, 2015.

A number of the Essex County lower tier municipalities collectively expressed an interest in retaining the services of an Integrity Officer and jointly developed a Request for Proposal (RFP) in 2015.

As result, Robert J. Swayze was retained under an Agreement for Integrity Commissioner Services for a two-year term 2016-2017.

Mr. Swayze is a solicitor practicing in Caledon, Ontario. His practice has primarily been in municipal law. He has held senior positions, including Town and City Solicitor, with various municipalities during his career and has been appointed as the Integrity Officer for a number of municipalities.

A joint RFP was again issued in 2017 for Integrity Commissioner Services by a number of the area municipal Clerks. Two submissions were received in response to the RFP. The proposals were at a much greater cost than the Agreement with Mr. Swayze [i.e. \$1,000 / month retainer]. Since the submissions were not acceptable, we discussed extending the agreement with Swayze.

Mr. Swayze has offered to extend his services for a further two years. He does not require a retainer fee for his services as an Integrity Commissioner. Fees do include \$280 per hour for services performed and, if required, mileage is charged at \$0.52 per kilometer. Process server and large printing jobs are billable at cost. While most investigations will be performed from Mr. Swayze's office, should a trip to Essex County be necessary, additional costs for airfare, a rental car and overnight accommodation, may be incurred, however Mr. Swayze does not charge for travel time.

Mr. Swayze provides value-added services, including a review of the Code of Conduct and training on the Code of Conduct for Council Members, etc. These services are charged on the same basis as a complaint investigation.

Purchasing Policy

Section 4.8 b) of the Purchasing Policy states:

- b) Where a contract does not contain an option for renewal, the Department Director may consider an extension for no more than the term of the original contract provided that all of the criteria as outlined in 4.8 a) apply. The extension in this case is to be approved by Council.

Section 4.8 states:

- a) Where a contract contains an option for renewal, the Department Director may exercise such option provided that all of the following apply:
- i. the supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract;
 - ii. The Department Director and the Purchasing Officer agree that the exercise of the option is in the best interest of the Town;
 - iii. funds are available in appropriate accounts within Town Council approved budget including authorized revisions to meet the proposed expenditure; and
 - iv. a valid business case has been completed.

Mr. Swayze's performance met the requirements of the prior Retainer Agreement. It is in the best interest of the Town to retain an Integrity Commissioner to investigate complaints under Code of Conduct. All municipalities will be required under the Municipal Act, 2001, effective March 1, 2019, to obtain Integrity Commissioner Services. Funds are available in the 2018 budget in the event an investigation is to be conducted.

Code of Conduct

The Code of Conduct is being reviewed as a result of changes to the Municipal Act, 2001, set out in Bill 68 Modernizing Ontario's Municipal Legislation Act, 2016 (Bill 68). Effective March 1, 2019, Codes of Conduct for members of council and local boards will no longer be discretionary.

Municipal governments must provide access to an Integrity Commissioner and ensure all of the functions of the Integrity Commissioner are being provided by an Integrity Commissioner. Flexibility is, however, given to municipalities to appoint or arrange for the functions to be provided by an Integrity Commissioner of another municipality.

The amendments in Bill 68 also expand the role of Integrity Commissioner to:

- Conduct inquiries upon complaint or on own initiative for Municipal Conflict of Interest Act (MCIA) matters and code of conduct matters;
- Provide advice in writing to members of councils and local boards respecting their obligations under the code of conduct; ethical behavior procedures, rules or policies; and the MCIA;
- Provide educational information in writing to the public, municipality and members of council and local boards about the code of conduct and MCIA.

New Integrity Commissioner powers allow any person to apply in writing to the Integrity Commissioner asking for an investigation concerning an alleged contravention of the MCIA. Any application must be within six (6) weeks that the Applicant became aware of alleged contravention. The Integrity Commissioner has 180 days to complete an inquiry and may apply to a judge under the MCIA if he /she considers appropriate for determination of a contravention. The Integrity Commissioner's cost is paid by the alleged Member, if the matter goes to a judge.

Consultations

Director Financial Services & Treasurer
Robert Swayze, Barrister & Solicitor
Association of Municipalities of Ontario

Financial Implications

The 2018 Budget contained a provision in the Clerks Department Professional Fee – Other for Integrity Commissioner fees in the event of an investigation.

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 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:

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

Agreement between Corporation of the Town of Tecumseh and
Robert J. Swayze, Barrister & Solicitor

AGREEMENT EXTENDING TERM OF THE INTEGRITY COMMISSIONER

DATED AS OF: August 13, 2018.

BETWEEN:

THE CORPORATION OF THE TOWN OF TECUMSEH

(hereinafter referred to as the "Municipality")

-and-

ROBERT J. SWAYZE, BARRISTER & SOLICITOR

(hereinafter referred to as the "Integrity Commissioner")

WHEREAS the Integrity Commissioner was retained by an Agreement dated November 24, 2015, (the "Agreement") for a term expiring on November 23, 2016,

AND WHEREAS the parties hereto have agreed to further extend the term of the Agreement to expire on December 31, 2019.

NOW THEREFORE the parties agree as follows:

1. The parties hereto agree that the term of the Agreement is hereby extended to December 31, 2019 when it will expire unless extended further by agreement of all the parties.
2. This Agreement shall enure to the benefit of and bind the parties and their respective heirs, successors and permitted assigns. This Agreement is not assignable by the Integrity Commissioner.

IN WITNESS HEREOF both of the parties hereto have executed this agreement as of the the 13th day of August, 2018.

SIGNED, SEALED & DELIVERED

THE CORPORATION OF THE TOWN OF TECUMSEH

DATED:

Per: _____
Mayor

Per: _____
Clerk

DATED: August 13, 2018

WITNESS

Robert J. Swayze, Barrister & Solicitor



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Christina Hebert, Manager Committee & Community Services

Date to Council: September 11, 2018

Report Number: CS-2018-34

Subject: 2018 – 2019 Snow and Leaf Angels Program

Recommendations

It is recommended:

That the Snow & Leaf Angels Program (Program) **continue** for the 2018-2019 Fall/Winter season;

And that Administration work with area service groups, schools, volunteer organizations and the Youth Advisory Committee (YAC) to recruit volunteers (Snow & Leaf Angels);

And further that Volunteer incentives **be funded** from Administration (the expense of promotional items);

And furthermore that a notice for the Program **be posted** on the Town's website, Tecumseh App and Social Media pages [Facebook and Twitter], advertised in the local media and displayed on the Town's LED signs.

Background

In accordance with the Town's By-law No. 2003-100 (Snow Removal By-law), property owners or occupants of the Town of Tecumseh (Town) are responsible for clearing snow and ice from sidewalks adjacent to their property throughout certain areas of the Town. Residential (single and multiple family buildings) occupants or owners are required to do so within twelve (12) hours of snowfall, while occupants or owners of commercial property must do so within four (4) hours following the snow fall or formation of ice upon the said sidewalks during daylight hours; or four (4) hours following sunrise in the case of snow falling or ice forming overnight.

The Town has approximately 90 km of pathways and sidewalks, 35 km of which are cleared by the Public Works & Environmental Services Department, with some assistance by the Parks & Recreation Department. Snow and ice removal for the remaining 55 km of sidewalk space is therefore the responsibility of the abutting property owners or occupants, as set out in the Snow Removal By-law.

Snow on sidewalks is a potential hazard to those with limited mobility. It also makes it difficult, if not impossible, for those delivering services to the community to do their job, such as people who deliver mail, read water/gas meters, provide delivery services, EMS, OPP and Fire. Some residents, such as seniors and persons with disabilities, may find it difficult or be unable to clear their sidewalks of snow and ice.

Endeavouring to provide innovative ways to offer assistance to seniors and persons who may have a physical disability, and to ensure a safer and more accessible community environment, a pilot *Snow Angels Volunteer Snow Removal Program* was recommended to Council at the Regular Meeting of Council on November 25, 2014.

The 2014-2015 Program was implemented to offer assistance to senior residents and persons with physical disabilities in clearing the snow from the municipal sidewalk fronting their residence, and thus minimizing the likelihood of fining them for failure to comply with the Snow Removal By-law.

During the 2015-2016 season, the Program was expanded to include “Leaf Angels”. The goal of adding Leaf Angels was to assist Town residents who are 65 or older or who have a physical disability with the removal of leaves from the municipal sidewalk fronting their residence.

Since inception in 2014, the Program has continued to expand in the number of residents desirous of the service and volunteers wanting to give back to the community. The increased use of social media and the assistance of local volunteer organizations, service groups, the Senior Advisory Committee (SAC) and YAC has aided in increased awareness of the Program.

A summary of the Program growth is depicted below:

	2014-15	2015-16	2016-17	2017-18
Residents	6	5	15	17
Volunteers	1	5	8	8
Total	7	10	23	25

Over the years, the Program has been very well received by those who participated and the 2018-2019 Program is anticipated to once again be successful.

Comments

As the primary purpose of the Program is to aid residents in being compliant with the Snow Removal By-law, it is recommended that the Town continue the Program for the 2018-2019 Fall/Winter season.

By continuing with the Program, the Town will be offering an invaluable service to eligible members of the community and demonstrate initiative on the part of the Town to keep its highways (including sidewalks) in a good state of repair.

This year's Program will run from October 31, 2018 to March 31, 2019. Snow & Leaf Angel volunteers are responsible for:

- Obtaining a Police Clearance, including a search of the Vulnerable Sector;
- Raking and clearing leaves from the municipal sidewalk in front of the designated residence(s) they are assigned;
- Removing and clearing snow/ice from the municipal sidewalk in front of the designated residence(s) they are assigned;
- Providing their own equipment (e.g. rake, snow shovel, snow blower); and
- Arriving to clear snow/ice within twelve (12) hours after snowfall.

For the 2016-2017 season, the Town received a generous donation of twelve (12) snow shovels from Tecumseh Home Hardware for the volunteers' use. Approximately seven (7) of the snow shovels were utilized by volunteers during the past two (2) seasons and the remaining five (5) snow shovels will be offered to the 2018-2019 volunteers.

In keeping with previous years' requirements, both volunteers and residents will be required to complete an application for the 2018-2019 Program. Residents looking for assistance will be required to provide proof of meeting eligibility requirements (i.e. 65 years of age or older, or being a person with a disability). Anyone sixteen (16) years of age or older may volunteer, and any volunteers under the age of 16 will require parental consent.

Volunteers will be asked for preferred areas to service and if they are interested in being a Snow Angel, Leaf Angel or both.

To recruit volunteers and create Program awareness, a News Release will be issued and a notice for the Program will be posted on the Town's website, Tecumseh App and Social Media pages [Facebook and Twitter], advertised in the local media and displayed on the Town's LED signs. Administration will also use Local Government Week, October 14-20, 2018, as a channel for promoting student volunteer opportunities with the Town, such as the Program. Similar advertisements will be used to advertise how to apply for assistance.

Administration will continue to work with local volunteer organizations, service groups, and the YAC and SAC to seek their assistance in championing the Program and help encourage participation amongst the community.

Incentives for volunteers, such as Town toques, public skating passes and letters of appreciation from Town Council are being proposed to help with recruitment.

The Snow & Leaf Angels will also be recognized for their contributions to the community at the annual Volunteer Recognition event to be held during National Volunteer week in April 2019.

The recommendation to continue the Program for the 2018-2019 Fall/Winter season is to better ensure that Tecumseh residences are in compliance with the Snow Removal By-law and that we are making every effort to continue to ensure that Tecumseh is a safe and thriving community.

Consultations

Public Works & Environmental Services
Youth Advisory Committee
Senior Advisory Committee

Financial Implications

The cost of advertising and promoting the Program will be funded from the 2018 and 2019 Budgets.

Incentive costs for volunteers will be funded from the 2018 and 2019 Budgets for Promotional Items. No costs will be incurred for incentives such as public skating passes and letters of appreciation from Town Council.

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 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:

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

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
None	None



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: September 11, 2018

Report Number: FS-2018-12

Subject: Taxes Receivable – June 2018

Recommendations

It is recommended:

THAT Financial Services Report FS-2018-12 Taxes Receivable – June 2018 **be received** for information.

Background

A regular report is to be provided to Council regarding the status of tax arrears.

Tax billings and due dates:

- Interim tax notices are mailed in January for all ratepayers with due dates in February and April
- Final Residential notices are mailed in May with due dates of June and September
- Final Commercial/Industrial notices are mailed when capping calculations are completed with due dates of September and November

Procedures used for collecting tax arrears are as follows:

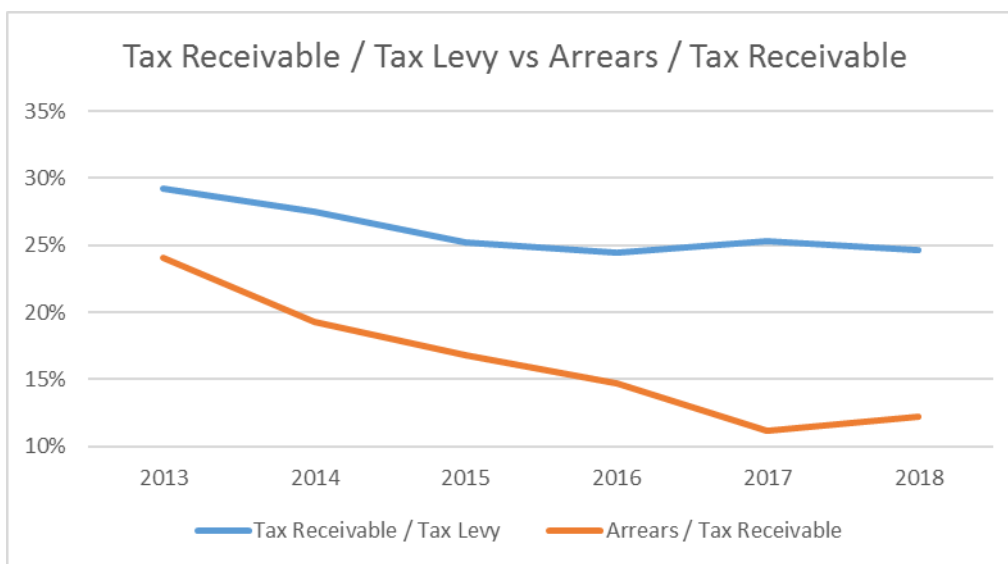
- Penalty and interest is charged on the first of the month for all accounts in arrears
- Arrears notices are sent out as reminders of past due taxes five times during the year (March, May, July, October and December)
- In the third year of arrears, letters are mailed asking ratepayers to make payment arrangements to avoid tax registration

- A final letter is sent in April informing the ratepayer that we will proceed with tax registration
- After all collection attempts on outstanding arrears have been exhausted, a tax arrears certificate is registered under the Municipal Act, Section 373 (1)
- The ratepayer has one full year after registration to redeem the property; Taxes, penalties and interest for all years including current year must be paid in full
- Should a ratepayer fail to redeem their property by the cancellation date, the property becomes eligible for tax sale

Comments

Total uncollected property taxes as a percentage of total tax levies is one of several measures used to evaluate the economic health of a municipality. An increasing percentage over time may indicate an overall decline in the municipality's economic health.

The chart below illustrates tax receivable as a percentage of tax levy and tax arrears as a percentage of tax receivable at the mid-point of the year.



Tax receivable as a percentage of tax levy peaked in 2013 and has descended to lower levels over the course of the last few years. Tax receivable includes amounts billed in the current year, some of which may not yet be due, so this figure generally appears quite high at the mid-point of the year as compared to end of year figures.

Tax arrears as a percentage of tax receivable is a gauge to measure the age of tax receivable, where a higher percentage indicates that there are older receivables and therefore potentially greater risks for collection. Tax arrears are defined as tax receivable owing from prior years, i.e. does not include current year receivables.

Both measures have improved significantly during the course of the last several years.

Tax receivable at June 2018 totals \$11.9 million of which \$1.5 million is due from prior years, compared to \$11.8 million and \$1.3 million respectively at June 2017. Prior year receivables have been trending downward at an accelerated pace due to the redemption of several large

accounts over the course of the past several years, thus increasing the spread between the two chart lines, i.e. reducing the age of tax receivables.

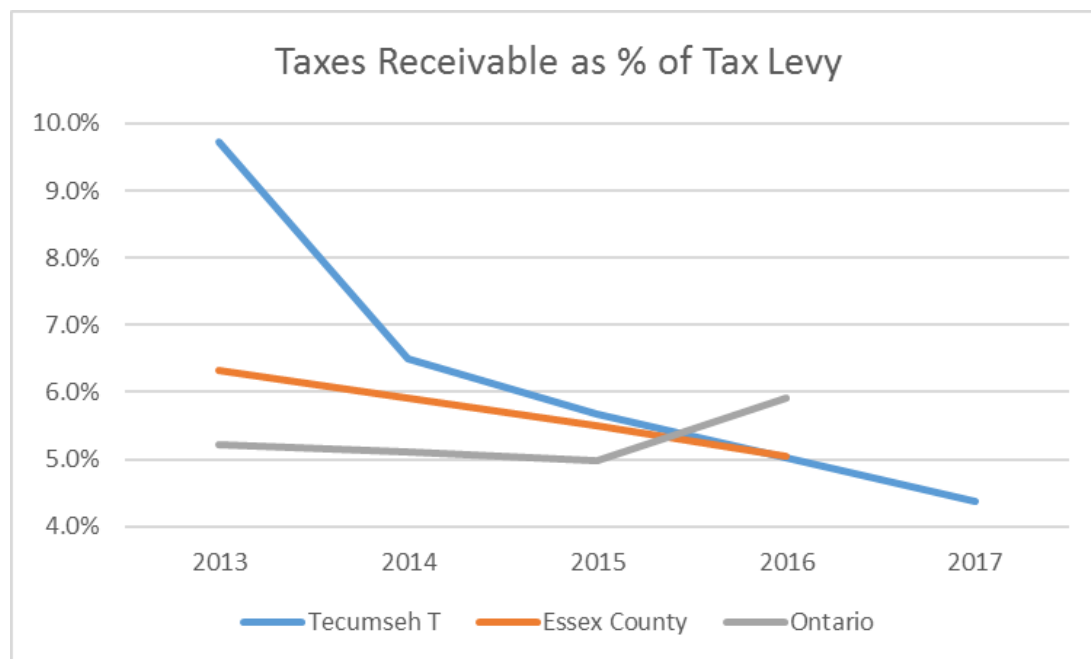
Tax arrears by property class are relatively proportionate to tax revenue generated by property class, i.e. the residential class accounts for 68% of total tax revenues and 74% of tax arrears. Commercial class properties account for 17% of total tax revenues and 13% of tax arrears and industrial properties account for 15% of tax revenues and 13% of arrears.

Tax arrears per residential property have increased from last year at \$5,231 in 2018 compared to \$4,334 in 2017.

Property Class	2018 Count	2018 Arrears	2017 Count	2017 Arrears
Commercial	17	\$194,917	18	\$163,547
Industrial	10	\$184,320	9	\$250,839
Residential	206	\$1,077,666	209	\$905,857
Total	234	\$1,456,903	236	\$1,320,243

Comparable data for other jurisdictions within Ontario based on Financial Information Returns (FIR) is currently available up to 2016. It should be noted that the comparable data is based on year-end figures, as opposed to mid-year figures, which eliminates the effect of taxes issued but not yet due and thus results in lower, more accurate percentages.

Tax receivable as a percentage of tax levy for years 2013 to 2016 for Tecumseh, Essex County (average of lower tier municipalities in Essex) and Ontario are illustrated in the following chart.



At 2016 year-end figures, the Town's Tax Receivable as a percentage of Tax Levy ratio of 5.0% was essentially equal to the 2016 Essex County average and lower than the Ontario average of 5.9%. Tecumseh's ratio has further reduced during 2017 to 4.4%.

The number of properties registered for tax arrears has fluctuated year-to-year during the 2013-2018 year-to-date period within the range of two to six properties. The number of registrations (tax arrears certificates) per year is down considerably compared to years past as many property owners have stayed the registration process by committing to payment plans designed to eliminate tax arrears. Default of a payment plan would result in tax registration.

Once a property is registered, failure to redeem the property by the tax arrears registration due date would put the Town in position for a Tax Sale. Historically, all property owners have been able to redeem their properties thus avoiding tax sale.

Currently, there is one property that is at risk of tax sale within the next six-month period. The redemption date for this particular property is late September 2018. Should the tax arrears not be redeemed by the redemption date, the property will become eligible for tax sale.

Consultations

None

Financial Implications

All costs incurred by the Town with respect to property registration and tax sale are recoverable except in the event a property is not sold at tax sale.

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 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

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: September 11, 2018

Report Number: FS-2018-14

Subject: Water Bulk Supply Rate Memorandum of Agreement

Recommendations

It is recommended:

That by-law No. 2018-52 be adopted **to authorize** the Mayor and Clerk to execute the Memorandum of Agreement dated August 14th, 2018 between the Town of Tecumseh, Windsor Utilities Commission and the City of Windsor.

Background

The Town of Tecumseh (the Town), the Windsor Utilities Commission (WUC) and the City of Windsor (Windsor) entered into a Water Servicing Agreement on November 10, 2004, and a subsequent Amending Agreement on January 16, 2006. The Agreement provides the Town with a secure source of drinking water up to a maximum daily demand of 87 MLD, for a period of fifty years.

The Agreement Schedule A (attached) sets out the 2004 Bulk Water Rate to be charged for all water supplied to the Town, and provides for annual adjustments in the Bulk Water Rate based on the Consumer Price Index (CPI). The initial rate to be charged per the agreement was \$0.266 per cubic meter. The CPI increased rate for January 1, 2016 is \$0.3301.

In addition, the agreement contemplates the Bulk Water Rate may be adjusted immediately following each 10 year anniversary of the “Effective Date” of the Agreement, to reflect a Regulatory Price Change (RPC) and/or a Non-Regulatory Improvements Price Change (NRIPC). Schedule A of the Agreement outlines the methodology for implementing any such changes and requires strict compliance with Schedule A of the Agreement. No other types of price changes are permitted.

An RPC "...means that portion of any increase in the price for water charged by the Commission to its customers, which increase is attributable to Regulatory Change". Regulatory Change "...means change, mandated by statutes or regulations enacted or promulgated by the Province of Ontario, enacted after the "Effective Date" of the Agreement, impacting the manner in which water is to be treated or supplied by the Commission."

According to the Agreement, "Non-Regulatory Improvements Price Change" means a price change caused by non-regulatory improvements made by the Commission to its water treatment facilities, which result in significant and measurable improvements in water quality.

On December 14, 2016, WUC issued a letter indicating its intention to revise the prices charged to the Town under the Agreement. This letter was followed by an email of January 23, 2017, attaching spreadsheets detailing a calculation proposing a rate change from \$0.3301 to \$0.7400. This calculation was based on estimated 2016 costs. The minutes of the Permanent Joint Staff Liaison Committee (PJSLC) meeting of January 18, 2017 were also attached. It is noted that the PJSLC is a committee called for under the terms of the Agreement that deals with rate increases among other items.

By letter of January 24, 2017, the Town, through its Director of Public Works and Environmental Services, Dan Piescic, outlined concerns of Tecumseh including: a) the fact that WUC is proposing a rate that is over double the then current rate, b) that the timelines for review of information are unrealistic, and c) highlighting the needs to follow Schedule A of the Water Agreement.

It is further noted that Schedule A, Part 2, (7) of the Agreement states that "a proposed price adjustment ... shall in the first instance be determined by unanimous consent of the PJSLC, and in the absence of unanimous consent, by the arbitral provisions contained in the agreement ..." At no time has the PJSLC made a determination by unanimous consent on the proposed price adjustment.

On February 2, 2017, WUC issued an email containing certain spreadsheets detailing their request for a revised rate of \$0.67. We understand that the change reflects finalized actual costs for up to 2016.

Negotiations and/or discussions continued into 2017 resulting in WUC providing, on a without prejudice basis, a further set of spreadsheets proposing a revised rate of \$0.4133 (the "WP Offer"). Changes included removing certain capital costs from consideration and a revised calculation of component costs.

On or about December 13, 2017, the Town provided a summary (letter attached) of their concerns regarding WUC's outstanding request for a rate change. In response, WUC instructed their solicitors to issue a letter dated December 20, 2017, requesting a mediation of the dispute.

Comments

The CAO and Director, Financial Services met with the CEO and CFO of WUC on July 26, 2018 in an effort to determine if there was an opportunity to reach an agreement prior to the

scheduled mediation session. While the discussions were cordial and informative, we were unable to reach an agreement based on the complexities of the issues.

WUC and the Town engaged in a mediation process on August 13-14, 2018. The Town was represented by the Town's Solicitor, the Directors of Financial Services & Treasurer and Public Works & Environmental Services and the Town's engineering consultant who has been involved with the Water & Wastewater Master Plan and was involved in the creation of the Agreement in 2004. WUC was represented by VP Finance & CFO Byron Thompson and VP Water Operations Gary Rossi and Thomas McRae of Shibley Righton. The mediator was The Honorable Warren K. Winkler, Q.C. (Mediator).

Both parties were given an opportunity to provide comments on their respective positions. Generally speaking there was little agreement on any of the issues. WUC felt the agreement was opaque and subject to interpretation whereas the Town felt the Agreement was pretty direct in its wording.

After reviewing briefs and hearing presentations from the parties, the Mediator opined that, in his estimation, this mediation process was not likely to reach a successful conclusion if the intention was to solve all issues on the table. The likely next step as contemplated in the agreement would be going through an arbitration process.

The Mediator had both sides consider the option of coming to agreement on a price increase over and above inflation, for the next ten years, in some reasonable manner not directly related to interpreting the Agreement and then developing "a negotiating process to resolve interpretation of the agreement as a basis for determining subsequent ten year adjustments" (Negotiating Process).

Town and WUC negotiators felt this was a reasonable compromise as long as clarity was reached on how adjustments were to be determined in the future. The Town evaluated the risk inherent in the arbitration process, i.e. an arbitrator's decision is binding and there is always a risk of unfair results based on an individual's interpretation of the words in the Agreement. The cost of arbitration is also significant in that large quantities of documentation are typically required. Finally, consideration was given to the wording in the document that we felt was appropriate based on the historical formulation of the agreement but that may not be as abundantly clear based on considering the words alone.

Negotiations were undertaken for a price change that was ultimately agreed to be \$0.03 higher than the CPI increased January 1, 2017 rate i.e. $\$0.3301 + \$0.0300 = \$0.3601$. Rates for the ensuing nine years would be increased by CPI only.

The Negotiating Process was then considered with the group agreeing to the following:

- Enter into a negotiating process with a view to clarifying, by amendment or otherwise, the provisions in the Agreement relating to Water Consumption Bulk Supply Rates and Summer Levy Bulk Supply Rates.
- The negotiating process shall begin no later than October 1, 2018 and shall conclude on or before October 1, 2019.
- The parties shall thereafter engage in good faith negotiation with a view to narrowing the issues. This should occur, unless otherwise extended, on or before November 30, 2018.

- Thereafter the parties shall engage in a mediation/arbitration process before the Honourable Warren K. Winkler, Q.C. in a form provided by the Honourable Warren K. Winkler, Q.C. in consultation with the parties.

A Memorandum of Agreement (attached) was formulated and it was agreed that the negotiating parties would recommend the Agreement be ratified by Town Council and WUC Commission.

Consultations

Public Works & Environmental Services
Town Solicitor

Financial Implications

The one time January 1, 2017 adjustment of \$.0300 is a 9.1% increase in the rate charged. Without the adjustment, the inflationary increase would have been \$.0059 or 1.8%. The net increase over and above CPI is \$0.0241 or an increase of 7.3%. The Summer Levy rate adds approximately 10% to the cost of purchased water resulting in a 8.0% ($7.3\% \times 1.10$) overall increase in the water costs paid to WUC. Based on an annual cost of \$1.3 million, the expected increase in annual cost is \$104,000 ($\$1,300,000 \times 8.0\%$) higher than anticipated in the rate study.

Overall impact to the average residential consumer water bill is \$11.52 per year or a 4.1% increase. The impact to our large consumer would also be 4.1% which amounts to approximately \$13,000 per year.

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 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:

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

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
1	Schedule "A" Rates for Water Supply to Tecumseh
2	December 13, 2017 Letter to WUC re concerns
3	Memorandum of Agreement

SCHEDULE "A"

PART I: RATES FOR WATER SUPPLY TO TECUMSEH

1. Bulk Supply Rates are established as at February 5, 2004:

- | | | |
|----|-------------------|-------------------------|
| a) | Water Consumption | \$0.266 per cubic meter |
| b) | Summer Levy | \$0.160 per cubic meter |

2. Retail Supply Rates are established as per the March 5, 1990 agreement. The rate to be charged to the retail water customers in Tecumseh (former Township of Sandwich South) shall be in accordance with the Prior Agreement until such time as bulk supply is commenced to these remaining customers, after which rates will be charged in accordance with this Schedule A subject to the adjustment set out in it.

3. Bulk Rates will be adjusted on January 1 of each year of this Agreement, commencing January 1, 2005, based on the "C.P.I".

PART II: TEN YEAR ADJUSTMENT

1. In addition to price adjustments referable to C.P.I., as prescribed by Part I to this Schedule, the Commission may as hereinafter set out increase prices at the completion of each 10 year period of this Agreement.
2. The Commission may at any time during the twelve month period immediately following the 10th anniversary of the Effective Date, adjust the Bulk Supply Rate to reflect a Regulatory Price Change or Changes made by the Commission to its customers (other than Tecumseh) during the immediately preceding ten year period.
3. The Commission may similarly at any time during the twelve month period immediately following the 20th anniversary of the Effective Date, and at any time during the twelve month period immediately following each 10th year anniversary of the Effective Date thereafter; adjust the Bulk Supply Rate to reflect Regulatory Price Change or Changes made by the Commission to its customers (other than Tecumseh) during the immediately preceding ten year period
4. The Commission may also at any time during the 12 month period immediately following the 10th anniversary of the Effective Date, adjust the Bulk Supply Rate to reflect Non-Regulatory Improvements Price Change or Changes made by the Commission to its customers (other than Tecumseh) during the immediately preceding ten year period.

5. The Commission may similarly at any time during the 12 month period immediately following the 20th anniversary of the Effective Date, and at any time during the 12 month period immediately following each 10th year anniversary of the Effective Date thereafter, adjust the Bulk Supply Rate to reflect Non-Regulatory Improvements Price Change or Changes made by the Commission to its customers (other than Tecumseh) during the immediately preceding ten year period.
6. Notwithstanding the foregoing:
 - a) adjustments to the Bulk Supply Rate to reflect Regulatory Price Changes and Non-Regulatory Improvements Price Changes may be imposed only to the extent that the cumulative amount of all Regulatory Price Changes and Non-Regulatory Improvements Price Changes during the particular 10 year period exceed the C.P.I. for such period; and
 - b) neither a Regulatory Price Change nor a Non-Regulatory Improvements Price Change may be imposed by the Commission unless and until such Change is applied fairly, evenly and equitably among all customers of the Commission.
7. The issues or questions of whether a proposed price adjustment is the result of a Regulatory Price Change, or a Non-Regulatory Improvements Price Change, or whether a proposed price adjustment is applied fairly, evenly and equitably among all customers of the Commission, shall in the first instance be determined by unanimous consent of the PJS LC, and in the absence of unanimous consent, by the arbitral provisions contained in the Agreement to which this Appendix is attached.

PART III: NO OTHER PRICE INCREASES

1. Other than as set out in this Schedule, the Commission may not at any time increase the Bulk Supply Rates for water supplied to the Town of Tecumseh.



The Corporation of the Town of Tecumseh

December 13, 2017

Windsor Utilities Commission

4545 Rhodes Drive, P.O. Box
Windsor, Ontario N9A 5T7

Attention: Gary Rossi, P.Eng, Vice President

Dear Sir:

RE: Request for Price Change to Bulk Supply Rates for Water

Further to our last correspondence on the above matter, I am writing to provide a response to your last request for a price change to the Bulk Supply Rates for water supplied by WUC to the Town of Tecumseh.

As you are aware, the Bulk Supply Rates charged to Tecumseh are governed by the Agreement entered into by Windsor Utilities Commission, the Corporation of the Town of Tecumseh and the Corporation of the City of Windsor made November 10, 2004. A flow chart is attached outlining the Town's summary of the steps to be taken by the Commission when substantiating the appropriateness of a rate change.

By way of background, the issue is of a sensitive nature to the Town given that the Town relied on the price guarantees contained in the Agreement when opting not to pursue its own treatment facilities and when conducting its rate studies. Further, it needs to be recognized that this Agreement was negotiated at the same time as a Wastewater Agreement wherein the Town committed to significant capital investment to obtain treatment capacity from the City of Windsor. As such, any changes should only be imposed in strict compliance with the terms of the Agreement.

The Town wishes to summarize its concerns with regards to the above request as follows:

1. The Agreement (Schedule A) allows for the following price changes:
 - a. CPI Changes;
 - b. Regulatory Price Changes (RPC)
 - c. Non-Regulatory Improvement Price Changes (NRIPC)

Part III, Schedule A of the Agreement clearly provides that other than those types of changes provided for in the Schedule, the Bulk Supply Rates may not be increased.

2. A number of items included in your cost request are based on providing transmission mains. It is noted that under section 3 c) of the Agreement you are obliged to provide for these transmission mains. The volume is guaranteed under the section 2 a) of the Agreement at a "Maximum Daily Flow" of 87 MLD. We have not requested any increase in the Maximum Daily Flow. Accordingly, the Town maintains that any expense incurred related to quantity of water being supplied to the Town is not eligible for either an RPC or an NRIPC.
3. While WUC has provided certain details on its alleged RPC cost increases, there is insufficient detail and in some cases a complete lack of explanation on:
 - a. How the expense is attributable to a Provincial "**regulatory change**" impacting the manner in which water is to be "**treated**" or "**supplied**"?
 - b. How did this expense get passed on to its customers?

4. While WUC has provided certain details on its alleged NRIPC cost increases, there is insufficient detail and in some cases a complete lack of explanation on:
 - a. How the expense funded an **"improvement"** to the water treatment facilities. In other words, what part of WUC's water treatment facilities were made better by the expense - as opposed to maintaining and repairing the status quo.
 - b. How the **"improvement"** improved in a **"significant and measurable"** way the **"water quality"**
 - c. How did this expense get passed on to its customers over the last 10 years?
5. In calculating the adjustment, WUC did not appropriately set off the total of the historic CPI increases against their proposed rate increase as required under s.6(a), Part II, Schedule A of the Agreement.
6. Some of the costs included in the draft calculations from the Spring of 2017 are amortized over a 1-year period whereas the life expectancy of the asset to which the cost relates is more reasonably estimated at 10 to 20 or more years for treatment facilities. Distribution components would average in excess of a 50 year amortization. This method of amortization is unfair and is not how WUC has passed on the cost to its other customers. Accordingly, WUC has not applied these costs "fairly, evenly and equitably among all its customers" as required by s.6(a), Part II, Schedule A of the Agreement.
7. WUC has failed to recognize that the new reservoir being constructed in George Park adjacent to the A.H. Weeks Water Treatment Plant and upgrading of the A.J. Brian Pump Station in the City of Windsor were alternatives to honouring their original obligations to construct the Banwell Reservoir and Pump Station near the Town boundary at County Road 22, as called for in the Agreement. As such, there are no grounds for adding these costs into the rate paid by Tecumseh.
8. Much of the supply system referenced in the tables of improvements supplied by WUC are not relevant to improving the quality of water supplied to Tecumseh but are more likely characterized as enhancements to accommodate future development lands within the current boundaries of the City of Windsor, south of or otherwise adjacent to the airport.

At this juncture, there remains disagreement between WUC and the Town as to whether or not an increase to the Bulk Supply Rate is warranted and if warranted, the appropriate amount of the increase.

Section 7 of Part II of the Agreement contemplates that if the PJSLC (the Joint Committee which has not met in some time) cannot unanimously agree on these issues, they should be referred to arbitration as set out in section 10 of the Agreement. We would appreciate WUC confirming if they wish to:

- A) delay further discussion of the matters to allow WUC to conduct a proper review and recalculation of its claim for an adjustment;
- B) convene a meeting of the PJSLC;
- C) refer the matters to arbitration given the unlikelihood that the PJSLC would reach a unanimous consent on these matters;
- D) abandon the claim for adjustment.

We would appreciate hearing back from you within 45 days of the date of this letter.

Yours Truly,

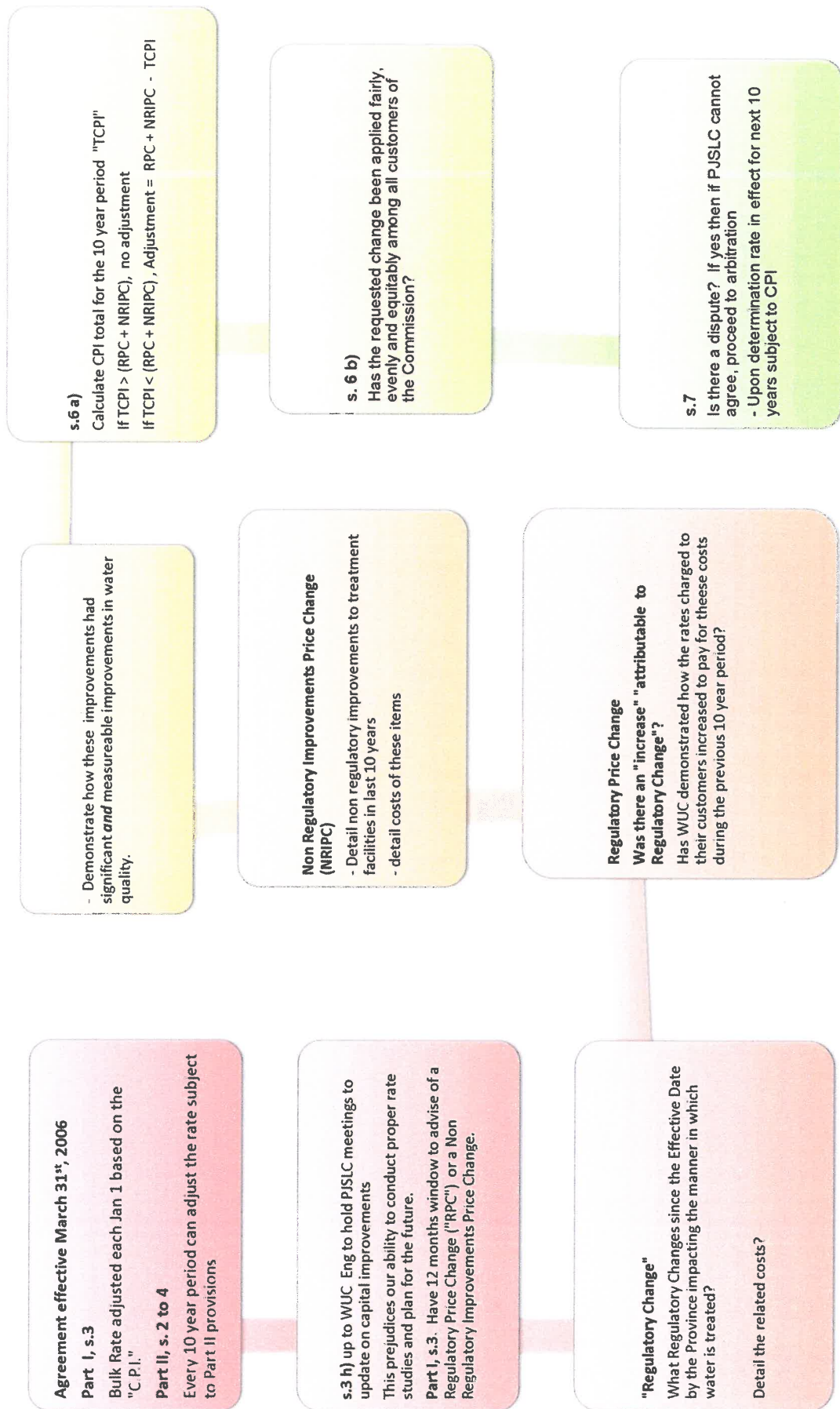


Luc Gagnon, CPA, CA, BMath
Director Financial Services & Treasurer

Attach: - as referenced

cc: Tony Haddad, Chief Administrative Officer
Dan Piescic, Director Public Works & Environmental Services
Mark Winterton, Windsor City Engineer

Flow Chart for Calculating Rate Changes under Tecumseh, WUC, C.O.W. Agreement



Memorandum of Agreement made this 14th day of August 2018

AMONG:

THE WINDSOR UTILITIES COMMISSION

“The Commission”

-and-

THE CORPORATION OF THE TOWN OF TECUMSEH

“Tecumseh”

-and-

THE CORPORATION OF THE CITY OF WINDSOR

“Windsor”

WHEREAS the parties are party to the Water Agreement entered into November 10, 2004, as amended January 16, 2006 (herein collectively, the “Agreement”);

AND WHEREAS the Commission and Tecumseh have agreed to be bound by the agreement to mediate before the Honourable Warren K. Winkler, Q.C. dated August 13, 2018 and Windsor agreed to be bound by the agreement reached by the Commission and Tecumseh;

AND WHEREAS pursuant to the mediation agreement the parties have engaged in mediation process on August 13th and 14th, 2018 at the conclusion of which tentative settlement of certain issues, subject to ratification in accordance with the provisions of this agreement, were entered into;

THE PARTIES HEREBY AGREE AS FOLLOWS:

1. The Commission and Tecumseh will enter into a negotiating process with a view to clarifying, by amendment or otherwise, the provisions in the Agreement relating to Water Consumption Bulk Supply Rates and Summer Levy Bulk Supply Rates (herein collectively “Bulk Supply Rates”) for water supplied to Tecumseh, and any incidental provisions thereto.
2. The negotiating process shall begin not later than October 1, 2018 and shall conclude, unless agreed otherwise, on or before October 1, 2019. The Commission and Tecumseh shall prepare a list of issues and exchange them with each other with a view to settling upon a common list of issues relating to the proposed clarifications to the Agreement.
3. The parties shall thereafter engage in good faith negotiation with a view to narrowing the issues. This should occur, unless otherwise extended, on or before November 30, 2018.
4. Thereafter the parties shall engage in a mediation/arbitration process before the Honourable Warren K. Winkler, Q.C. at a time to be mutually agreed between the parties, hopefully, during the months of April and May 2019. The mediation/arbitration agreement will be in a form provided by the Honourable Warren K. Winkler, Q.C. in consultation with the parties.
5. The Bulk Supply Rates for the Agreement for the years 2017 – 2026 inclusive shall be in accordance with the attached Schedule “A”.
6. This agreement is subject to ratification by the Commission and the Council of Tecumseh and upon such ratification shall become a valid and binding agreement between the parties, which the negotiating committees agree to recommend.

7. Windsor hereby acknowledges its prior agreement to be bound by the outcome of the mediation process undertaken by parties.

Schedule "A"

- 2017: Water Consumption Rate: \$0.3601 per cubic meter
Summer Levy Rate: \$0.2136 per cubic meter
- 2018: Water Consumption Rate: \$0.3669 per cubic meter
Summer Levy Rate: \$0.2176 per cubic meter
- 2019: Water Consumption Rate: 2018 Water Consumption Rate + CPI
Summer Levy Rate: 2018 Summer Levy Rate + CPI
- 2020: Water Consumption Rate: 2019 Water Consumption Rate + CPI
Summer Levy Rate: 2019 Summer Levy Rate + CPI
- 2021: Water Consumption Rate: 2020 Water Consumption Rate + CPI
Summer Levy Rate: 2020 Summer Levy Rate + CPI
- 2022: Water Consumption Rate: 2021 Water Consumption Rate + CPI
Summer Levy Rate: 2021 Summer Levy Rate + CPI
- 2023: Water Consumption Rate: 2022 Water Consumption Rate + CPI
Summer Levy Rate: 2022 Summer Levy Rate + CPI
- 2024: Water Consumption Rate: 2023 Water Consumption Rate + CPI
Summer Levy Rate: 2023 Summer Levy Rate + CPI
- 2025: Water Consumption Rate: 2024 Water Consumption Rate + CPI
Summer Levy Rate: 2024 Summer Levy Rate + CPI
- 2026: Water Consumption Rate: 2025 Water Consumption Rate + CPI
Summer Levy Rate: 2025 Summer Levy Rate + CPI



The Corporation of the Town of Tecumseh

Planning & Building Services

To: Mayor and Members of Council

From: Chad Jeffery, Manager Planning Services

Date to Council: September 11, 2018

Report Number: PBS-2018-28

Subject: Tecumseh Transit Service (TTS)
January to June 2018 Status Report
OUR FILE: T03 TTS

Recommendations

It is recommended:

That the ridership and revenue analysis presented in PBS-2018-29, **be received.**

Background

The purpose of this Planning Report is to provide Council with an overview of the Tecumseh Transit Service (TTS) for the first six months (January to June) of the 2018 calendar year.

The TTS is now mid-way into its ninth year of operation since it was introduced to the northerly urban area of the Town in December of 2009. In its current form, which has been in effect since May of 2018, the TTS operates on a circuitous route with a one-hour headway covering approximately 30 kilometres and 43 stops. A slightly revised route and schedule were introduced after an extensive public consultation process that occurred in early 2018. The Town manages the service but contracts out the operation and maintenance of the two Town-owned buses to First Student Canada (FSC). These 24-passenger, cutaway style buses (one of which is a kneeling-bus) were purchased over the past seven years and are both fully accessible.

As has been identified in previous reports, the TTS route is accessible to approximately 65 percent of the population of Tecumseh. Accessibility is based on being within a 400-metre walking distance to a bus stop. Within the northerly settlement area (former Tecumseh, former St. Clair Beach and the northern portion of the Tecumseh Hamlet), 72 percent of the

population have reasonable access to the service. When only the urban area north of County Road 22 is considered, the route is accessible to nearly 90 percent of the population.

Since its inception, the TTS has served over 209,000 riders and has undergone some significant changes in an effort to improve the service.

Comments

January to June 2018 Ridership and Revenue Analysis

i) Ridership Statistics

Monthly ridership averages for the first six months of 2018 ranged from 77-97riders per day, with the average daily ridership a peak of 97 passengers per day occurring in the month of June (see Figure 1 below). These figures represent similar ridership levels compared with the same period for 2017.

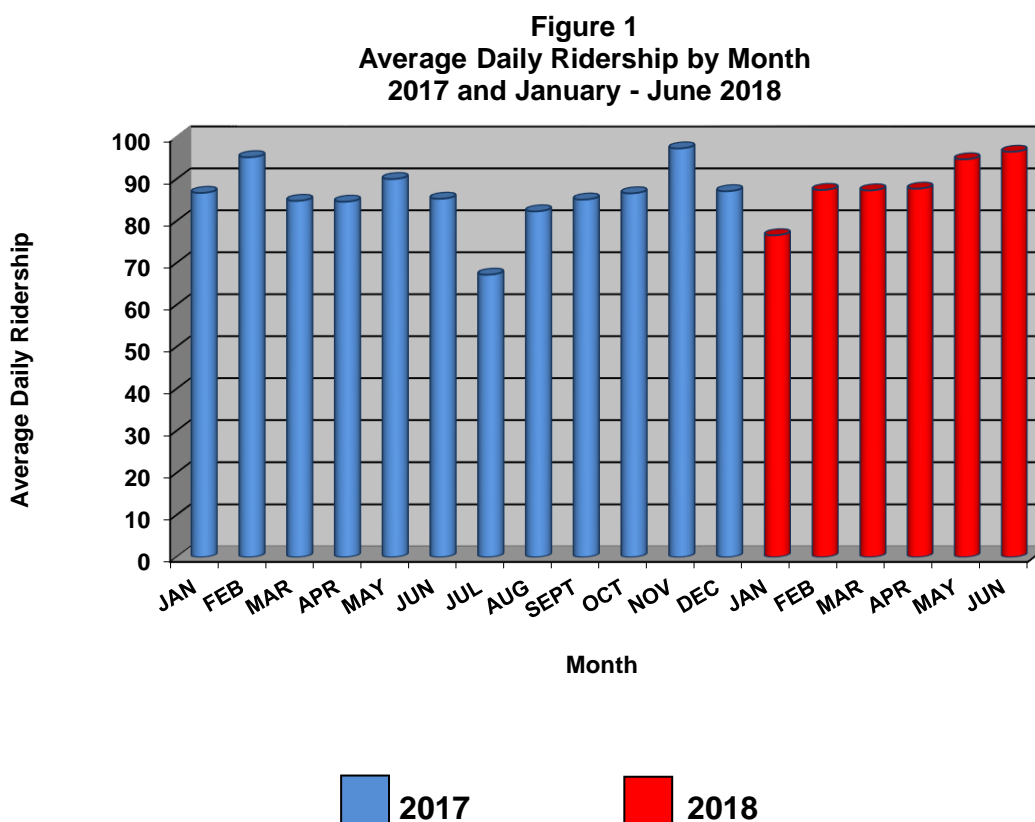
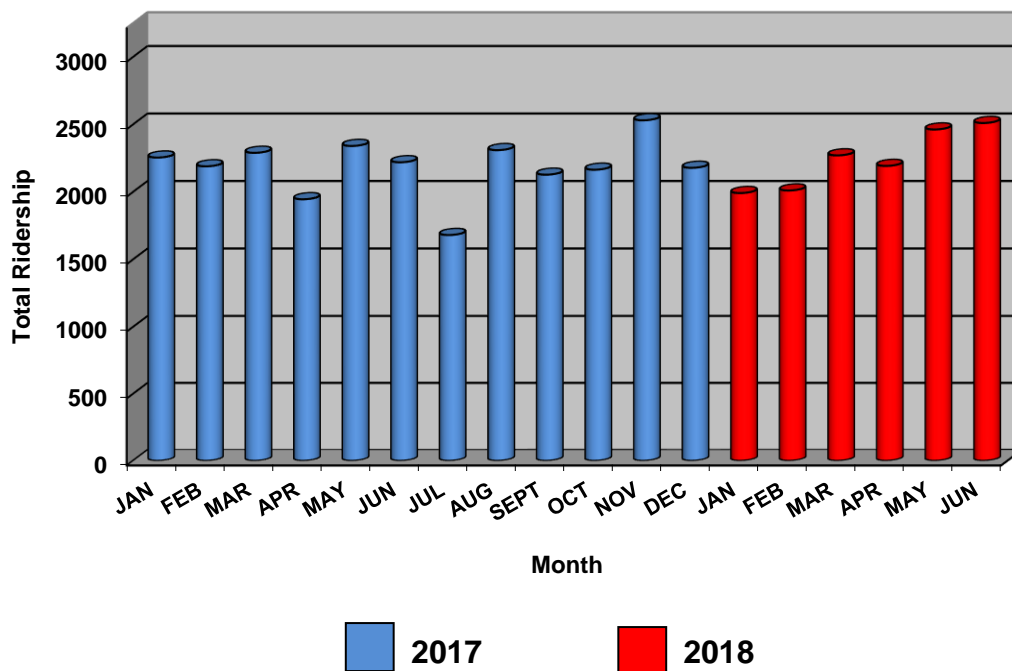


Figure 2 below illustrates ridership levels in the form of total monthly ridership from January 2017 to the end of June 2018. For comparison purposes, the 2017 total monthly ridership high of 2,531 occurred in November. The current 2018 monthly high was reached in June when a total of 2,511 passengers boarded the TTS. Overall, total ridership was up approximately 1.5% (or 199 riders) from January-June 2018 when compared against the same time period in 2017.

Figure 2
Total Monthly Ridership
2016 and January - June 2017



Figures 3A and 3B below illustrate ridership levels by bus stop for the first six months of 2017. Figure 3A provides ridership levels for the transit route/bus stops which were in effect until May 7, 2018. Figure 3B represents the new route/bus stops that have been in effect since May 7, 2018. It should be noted that the bus stop numbers in these two figures do not relate to each other, as the bus stop orders were revised through the transit modifications that occurred.

Similar to previous years' statistics, the bus stop at Tecumseh Mall continues to be the most popular stop/destination with 6,649 passengers boarding the TTS bus at this location. This amount accounted for 49% of all passengers for the first six months of 2018.

The next most popular stops for this period were the bus stops immediately preceding the Tecumseh Mall stop at Southfield Drive, the Zehrs commercial plaza, the Sobey's Plaza, the Tecumseh Road stop next to the Tecumseh Medical Centre and the bus stop located at the municipal parking lot on Tecumseh Road with each generating between four and nine percent of all passengers.

Figure 3A
Total Ridership by Bus Stop
January to May 7, 2018

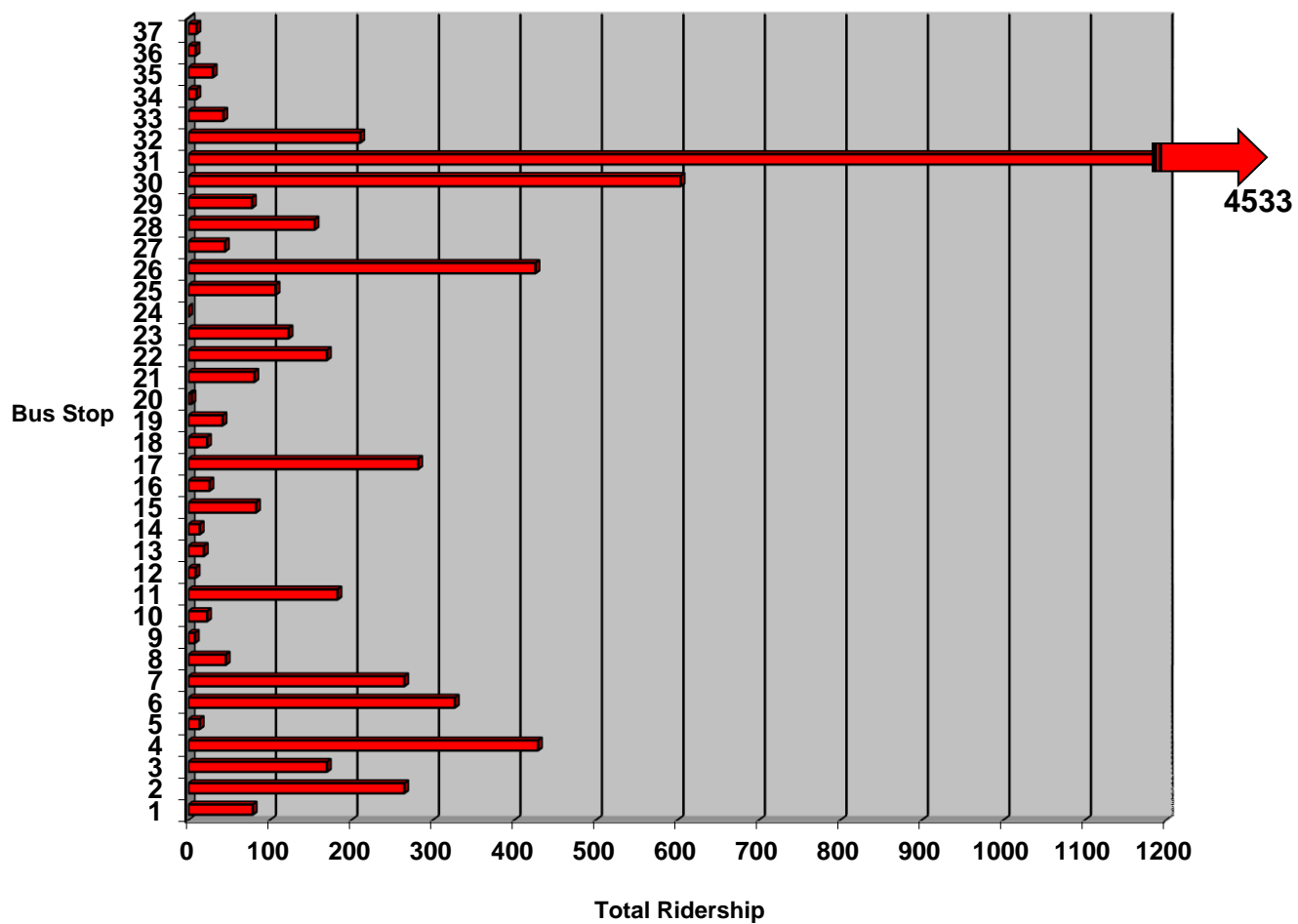
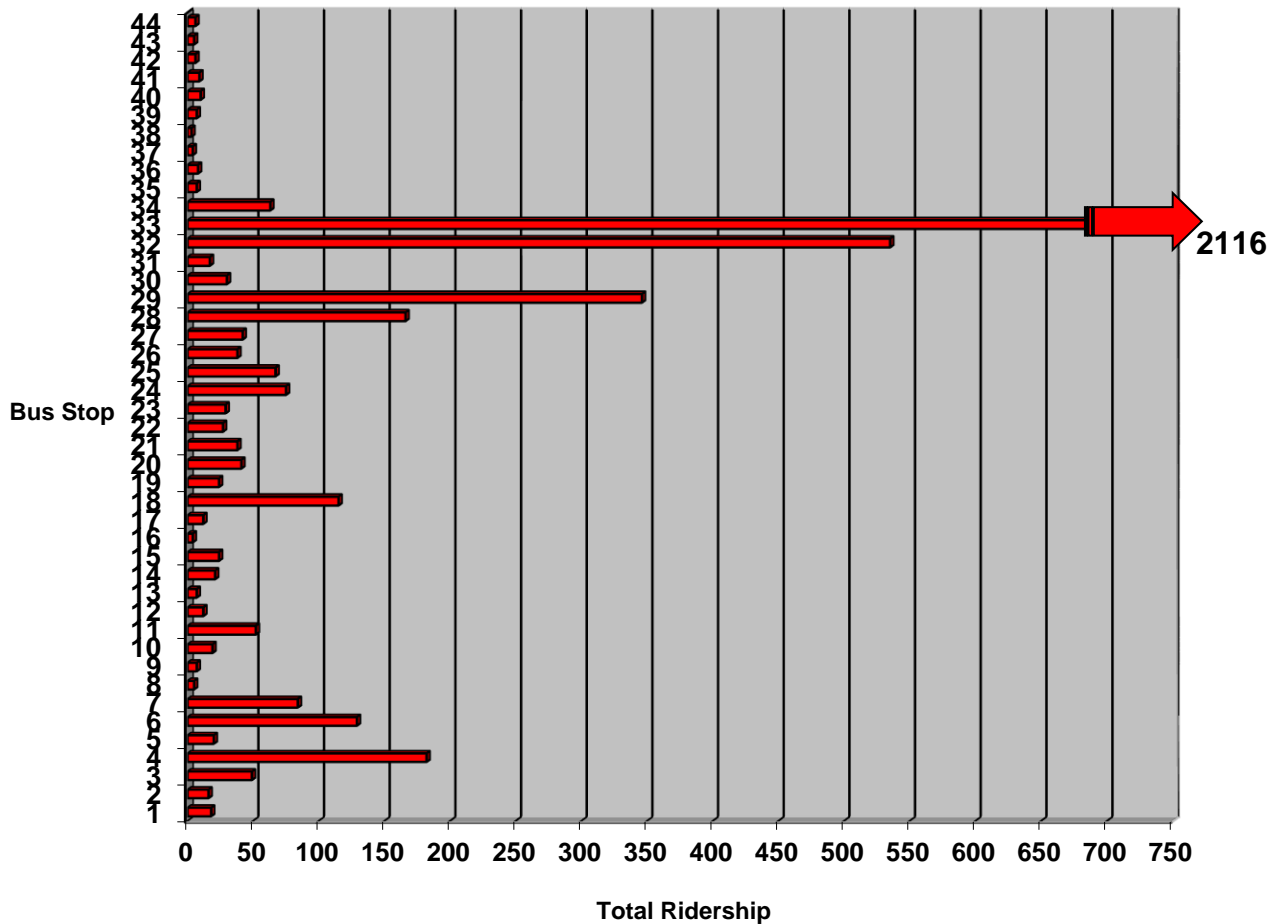


Figure 3B
Total Ridership by Bus Stop
May 7, 2018 to June 30, 2018



As illustrated in Figure 4 below, during the first six months of 2018 people used the TTS primarily in the morning between the hours of 7:00 a.m. and 8:00 a.m. (accounting for 10.4% of the total) and in the late afternoon between the hours of 4:00 p.m. to 5:00 p.m. (accounting for 13.2% of the total). Ridership was distributed relatively evenly among the other hours of operation.

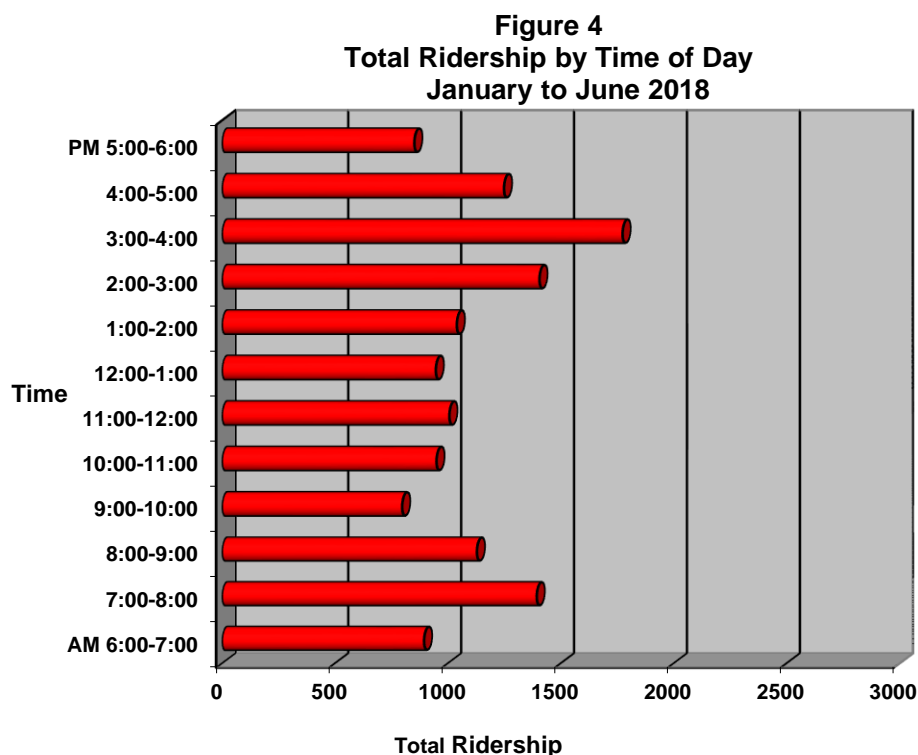
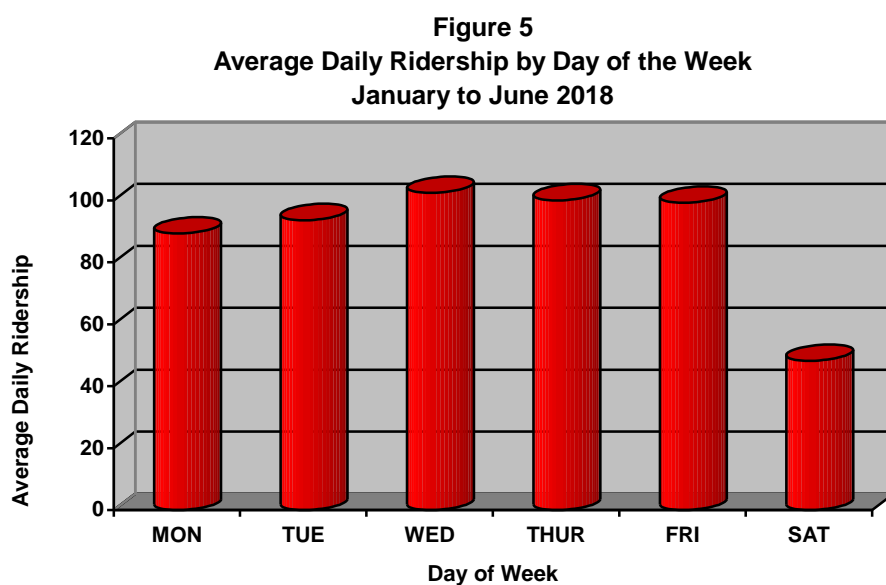


Figure 5 below illustrates that, with the exception of Saturday, there does not seem to be any significant differentiation amongst the days of the week on which people are using the transit system. Lower ridership on Saturdays is attributed to fewer students using the service on this day and to fewer places of employment being open.



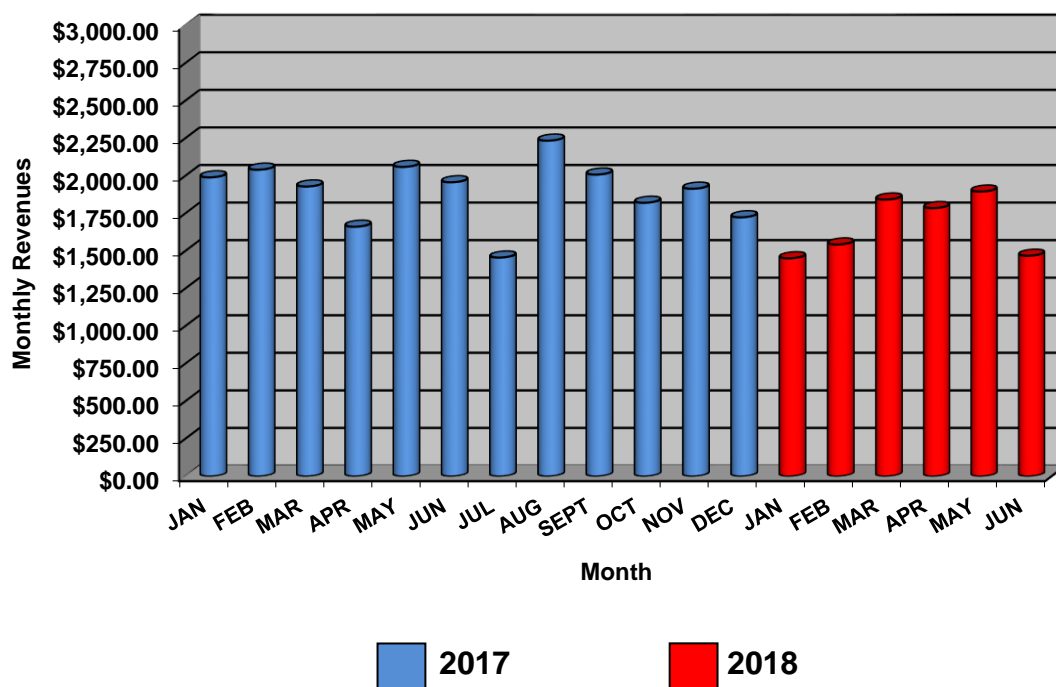
ii) Ridership Revenue

Figure 6 depicts a comparison of monthly total fare box revenues generated by the TTS from January 2017 to the end of June 2018. In 2017, the highest total monthly revenue was \$2,234, which occurred in August. It should be noted that the total for this month included an estimated \$321 generated from the Corn Festival Shuttle Service. For the first six-month period of 2018, the highest monthly revenue occurred in May, with a total of \$1,895.

Total annual fare box revenues for the first six months of 2018 were \$9,986 (compared to \$11,637 for the first six months of 2017). An additional \$1,795 was also generated through the sale of 30 bus passes from January to June 2017 (compared to \$1,465 generated through the sale of 21 bus passes during the same period of 2017) bringing the total revenues for the year to \$11,781 (compared to \$13,102 in same period of 2017).

Of the 30 bus passes that were issued, 12 were adult, 10 were student and the remaining eight were senior passes. Riders with bus passes are primarily Tecumseh residents and students that use the TTS on a daily basis and, in some instances, multiple times per day.

Figure 6
Total Monthly Fare Box Revenues
2017 and January - June 2018



Two general boarding options exist for passengers using the bus: cash fare and non-cash fare payment. Non-cash fare includes the following categories:

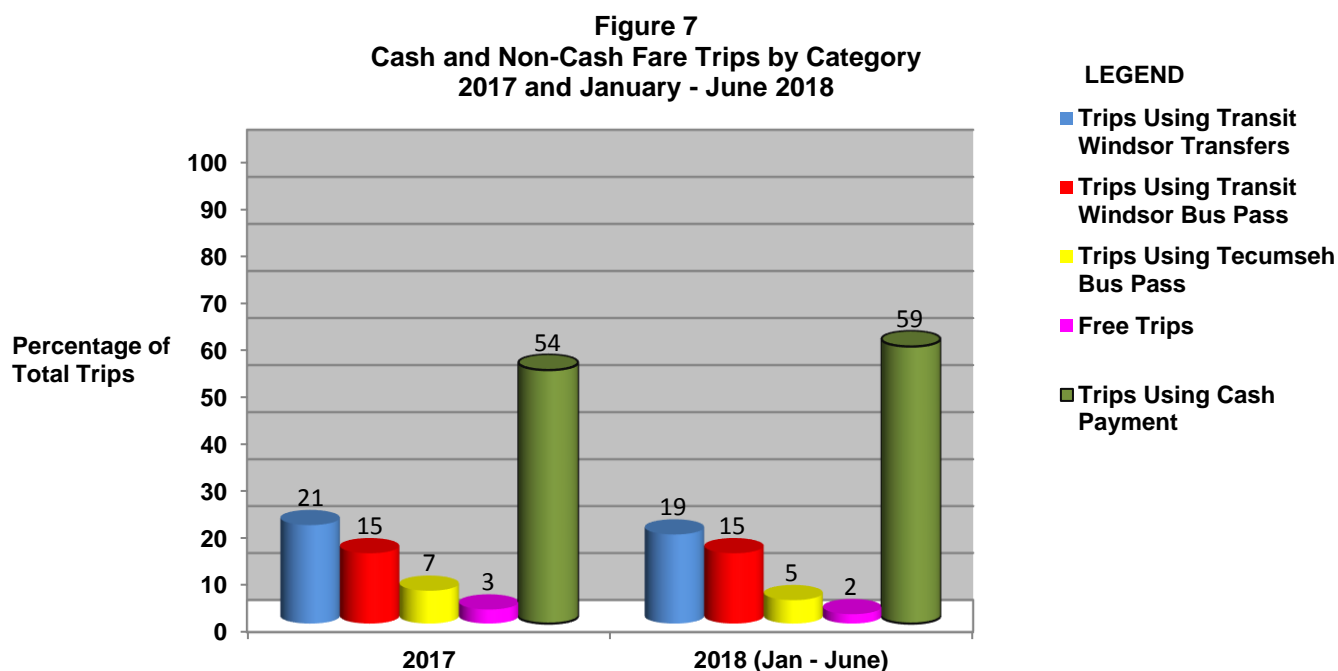
- Transit Windsor transfer;
- Transit Windsor bus pass;

- Tecumseh Transit bus pass; or
- free riders (i.e. child under the age of five, blind persons, veterans and persons assisting a person with a disability)

Figure 7 below identifies the distribution of passengers based on category of fare payment.

As expected, the predominant methods of boarding at Tecumseh Mall were by the use of Transit Windsor transfers and Transit Windsor bus passes. For the first six months of 2018, Transit Windsor transfers accounted for 47% of all non-cash fare trips and 19% of total trips. These trips are primarily Tecumseh residents who pay an outbound fare (to get to Tecumseh Mall), continue into Windsor by using the Transit Windsor system, then return to Tecumseh by using the aforementioned transfer stub.

Trips using a Transit Windsor bus pass, which accounted for 36% of all non-cash fare trips and 15% of total trips, are those who board the bus at Tecumseh Mall from the Transit Windsor system and take the bus into Tecumseh. These riders then pay the required fare when returning to Tecumseh Mall on the outbound trip back into the City of Windsor. These two boarding options continue to be valid only when boarding the bus at Tecumseh Mall.

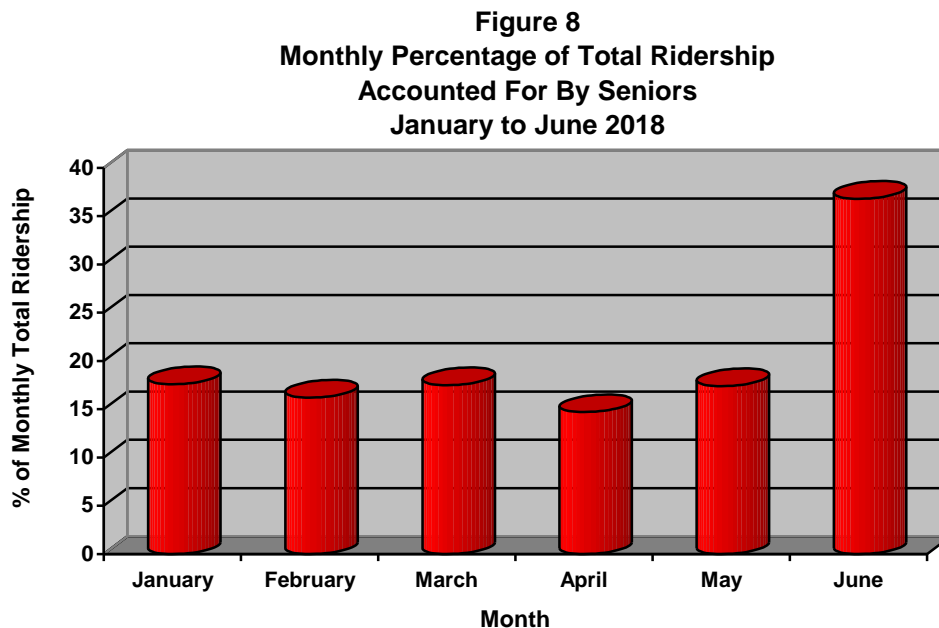


Passengers using a Tecumseh Transit bus pass, providing access to the system at any stop, accounted for 11% of all non-cash fare trips and 5% of total trips. These riders have purchased a monthly bus pass at the Town Municipal Office.

Free riders, which accounted for 6% of all non-cash fare trips and 2% of total trips in the first six months of 2018, include any child under the age of five, blind persons, veterans and persons assisting a person with a disability.

Tecumseh Transit Service Promotion

In June of 2018, the TTS offered a promotion for the Town's seniors, allowing them to ride the TTS for free for the entire month. Figure 8 below illustrates that the June promotion resulted in more than double the amount of seniors using the TTS. For the months of January to May 2018, seniors accounted for an average of 16.7% of total TTS rider. In the month of June, seniors accounted for 36.8% of the TTS ridership.



Consultations

First Student Canada

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 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:

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

Reviewed by:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	None



The Corporation of the Town of Tecumseh

Planning & Building Services

To: Mayor and Members of Council

From: Brian Hillman, Director Planning & Building Services

Date to Council: September 11, 2018

Report Number: PBS-2018-29

Subject: County Wide Active Transportation System (CWATS)
Town of Tecumseh 2019 Proposed Project
Construction of Trail Along East Side of Walker Road, from North
Talbot Road to Highway 401
Our File: T03 COU

Recommendations

It is recommended:

1. **That** PBS-2018-29, be **received**;
2. **And that** with respect to Proposed 2019 CWATS Project - Segment Tec-3:
Construction of Trail, East Side of Walker Road, From North Talbot Road to Highway 401:
 - i. The total estimated cost of the trail construction of \$369,770, with Tecumseh's share being \$221,862 (60%) and the County's share being \$147,908 (40%), in accordance with the CWATS cost-sharing arrangement, **be endorsed**;
 - ii. An application "Form A – CWATS Segment Request" **be submitted** to the CWATS Implementation Committee for its consideration; and
 - iii. Funding from the Infrastructure Reserve (Attachment 3) for this project, **be increased** from \$224,580 to \$260,760.

Background

CWATS Projects Implemented To Date

The County Wide Active Transportation Study Plan (CWATS Plan) was adopted by County Council in 2012, prior to which it was endorsed by all Essex County lower-tier municipalities, including Tecumseh Council.

The CWATS Plan is intended to be implemented over a 20-year planning horizon and proposes the creation of a new active transportation network across the County comprising on-road bike lanes, paved shoulders, signed routes along existing roads and multi-use pathways. The document identifies the preferred location of these facilities and the approximate timing of their construction. In addition, the document contains technical design guidelines for all types of active transportation facilities and network amenities and includes a proposed cost sharing formula. This formula allocates the plan's implementation costs between the County of Essex, the seven lower-tier municipalities, the Essex Region Conservation Authority and the Ministry of Transportation.

To date, the following projects have been endorsed by Town Council and undertaken (unless noted otherwise) in accordance with the CWATS implementation program:

1. CWATS Project - Signed Routes (2012)

Placement of all signage on roads for the "Signed Routes" identified in CWATS and located within the Town. The cost share for this project was 100% County and 0% Town.

2. CWATS Municipal Partnership Project – Trail from Tecumseh Vista Academy to McAuliffe Park (2013)

The construction of a trail from the current easterly limit of the trail extending across the full frontage of Tecumseh Vista Academy (in the Shields ROW) to the existing trail system in McAuliffe Park. Funding for the trail was 1/3 each (or \$16,666 each) from the Town Special Projects Reserve, the Greater Essex County District School Board and the CWATS Municipal Partnership Program.

3. CWATS Municipal Partnership Project – Trail on 12th Conc. Rd, County Rd 42 to Dimu Dr. (2014)

A 3.0 metre trail having a length of approximately 300 metres was constructed along the west side of the 12th Concession Road from County Road 42 to Dimu Drive. The Town and the CWATS Municipal Partnership Program each contributed 50% of the cost, being \$20,000 each.

4. CWATS Project – Trail along Walker Road, North Talbot Road to Highway 401 (Rescheduled from 2015 to 2019)

The currently proposed trail along the east side of Walker Road from North Talbot Road to the municipal border at the 401 was endorsed in principle by Council in accordance with Planning and Building Services Report No. 23/13.

However, Town Administration identified the need for the future installation of a sanitary sewer along the same side of this segment of Walker Road (scheduled for 2019). The trail construction originally proposed for 2015 was rescheduled to 2019 as part of the noted sanitary sewer installation construction project.

5. CWATS/Town/ERCA Project – Essex Greenway Trail Extension to the Herb Gray Parkway, Ontario Municipal Cycling Infrastructure Program (OMCIP) (2016)

The construction of a 3 km trail that connects the Essex Greenway Trail to the Herb Gray Parkway Trail at the Howard Road Diversion. The Town took the lead on acquiring the required lands, tendering and general project management.

6. CWATS Project – Ganatchio Trail Extension along Riverside Drive, from Tecumseh/Windsor Municipal Border to Manning Road (2017)

The construction of a 2.4 km trail along Riverside Drive, from Tecumseh/Windsor Municipal Border to Manning Road was supported in principle by Council subject to:

- i) CWATS accepting a facility enhancement from “paved shoulder” to an “off-road trail” segment (approved);
- ii) Detailed design and public consultation being completed (ongoing);
- iii) Funding being considered upon completion of the design process.

The comments from two PIC’s are currently being consolidated into a report that is expected to be presented to Council in late Fall 2018. CWATS establishes that 100% of the funding (estimated cost \$782,000) will be the Town’s.

7. CWATS Municipal Partnership Project – Dedicated Bike Lanes on a Portion of Lesperance Road (2018)

The conversion of the current 3-lane road cross-section on Lesperance Road from Riverside Drive to McNorton Street (1.8 km) to a 2-lane road cross-section with dedicated 1.5 metre bike lanes through the removal of the existing pavement markings and the painting of new ones was supported in principle by Council.

During the completion of the Town’s Transportation Master Plan (TMP) in 2016, the analysis supported the reconfiguration of this segment of Lesperance Road in the aforementioned manner and the Town’s TMP was completed incorporating this design feature.

Council endorsed a cost allocation of \$112,000 for the pavement marking painting, with a 50% - 50% funding partnership between the Town and the County of Essex under the CWATS Municipal Partnership Fund.

A Public Information Session on the proposed project has been scheduled for late September.

8. CWATS Project – Detailed Design for Trail and Undertaking of Associated Utility Relocates along Walker Road, North Talbot Road to Highway 401 (2018)

Detailed trail design and the associated utility relocates were undertaken in 2018 to facilitate the sanitary sewer and trail construction in 2019. The total cost of the trail design work and the utility relocates for the trail was \$145,200, with Tecumseh's share being \$87,120 (60%) and the County's share being \$58,080 (40%).

As has been noted in past Reports, the majority of CWATS projects are aligned with significant County Road capacity improvements (such as the future trails proposed in conjunction with the future widening of Manning and Banwell Roads in Tecumseh Hamlet) (see Attachment 1).

The purpose of this Report is to identify the details of the proposed project for 2019 and to seek Council authorization to commence a process leading to its construction.

Comments

Proposed 2019 CWATS Project - Segment Tec-3: Construction of Trail, East Side of Walker Road, From North Talbot Road to Highway 401

The trail is identified as CWATS Segment Tec-3 and comprises the construction of the aforementioned multi-use trail on the east side of Walker Road extending 3.2 km from the trail along North Talbot Road to the trail currently at the 401 overpass (see Attachment 2). This trail would have the effect of connecting the Chrysler Canada Trail (vis-à-vis the North Talbot Road Trail) to the trail network in the City of Windsor that currently terminates under the 401 overpass on Walker Road.

The total estimated cost of the trail construction was originally \$250,800 as identified in Planning and Building Services Report No. 25/17. The updated cost has been calculated at \$369,770, which includes, among things, works to the pedestrian infrastructure at the Walker Road and North Talbot Road intersection to include AODA requirements. The Town's share towards the construction will be \$221,862 (60%) and the County's share will be \$147,908 (40%), in accordance with the CWATS cost-sharing arrangement.

Consultations

Planning & Building Services
Public Works & Environmental Services
Financial Services

County of Essex

Financial Implications

As noted above, the Town's share towards the construction will be \$260,760 (60%) and the County's share will be \$173,840 (40%).

PWES Report #57/17 2018-2022 Public Works & Environmental Services – Capital Works Plan approved an allocation of \$374,300 for this project.

The chart below compares the original approved funding to the newly revised project estimate of \$434,600.

	Original	Revised	Change
Project Cost	\$374,300	\$434,600	\$60,300
Town Share (60%)	\$224,580	\$260,760	\$36,180
County Share (40%)	\$149,720	\$173,840	\$24,120
	\$374,300	\$434,600	\$60,300
Town's share to be funded from the Infrastructure Reserve			

Administration recommends that funding from the Infrastructure Reserve (Attachment 3) for this project be increased from \$224,580 to \$260,760.

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:

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

Reviewed by:

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

Reviewed by:

Phil Bartnik, P.Eng.
Director Planning & Building Services

Reviewed by:

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

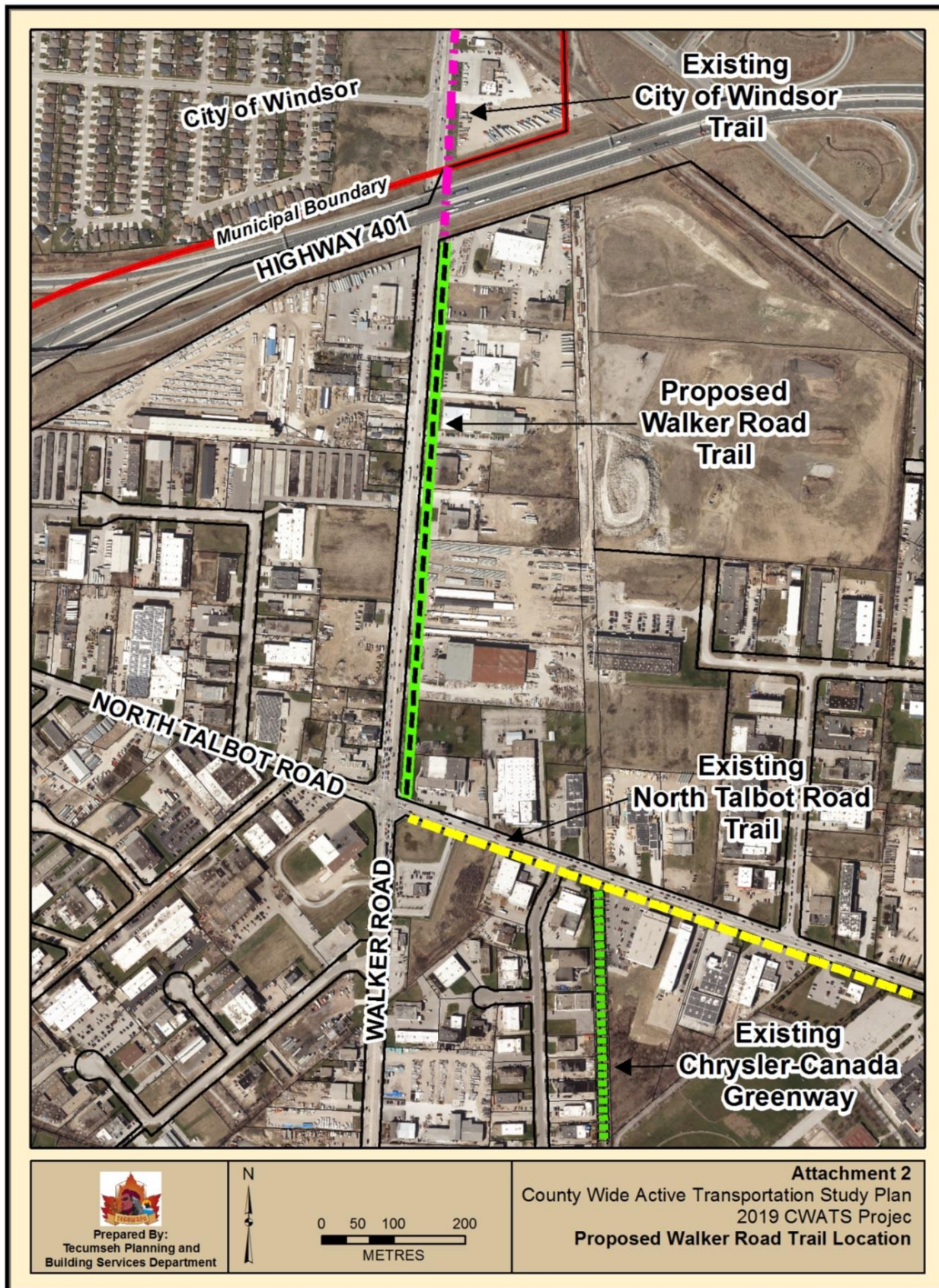
Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
1	Tecumseh CWATS Projects Map
2	Proposed Walker Road Trail Map
3	Infrastructure Reserve Fund

Attachment 1
 County Wide Active Transportation Study Plan (CWATS Plan)
 Town of Tecumseh 2019 Project
Tecumseh CWATS Projects





Attachment 3
Infrastructure Reserve as at September 2018

Infrastructure Reserve (1085) Funding Summary - September 4, 2018					
	2018	2019	2020	2021	2022
Reserve Balance Start of Year	\$3,256,140	\$4,185,633	\$4,618,283	\$4,987,783	\$5,653,983
Budget Allocation - New Infrastructure Levy	\$1,200,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000
Budget Allocation - NIL Sportsplex		\$50,000	\$250,000	\$350,000	\$450,000
Budget DC - repayments	\$76,000	\$60,000	\$60,000	\$60,000	\$60,000
Tecumseh Baseball re scoreboard	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
Budget GenSet Revenues	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
CWATS		\$174,000	\$119,600		
2017 Capital Surplus allocation	\$25,943				
Funds Available	\$4,581,583	\$5,793,133	\$6,371,383	\$6,721,283	\$7,487,483
Committed					
Official Plan	\$22,500				
Tecumseh Hamlet Secondary Plan	\$37,000				
Sportsplex - Further Development of Plan	\$44,800				
Sportsplex - Capital Funding allocation		\$50,000	\$250,000	\$350,000	\$450,000
CWATS: CR11-Hwy 401 to NTR (Multi-Use Trail)	\$141,650	\$232,650			
Riverside Dr. Trail		\$782,000			
Cultural & Resource Centre - Fire Hall #2	\$150,000				
Balance Committed	\$395,950	\$1,064,650	\$250,000	\$350,000	\$450,000
Balance Uncommitted	\$4,185,633	\$4,728,483	\$6,121,383	\$6,371,283	\$7,037,483
Proposed					
CWATS: CR11-Hwy 401 to NTR (Multi-Use Trail) AODA reqmts		\$60,300			
Lesperance Road Trail (CR22 to CR42)		\$49,900	\$814,600		
Sidewalks CR42/CR19 Roundabout			\$19,000		
Sidewalks CR42: CR43 to Lesperance				\$362,000	
Sidewalks CR42: Lesperance to CR19					\$57,500
CWATS: CR42/CR19 Roundabout (Bike Lanes)			\$1,000		
CWATS: CR46 - Hwy 401 to 9th C (Paved Shoulder)			\$299,000		
CWATS: CR42 - CR43 to Lesperance (Bike Lanes)				\$13,300	
CWATS: CR43 - Banwell Diversions (Multi-Use Lanes)				\$342,000	
CWATS: Lesperance to CR19 (Bike Lanes)					\$4,200
Balance Proposed	\$0	\$110,200	\$1,133,600	\$717,300	\$61,700
Balance Available	\$4,185,633	\$4,618,283	\$4,987,783	\$5,653,983	\$6,975,783



The Corporation of the Town of Tecumseh

Planning & Building Services

To: Mayor and Members of Council

From: Mike Voegeli, Manager Building Services & Chief Building Official

Date to Council: September 11, 2018

Report Number: PBS-2018-30

Subject: 2018 Six Month Permit Report

Recommendations

It is recommended:

That Planning and Building Services Report No. PBS-2018-30, "2018 Six Month Permit Report," **be received.**

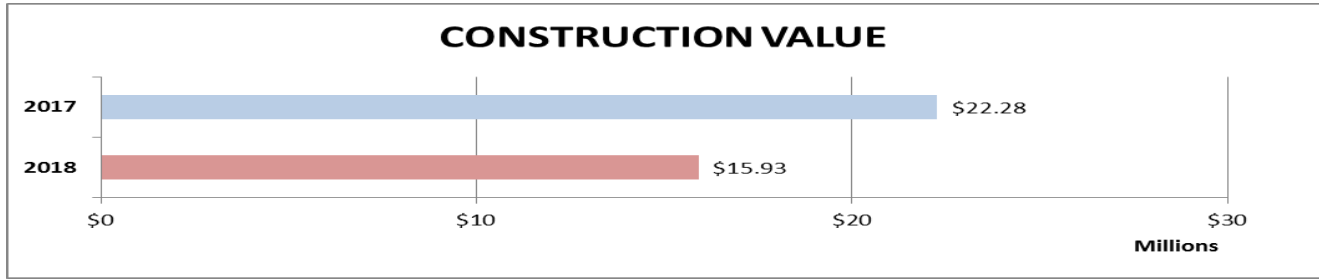
Background

This Report summarizes the permits issued for the year of 2018 (January-June) and compares the values of the same period of the previous year.

Comments

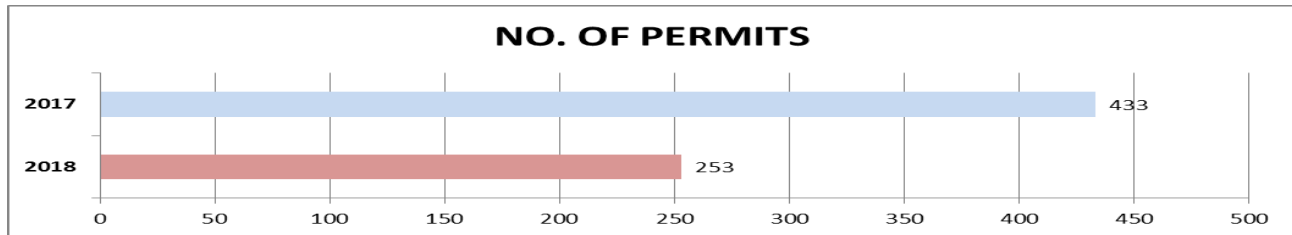
1. Construction Value:

The following chart summarizes the reported construction value of permits for the period. Construction value is down by \$6,354,133 or 28.5 percent over last year. This is due in part to a decrease in new residential construction over the previous year and late spring construction start which results in increased permit activity for the 3rd quarter.



2. Number of Permits:

The following chart summarizes the number of permits issued for the period. The number of permits is down by 180. This is due in part to a late spring construction start with an increase in permit activity in the 3rd quarter. 65 backwater valve permits were issued for the period.



3. Permit Types:

The following chart summarizes the number of permits issued by type for the period. A total of 10 new dwelling unit permits were issued, which resulted in 11 new residential units. For the same period last year there were 46 new residential units.

Permit Activity		
Types of Permits	No of Permits	
	2018	2017
New Residential Buildings	9	22
New Multi-Residential Buildings	1 (2 units)	2 (12 Units)
Residential Additions and Improvements	112	248
New Non-Residential Buildings	3	9
Non-Residential Additions and Improvements	54	43
Swimming Pools	12	30
Lot Grading	3	3
Fences	23	28
Signs	10	7
Portable Signs	21	31
Demolitions	5	10
Totals	253	433

Consultations

None

Financial Implications

Total revenue for the period is \$150,524 which is 42 percent of the budgeted amount of \$356,800.

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:

Mike Voegeli
Manager Building Services & Chief Building Official

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	



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: September 11, 2018

Report Number: PWES-2018-21

Subject: National Disaster Mitigation Program – Intake 5

Recommendations

It is recommended:

That Administration be authorized to submit two separate Project Proposal Forms to the federal government (through the Ministry of Municipal Affairs and Housing) for funding under the National Disaster Mitigation Program (NDMP) for the Sanitary Sewer Collection System Rehabilitation Project Phase 3, and the Oldcastle Storm Drainage Master Plan;

And that Administration **be authorized** to complete any business cases(s), application(s), and/or to provide all information/documentation as required in order to complete the Project Proposal Forms and subsequent application(s) to NDMP;

And further that the Treasurer **be authorized** to sign any required documents necessary to complete the Project Proposal Forms and subsequent application(s) to NDMP;

And furthermore that the Mayor and Clerk **be authorized** to sign any documents/agreements (if required) for the Project Proposal Forms submission and application(s) to NDMP, 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

The National Disaster Mitigation Program (NDMP) is part of the Government of Canada's commitment to build safer and more resilient communities. The NDMP fills a critical gap in Canada's ability to effectively mitigate, prepare for, respond to, and recover from flood-related

events by building a body of knowledge on flood risks in Canada, and investing in foundational flood mitigation activities.

Overall, the NDMP helps reduce the impacts of natural disasters by:

- Focusing investments on significant, recurring flood risk and costs; and
- Advancing work to facilitate private residential insurance for overland flooding.

The NDMP is a five-year program with \$183 million in federal funding for projects that mitigate future flood events by addressing significant and recurring flood risks and costs.

Under the NDMP, the federal government funds up to 50 per cent of the costs of eligible flood mitigation projects, up to \$1.5 million in federal funding per project.

Projects can address riverine or urban flooding and proponents are responsible for the remainder of project costs.

Project proposals can be in one or more of the following streams:

- **Flood risk assessment:** for the completion of risk assessment processes to inform flood risks. Risk assessments are the foundational step in disaster mitigation. These risk assessments will identify flood hazards, potential impacts, and community and infrastructure vulnerabilities, as well as the overall flood risk profile for the area.
- **Flood mapping:** for the development and/or modernization of flood maps to address flood risks. A flood map identifies the boundaries of a potential flood event based on type and likelihood, and can be used to help identify the specific impacts of a flood event on structures, people and assets.
- **Flood mitigation planning:** for the development/modernization of mitigation plans to address flood risks. A comprehensive mitigation plan allows applicants to develop realistic and sustainable mitigation solutions by clearly outlining the plan's objectives, key activities, expected outputs, timelines, and roles and responsibilities.
- **Investments in non-structural and small-scale structural flood mitigation projects:** for non-structural and small-scale structural disaster mitigation projects, to proactively prevent or mitigate damages and losses. Eligible projects would include actions such as the replacement of storm culverts, or projects that improve flood resilience by proactively preventing or mitigating damages and losses.

To be eligible for NDMP funding, project Proposals must:

- Identify the project stream for the proposed project;
- Describe how the proposed project addresses one or more high-risk communities, and/or advances flood mapping in the jurisdiction;
- Demonstrate how the proposed project would benefit implicated and adjacent communities and how it may also be of interest to surrounding communities;
- Describe how the proposed project meets the specific criteria identified within the stream for which funding is requested;
- Explain how the proposed project objectives align with the NDMP's overall objectives;

- Describe the expected outcomes for each of its objectives;
- Include a proposed budget that clearly outlines the categories of work and expenditures for which the financial contribution is being requested for each fiscal year, as well as other sources of revenue and in-kind support where applicable;
- Include a clearly articulated work plan outlining all activities for which the financial contribution is being requested for each fiscal year;
- Identify potential stakeholders/partnerships and describe their level of engagement, as applicable;
- Identify potential project implementation risks that may impact the recipient's ability to deliver on the project, and outline mitigation measures to address them;
- Include a commitment to share information with the Government of Canada, including: risk information/data and overall risk assessment; flood maps and associated data; and all relevant project information such as lessons learned;
- Include a commitment to publicly recognize the federal government's contribution in any announcement;
- Describe the internal measures to conduct implementation monitoring and performance management;
- Include a declaration to prevent the risk of conflicts of interest; and
- Indicate whether and how the needs of official language minority communities were considered, where appropriate (such as for proposed stakeholder engagement activities)

Provincial and territorial governments are the eligible recipients for funding under the NDMP. However, provincial and territorial authorities may collaborate with, and redistribute funding to eligible entities, such as municipal or other local governments, public sector bodies, private sector bodies, band councils, international non-government organizations or any combination of these entities.

As an eligible organization, the Town may submit one or more project proposals to the Ministry of Municipal Affairs and Housing.

The deadline for submissions to the Ministry of Municipal Affairs and Housing is September 14, 2018. Projects submitted for this last Call for Proposals must be completed by March 31, 2020.

Comments

Recommended Flood Mitigation Projects

1. Sanitary Sewer Collection System Rehabilitation Project Phase 3

The Sanitary Sewer Collection System Rehabilitation Project Phase 3 will be submitted under **Stream 4: Investments in Non-Structural and Small Scale Structural Mitigation Projects**.

Stream 4 is the actual implementation of a specific mitigation project. The proposed mitigation project must have a detailed implementation plan including the resources, time, costs, agreements, materials and other factors required to complete the mitigation project. Non-structural and small-

scale structural disaster mitigation projects proactively prevent or mitigate damages and losses. Eligible projects would include actions such as the replacement of storm culverts, or projects that improve flood resilience by proactively preventing or mitigating damages and losses.

The Sanitary Sewer Collection System Rehabilitation Project is for the renewal and rehabilitation of approximately 30,000 linear metres of sanitary sewer pipe, 500 manholes and the rehabilitation of approximately 500 sanitary sewer service connections in Wards 1, 2 and 3 in Tecumseh. Phases 1 and 2 are completed and these Phases included the following:

- Camera inspection of the sewer pipes to identify pipe condition, pipe defects, and sources of inflow and infiltration using trenchless technology;
- Flushing and cleaning debris from the sanitary sewer pipes and service connection to facilitate leak testing and repair using trenchless technology; and
- Pressure testing and sealing of mainline joints, cracked or otherwise leaking pipes, tee connection, clean outs, manhole risers and sanitary service connections using innovative trenchless technology.

Phase 3 is the next phase of the Sanitary Sewer Collection System Rehabilitation Project and includes sealing leaks in manholes, mainline and (private drain connections) laterals.

Following the implementation of this project in its entirety, this project will:

- Reduce the amount of storm water entering the sanitary collection system during a severe rainfall event and thereby reducing the likelihood of overwhelming the sanitary system.
- Reduce the risk of basement flooding and the resulting environmental, health and safety issue and economic losses.
- Reduce the amount of storm water treated at the sewage plant resulting in annual cost savings.
- Reduce the amount of stormwater that is entering the sanitary system that contributes to bypassing at the Windsor sewage treatment plant thereby reducing the potential for health and safety threats to Lake St. Clair.

2. Oldcastle Storm Drainage Master Plan

The Oldcastle Storm Drainage Master Plan project will be submitted under **Stream 3: Mitigation Planning**.

Mitigation planning is the process by which a community reflects on its identified risks, and uses this information to make more informed planning decisions. First, it must identify its broad mitigation goals. Second, it should identify the

objectives/strategies required to meet those goals. Finally, the key activities that are identified in the mitigation plan may also be planned mitigation projects.

A good mitigation plan provides a roadmap for action, a justification for the implementation of specific mitigation projects, and a demonstration of the engagement of the community in its success.

At the December 12, 2017 Regular Meeting of Council, Council approved the recommendations (Motion RCM-441/17) of PWES Report No. 57/17 titled “2018-2022 Public Works & Environmental Services Capital Works Plan” that authorized Administration to proceed with the 2018 capital works projects including the Oldcastle Storm Drainage Master Plan.

The stormwater infrastructure network located within Oldcastle Hamlet area is comprised of a combination of roadside ditches, Municipal Drains, storm sewers, swales/sub-drains, as well as County and Provincial storm infrastructure. There are three distinct watershed areas within the Oldcastle Hamlet which include Little River (eight outlets), Turkey Creek (one outlet), and River Canard (three outlets).

The proposed Oldcastle Storm Drainage Master Plan will focus on an analysis of the storm infrastructure within these watersheds and will set the framework for how stormwater is addressed for new and re-developments.

This analysis will review how the storm infrastructure functions during minor rainfall events (what can be contained within the ditches, drains, and sewers), and major rainfall events (which would follow overland flood routes). The Master Plan will follow the Municipal Class Environmental Assessment (EA) process.

Recommendations

The main project objectives of the Sanitary Sewer Collection System Rehabilitation Project and the Oldcastle Storm Drainage Master Plan align with the NDMP objectives to reduce the impacts of natural disasters on Canadians by:

- Focusing investments on significant, recurring flood risk and costs; and
- Advancing work to facilitate private residential insurance for overland flooding.

The NDMP fills a critical gap in Canada’s ability to effectively mitigate, prepare for and respond to flood-related events. Accordingly, Administration therefore recommends:

That Administration **be authorized** to submit two separate Project Proposal Forms to the federal government (through the Ministry of Municipal Affairs and Housing) for funding under the National Disaster Mitigation Program (NDMP) for the Sanitary Sewer Collection System Rehabilitation Project Phase 3, and the Oldcastle Storm Drainage Master Plan;

And that Administration **be authorized** to complete any business cases(s), application(s), and/or to provide all information/documentation as required in order to complete the Project Proposal Forms and subsequent application(s) to NDMP;

And further that the Treasurer **be authorized** to sign any required documents necessary to complete the Project Proposal Forms and subsequent application(s) to NDMP;

And further that the Mayor and Clerk **be authorized** to sign any documents/agreements (if required) for the Project Proposal Forms submission and application(s) to NDMP, 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 application for funding be successful, the following financial implications arise if the grant application is approved:

Sanitary Sewer Collection System Rehabilitation Project Phase 3

Total net eligible project costs*:	\$3.0 M
Requested federal funding (50%, max \$1.5M)	\$1.5 M
Amount to be funded by Town:	\$1.5 M

*This project will be included as part of the 2019 PWES Capital Works Plan, however it would not proceed unless grant funding is secured.

The Town's portion will be funded by the Wastewater Sewers Reserve Fund.

Oldcastle Storm Drainage Master Plan

Total project costs:	\$0.45 M
Total net eligible project costs*:	\$0.36 M
Requested federal funding (50%, max \$1.5M)	\$0.18 M
Amount to be funded by Town:	\$0.27 M

*This project originally commenced in 2018 and the eligible project costs have been estimated.

The Town's portion of the project costs will be funded by the Storm Water Reserves.

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

Reviewed 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
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The Corporation of the Town of Tecumseh

By-Law Number 2018 - 51

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

(Removal of Holding Zone Symbol "H", affecting a 0.7 hectare portion of a 2.6
hectare parcel of land located on the south-east corner of the County Road
22/Lesperance Road intersection - Fairlane Developments Inc.)

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

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

And whereas this By-law conforms to the Official Plan in effect for the Town of Tecumseh for lands in the former Township of Sandwich South, as amended;

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

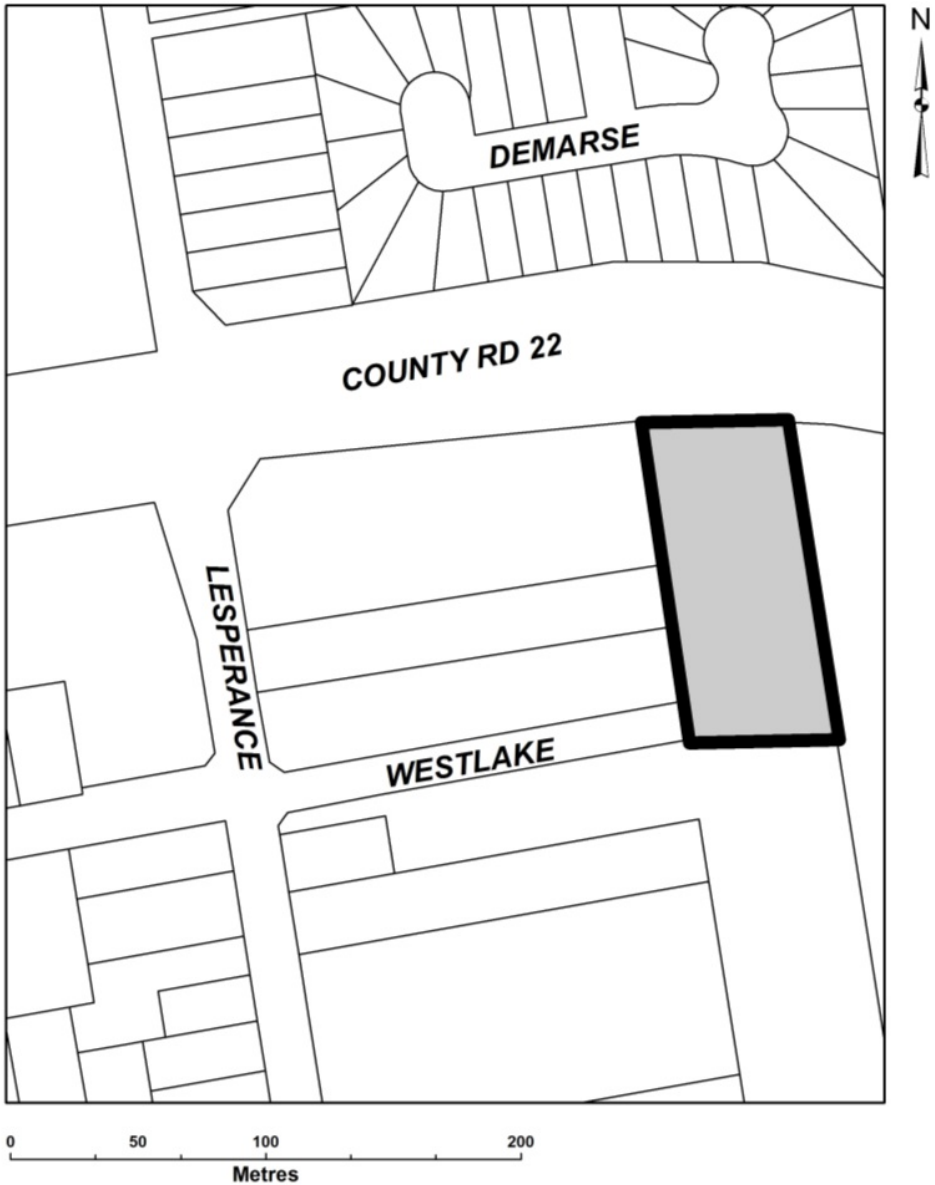
1. That Schedule "A", Map 3 to By-law 85-18, as amended, is hereby further amended by removing the holding zone symbol for those lands as indicated on Schedule "A" attached hereto and forming part of this By-law.
2. This By-law shall take effect from the date of passage by Council and shall come into force in accordance with Section 36 of the *Planning Act, R.S.O. 1990*.


Read a first, second and third time and finally passed this 11th day of September, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk

SCHEDULE "A"
PART LOT 153, CONCESSION 2
PART OF LOT 5, REGISTERED PLAN 395
TOWN OF TECUMSEH



 Change from "(H) C1-2" to "C1-2"

This is Schedule "A" to By-law No. 2018-51.
Passed the 11 th day of September, 2018.

Signed

Mayor

Clerk

The Corporation of the Town of Tecumseh

By-Law 2018-52

Being a by-law to authorize the execution of a Memorandum of Agreement between The Corporation of the Town of Tecumseh (Town), The Corporation of the City of Windsor (City) and The Windsor Utilities Commission (Commission)

WHEREAS The Corporation of the Town of Tecumseh (Town), The Corporation of the City of Windsor (City) and The Windsor Utilities Commission (Commission) are party to the Water Agreement entered into November 10, 2004, as amended January 16, 2006 (herein collectively, the “Agreement”);

AND WHEREAS the Commission and Town have agreed to be bound by the Agreement to mediate before the Honourable Warren K. Winkler, Q.C. dated August 13, 2018 and the City agreed to be bound by the agreement reached by the Commission and the Town;

AND WHEREAS pursuant to the mediation agreement the parties engaged in a mediation process on August 13th and 14th, 2018 at the conclusion of which tentative settlement of certain issues, subject to ratification in accordance with the provisions a mediation agreement were entered into;

And Whereas pursuant to s.5(3) of the *Municipal Act*, S.O. 2001, c.25 the powers of the municipality shall be exercised by by-law;

Now Therefore The Council of the Corporation of the Town of Tecumseh Hereby Enacts as Follows:

1. **That** the Mayor and the Clerk are hereby authorized and empowered to execute the Memorandum of Agreement dated the 14th day of August, 2018 between The Corporation of the Town of Tecumseh (Town), The Corporation of the City of Windsor (City) and the Windsor Utilities Commission (Commission), a copy of which Agreement is attached hereto and forms part of this by-law, and to do such further and other acts which may be necessary to implement the said Agreement.
2. **That** this by-law shall come into full force and take effect on the date of the third and final reading thereof.

Read a first, second and third time, and finally passed this 11th day of September, 2018.

Gary McNamara, Mayor

SEAL

Laura Moy, Clerk

Memorandum of Agreement made this 14th day of August 2018

AMONG:

THE WINDSOR UTILITIES COMMISSION

“The Commission”

-and-

THE CORPORATION OF THE TOWN OF TECUMSEH

“Tecumseh”

-and-

THE CORPORATION OF THE CITY OF WINDSOR

“Windsor”

WHEREAS the parties are party to the Water Agreement entered into November 10, 2004, as amended January 16, 2006 (herein collectively, the “Agreement”);

AND WHEREAS the Commission and Tecumseh have agreed to be bound by the agreement to mediate before the Honourable Warren K. Winkler, Q.C. dated August 13, 2018 and Windsor agreed to be bound by the agreement reached by the Commission and Tecumseh;

AND WHEREAS pursuant to the mediation agreement the parties have engaged in mediation process on August 13th and 14th, 2018 at the conclusion of which tentative settlement of certain issues, subject to ratification in accordance with the provisions of this agreement, were entered into;

THE PARTIES HEREBY AGREE AS FOLLOWS:

1. The Commission and Tecumseh will enter into a negotiating process with a view to clarifying, by amendment or otherwise, the provisions in the Agreement relating to Water Consumption Bulk Supply Rates and Summer Levy Bulk Supply Rates (herein collectively “Bulk Supply Rates”) for water supplied to Tecumseh, and any incidental provisions thereto.
2. The negotiating process shall begin not later than October 1, 2018 and shall conclude, unless agreed otherwise, on or before October 1, 2019. The Commission and Tecumseh shall prepare a list of issues and exchange them with each other with a view to settling upon a common list of issues relating to the proposed clarifications to the Agreement.
3. The parties shall thereafter engage in good faith negotiation with a view to narrowing the issues. This should occur, unless otherwise extended, on or before November 30, 2018.
4. Thereafter the parties shall engage in a mediation/arbitration process before the Honourable Warren K. Winkler, Q.C. at a time to be mutually agreed between the parties, hopefully, during the months of April and May 2019. The mediation/arbitration agreement will be in a form provided by the Honourable Warren K. Winkler, Q.C. in consultation with the parties.
5. The Bulk Supply Rates for the Agreement for the years 2017 – 2026 inclusive shall be in accordance with the attached Schedule “A”.
6. This agreement is subject to ratification by the Commission and the Council of Tecumseh and upon such ratification shall become a valid and binding agreement between the parties, which the negotiating committees agree to recommend.
7. Windsor hereby acknowledges its prior agreement to be bound by the outcome of the mediation process undertaken by parties.

Schedule "A"

2017:	Water Consumption Rate: \$0.3601 per cubic meter Summer Levy Rate: \$0.2136 per cubic meter
2018:	Water Consumption Rate: \$0.3669 per cubic meter Summer Levy Rate: \$0.2176 per cubic meter
2019:	Water Consumption Rate: 2018 Water Consumption Rate + CPI Summer Levy Rate: 2018 Summer Levy Rate + CPI
2020:	Water Consumption Rate: 2019 Water Consumption Rate + CPI Summer Levy Rate: 2019 Summer Levy Rate + CPI
2021:	Water Consumption Rate: 2020 Water Consumption Rate + CPI Summer Levy Rate: 2020 Summer Levy Rate + CPI
2022:	Water Consumption Rate: 2021 Water Consumption Rate + CPI Summer Levy Rate: 2021 Summer Levy Rate + CPI
2023:	Water Consumption Rate: 2022 Water Consumption Rate + CPI Summer Levy Rate: 2022 Summer Levy Rate + CPI
2024:	Water Consumption Rate: 2023 Water Consumption Rate + CPI Summer Levy Rate: 2023 Summer Levy Rate + CPI
2025:	Water Consumption Rate: 2024 Water Consumption Rate + CPI Summer Levy Rate: 2024 Summer Levy Rate + CPI
2026:	Water Consumption Rate: 2025 Water Consumption Rate + CPI Summer Levy Rate: 2025 Summer Levy Rate + CPI

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW NUMBER 2018-53

Being a by-law to appoint Robert J. Swayze as the Integrity Commissioner for The Corporation of the Town of Tecumseh pursuant to Sections 9, 10, 11 and 223.3 of the *Municipal Act, 2001* S.O. 2001, c.25, as amended.

WHEREAS effective January 1, 2008, Section 223.3 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended [*Municipal Act, 2001*] authorizes a municipal council to appoint an Integrity Commissioner who is responsible for performing in an independent manner functions related to the Code of Conduct of members of council and local boards;

AND WHEREAS such services shall be undertaken by an Integrity Commissioner appointed by the Council of The Corporation of the Town of Tecumseh [Town], pursuant to Section 223.3-223.6 of the *Municipal Act, 2001*;

AND WHEREAS the Town deems it advisable to appoint Robert J. Swayze as its Integrity Commissioner;

AND WHEREAS Robert J. Swayze has expressed interest in providing services to the Town acting as its Integrity Commissioner under a written agreement in the form and of the content attached as Schedule “A” hereto;

AND WHEREAS pursuant to Section 5(3) of the *Municipal Act, 2001*, the powers of the municipality shall be exercised by by-law;

NOW THEREFORE BE IT RESOLVED THAT THE COUNCIL OF THE CORPORATION OF THE TOWN OF TECUMSEH HEREBY ENACTS AS FOLLOWS:

- 1. **THAT** Robert J. Swayze is hereby appointed as Integrity Commissioner for the Town to perform those functions set forth in Section 223.3 through 223.6 of the *Municipal Act, 2001* including but not limited to:
 - a. Advice as to the application of the Code of Conduct and Municipal Conflict of Interest Act, and any related procedures, rules, and policies governing the ethical behavior of members of council and local boards;
 - b. Conducting inquiries in respect of any requests alleging contravention of the Code of Conduct and/or any other procedures, rule or policy governing the ethical behavior of members of council and local boards;
 - c. Reporting to the Council for the Town as to activities as Integrity Commissioner, including but not limited to reports as to the results of any inquiry into alleged contravention and/or an annual report of activities as Integrity Commissioner;
 - d. Conducting inquiries upon complaint or own initiative for Municipal Conflict of Interest Act matters;
 - e. Provide educational information in writing to the public, municipality and Members of Council and local boards about the Code of Conduct and Municipal Conflict of Interest Act.
- 2. **THAT** the Mayor and the Clerk be authorized to execute the Agreement attached hereto as Schedule “A” between Robert J. Swayze and The Corporation of the Town of Tecumseh, and such other or any documents necessary to give effect to the Agreement.

Read a first, second and third time and finally passed this 11th day of September, 2018.

“SEAL”

Gary McNamara, Mayor

Laura Moy, Clerk

AGREEMENT EXTENDING TERM OF THE INTEGRITY COMMISSIONER

DATED AS OF: August 13, 2018.

BETWEEN:

THE CORPORATION OF THE TOWN OF TECUMSEH

(hereinafter referred to as the "Municipality")

-and-

ROBERT J. SWAYZE, BARRISTER & SOLICITOR

(hereinafter referred to as the "Integrity Commissioner")

WHEREAS the Integrity Commissioner was retained by an Agreement dated November 24, 2015, (the "Agreement") for a term expiring on November 23, 2016,

AND WHEREAS the parties hereto have agreed to further extend the term of the Agreement to expire on December 31, 2019.

NOW THEREFORE the parties agree as follows:

1. The parties hereto agree that the term of the Agreement is hereby extended to December 31, 2019 when it will expire unless extended further by agreement of all the parties.
2. This Agreement shall enure to the benefit of and bind the parties and their respective heirs, successors and permitted assigns. This Agreement is not assignable by the Integrity Commissioner.

IN WITNESS HEREOF both of the parties hereto have executed this agreement as of the the 13th day of August, 2018.

SIGNED, SEALED & DELIVERED

THE CORPORATION OF THE TOWN OF TECUMSEH

DATED:

Per: _____
Mayor

Per: _____
Clerk

DATED: August 13, 2018

WITNESS

Robert J. Swayze, Barrister & Solicitor

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW NUMBER 2018-54

Being a by-law to authorize the sale of McColl Ave.

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

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

Whereas pursuant to Section 34 of the *Municipal Act* S.O. 2001 Chapter 25, as amended, the Council of a municipality may pass by-laws for permanently closing a highway or part of a highway, subject to giving public notice of its intention to pass the by-law;

And Whereas pursuant to Section 43 of the *Municipal Act* S.O. 2001 Chapter 25, as amended, a municipality that permanently closes a portion of highway may convey the land forming the highway, if it is not covered with water;

And Whereas pursuant to Section 251 of the *Municipal Act* S.O. 2001 Chapter 25, as amended, the Council of the Corporation of the Town of Tecumseh enacted By-law No. 2003-06 establishing procedures for notices as required under the *Municipal Act*, S.O. 2001;

And Whereas notice of intention of the Council of The Corporation of the Town of Tecumseh to pass a by-law to close and convey McColl Avenue was published in the Shoreline Week on the following dates: Friday, August 24, 2108, Friday, August 31, 2018 and Friday, September 7, 2018 in accordance with By-law No. 2003-06;

Now Therefore The Council Of The Corporation Of The Town Of Tecumseh Hereby Enacts As Follows:

1. **That** the lands PIN 75261-0062 being McColl Avenue by Plan of Subdivision PL1183 in the Town of Tecumseh (subject property) be and the same is hereby stopped up and declared surplus to the needs of the Corporation;
2. **That** the subject property be offered for sale;
3. **That** the Mayor and the Clerk be and they are hereby authorized to execute on behalf of The Corporation of the Town of Tecumseh, and to seal any and all documents necessary to implement this by-law and the sale of the subject property.
4. **That** this by-law shall come into full force and take effect after its final passing, and upon its registration in the Land Registry Office for the County of Essex.

Read a first, second and third time and finally passed this 11th day of September, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW NUMBER 2018-55

Being a by-law to authorize the sale of Part 2 of Plan 12R-____, Block 90, Plan 12M-606 in the Town of Tecumseh

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

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

And Whereas notice of intention of the Council of The Corporation of the Town of Tecumseh to pass a by-law to convey Part 2 on Plan 12R-_____ was published on the Town's website in accordance with By-law No. 2003-06;

Now Therefore The Council Of The Corporation Of The Town Of Tecumseh Hereby Enacts As Follows:

1. **That** the lands legally described as Part 2 on Plan 12R-____, Plan of Survey of Block 90, Plan 12M-606 in the Town of Tecumseh (subject property) PIN 75270-0314 be and the same is hereby declared surplus to the needs of the Corporation;
2. **That** the subject property be offered for sale;
3. **That** the Mayor and the Clerk be and they are hereby authorized to execute on behalf of The Corporation of the Town of Tecumseh, and to seal any and all documents necessary to implement this by-law and the sale of the subject property.
4. **That** this by-law shall come into full force and take effect after its final passing, and upon its registration in the Land Registry Office for the County of Essex.

Read a first, second and third time and finally passed this 11th day of September 2018.

Gary McNamara, Mayor

Laura Moy, Clerk

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.
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
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.	PRS/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	
21/18	June 26, 2018		By-Law Enforcement	It is requested that a communication plan be developed to inform residents of property standards.	PBS	
22/18	August 14, 2018		Cannabis Legislation	A report on the provincial and federal legislative regulation of cannabis is requested.	CS	
23/18	August 14, 2018		Hot Temperatures in Vehicles with Children and Pets	It is requested that Administration provide a report on the issue of hot temperatures in vehicles with children and pets and include preventative options to raise public awareness such as monitoring options for vehicles, car seat warning labels.	CS	

	Meeting Date	Resolution	Subject	Action/Direction	Depart.	Status/Action Taken
24/18	August 14, 2018		Speeding at St. Gregory	It is requested that concerns over vehicles speeding on St. Gregory be enforced and raised at the Police Service Board meeting.	CAO	
25/18	August 14, 2018		McAuliffe Park	It is directed that Administration investigate additional washroom facilities at McAuliffe Park.	PRS	

The Corporation of the Town of Tecumseh

By-Law Number 2018 - 56

Being a by-law to confirm the proceedings of the **September 11, 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 **September 11, 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 **September 11, 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 11th day of September, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk