

Regular Council Meeting AGENDA

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

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2. Moment of Silence	
3. National Anthem	
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18. Next Meeting	
Tuesday, January 22, 2019	
6:30 pm Public Meeting of Council - ZBA 5500 Sexton Side Road	
7:00 pm Regular Meeting of Council	
19. Adjournment	

The Minutes of the Special Meeting for
The Council of the Corporation of the Town of Tecumseh

Tecumseh Council meets in special session on Monday, November 19, 2018
in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 9:00 am.

1. Call to Order

The Mayor calls the meeting to order at 9:00 am.

2. Roll Call

Present:	
Mayor	Gary McNamara
Deputy Mayor	Joe Bachetti
Councillor	Andrew Dowie
Councillor	Brian Houston
Councillor	Tania Jobin
Councillor	Rita Ossington
Absent:	
Councillor	Bill Altenhof
Also Present:	
Chief Administrative Officer	Tony Haddad
Director Parks & Recreation Services	Paul Anthony
Director Public Works & Environmental Services	Phil Bartnik
Director Information & Communication Services	Shaun Fuerth
Director Financial Services & Treasurer	Luc Gagnon
Director Planning & Building Services	Brian Hillman
Director Corporate Services & Clerk	Laura Moy
Director Fire Services & Fire Chief	Doug Pitre
Deputy Clerk & Manager Legislative Services	Jennifer Alexander
Manager, Engineering Services	John Henderson
Manager Planning Services	Chad Jeffery
Deputy Treasurer & Tax Collector	Tom Kitsos
Manager Strategic Initiatives	Lesley Racicot

3. Disclosure of Pecuniary Interest

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

4. Delegations

a. Mike Galloway, AMCTO Workshop Facilitator (8:30 am to 12:30 pm)

Re: Municipal Governance Training

Director Corporate Services & Clerk welcomes the newly elected Council gives opening remarks. She explains the purpose of today’s meeting and the Agenda.

Mr. Tony Haddad, CAO, provides greetings and introduces Mike Galloway who will be facilitating the part of today’s session.

Mr. Galloway facilitates the session on the emerging trends and best practices in municipal government. The topics of discussion include, but are not limited to: the role of elected official, the roles and responsibilities of administration, collaboration between Council and Administration, the role of the Integrity Commissioner and investigations carried out under the Code of Conduct for Council; as well as the role of special purpose bodies.

Some of the Provincial legislation are reviewed such as the Municipal Act 2001, Municipal Conflict of Interest Act, and the Municipal Freedom of Information and Protection of Privacy Act.

b. Lunch (12:30 pm to 1:15 pm)

5. Communications

There are no communications presented to Council.

6. Reports

a. Department Heads 1:1(1:15 pm to 4:30 pm)

Each Member present is given the chance to meet one-on-one with the Department Directors at 15-minute intervals to engage and discuss each department's priorities, accomplishments and visions for the next 4 years.

7. Adjournment

Motion: SCM-06/18

Moved By Councillor Andrew Dowie
Seconded By Councillor Brian Houston

That there being no further business, the Monday, November 19, 2018 Special Council Meeting now adjourn at 3:45pm.

Gary McNamara, Mayor

Laura Moy, Clerk

Minutes of a Special Meeting of
The Council of the Corporation of the Town of Tecumseh

Tecumseh Council meets in special session on December 1, 2018 in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 8:45 AM.

1. Call to Order

The Mayor calls the meeting to order at 9:00 am.

2. Roll Call

Present:	
Mayor	Gary McNamara
Councillor	Bill Altenhof
Councillor	Andrew Dowie
Councillor	Brian Houston

Absent:	
Deputy Mayor	Joe Bachetti
Councillor	Tania Jobin
Councillor	Rita Ossington

Also Present:	
Chief Administrative Officer	Tony Haddad
Director Parks & Recreation Services	Paul Anthony
Director Public Works & Environmental Services	Phil Bartnik
Director Corporate Services & Clerk	Laura Moy
Director Fire Services & Fire Chief	Doug Pitre
Manager, Engineering Services	John Henderson
Manager Planning Services	Chad Jeffery
Councillor – elect	Rick Tonial

3. Disclosure of Pecuniary Interest

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

4. Introduction and Purpose of Meeting

The purpose of the meeting is to give Members of Council an opportunity to view roads, bridges and other facilities proposed for improvement in 2019, as well as new area developments.

5. Delegations

There are no delegations presented to Council.

6. Communications

There are no communications presented to Council.

7. Reports

a. Capital Projects Road Tour - 2019

The Members and Administration participate in a bus tour of the Town in the areas shown in the 2019 Capital Projects Road Tour Booklet.

The tour is for information purposes only. It gives the Members an opportunity to view the proposed projects, or project areas, as well as future development areas, in order to provide a greater understanding the works to be undertaken.

8. Adjournment

Motion: SCM- 07/18

Moved By Councillor Bill Altenhof

Seconded By Councillor Andrew Dowie

That there being no further business, the Saturday, December 1, 2018 Special Council Meeting now adjourn at 10:45 am.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk

Minutes of a Special Meeting of
The Council of the Corporation of the Town of Tecumseh

Tecumseh Council meets in special session on Tuesday, December 4, 2018, in the Ciocario Club, 3745 North Talbot Road, Tecumseh, Ontario at 7:00 PM.

1. Call to Order

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

2. National Anthem

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

3. Roll Call

Present:

Mayor	Gary McNamara
Deputy Mayor	Joe Bachetti
Councillor	Bill Altenhof
Councillor	Andrew Dowie
Councillor	Brian Houston
Councillor	Tania Jobin
Councillor	Rick Tonial

Also Present:

Chief Administrative Officer	Tony Haddad
Director Parks & Recreation Services	Paul Anthony
Director Public Works & Environmental Services	Phil Bartnik
Director Information & Communication Services	Shaun Fuerth
Director Financial Services & Treasurer	Luc Gagnon
Director Planning & Building Services	Brian Hillman
Director 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, Engineering Services	John Henderson
Manager Planning Services	Chad Jeffery
Manager Strategic Initiatives	Lesley Racicot

4. Invocation

Father Goyeau and Reverend Lemon provide greetings to Council and Administration.

5. Welcome and Greetings

The Chief Administrative Officer welcomes everyone to the meeting and extends appreciation to the performers and Mr. Justice Christopher Bondy for his presence.

6. Declarations of Elected Office

Mr. Justice Christopher Bondy administers the Declaration of Elected Offices for each Member of Council.

7. Presentation of the Chain of Office

The Clerk remarks on the significance of wearing the Chain of Office and the donation of the Town's Chain by Col. P. Poisson Royal Canadian Legion Branch 261 in 1985.

Deborah Babin, the Mayor's sister, places the Chain on Mayor McNamara.

8. Remarks

Each Member provides a few words of appreciation and express their commitment to serving the community.

9. Mayor's Inaugural Address

The Mayor gives his Inaugural Address for the 2018-2022 term of Council.

10. Presentation of the Gavel

The Clerk provides a brief history of the gavel and presents it to the Mayor to adjourn the meeting.

11. Adjournment

Motion: SCM- 08/18

Moved By Councillor Rick Tonial
Seconded By Deputy Mayor Joe Bachetti

That there being no further business, the Tuesday, December 4, 2018
Special Council Meeting now adjourn at 8:05 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk

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

Tecumseh Council meets in regular public session on November 27, 2018 in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 7:00 pm.

1. Order

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

2. Moment of Silence

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

3. National Anthem

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

4. Roll Call

Present:

Mayor

Deputy Mayor

Councillor

Councillor

Councillor

Councillor

Councillor

Gary McNamara

Joe Bachetti

Bill Altenhof

Andrew Dowie

Brian Houston

Tania Jobin

Rita Ossington

Also Present:

Chief Administrative Officer

Director Parks & Recreation Services

Director Public Works & Environmental Services

Director Information & Communication Services

Director Financial Services & Treasurer

Director Planning & Building Services

Director Corporate Services & Clerk

Director Fire Services & Fire Chief

Deputy Clerk & Manager Legislative Services

Manager Planning Services

Manager Building Services & Chief Building Official

Tony Haddad

Paul Anthony

Phil Bartnik

Shaun Fuerth

Luc Gagnon

Brian Hillman

Laura Moy

Doug Pitre

Jennifer Alexander

Chad Jeffery

Mike Voegeli

5. Disclosure of Pecuniary Interest

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

6. Minutes

a. Regular Council Meeting - November 13, 2018

b. Public Council Meeting - November 13, 2018

Motion: RCM - 327/18

Moved by Councillor Tania Jobin
Seconded by Deputy Mayor Joe Bachetti

That the minutes of the November 13, 2018 Regular Meeting of Council and the minutes of the November 13, 2018 Public 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

There are no delegations presented to Council.

9. Communications - For Information

There are no Communications - For Information presented to Council.

10. Communications - Action Required

There are no Communications - Action Required presented to Council.

11. Committee Minutes**a. Cultural and Arts Advisory Committee - October 15, 2018****Motion: RCM - 328/18**

Moved by Councillor Rita Ossington
Seconded by Councillor Bill Altenhof

That the October 15, 2018 minutes of the Cultural and Arts Advisory Committee, as were duplicated and delivered to the Members of Council, are accepted.

Carried

b. Tecumseh Accessibility Advisory Committee - September 18, 2018**Motion: RCM - 329/18**

Moved by Councillor Brian Houston
Seconded by Councillor Andrew Dowie

That the September 18, 2018 minutes of the Tecumseh Accessibility Advisory Committee, as were duplicated and delivered to the Members of Council, are accepted.

Carried

12. Reports**a. Corporate Services & Clerk**

1. CS-2018-31 Taxi Cab Owner License Limitation

Motion: RCM - 330/18

Moved by Councillor Brian Houston
 Seconded by Councillor Bill Altenhof

That the number of Taxi Cab Owner Licenses be maintained at a maximum of twelve (12) licenses;

And that the number of Accessible Taxi Cab Owner Licenses be maintained at a minimum of three (3) licenses;

And further that CS-2018-31 dated November 27, 2018, respecting the limitation imposed on the issuance of Taxi Cab Owner's Licenses, as required under Section 16.2 of the Taxi By-law No. 2003-85, as amended, be received;

And furthermore that the fees and fares set out in Schedule B of By-law No. 2003-85, be amended, as follows:

\$4.15 start

\$2.31 first km

\$39.60 / hour waiting

Carried

2. CS-2018-35 Unattended Children and Pets in Vehicles during Hot Temperatures

Motion: RCM - 331/18

Moved by Councillor Rita Ossington
 Seconded by Councillor Bill Altenhof

That Report No. CS-2018-35 Unattended Children and Pets in Vehicles during Hot Temperatures be received as information.

Carried

3. CS-2018-39 Green Acres Optimist Park

Motion: RCM - 332/18

Moved by Deputy Mayor Joe Bachetti
 Seconded by Councillor Tania Jobin

That Green Acres Optimist Park be renamed as "Optimist Park."

Carried

b. Financial Services

1. FS-2018-17 Award General Insurance and Risk Management Services

Motion: RCM - 333/18

Moved by Councillor Brian Houston
 Seconded by Councillor Andrew Dowie

That the proposal for the General Insurance & Risk Management Services contract in the amount of \$295,428 plus PST be awarded to Frank Cowan Company Limited;

And that the Mayor and Clerk be authorized to enter into a contract for the services with Frank Cowan Company Limited;

And further that an allocation of \$39,000 be made to the Insurance Reserve which provides funding for those years where we have an extraordinary number of deductible payments required.

Carried

2. FS-2018-18 -Contract Renewal - Auditing Services

Motion: RCM - 334/18

Moved by Councillor Bill Altenhof
Seconded by Councillor Brian Houston

That the Town approve the contract renewal for KPMG LLP as the external auditors for the Town and BIA for the 2018 to 2022 fiscal years;

And that a by-law be prepared appointing KPMG LLP as auditors in accordance with the original Request for Proposal – External Audit Services dated October 4, 2013 and their request for renewal letter dated August 2, 2018.

Carried

c. **Planning & Building Services**

1. PBS-2018-40 Zoning By-law Amendment, 5500 Sexton, D19 5500SE

Motion: RCM - 335/18

Moved by Councillor Andrew Dowie
Seconded by Councillor Tania Jobin

That the scheduling of a public meeting, to be held on Tuesday, January 22, 2019, at 6:30 p.m., for the application submitted by 538073 Ontario Inc., to amend Sandwich South Zoning By-law 85-18 to rezone an approximate 19.4 hectare (48.0 acre) agricultural property situated on the east side of Sexton Side Road (5500 Sexton Side Road), approximately 325 metres south of its intersection with County Road 46, from “Agricultural Zone (A)” to a site specific “Agricultural Zone (A-28)” in order to:

prohibit the construction of a residential dwelling unit in accordance with Section 2.3.4.1 c) of the Provincial Policy Statement; and

prohibit a livestock facility within the existing farm building, in accordance with the Minimum Distance Separation (MDS) Formula, be authorized;

And that the preparation of a draft zoning by-law amendment for consideration at the same meeting, be authorized.

Carried

2. PBS-2018-41 2018 Nine Month Permit Report

Motion: RCM - 336/18

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Brian Houston

That Report No. PBS-2018-41 2018 Nine Month Permit Report, be received.

Carried

3. PBS-2018-42 1122 Lesperance Road, CIP Grant No. 2

Motion: RCM - 337/18

Moved by Councillor Rita Ossington
Seconded by Councillor Bill Altenhof

That the Grant Application for the Tecumseh Road Main Street Community Improvement Plan Financial Incentive Program, for the property located at 1122 Lesperance Road (Roll No. 374415000002200), be approved and deemed eligible for the following Financial Incentive in accordance with Section 11.3 (5):

- Building Façade Improvement Grant, for a total amount of \$15,000.00 towards the cost of the proposed building façade improvement works,
all of which is in accordance with the Tecumseh Road Main Street Community Improvement Plan and PBS-2018-42.

Carried

13. By-Laws

Motion: RCM - 338/18

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Brian Houston

That By-Law 2018-66 being a by-law of the Corporation of the Town of Tecumseh to authorize the borrowing upon amortizing debentures in the principal amount of \$134,000.00 towards the cost of the North Talbot Road Sanitary Sewer;

And that By-Law 2018-67 being a by-law of the Corporation of the Town of Tecumseh to authorize the borrowing upon amortizing debentures in the principal amount of \$42,000.00 towards the cost of the North Talbot Road Sanitary Sewer;

And further that By-Law 2018-68 being a by-law to appoint Municipal Auditors for The Corporation of the Town of Tecumseh for the fiscal years 2018-2022.

Be given first and second reading.

Carried

Motion: RCM - 339/18

Moved by Councillor Rita Ossington
Seconded by Councillor Bill Altenhof

That By-Law 2018-66 being a by-law of the Corporation of the Town of Tecumseh to authorize the borrowing upon amortizing debentures in the principal amount of \$134,000.00 towards the cost of the North Talbot Road Sanitary Sewer;

And that By-Law 2018-67 being a by-law of the Corporation of the Town of Tecumseh to authorize the borrowing upon amortizing debentures in the principal amount of \$42,000.00 towards the cost of the North Talbot Road Sanitary Sewer;

And further that By-Law 2018-68 being a by-law to appoint Municipal Auditors for The Corporation of the Town of Tecumseh for the fiscal years 2018-2022.

Be given third and final reading.

Carried

14. Unfinished Business

a. November 27, 2018

The Members receive the Unfinished Business listing for Tuesday, November 27, 2018.

15. New Business

St. Mark's Montessori School

A member raises safety concerns on the building construction at the school regarding student drop-off and pick-up areas. A request is made that

Administration contact the school to ensure student safety measures during drop-off and pick-up times are adhered to while construction is occurring.

Santa Claus Parade

Members thank the Parks & Recreation Services Department for the organization of the Santa Claus Parade and festivities. Gratitude is also extended to the Optimist Club of St. Clair Beach for their continued support.

Property Standards

A member raises concern on the multiple semi-trucks parking overnight in non-designated areas. A request is made for Administration to review.

2014-2018 Council

This is the final meeting of this term of council. The Mayor thanks all members for their service and highlights the Town's accomplishments for the term. Councillor Ossington is acknowledged for her 15 years of community service as a councillor for the Town. A small gift of appreciation is presented.

16. Motions

a. Confirmatory By-law 2018-69

Motion: RCM - 340/18

Moved by Councillor Brian Houston
Seconded by Councillor Rita Ossington

That By-law 2018-69 being a by-law to confirm the proceedings of the November 27, 2018 regular meeting of Council of the corporation of the Town of Tecumseh be given a first, second, third and final reading.

Carried

17. Notices of Motion

There are no notices of motion presented to Council.

18. Next Meeting

Saturday, December 1, 2018

8:45 am Special Meeting of Council - Road and Facilities Tour

Tuesday, December 4, 2018

7:00 pm Special Meeting of Council - Inaugural Council Meeting at the Ciociaro Club

Tuesday, December 11, 2018

6:00 pm Special Meeting of Council - Committee & Board Appointments

7:00 pm Regular Meeting of Council

19. Adjournment

Motion: RCM - 341/18

Moved by Councillor Rita Ossington
Seconded by Councillor Rita Ossington

That there being no further business, the Tuesday, November 27, 2018 meeting of the Regular Council now adjourn at 7:51 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk



Municipal Considerations for Cannabis Retail

Nicole Dupuis – Director, Health Promotion

Eric Nadalin - Manager, Chronic Disease and Injury Prevention

Presentation Outline

1. Cannabis in Windsor and Essex County
2. WE Board of Health Resolutions
3. Retail of Other Legal Substances
4. Cannabis and Vulnerable Populations/Areas
5. Opt In/Opt Out

Prevalence of Cannabis Use

Most commonly used illegal substance in Canada

- Past year use: 12% (15 years+)
- Higher rates among:
 - Men (15%) vs. Women (10%)
 - Youth, 15-19 (21%) and Young Adults, 20-24 (30%) vs. Adults (10%)
(Canadian Tobacco Alcohol and Drugs Survey, 2015)
- In **Windsor-Essex:**
 - Young Adults, 15-29 (23%) [95% CI: 14.6-31.4%] vs Adults, 18+ (9.5%) [95% CI: 7.9-11.3%]
(WECHU Community Needs Assessment, 2016)

Health Effects

Mental Health	Physical Health	Risk of Injury
Difficulty Concentrating	Coughing, Wheezing Shortness of Breath	Unintentional consumption/Poisoning
Poor Coordination and Psychomotor skills	Hyperemesis	Overdose
Impaired Memory	Bronchitis	Motor Vehicle Collision
Reduced Cognitive Function	Heart Disease	
Psychosis, Depression, Anxiety	Chronic Obstructive Pulmonary Disease (COPD)	
Addiction/Dependence <i>Cannabis Use Disorder</i>	Cancer	



Windsor-Essex Board of Health Resolutions

January 14, 2016

- Supporting a public health approach to cannabis legalization in Ontario with strong health-centered and age-restricted regulations to reduce health and societal harms associated with cannabis use.

October 18, 2017

- Encouraging Windsor-Essex municipalities to develop strict licensing, planning, and zoning regulations
- Working with enforcement agencies and municipalities to support smoking prohibitions
- Promoting *Canada's Lower-Risk Cannabis Use Guidelines* to reduce harms of cannabis use



Windsor-Essex Board of Health Resolutions

October 18, 2018

- Municipalities OPT OUT of the cannabis retail model as proposed by the provincial government in their respective communities.
- The province establish limits on the number of retailers in a geographic area to prevent clustering and reduce retail outlet density.
- The province set additional regulations with respect to the proximity of retail outlets in relation to areas which may unfairly target vulnerable populations.
- The province providing for the ability of municipalities to create licensing and zoning regulations which would be reflective of the unique needs of individual communities.
- Municipalities amend existing smoke-free by-laws to include “cannabis” in the definition, and expand spaces where the use of substances is prohibited (e.g., cannabis consumption venues or vape lounges).

Cannabis Retail in Ontario

- Minimum distance of 150 m (500 ft) between cannabis retail stores and schools.
- No cap on the number of retailers per municipality.
- Municipalities are prohibited from using licensing or land-use by-laws to control the placement or number of cannabis retail outlets.
- All private recreational cannabis retail storefronts to be stand-alone stores only.
- Retailers will not be permitted to allow anyone under the age of 19 to enter their stores.
- Zero-tolerance (enforced by AGCO) for any retailer who provides cannabis to anyone under the age of 19.



Cannabis Retail in Ontario

- Private stores will be permitted to open between 9:00 a.m. and 11:00 p.m. on any day.
- AGCO will begin accepting applications on December 17, 2018 and private retailing will begin April 1, 2019.
- The government has committed to providing \$40 million over two years to help municipalities with the implementation costs of recreational cannabis legalization.



AGCO - Licensing Framework

Retail Operator Licence

- Allows you to operate one or more retail store in Ontario.

Retail Store Authorization

- Permits store layout and location.
- 15-day public consultation window on location.

Cannabis Retail Manager Licence

- Most responsible person for operations of store.



Concerns for Municipalities

Consumption permitted in all areas not covered by *Smoke-free Ontario Act*.

- Interaction with municipal smoking bylaws
- Smoking/loitering and nuisance concerns around retailers
- Fewer restrictions on where cannabis, tobacco and vapes can be used increases the risk of normalization, second-hand smoke exposure and impairment

Increased density and number of access points can lead to:

- Increased consumption and associated harms
- Normalization of use
- Decreased success in attempts to abstain from use
- Undermining of health warnings

Exposure to vulnerable populations:

- Children and youth
- Individuals seeking treatment for substance use
- Individuals susceptible to addiction or with mental illness
- Low income neighbourhoods

Summary of Evidence from Tobacco and Alcohol Retail

Retail outlet density contributes to increased consumption and harms.

1. Babor, T, Caetano R, Cassell S, Edwards G, Giesbrecht N, Graham K, Rossow I. (2010). Alcohol no ordinary commodity: Research and public policy (Second ed.). New York, USA: Oxford University Press. Ottawa, ON.
2. Popova S, Giesbrecht N, Bekmuradov D, Patra J. (2009). Hours and days of sale and density of alcohol outlets: impacts on alcohol consumption and damage: a systematic review. Alcohol Oct;44(5):500-16.
3. World Health Organization (2010). Global strategy to reduce the harmful use of alcohol. Available from: http://www.who.int/substance_abuse/msbalestrategy.pdf
4. Borodovsky JT, Lee DC, Crosier BS et al. (2017). US cannabis legalization and use of vaping and edible products among youth. Drug Alcohol Depend 177:299-306. Available from: <https://www.ncbi.nlm.nih.gov/pubmed/28662974>
5. Mair C, Freisthler B, Ponicki WR, Gaidus A. NIHMS705271; The impacts of marijuana dispensary density and neighborhood ecology on marijuana abuse and dependence (2015). Drug Alcohol Depend 154:111-6. Available from: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4536157>

Retail outlet proximity to youth-serving facilities normalizes and increases substance use.

1. U.S. Department of Health and Human Services (HHS), Office of the Surgeon General (2016). Facing Addiction in America: The Surgeon General's Report on Alcohol, Drugs, and Health. Available from: <https://addiction.surgeongeneral.gov/surgeon-generals-report.pdf>
2. Canadian Paediatric Society. Cannabis and Canada's children and youth (2016) Ottawa, ON: Canadian Paediatric Society. Available from: <https://www.cps.ca/en/documents/position/cannabis-children-and-youth>.

Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents.

1. Mair C, Freisthler B, Ponicki WR, Gaidus A. NIHMS705271; The impacts of marijuana dispensary density and neighborhood ecology on marijuana abuse and dependence (2015). Drug Alcohol Depend 154:111-6. Available from: <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC4536157>
2. Alberta Health Services (2018). AHS recommendations on cannabis regulations for Alberta municipalities. Available from: <http://rmalberta.com/wp-content/uploads/2018/05/Webinar-recording-Cannabis-and-Public-Health-AHS-Cannabis-Information-Package-for-Municipalities.pdf>

Fewer restrictions on where substances can be used may increase the risk of normalization, second-hand smoke exposure and impairment.

1. Smoke-Free Ontario Scientific Advisory Committee, Ontario Agency for Health Protection and Promotion (Public Health Ontario). Evidence to guide action: Comprehensive tobacco control in Ontario (2016). Toronto, ON: Queen's Printer for Ontario; 2017. Available from: https://www.publichealthontario.ca/en/eRepository/SFOSAC%202016_FullReport.pdf.
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Concerns for Municipalities

Lessons learned from Tobacco and Alcohol control:

- Retail outlet density contributes to increased consumption and harms.
 - Positive association between alcohol outlet density and excessive alcohol consumption and related harms.
- Retail outlet proximity to youth-serving facilities normalizes and increases substance use.
 - Schools with a greater number of retailers surrounding them have higher smoking rates.
- Retail outlet proximity to other sensitive areas may negatively influence vulnerable residents.
 - Higher concentration of tobacco retailers in lower income neighbourhoods.
- Less restrictions on where substances can be consumed increases the risk of normalization, exposure, and impairment.



WECHU Recommendations:

Opt Out

- One time window to **OPT-OUT** of retail stores in your municipality
- Can opt back in at later date
- ***Deadline – January 22nd, 2019***
 - 3 months from election, but shortly after swearing in of new council

Opt Out Allows for:

- Time to conduct a more formal public and stakeholder engagement process
- Integrate lessons learned from other Ontario municipalities
- Learn more about provincial regulations and create a local regulatory framework that is reflective of the best interests of Windsor-Essex Residents

Thank You

Nicole Dupuis; Director of Health Promotion
ndupuis@wechu.org

Eric Nadalin; Manager of Chronic Disease and Injury Prevention
enadalin@wechu.org

[*wechu.org/cannabis*](http://wechu.org/cannabis)



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WECHU Recommendations:

Proximity and Density

That Cannabis-related businesses be:

- no less than **500m** from any *school, library, park, recreational centre* and any other *youth-serving facility*,
- no less than **500m** from *subsidized or low-income housing*,
- no less than **500m** from *correctional facilities, addiction and mental health facilities, hospitals and places of worship*, and
- no less than **500m** from any *alcohol, tobacco, or other cannabis-related business* (i.e., cannabis consumption lounges or production facility)

WECHU Recommendations:

Other Considerations

That municipalities:

- Establish limits on the *number* of retailers in a geographic area to prevent clustering and reduce retail outlet *density*.
- Amend existing smoke-free by-laws to explicitly *include the word “cannabis”* in their definition of smoking.
- Work *collaboratively* with public health and school boards to consider impacts of legalization across different sectors.

Police Services Board

2019 Proposed Budget

December 11, 2018



Presented by:
Eleanor Groh, Vice Chair, Tecumseh Police Services Board

Environmental Scan – Policing in Ontario

- Change in Provincial Government
 - New gov't postponing implementation of elements of Bill 175, the *Safer Ontario Act* and undertaking review
- New Policing Legislation
 - *Safer Ontario Act, 2018* received royal assent on March 8, 2018; majority of provisions are to come into effect January 1, 2020
 - Regulations under development....effect of provincial review unknown at this time
 - Amalgamation of boards by OPP Detachment
- Provincial Grants
 - Ministry transitioning to outcomes-based grant program
 - Other grants (such as Court Security) under review by new gov't



Tecumseh Police Services Board

- Section 10 Board as required by the *Police Services Act*
- Board is responsible for the provision of 'adequate & effective police services' in the Town
- For 2019:
 - Provincial appointment pending
 - December 31 – Council appointments expire
 - December 11 – Council appointments pending
- Current 5 member board:

Mayor	Mayor Gary McNamara
1 Member of Council	Deputy Mayor Joe Bachetti
1 Community Member – Council appointed	Fred Stibbard
2 Members appointed by Province	Vacant
	Eleanor Groh



2019 Budget Drivers

- Year 5 of 6-year contract
- 2019 OPP estimated wage adjustment has been included
 - OPPA Collective agreement expires December 31, 2018 and negotiations are underway
- Maintain current service levels
- CPI is 2.2% (September)
- Implementation of new *Police Services Act*??



Contract Services

- OPP contract is for 6 year term (2015-2020)
- Cost allocation in contract is comprised of:
 1. Base Service (56.2%)
 2. Calls for Service (43.8%)
- OPP Wage (CBA)
 - 2019 – 1.9% (est)
 - 2019+ - tbd
- Billing reconciliation for 2019 in 2021



Comparative Policing Costs – 2017

[lowest to highest by per capita cost]

Rank	Police Service	Per Capita Cost	Per Household Cost
1	Lakeshore	\$138	\$354
2	Kingsville	\$147	\$361
3	Tecumseh	\$148	\$386
4	Leamington	\$167	\$420
5	Essex	\$170	\$399
6	LaSalle*	\$243	\$667
7	Amherstburg*	\$268	\$657
8	Windsor*	\$417	\$925

Source: Ministry of Municipal Affairs

* Section 31 Municipal Police Forces (not OPP served)



Crime Severity Index – 2017

Rank	Police Service	Crime Rate per 100K population
1	Amherstburg*	20.9
2	Essex	25.4
3	Kingsville	25.5
4	LaSalle*	26.6
5	Tecumseh	27.3
6	Lakeshore	27.7
7	Leamington	53.3
8	Windsor*	95.0

Source: Statistics Canada

- Section 31 Municipal Police Forces (not OPP served)
- Expressed as a rate per 100,000 population



PSB Local Initiatives

1. Community Policing
2. Park Watch Program
3. Dedicated Foot Patrol
4. High School Resource Officer
5. Mental Health Response Unit



POLICE SERVICES BOARD

Expenditures

- \$43,020 [2018 \$47,131], decrease of \$4,111 or 8.7%
 - Decrease of \$3,600 in Professional Development, as Ontario Association of Police Services Boards (OAPSB) annual conference will be held in Windsor, resulting in reduced costs for delegates



POLICE

Revenues

- \$198,387 [2018 \$195,387], increase of \$3,000 or 1.5%
 - Revenues from User Charges
 - Increase of \$3,000 reflects activity in OPP Reports & Clearances



POLICE

Expenditures

- \$3,484,689 [2018 \$3,393,518], 2.7% increase
- Contract
 - Gross expenditures in 2019 of \$3,418,841 vs \$3,327,000 for 2018
 - Increase of \$91,841 or 2.76% reflects:
 - Reconciliation of 2017 costs & other allowances
 - Estimated wage adjustment for 2019



Discussion – Q&A

THANK
YOU



Windsor-Essex County Health Unit (WECHU)

BOARD OF HEALTH

Resolution Recommendation – October 5 2018

PROPOSED MOTION

Whereas, the federal government has passed the *Cannabis Act, 2017* to legalize non-medical cannabis, coming into effect on October 17th, 2018, and

Whereas, the Ontario government has amended the provincial *Cannabis Act, 2017* to permit a privatized retail model in Ontario, and

Whereas, cannabis smoke contains many of the same carcinogens, toxins, and irritants found in tobacco smoke with the added psychoactive properties of cannabinoids like THC, and

Whereas, increased density and clustering of cannabis retailers may result in increased access, consumption, and increased risk for chronic disease, mental illness, and injury, and

Whereas, Ontario municipalities will have the one-time opportunity to OPT OUT of cannabis retail outlets in their communities, and

Now therefore be it resolved that, the Windsor-Essex County Board of Health encourages all Windsor-Essex municipalities to OPT OUT of the cannabis retail model as proposed by the provincial government in their respective communities.

FURTHER that the Windsor-Essex County Board of Health encourages the provincial government to establish limits on the number of retailers in a geographic area to prevent clustering and reduce retail outlet density.

FURTHER that, the Windsor-Essex County Board of Health for the Windsor-Essex County Health Unit encourages provincial government to set additional regulations with respect to the proximity of retail outlets in relation to areas which may unfairly target vulnerable populations.

FURTHER that, the provincial government provide local public health units with dedicated funding for public education and health promotion activities as well as the enforcement of cannabis-related regulations under the Smoke-free Ontario Act and **FURTHER** that the Windsor-Essex County Board of Health for the Windsor-Essex County Health Unit encourages all Windsor-Essex municipalities to amend existing smoke-free by-laws to include “cannabis” in the definition, and expand spaces where the use of substances is prohibited (e.g., cannabis consumption venues or vape lounges).

FURTHER that, previous Resolutions passed by the Windsor-Essex County Board of Health are shared with the newly elected provincial government.

Further that the Windsor-Essex Board of health suggests the province providing for the ability of municipalities to create licensing and zoning regulations, which would be reflective of the unique needs of individual communities in addition to increasing the number and distance of buffer zones proposed for retail outlets from vulnerable areas.

AND FURTHER that this resolution be shared with the Honorable Prime Minister of Canada, local Members of Parliament, the Premier of Ontario, local Members of Provincial Parliament, Minister of Health and Long-term Care, Federal Minister of Health, the Attorney General, Chief Medical Officer of Health, Association of Local Public Health Agencies, Ontario Boards of Health, Ontario Public Health Association, the Centre for Addiction and Mental Health, and local community partners.

APPENDIX

Municipal engagement activities to date

<i>Summary of Activities</i>		
Date	Municipality	Activity
November, 2017	Windsor	Presented to city administrators A Public Health Perspective for the Location of Cannabis Retail Storefronts in the City of Windsor: Windsor-Essex County Health Unit Recommendations recommends a minimum distance of 500m to be set between cannabis businesses or production facilities and sensitive areas such as schools, low-income areas, and mental health and addiction treatment facilities.
May 28, 2018	Leamington	Provided a letter in support of the recommended regulations set out in Council Report LLS-28-18, regarding the regulation of cannabis production and distribution. In addition to supporting the restrictions outlined in the report for the regulation of cannabis production and distribution within the municipality, WECHU provided additional insight into the health implications associated with cannabis exposure and additional measures which should be considered in protecting residents from second-hand cannabis smoke and smoking behaviour, including

		recommendations for the siting of cannabis-related businesses.
June 20, 2018	Windsor	Participated in meeting with representatives from the City of Windsor administration, Ontario Cannabis Store Vice President and Community Engagement Team, and Windsor Police to discuss proposed cannabis retail locations, operations, and safety of operational measures and provide feedback from a public health perspective.
	Amherstburg	Contributed feedback and recommendations for the <i>Amherstburg Parks Master Plan</i> to establish minimum distance requirements between existing alcohol and cannabis outlets and between all new alcohol/cannabis outlets to playground, youth facilities and recreation areas.
June, 2018	Kingsville	Contributed feedback and recommendations for the <i>Town of Kingsville Official Plan Review: Issues and Policy Directions Report</i> to set minimum distances between cannabis-related businesses and sensitive land use areas.
July 18, 2018	LaSalle	Participated in meeting to discuss legalization implications and needs for the municipality, and present recommendations for zoning of cannabis related businesses and ways to strengthen existing by-laws (e.g. municipal smoking by-laws).
August, 2018	Kingsville	Contributed feedback and recommendations for the <i>Town of Kingsville Application for Zoning By Law Amendment (4.46 Medical Marihuana Production Facilities)</i> . Recommendations included establishing minimum distance requirement be increased to no less than 500m between marihuana production facilities and lands zoned for residential, recreational, institutional use and Lake Erie. It was also recommended that facilities should operate with an odour

		abatement protocol to eliminate noxious odour and conduct environmental impact assessments and provide reports to the municipality.
August 29, 2018	Tecumseh	Attended meeting to provide recommendations for zoning and siting of retail locations and recommend ways to strengthen existing by-laws (e.g. municipal smoking by-laws).
September 28, 2018	All municipalities	Presented recommendations for licensing, zoning, and by-law amendments from a public health perspective to all municipal CAOs. Provided recommendations on how to best approach the private retail model implementation in Windsor-Essex and the importance of a unified approach across municipalities.

RECEIVED NOV 23 2018

Office of the President

November 16, 2018

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

Dear Mayor McNamara: 

I am writing this letter to personally thank you for your generous donation of a 1990 Spartan Pumper Firetruck for our Pre-Service Firefighting Program.

I am incredibly grateful for this donation. Your support of our Pre-Service Firefighting Program, and our students, is very much appreciated. It is through supportive actions like these that allow us to continue to provide high quality education to our students, which in turn, benefits our community. This firetruck will allow our Pre-Service Firefighting students to gain hands-on, practical learning experience in an industry-like setting.

Again, thank you very much for this generous donation and for making a significant contribution to the Pre-Service Firefighting Program, to our students and to our community.

Regards,



Patti France, M.Ad.Ed.
President

cc: W. Habash, Vice President Academic
L. Zuccato, Chair, School of Skilled Trades

From: Zwarycz, Tamara (MAG)

Sent: Tuesday, November 27, 2018 10:17 AM

To: Ed Hooker

Cc: 'judy robson' ; 'Christine Riley'; Brian Hillman

Subject: RE: OMB Case No.: PL160967 - Tecumseh, Del Duca Industrial Park Ltd., Nabbout Appeal and Burford Appeal

Dear Mr. Hooker,

Thank you for your email. The Tribunal has granted the request to withhold its order for an additional 6 months to allow for time to continue with discussions.

Tamara Zwarycz Case Coordinator, Planner

Local Planning Appeal Tribunal Environment and Land Tribunals Ontario

655 Bay Street, Suite 1500, Toronto ON, M5G 1E5

tel.: (416) 326-6790 | fax: (416) 326-5370 | toll free: 1(866) 448-2248

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M5G 2E5
Tél. : 416 585-7000
Télééc. : 416 585-6470



November 30, 2018

Gary McNamara
Mayor
Town of Tecumseh
lmoy@tecumseh.ca

Dear Mayor McNamara and Council:

Please accept my congratulations on your success in the recent municipal elections. I want to thank you for your decision to serve the public, and I look forward to working with you in the years ahead.

As a former mayor, I know firsthand that municipal government is closest to the people and delivers important services every day. I also know your constituents expect local government to be effective and responsive, and you expect the same in the provincial-municipal relationship.

At the AMO conference this year, I was proud to sign a renewed Memorandum of Understanding one year before it expired. The MOU signals our government's commitment to consult when introducing measures that affect municipalities.

There is much work ahead of us. Our government is working hard to remove red tape that stands in the way of job creation and development in communities across the province. We will be working together to increase housing supply and find efficiencies by reducing the reporting burden you face when dealing with the province. Our goal is to ensure that local governments are working well and supporting future economic prosperity.

As we work together to serve the people of our great province, I want to hear about the challenges you face. I know that local representatives understand their communities and that you can help us ensure that local government is working harder, smarter and more efficiently. Best wishes to you and to council for success over the next four years.

Sincerely,

A handwritten signature in blue ink that reads 'Steve Clark'.

Steve Clark
Minister



VIA EMAIL ONLY

November 30, 2018

The Government of Ontario
c/o The Honourable Doug Ford, MPP
Premier of the Government of Ontario
Queen's Park, Legislative Building, Room 281
Toronto, Ontario M7A 1A1
Email: premier@ontario.ca

The Government of Ontario
c/o The Honourable Caroline Mulroney, MPP
Attorney General and Minister of Francophone Affairs
McMurtry-Scott Building, 720 Bay Street, 11th Floor
Toronto, Ontario M7A 2S9
Email: caroline.mulroney@ontario.ca

Dear Premier Ford and Minister Mulroney:

Re: Cannabis Retail Stores Proximity to Schools – Greater Essex County District School Board Comments

This correspondence is in response to the above-noted Ministry of the Attorney General led process that addressed limits of Cannabis Retail Stores proximity to schools. Please be advised that the Greater Essex County District School Board has had an opportunity to review and at the November 20, 2018 Board of Trustee's Meeting, passed a motion to write a letter of concern regarding the proximity of Cannabis Retail Stores to schools.

The Board is aware that Ontario Regulation 468/18, being the General Regulations pursuant to the *Cannabis Licence Act, 2018*, were approved and ordered by the Lieutenant Governor of Ontario, through an Order In Council on November 14, 2018. The Regulations came into force on November 16, 2018, when the Lieutenant Governor of Ontario proclaimed the Act to come into force, based on the recent passage of Bill 36, Cannabis Statute Law Amendment Act, 2018, receiving Royal Assent on October 17, 2018.

Under the Act, this gave the ability for the Ministry of the Attorney General to recommend the Regulations thereto. As such, Section 11 of the Regulation under the Act, established a minimum 150 metre separation distance between Cannabis Retail Stores and schools.

The Board is concerned with the minimum distance established by the Government of Ontario. By amending the Regulations to enhance the separation distance of Cannabis Retail Stores

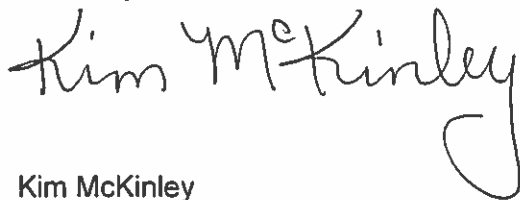
proximity to schools immediately, this will achieve one of the key principles of the legislation – to protect youth and to take whatever steps are necessary to ensure that cannabis remains out of the hands of people under the age of 19.

The Government of Ontario needs to help ensure that we protect the student community of the schools through ensuring public health and safety, protecting youth and reducing illegal sales.

The Board requests that the Ministry of the Attorney General re-commence the consultations with a wider stakeholder group in revising the Regulations and then have the draft regulations open to board public consultation and then make recommendations to the Lieutenant Governor of Ontario to amend the Regulations thereafter.

Should you have any questions or concerns on the above, please do not hesitate to contact the undersigned.

Sincerely,



Kim McKinley
Chairperson of the Board

cc.

Honourable Bill Blair, Minister of Border Security and Organized Crime Reduction Bill.Blair@parl.gc.ca

Honourable Lisa Gretzky, MPP, Windsor West (Email: lgretzky-gp@ndp.on.ca)

Honourable Percy Hatfield, MPP, Windsor – Tecumseh (Email: phatfield-gp@ndp.on.ca)

Honourable Taras Natyshak, MPP Essex (Email: tnatyshak@ndp.on.ca)

Honourable Rick Nicholls, MPP, Chatham-Kent – Leamington (Email: rick.nicholls@pc.ola.org)

Honourable Andrea Horwath, MPP, Leader of the Official Opposition (Email: ahorwath-gp@ndp.on.ca)

Honourable Sara Singh, MPP, Attorney General Critic (Email: ssingh@ndp.on.ca)

Honourable Lisa M. Thompson, MPP, Minister of Education (Email: minister.edu@ontario.ca)

Honourable Marit Stiles, MPP, Education Critic (Email: mstiles-gp@ndp.on.ca)

The City of Windsor, vcritchley@citywindsor.ca

Municipality of Leamington, bpercy@leamington.ca

Town of Amherstburg, pparker@amherstburg.ca

Town of Essex, rauger@essex.ca

Town of Kingsville, jastrologo@kingsville.ca

Town of Lakeshore, knewman@lakeshore.ca

Town of LaSalle, bandreatta@lasalle.ca

Town of Tecumseh, lmoy@tecumseh.ca

Township of Pelee, k.digiovanni@pelee.ca

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000

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Toronto ON M5G 2E5
Tél. : 416 585-7000



Dear Head of Council,

As you know, our government has launched a broad consultation to gather input on how to increase the supply and mix of housing, speed up development timelines and drive down costs. Feedback from the consultation will inform our Housing Supply Action Plan, to be released this spring. I encourage you to share your ideas by visiting Ontario.ca/HousingSupply before January 25, 2019.

As part of this consultation, we will be undertaking a fundamental review of all aspects of the development approvals process as it relates to building more housing people can afford, and attracting and retaining new business investments. That is why I have directed my ministry to review the entire provincial approvals process – from the rules for planning all the way to construction.

I am keenly aware of the broad number of permits, approvals and processes that may come into play as part of this exercise, including those that reside with our partner ministries. I am working closely with my Cabinet colleagues on this initiative and our government's goal is a streamlined development process that ensures provincial approvals are in place within one year so building can begin sooner.

To help achieve this ambitious but necessary goal, and following on the successes of our recent Growth Plan Implementation workshops, we want to hear directly from you. That is why, we will be holding a series of targeted consultations focused on the key laws and policies that my ministry administers, and your input will be critical.

In the coming days, you will be invited to participate in one or several discussions focused on the Planning Act, the Provincial Policy Statement, the Building Code and other matters. This detailed review of individual policies and laws is needed to find every barrier and unnecessary step in the process. However, as Minister, I am interested in transformative change, not incremental shifts in policies.

Making Ontario open for business means a fundamental change to the status quo. Our province needs to be a place where businesses can locate and grow, and create jobs and innovate, not spend their time clearing regulatory hurdles and navigating unnecessary red tape.

This is urgent work, and I hope you will make time to participate. I look forward to hearing your important insights and recommendations on how to move forward.

A handwritten signature in black ink, appearing to read "Steve Clark".

Steve Clark
Minister
Ministry of Municipal Affairs and Housing

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 November 27, 2018 at 6:00 pm in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario.

1. Call to Order

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

2. Roll Call

Present:

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

Also Present:

Chief Administrative Officer Tony Haddad
Director Parks & Recreation Services Paul Anthony
Director Public Works & Environmental Services Phil Bartnik
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 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 the Committee.

5. Communications

There are no Communications presented to the Committee.

6. Reports

6.a Manning Road Secondary Plan

Re: Verbal Report by the Director Planning & Building Services

The Director of Planning & Building Services provides an overview of the matters affecting future development in the Manning Road Secondary Plan area. Meetings have occurred between Town Administration and the two main developers, Valente and Sylvester, in an attempt to come to a consensus as to how development might proceed in this area.

These developers were sent a letter from Town Administration summarizing the issues and positions that had been discussed on various development and servicing matters.

These main issues identified in the letter were with respect to the preferred location of the stormwater management features, design of new services, Town contribution, staging planning, cost recovery of municipal

works, acquisition of parkland, acquisition of trunk sanitary sewer line easement at future Westlake Drive extension and the Westlake Drive road extension. It was acknowledged that more detailed discussions will be required. An Administrative report will be brought forward to Council in the future containing recommended actions for the consideration of Council.

6.b Storm Drainage Master Plan

Re: Verbal Report from the Director Public Works & Environmental Services

The Director Public Works & Environmental Services provides an overview of the Storm Drainage Master Plan (Plan). The study for the Plan began in early 2017. The first Public Information Centre (PIC) was held on July 25, 2018, where only 34 people attended.

The study includes all of the Town's eight pumping stations, and three gravity outlets. Once the study is completed, the intent moving forward is to broaden the study's scope to include the Tecumseh Hamlet Secondary Plan Area within the next five years.

Once complete, the Plan will provide recommendations for those areas in need of an improved level of service. The Director provided a summary of the required works, specifically the alternatives identified at the first PIC for the area west of the Manning Road Secondary Plan Area.

The second PIC will be held in early January 2019 followed by a presentation to Council in February.

6.c McColl Avenue

Re: Verbal Report from the Director Corporate Services & Clerk

The Director Corporate Services & Clerk provides an update on McColl Avenue to the members. McColl Avenue is an unopened road located on the east side of the former Victoria School property.

A neighbourhood open house with the property owner is scheduled to unveil the proposed plan development for the property which Administration is planning to attend. Following this meeting, Administration will bring a report forward to Council at a later date.

Motion: PPC - 12/18

Moved By	Councillor Brian Houston
Seconded By	Deputy Mayor Joe Bachetti

That the reports of Manning Road Secondary Plan, and the Storm Drainage Master Plan, and McColl Avenue be received as information.

Carried

7. Unfinished Business

There is no Unfinished Business presented to the Committee.

8. New Business

There is no New Business discussed.

9. Next Meeting

The next meeting will be at the call of the Chair.

10. Adjournment

Motion: PPC - 13/18

Moved By	Councillor Bill Altenhof
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Seconded By Councillor Rita Ossington

That there being no further business, the November 27, 2018 meeting of the Policies and Priorities Committee now adjourn at 6:52 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk

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 November 29, 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:

Member	Suzanne Beneteau
Vice-Chair	Paul Morand
Member	Dara Pfeifer O'Connor
Member	Michelle Phillion
Member	Nancy Tennant

Also Present:

Manager Committee & Community Services	Christina Hebert
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Absent:

Member	Dorothy Nagy
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3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

None.

5. Communications

a. Senior Advisory Committee Minutes dated September 27, 2018

b. Senior Advisory Committee Minutes dated October 25, 2018

Motion: SAC- 21/18

Moved By	Member Suzanne Beneteau
Seconded By	Member Dara Pfeifer O'Connor

That the minutes of the September 27, 2018 and October 25, 2018 meeting of the Senior Advisory Committee be approved.

Carried

6. Reports

None.

7. Unfinished Business

a. Senior Fitness Around Town Program

The Manager Committee & Community Services apprises the final session of 'Senior Fitness Around Town' (SFAT) Program will conclude on December 6.

Given the overwhelming positive response to the SFAT Program, the remaining grant funds will be utilized to provide further recreational programming opportunities, such as skating and aquafit passes for use in 2019. Similar to the Life After Fifty Membership Program, passes would be made available to Tecumseh older adults and seniors on a `first come, first serve` basis.

A suggestion is made to provide aquafit passes for the indoor WFCU pool, in addition to the Tecumseh Leisure Pool, to enable and encourage seniors to partake in the physical activity during the winter months

b. Nutrition Education Workshop

Discussion ensues regarding the Nutrition workshop held on Friday, November 9 at the Golden Age Club. The presentation was well-received and the participants engaged in great dialogue with the Zehrs Dietician and Pharmacist.

The Members complete the feedback survey provided by Zehrs.

c. Life After Fifty Pilot Program

The Members are advised Life After Fifty is working on gathering statistical data regarding the number of persons who utilized the Life After Fifty Memberships, provided under the Seniors Community Grant, and the frequency of their participation.

d. Call for Committee Applications

A reminder is provided that the submission deadline for making application to the Town's Committees and Awards was extended to November 30, 2018.

8. New Business

None.

9. Next Meeting

The next meeting of the Youth Advisory Committee will be held on Thursday, January 24, 2019.

10. Adjournment

Motion: SAC- 22/18

Moved By Member Michelle Phillion
Seconded By Member Nancy Tennant

That there being no further business, the November 29, 2018 meeting of the Senior Advisory Committee now adjourn at 6:54 pm.

Carried

Paul Morand, 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 November 19, 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 4:35 pm.

2. Roll Call

Present:

Member	Jacob Altenhof
Treasurer	Michael Altenhof
Member	Brendan Froese
Vice Chair	Maria Giorlando
Member	Tamsyn King
Member	Tia-Lynne McCann
Secretary	Ava Ruuth

Also Present:

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

Absent:

Chair	Kristi Koutros
Member	Andre Ducharme
Member	Cameron Skinner

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

None.

5. Communications

a. Youth Advisory Committee Minutes - September 17, 2018

b. Youth Advisory Committee Minutes - October 15, 2018

Motion: YAC - 23/18

Moved By	Member Brendan Froese
Seconded By	Secretary Ava Ruuth

That the minutes of the September 17, 2018 and October 15, 2018 meeting of the Youth Advisory Committee be approved.

Carried

6. Reports

None.

7. Unfinished Business

a. Family Game Nights

The Secretary informs the Members approximately 76 persons attended the Family Game Night held on November 16.

As the monthly event has been well-received by residents, the Committee concurs with continuing to host Family Game Night in January through to and including March 2019.

It is noted March Break falls on the third Friday of the month when Family Game Night is normally scheduled and it is suggested to pick an alternate date so as to not impact attendance and Members availability to supervise.

The Manager Committee & Community Services will circulate a sign up sheet for January – March for the Members to indicate their availability to supervise.

b. Youth Career Fair

Discussion ensues regarding the Youth Career Fair, held on November 7, 2018 in the Auditorium at l'Essor High School.

Approximately three hundred and seventy-five (375) students from area high schools, including l'Essor and St. Anne's High School participated in the event. Students were able to visit and dialogue with twenty (20) diverse local businesses to gain insight into the educational needs for the respective career opportunities.

Positive feedback was received from both the students and the vendors, as well as encouragement to continue to host the event annually.

The Members recommend continuing to schedule the Youth Career Fair during the school day as many students have extracurricular activities after school and likely would not attend should the event be held in the evening.

c. Local Government Week

The Manager Committee & Community Services advises Local Government Week activities will be scheduled in the spring, taking into consideration the weather for schools that walk over to participate and the busyness of the holiday season.

Continued feedback and suggestions from the Members respecting contest ideas is appreciated.

d. Christmas in Tecumseh and Breakfast with Santa

The Members provide their availability for the Christmas in Tecumseh & Santa Parade and Breakfast with Santa to be held on November 23 and 24, respectively.

A reminder is provided that the Recreation Department is in need of a number of volunteers for the various activities. The Members are encouraged to help recruit additional volunteers.

e. Call for Committee Applications

A reminder is provided that the submission deadline for making application to the Town's Committees and Awards was extended to November 30, 2018.

8. New Business

None.

9. Next Meeting

The next meeting of the Youth Advisory Committee will be held on Monday, January 21, 2019.

10. Adjournment

Motion: YAC - 24/18

Moved By Member Jacob Altenhof
Seconded By Treasurer Michael Altenhof

That there being no further business, the November 19, 2018 meeting of the Youth Advisory Committee now adjourn at 5:14 pm.

Carried

Maria Giorlando, Vice-Chair

Christina Hebert, Manager Committee
& Community Services



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Jennifer Alexander, Deputy Clerk & Manager Legislative Services

Date to Council: December 11, 2018

Report Number: CS-2018-40

Subject: Civil Marriages and Licence Services Update

Recommendations

It is recommended:

That Report No. CS-2018-40 Civil Marriages and Licence Services Updates **be received** as information.

Background

On August 8, 2017, Council at their Policies & Priorities Committee Meeting passed Resolution PPC-05/17 which authorized establishing a marriage licence service in the Town of Tecumseh for a fee of \$130.00 for each licence issued.

In conjunction with the issuance of marriage licences, the Town began offering civil marriage ceremonies in March 2018, as approved by Council at their Regular Meeting held on February 13, 2018. This seamless integration of marriage ceremonies demonstrates the Town's efforts to improve and enhance service delivery for residents.

Comments

This is the first year that the Town has offered marriage licencing services. In consultation with area municipalities, these new services are strongly received by residents, as illustrated in the table below.

Municipality	Number of Marriage Licences Issued	Civil Marriage Ceremonies Performed
Windsor	1,123	294
LaSalle	255	20
Leamington	125	39
Amherstburg	105	19
Tecumseh	94	13
Lakeshore	77	5
Kingsville	70	32

To date, the Town has issued 94 marriage licences and performed 13 civil wedding ceremonies. In reviewing the number of applications for a marriage licence, the table below illustrates a higher volume of service requests in the summer months (May to August). As residents become aware of these new services offered, increased demand for these services is anticipated to continue into 2019.

Month	Number of Marriage Licences Issued
January	5
February	2
March	6
April	7
May	13
June	12
July	11
August	18
September	6
October	5
November	6
Total	94

In contrast, when reviewing the data collected for service requests for Civil Marriage Ceremonies, on a monthly basis, the table below illustrates that this service is steady.

Month	Number of Civil Marriage Ceremonies
March	1
April	1
May	2
June	2
July	1
August	1
September	1
October	1
November	1
December	2
Total	13

The information collected demonstrates a successful year with the launch of these two new marriage services. The Corporate Services Department will continue to steward good governance and improvement of these services as needed.

Consultations

Area Municipalities

Financial Implications

The fee for a marriage licence is \$130.00. The fees collected for marriage licences (less the cost to purchase a licence from the Ministry - \$48.00) to date is \$7,708.00

The fees charged for Civil Marriage Ceremonies is \$250 plus H.S.T during office hours and \$350.00 plus H.S.T on evenings and weekends. The Town collects all fees prior and retains a \$75.00 administration fee, when an officiant provides this service. The total administrative fees retained by the Town, to date, is \$975.00.

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:

Jennifer Alexander, MPA
Deputy Clerk & Manager Legislative 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

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: December 11, 2018

Report Number: CS-2018-41

Subject: 2018 Council Orientation Session Overview

Recommendations

That Report No. CS-2018-41 regarding the 2018 Council Orientation **be received** as information.

Background

The 2018 Municipal Elections were the first election following the alteration of the Town of Tecumseh Ward Boundaries and change to Council Composition. The Town's former four (4) wards were restructured into five (5) wards. Previously, two (2) Councillors represented Ward 1. The new composition of Council is structured to have one (1) Councillor representative for each of the new Wards. The Mayor and Deputy Mayor continue to be elected at large.

Following an election, and before the term of office commences for the Council-elect, the Members are provided Orientation. Elected Officials and Senior Managers traditionally participate in a series of discussions to facilitate a greater understanding of municipal operations, legislative requirements and strategic priorities.

On Monday, November 19, 2018, an innovative Orientation Session was held for the 2018 Council-elect recognizing six of the seven Members were re-elected or acclaimed. One of the returning Members joined Council mid-term in 2016. In order to introduce the new Councillor and provide a 'refresher' for the returning Members on the roles of elected officials, staff and their roles, as well as effective and collaborative team dynamics, the first part of the Orientation Session was conducted by an outside facilitator. The second part of the Session consisted of one-on-one meetings for each Council Member with each of the Department Directors for 15 minutes.

In order to continue the momentum of the Orientation Session and help to ensure that there is 180-degree feedback, the following is a brief overview of the Session and key themes that emerged from the discussions.

Comments

As previously indicated, the Orientation Session consisted of two parts; the first part being facilitated by Mike Galloway and the second being one-on-one meetings between Council Members and the Directors.

Overview of Part 1: Facilitated

Mike Galloway provided a wealth of information based on his experience from once being an Elected Official and now as a Chief Administrative Officer. He offered a unique perspective in balancing organizational pressures with community expectations. The discussions surrounding his experience provided relevant insights with tips and tools on emerging trends in local government including: strengthening staff and council relations, building a strong leadership team, addressing systemic issues within the organization, and remedial strategies for conflict resolution. The abundance of information in this part of the Session was valuable for Council Members with or without experience, to build the foundation of a strong working relationship and how together we can strive to exceed community needs and expectations.

The first part of the session also included dialogue on other roles and legislative responsibilities, including:

- the role of the Integrity Commissioner under the Code of Conduct for Members of Council, its Committees and Boards;
- the legislative authority for open and closed meetings and the role of the Closed Meeting Investigator;
- the *Municipal Conflict of Interest Act*, and the responsibility for individual Members of Council;
- the *Municipal Freedom of Information and Protection of Privacy Act*; and
- the responsibilities of the Municipal Property Assessment Corporation (MPAC) and how the assessment information provided to municipalities is used with respect to the property tax levy.

More in-depth discussions and information regarding legislative matters and the role of MPAC will be provided at an Orientation Session scheduled for Thursday, January 31, 2019, at the Ciociaro Club for all area Municipal Councils and Administration. All Members of Council, new and re-elected, are strongly encouraged to attend this highly informative and educational session.

Overview of Part 2: One-on-One Discussions

The Council Members met one-on-one with each Department Director in 15-minute intervals to talk about accomplishments, challenges and visions over the next 4 years. This part of the Session was a new approach to having discussions with the aim of opening the lines of communication and further strengthening the Council-Administration relationship.

The Directors highlighted several topics of importance during a Debrief Session on their one-on-one conversations with Council Members. Those conversations are summarized as including, but not limited to:

- Importance of Council and Administration collaborating;
- Continuing to enhance technology and accessibility (i.e.: webcasting, GIS, partnerships for accessible Wi-Fi);
- Need for infrastructure servicing to support current and future development and growth;
- Addressing inflow and infiltration (basement flooding);
- Traffic issues;
- Reviewing customer service processes and response system;
- Property standards and by-law enforcement;
- Improved collaboration between the City and County; and the County and Town;
- Sportsplex Project;
- Tecumseh Road Main Streetscape Project;
- Public Transit needs;
- Ward meetings;
- Retirements – succession planning and recruitment;
- Organizational Review; and
- Shared services and collaborative procurement.

These matters will assist in preparing for discussions at the Strategic Planning and Priority Setting Session scheduled for Friday, January 25, 2019 at 9:00 am, as well as deliberations on the 2019 Budget at the Special Meeting of Council on Tuesday, January 15, 2019 at 5:00 pm.

Feedback on Orientation Session

Feedback on the Orientation Session gave specific mentions of the benefits of the interactive conversations between Council and Administration over the course of the day. Comments were made on the informal setting which enabled the sharing of ideas, and how that inspired an eagerness to learn more about what each Department was doing. The format allowed for “active listening” and mutual dialogue on Town goals and key visions.

Enthusiasm has been expressed for continuing similar sessions in order to proactively engage with Administration and learn about “Big Picture” items. This would help to provide a contextual basis for future discussions and open dialogue channels between Administration and Council. It would also aid in celebrating the successes and communicating them to the public.

Inquiries were made about the Council Orientation Manual traditionally provided at the beginning of each term of Council. A 2018 Council Handbook has been prepared, in the same format as the manual and is available on the Town’s Intranet. The contents will be regularly updated, as needed throughout the 2018-2022 term of Council.

Consultations

Chief Administrative Officer

Fire Services

Financial Services

Information Technology & Communications

Parks & Precreation Services

Planning & Building Services

Public Works & Environmental Services

Financial Implications

There are no financial implications.

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input checked="" type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input 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:

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

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: December 11, 2018

Report Number: CS-2018-42

Subject: Management and Non-union Administrative Support Staff
and Council Economic Salary Adjustment for 2019

Recommendations

It is recommended:

That an **annual economic adjustment** of 2.0% **be approved**, effective January 1, 2019, for the Management and Non-union Administrative Support Staff Salary Schedule (Salary Grid), in accordance with the Compensation and Salary Administration Policy – 67;

And that the **economic adjustment** for 2019 for the Mayor and Members of Council, in accordance with By-law No. 2006-84, as amended, being a by-law to provide for the remuneration of Members of Council, **be referred** to the Council Compensation Review Committee.

Background

Compensation and Salary Administration Policy

The Compensation and Salary Administration Policy No. 67 provides the framework for the annual compensation to be paid to the Management and Non-union Administrative Support Staff.

The Policy is comprised of two components:

1. “Annual Economic Adjustment – upon approval by Town Council and reflected in the Management & Non-union Administrative Support Staff Salary Schedule;

2. Advancement within the grid for the pay grade of the Management and Non-union Administrative Support Staff employees, is based upon completion of the Performance Evaluation, which includes achievement of the objectives established for the year and satisfactory performance in the competencies and demonstrated abilities applied by the employee in their duties for the year, as attested by their Director and the Chief Administrative Officer.

Compensation as established in the Policy is the responsibility of the Chief Administrative Officer and is based on annual operating budget approval.

In each year, an adjustment to the Management & Non-union Administrative Support Staff Salary Schedule will be made, to be effective January 1st and in doing so shall be made in accordance with:

- the Director Corporate Services & Clerk, or designate, survey the ten (10) comparators used in this report to determine the general percentage increase in the market place. The Director Corporate Services & Clerk can request from our firm the “average/median range adjustments for Municipalities/Public Sector employers. McDowall Associates conducts a Public/Not-for-Profit Salary Planning Survey and publishes results for positions typically in the fall of each year. Council can determine the percentage adjustment for the Town of Tecumseh salary ranges having regard to the external pay market, negotiated increases, compression and ability to pay. Any changes to salary ranges will be recommended and approved through the annual Budget process.”

Movement through the salary grid by an employee should be based on delivery of successful performance for the year prior. Successful performance, as defined and measured in a performance management program, would provide the employee with a one-step movement. It is recommended that the step movement be effective on a set date of each year, having regard to work performance in the year prior. Step movement is administered and approved by the Chief Administrative Officer in consultation with the Director Corporate Services & Clerk and Director Financial Services & Treasurer.”

Comments

Salary Grid

At the October 13, 2015, Personnel Committee Meeting, the 2015 Salary Grid for the Non-union Management Group (Salary Grid) was approved. The Salary Grid was approved based on the Gallagher McDowall Associates Report Outlining the Result of a Compensation and Pay Equity Review for Non-union Positions, dated October 9, 2015 (McDowall Report). The Salary Grid is comprised of ten (10) classification levels, with each of the classifications having five (5) salary steps allowing for a 4.0% increase at each step.

Economic Adjustment

According to Statistics Canada the Ontario CPI increase for September 2018 over September 2017 was 2.20%. OMERS announced that pensions will increase by 2.29% as of January 1, 2019.

The recently negotiated Collective Bargaining Agreements for CUPE Locals 702.1 (Full-time Outside), 702.2 (Full-time Inside) and 702.5 (Part-time Inside) provide for annual increase and benefit enhancements of 2.0% for the union staff in these bargaining units. The current Employment Agreement for Tecumseh Firefighters' Association (TFA) also provides for an annual salary increase of 2.0% in 2019.

The economic increases for the ten comparator municipalities used in the McDowall Report are not yet fully known. The information available from seven of the comparators range from 1.5% to 2.4%.

It is recommended that a salary adjustment of 2.0% to the Salary Grid be approved effective January 1, 2019, consistent with the above-described CUPE and TFA economic adjustments, for the Management & Non-union Administrative Support Staff.

Grid Advancement based on Performance

Evaluations are being carried out for each Management and Non-Union Administrative Support Staff on their respective achievement of objectives, recognized job performance and productivity in relation to certain established criteria and organizational objectives, in 2018.

Step increases are recommended for all eligible Management & Non-union Administrative Support Staff who are not currently at job rate.

Council

By-law No. 2006-84, as amended, sets out the annual salary for the Mayor and Members of Council and provides for an annual salary adjustment equal to the economic adjustment awarded to non-union employees of the Corporation.

At the August 14, 2018 Policies & Priorities Committee meeting, direction was given to conduct an independent review of the compensation for Members of Council through a committee and/or consultant. The last review occurred circa 2006. The review is to take into consideration the elimination of the 1/3 CRA tax exemption for elected Municipal Council Members.

Applications have been received for the Council Compensation Review Committee which will be considered at the December 11, 2018 Special Meeting of Council. A consultant has been retained to assist the Committee with the review.

Pending completion of the review of Council's compensation, it is respectfully recommended that an economic adjustment for 2019 be deferred to the Committee.

Consultations

County of Essex
Local Municipalities
OMERS
Director Financial Services & Treasurer

Financial Implications

A 2.0% economic adjustment has been included in the 2019 approved 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 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:

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

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

Corporate Services & Clerk

To: Mayor and Members of Council

From: Christina Hebert, Manager Committee & Community Services

Date to Council: December 11, 2018

Report Number: CS-2018-45

Subject: Dog Tag & Licensing Enforcement Program - 2018

Recommendations

It is recommended:

That Report CS-2018-45 regarding the 2018 Dog Tag and Licensing Enforcement Program **be received.**

Background

In accordance with the Town's Dog Control By-law No. 2003-91, as amended, every dog owner must make application, annually, for a dog licence(s). The licence will help ensure a dog's safe return should it be found running-at-large, or found and reported by a neighbour. The Dog Tag and Licensing Program (Licensing Program) is a protective initiative intended to offset the costs associated with regulating and controlling dogs running-at-large, providing a dog catcher and maintaining the Dog Pound.

The 2018 dog licence (tag) fee was increased from \$15.00 to \$20.00 for dog tags purchased before the March 31st and from \$30.00 to \$35.00 for tags purchased after March 31st each year.

In an effort to increase compliance with the Licensing Program and to create awareness for the new fees, additional enforcement services were recommended to ensure responsible dog ownership, by-law compliance and to maintain community safety. The enforcement services would further assist in updating the Dog Tag Registry for accuracy, future notifications and enforcement.

At the November 14, 2017, Regular Council Meeting, approval was given to enter into an agreement with the Commissionaires, a local enforcement service, to assist in the collection of the fees and updating the Dog Tag Registry [Resolution RCM-396/17].

Comments

Public Awareness / Advertising

In keeping with past practice, registered dog owners were notified by direct mail in January 2018 regarding the annual dog tag(s) licensing renewal. Notices were also placed in the local newspapers, as well as promoted on the Town's website, social media pages and in the annual Collection Calendar.

The Town's Everbridge callout phone system was also utilized to send a further 'friendly reminder' to registered dog owners to renew their dog licence prior to March 31st and in advance of the Commissionaires beginning a door-to-door canvass.

On March 22, 2018, a callout was sent to all residents who purchased a licence in 2017 and had not yet purchased a licence in 2018. Approximately 655 calls were sent to registered dog owners who had the convenient option to select '1' should they no longer have a dog.

Following the callout, 193 dog tag forms were received, either renewing or notifying that they no longer have a dog and 33 residents acknowledged they no longer had a dog by selecting '1' during the phone message, for a total of 226 responses from the callout.

As well, the callout provided a further opportunity to update the dog registry for use in the Commissionaires canvass.

A notice was placed in the May 11 publication of the Shoreline Week to provide advance notice to residents that the Town would be conducting a door-to-door canvass. As the canvassing by the Commissionaires was taking place primarily in the Shoreline Week circulation area, there was not a need to advertise in the Essex Free Press.

A News Release was issued, along with promotion on the Town's website, social media pages and coverage was provided in the local media such as the *Windsor Star* and *AM800*. Reminders were given on the Town's social media during the canvassing period to bring continuous awareness that the Town had retained the services of the Commissionaires.

Information regarding the dog tag canvassing initiative was also conveyed to the OPP for their awareness and to assist with any inquiries they may receive from residents.

Commissionaires Schedule

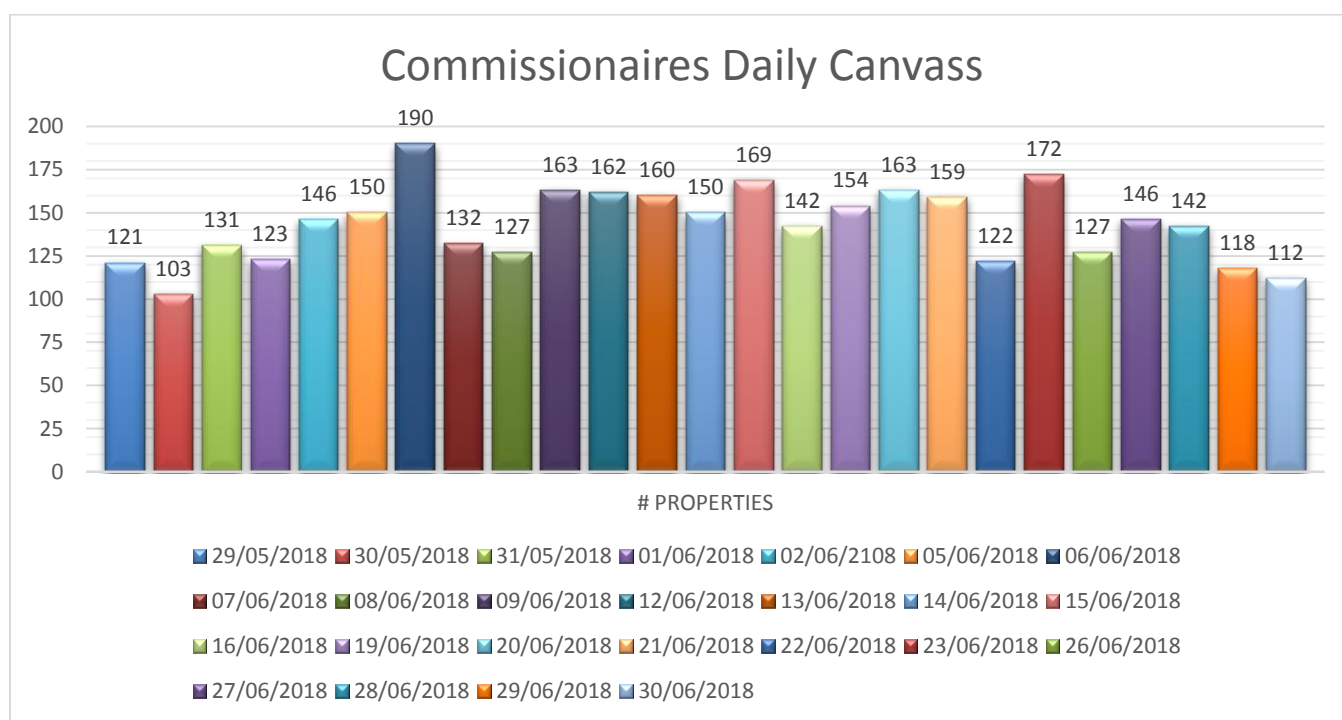
The Commissionaires conducted a door-to-door canvass starting May 29 through to and including June 30, 2018. During the five-week period, the Commissionaires canvassed Tuesday through to Saturday. Taking into consideration residents varying work schedules, shifts were scheduled as follows:

Tuesday & Thursday 9:00 am – 5:00 pm;
Wednesday & Friday 1:00 pm – 8:00pm; and
Saturday 9:00 am – 4:00 pm.

Shifts included the Commissionaires' travel time to and from the Windsor branch location, as well as rest breaks.

The Commissionaires, two (2) trained security guards wearing identifiable uniforms and having identification, worked together to canvass the urban area north of County Road 22. The Commissionaires successfully canvassed 3,584 homes during the canvass period.

The below chart reflects the number of properties canvassed per day:



Concentrating in areas north of County Road 22, the attached map depicts the completed canvassed area following the five-week period. ([Attachment 1](#))

The light and dark green on the map symbolizes properties that were canvassed with the dark green indicating notations provided from the Commissionaires such as: new home owners, more than one dog and/or comments received by the property owner. The red indicates dog owners who had purchased a dog tag in 2017 and had yet to renew for 2018.

Commissionaires Dog Tag Collection

To effectively maximize and manage the efficiency of the Commissionaires services, an 'App' was created by the Information & Communications Services Department using the dog tag database for the Commissionaires to record the canvassing and collection of dog tag fees. The App, accessed by a Town provided cell phone, allowed the Commissionaires to identify which properties had already purchased dog tags in 2018 and those that had yet to do so.

Using the App, the Commissionaires were able to select each property, indicate they attended that property, and if a dog(s) resided at the property, whether a dog tag was issued, the issued dog tag number and the method of payment, as well as provide notations. The Commissionaires also recorded if the owner was home or not home at the time of their visit.

The App was 'live' to allow Administration to view which area of the municipality the Commissionaires were canvassing and to provide for current data. If a dog tag(s) was issued at Town Hall as the Commissionaires were canvassing, the App would update to reflect same.

The Commissionaires provided residents with a Dog Licence Application, together with correspondence outlining the door-to-door initiative and explaining the Licensing Program. If a resident was not home at the time of the visit, an information pamphlet and application was left at their door.

Residents were able to provide payment in the form of cash, debit or cheque to the Commissionaires. Arrangements were made to provide the Commissionaires with a cash float and debit machine, for ease of payment. Alternatively, residents could have elected to return their Dog Licence Renewal Application and payment to Town Hall Offices in person or by return mail.

Following the five-week canvass period, the Commissionaires issued 113 dog tags at the door, generating \$3,505 in dog tag sales.

In addition to the dog tags issued at the door, approximately 388 dog tags were issued at Town Hall during the canvass initiative. Information pamphlets left by the Commissionaires and/or social media posts and local media coverage contributed to the increased responsiveness.

The canvassing also provided an opportunity to bring awareness of the Licensing Program to new home owners and/or new dog owners.

The additional enforcement services provided by the Commissionaires successfully contributed to increasing compliance with the Licensing Program. A summary of the dog tags purchased over the past three (3) years is as follows:

	2016	2017	2018
Tags	1,100	1,050	1,478 (to date)
Revenue	\$19,130	\$20,452	\$36,486 (to date)

Improved accuracy of the Dog Tag Registry was a further benefit provided by the service.

With customer service at the forefront, the dog tag and licensing enforcement initiative provided a convenient opportunity for residents to purchase their dog tag(s) at their doorstep and/or notify the Town should they no longer have a dog, resulting in increased compliance and updated records.

Consultations

Information & Communication Services
Financial Services
Commissionaires

Financial Implications

Funding of \$10,000 was included in the 2018 Animal Control Budget for the Commissionaires' services. When preparing the 2018 Budget, the cost of the service was estimated to be recoverable from fees collected for 300 new dog tags at the \$35.00 late dog tag fee (\$10,500).

The five-week canvass period cost for the Commissionaires services was \$9,097.15, including HST. Minor miscellaneous incidental costs for the debit machine rental and Town cell phone were also incurred.

At the conclusion of the canvassing initiative, approximately 501 new dog tags were issued, inclusive of late fee and new home owner/new dog owner tag fees, exceeding the estimated 300 tags needed to recover the Commissionaires cost (approx. \$17,535).

Link to Strategic Priorities

Applicable	2017-18 Strategic Priorities
<input type="checkbox"/>	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.
<input type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input checked="" type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input checked="" type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input 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

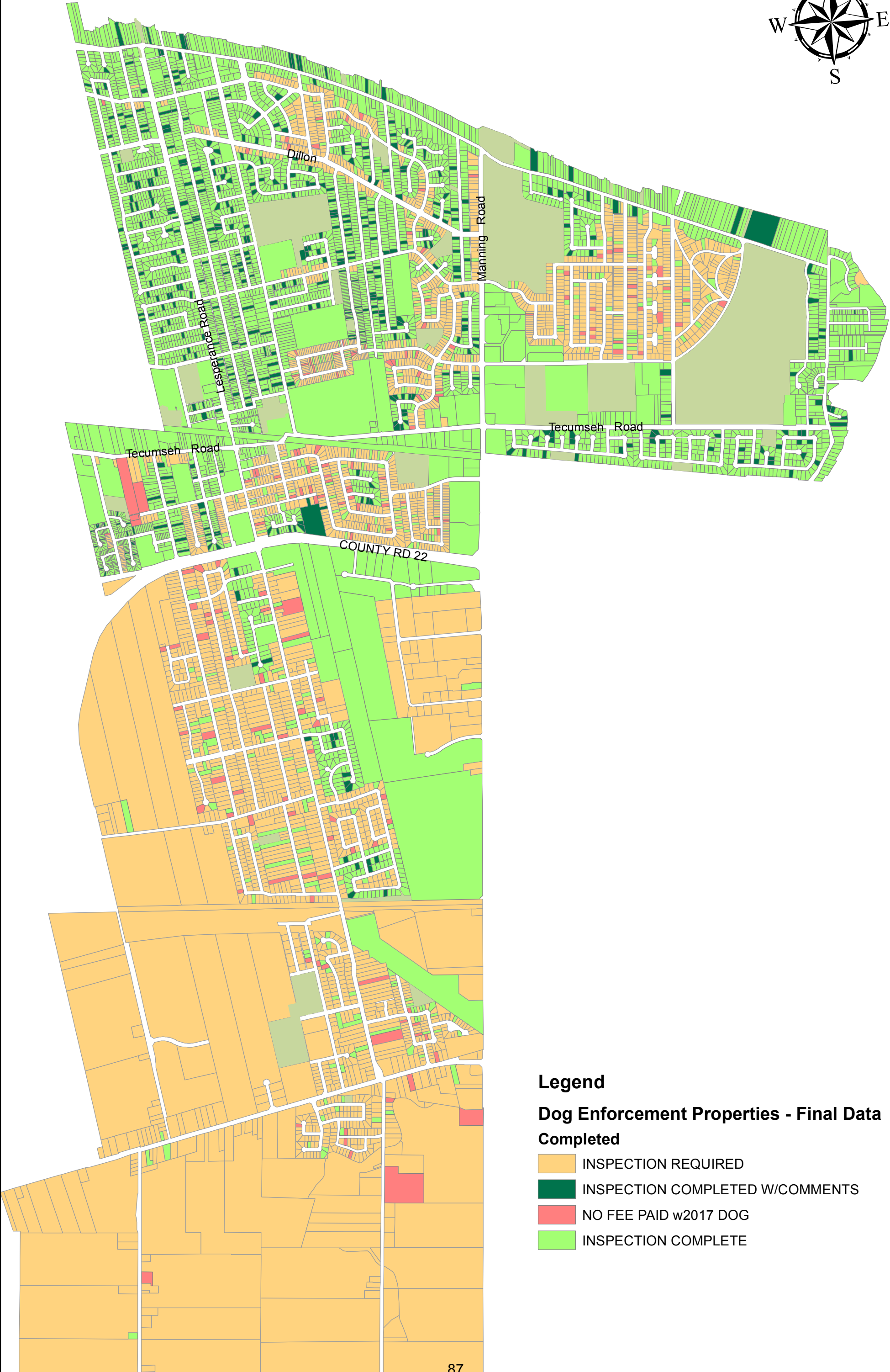
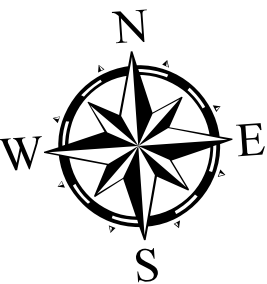
Reviewed by:

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
1	Dog Enforcement Properties Map



Legend

Dog Enforcement Properties - Final Data Completed

- INSPECTION REQUIRED
- INSPECTION COMPLETED W/COMMENTS
- NO FEE PAID w2017 DOG
- INSPECTION COMPLETE



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: December 11, 2018

Report Number: CS-2018-47

Subject: Legalization of Cannabis Use and Retail Sales

Recommendations

It is recommended:

That CS-2018-47 regarding the legalization of cannabis use and retail sales, **be received**;

And that The Corporation of the Town of Tecumseh **opt-out** of hosting retail cannabis sales;

And further that the Clerk **be authorized** to send a letter to the Alcohol and Gaming Commission of Ontario advising that the Council of the Town of Tecumseh at their meeting held on Tuesday, December 11, 2018 passed a resolution to opt-out of cannabis sales.

Background

Throughout this report the terms cannabis, marihuana and cannabis marihuana will be used interchangeably and are largely synonymous with each other. The term cannabis is used in the federal and provincial legislation governing the legal production and sale of medical marihuana and non-medical (recreational) marihuana. The term cannabis is employed because it covers

not only marihuana plants and dried marihuana, but also cannabis oil and other derivatives of the marihuana plant.¹

Prior to 2000, the production, sale and possession of cannabis marihuana was illegal. Legal prohibitions against cannabis marihuana could be found in federal legislation².

The Ontario Court of Appeal recognized that the Canadian Charter of Rights and Freedoms required that a viable medical exemption be created by the federal government.

In 2001, the federal government responded by enacting regulations³. The scheme devised was subject to multiple constitutional challenges on the basis that the regulations were too restrictive and did not provide sufficient access to persons who needed medical marihuana to alleviate their conditions.

In 2013, after further court challenges, the federal government enacted new regulations⁴. Physicians could prescribe marihuana to patients which could be supplied in the following manners:

- purchased from a licensed grower;
- grown on behalf of the patient by another individual designated to grow on behalf of the patient, “designated grow system”; or
- grown by the patient for personal use.

In 2016, the federal government replaced those regulations.⁵

The production, sale, use and consumption of Cannabis is regulated by the Federal and Provincial Government under the following legislation:

- *Cannabis Act* (Federal)
- *Ontario Cannabis Act, 2017* (Provincial)
- *Cannabis Statute Law Amending Act, 2018*
- *Smoke-Free Ontario Act, 2017*
- *Cannabis Licence Act, 2018*

The *Cannabis Licence Act, 2018* gives municipalities the one-time opportunity to opt-out of allowing retail cannabis stores in the communities. The decision to opt-out must be made by January 22, 2019. Unless a municipality opts out, they are deemed to have opted-in to recreational cannabis retail sale by default.

¹ Municipal Guide to Cannabis Legalization, Federation of Canadian Municipalities, Spring 2018, page 5

² Narcotics Control Act; Controlled Drugs and Substances Act

³ Marihuana Medical Access Regulations, [“MMAR”]

⁴ Marihuana for Medical Purposes Regulations, [“MMPR”]; Narcotics Control Regulations

⁵ Access to Cannabis for Medical Purposes Regulations, [“ACMPR”], Statutory Orders and Regulations/ 2016-230

Comments

On October 17, 2018, it became legal in Canada to possess or use cannabis subject to certain limits. The federal government amended the Criminal Code to enable Canadians to buy, sell and consume cannabis and cannabis products. Under federal legislation, Health Canada administers the licensing regime for recreational cannabis growers. These licensed producers serve as the sole source of legal recreational cannabis in Canada. The federal framework includes rules regulating grow operations as well as the advertisement and promotion of cannabis, which is strictly controlled to protect youth.

Under federal legislation, provinces are responsible for establishing wholesale and retail distribution systems. Jurisdiction over rules regarding where individuals can consume cannabis also resides with the provinces.

A brief summary of the various cannabis related legislation is provided below to help understand the governments' roles in legalizing cannabis and to offer a recommendation on whether to opt-in or to opt-out of permitting the retail sale of cannabis within the Town of Tecumseh.

Federal Government

Cannabis Act

The federal *Cannabis Act* received Royal Assent June 21, 2018 and came into force October 7, 2018. This Act creates rules for producing, distributing, selling and possessing cannabis across Canada and establishes the overarching framework for cannabis, in Canada including:

Supply Chain Oversight and Regulation

- Federal licensing for the production, cultivation, and processing of cannabis
- Provinces and territories authorized to distribute and sell cannabis, subject to federal condition
- Federal regulation of cannabis for medical purposes would continue

Youth Access Restrictions

- Minimum age of 18
- Not an offence for youth to possess five grams or less of cannabis

Adult Access

- 30-gram adult public possession limit of legal dried cannabis
- Adults can grow up to 4 cannabis plants per residence for personal use

Provincial Government

Provinces and territories have the ability to set their own rules for cannabis, including the legal minimum age, how recreational cannabis can be sold, where cannabis can be used, and how much cannabis can be possessed and by whom.

Cannabis Act, 2017

The Ontario *Cannabis Act, 2017* aligns with the federal *Cannabis Act* and also came into effect October 17, 2018. In brief summary it establishes rules with respect to the sale, distribution, purchase, possession, transportation, cultivation and consumption of cannabis. The key elements include:

- Prohibiting the sale of recreational cannabis to anyone under the age of 19
- Prohibiting youth (under 19) from possessing, cultivating, consuming and sharing cannabis
- Addressing illegal selling, including storefront dispensaries.

On October 17, 2018, Bill 36, *Cannabis Statute Law Amendment Act, 2018* was passed by the Province. This statute includes new legislation and amendments to existing cannabis legislation, including the *Cannabis Act, 2017* to enable the implementation of private retail storefront sales in Ontario, introduces new places of consumption rules and other various amendments.

On October 17, 2018, the Ontario Cannabis Retail Corporation operating as the Ontario Cannabis Store is the exclusive online retailer for legal cannabis in Ontario.

***Smoke Free Ontario Act, 2017* (SFOA)**

Under the *Smoke-Free Ontario Act, 2017*, the smoking and vaping of cannabis (medical and recreational) is prohibited in the same places where the smoking and vaping of tobacco is prohibited, including:

- in enclosed public places, enclosed workplaces, and other specified places;
- at school, on school grounds, and all public areas within 20 metres of these grounds;
- on children's playgrounds and public areas within 20 metres of playgrounds;
- in child care centres or where an early years program is provided; and
- in places where home child care is provided, even if children aren't present.

Smoking and vaping of medical and recreational cannabis is allowed in private residences and many outdoor places [i.e. sidewalks and parks].

All methods of consuming cannabis [i.e. smoking, vaping, ingestion] are prohibited in vehicles and boats that are being driven or under a person's care or control, subject to certain

exceptions that would be prescribed by regulation, such as the use of medical cannabis edibles by a passenger who is a medical cannabis user.

Municipalities may pass by-laws further restricting the use of cannabis. The Town's Smoke Free Outdoor Spaces By-law 2014-60 provides greater restriction than the SFOA. It **prohibits smoking**, which includes the carrying of a lighted cigarette, cigar, pipe, or any other lighter or heated smoking equipment used to smoke or vaporize any tobacco **or non-tobacco substance**, as well as the use of smokeless tobacco, such as chewing tobacco (plugs, snus or snuff), in the following places:

- Parks, sports fields and recreational facilities;
- Within a nine (9) metre radius of any entrance of any building or structure under the control, supervision, ownership and/or operation of the Town of Tecumseh; and
- Within a nine (9) metre radius of a transit stop.

The Town's definition of smoking includes cannabis (as a non-tobacco substance) and as such prohibits smoking and vaping in parks, sports field and recreational facilities, which SFOA would otherwise permit.

Cannabis Licence Act, 2018

The *Cannabis Licence Act, 2018*, creates a regulated licensing model and regulatory framework for private retail of cannabis in Ontario and enables the implementation of a tightly regulated licensing and regulatory framework for private storefront cannabis retailing in Ontario and establishes the Alcohol and Gaming Commission of Ontario (AGCO) as the provincial regulator for cannabis storefronts.

Private retailers must be licensed by the AGCO. The AGCO is to begin accepting applications in December 2018 and permitting private retailing of cannabis by April 1, 2019.

Retail Cannabis Stores

The Province has committed to allowing private recreational cannabis retail stores throughout Ontario starting April 1, 2019. As recreational cannabis is a legal, controlled and regulated product, cannabis stores will be considered like any other type of retail, and as such no zoning changes are needed.⁶

Municipalities will not be able to designate cannabis retail as a separate land use from retail generally or create a cannabis retail licensing regime within their jurisdiction.

⁶ AMO Municipal Cannabis Update, November 21, 2018, page 2

To that end, it has established a regulatory framework, Ontario Regulation 468/18 s. 22 (O. Reg. 468.18) under the *Cannabis Licensing Act, 2018* that provides further clarity on how private businesses will be licensed and regulated by the AGCO. These regulations provide the Registrar with authority to establish standards and requirements in the following areas:

- store premises, equipment and facilities, including surveillance and security
- the prevention of unlawful activities
- advertising and promotional activities
- training related to the responsible use and sale of cannabis
- the protection of assets
- record-keeping and measures to maintain confidentiality and security of records
- compliance with the federal cannabis tracking system.⁷

These Standards will be outlined in the *Registrar's Standards for Cannabis Retail Stores*, which at this writing are not yet available on the AGCO website.

The AGCO's process will begin with it reviewing and completing due diligence on applications from corporations and individuals seeking to sell recreational cannabis. The Process will include:

- Issuing a Retail Operator Licence after investigation [i.e. due diligence] into the business;
- Issuing a Retail Store Authorization to a licensed Retail Operator for the operation of a specified retail store after a local public notice process and upon confirmation of meeting certain requirements [i.e. safety and security plans in place];
- Issuing certain individuals a Cannabis Retail Manager Licence;
- Conducting compliance and audit processes, including store inspection prior to opening.

Municipalities have a one-time opportunity to opt-out of allowing retail cannabis stores in their communities. **The decision to opt out must be made by January 22, 2019.** A municipality that has not opted-out as per O. Reg. 468.18 will by default opt-in to permitting recreational cannabis retail sale.

⁷ AGCO Registrar's Standards for the Private Retail Sale of Cannabis

To protect youth, the provincial cannabis retailing regulations include a 150-meter buffer area for cannabis stores to keep them separated from schools. No buffer from any other use has been specified by the regulations.

The Association of Municipalities of Ontario (AMO) in its Municipal Cannabis Update, dated November 21, 2018, suggests that municipalities consider setting out a policy statement identifying specific and significant locally sensitive considerations or uses, to best represent the expectations of the community in allowing cannabis retail. This statement would provide direction to municipal staff input to the AGCO within its 15-day review period.⁸

The AGCO cannabis licensing process, much like the process for liquor licensing applications, requires that a notice of a proposed cannabis store site be posted for comments from area residents and businesses before a site authorization is made. At this point, municipalities will not be provided pre-notification of the application, but can make comments about whether the proposal is in the public interest as described in Section 10 of O. Reg. 468.18 as:

1. Protecting public health and safety.
2. Protecting youth and restricting their access to cannabis.
3. Preventing illicit activities in relation to cannabis.

When a licensed operator submits a request for a store location to be authorized in a municipality that has not prohibited cannabis retail, the *Cannabis Licence Act, 2018* requires the AGCO to issue a public notice process.

A public notice would be posted on the AGCO website and a placard displayed at the proposed retail store location for a 15-day period to indicate that a licensee has applied for an authorization at that location. Local residents and municipalities would be provided with 15 days to provide written submissions to the AGCO with respect to objecting to the application.

While there is no regulatory requirement for the AGCO to act on municipal input, it is reasonable that a council could choose to set out any locally sensitive uses as part of the decision to allow cannabis retail stores or to opt-out. Setting out these sensitive uses would specify the expectations of the community as cannabis retail sites are proposed. However, care needs to be taken so that this statement would not prohibit any cannabis retail store from locating in a municipality. Opting out is the appropriate mechanism for not permitting any stores in a municipality.⁹

⁸ AMO Municipal Cannabis Update, November 21 2018

⁹ AMO Municipal Cannabis Update, November 21, 2018, page 3

The province has just released the funding approach to help municipal governments offset implementation costs. Please see the Financial Implications later in this report for discussion on the funding.

As previously mentioned, the AGCO will have a 15-day window for the public and municipalities to provide comments for each store site proposed by an approved operator in their jurisdiction, if a municipality has not opted-out. The legislation provides that municipal comments should focus on whether a proposed storefront location is in the public interest, as defined. The definition was provided earlier in this report.

The process for municipalities choosing to opt-in or to opt-out of allowing cannabis retail stores in their municipality is summarized as follows and what it means for municipalities who decide to permit retail stores in their community.

Opting-out of Retail Cannabis Stores

Municipalities may opt-out of having cannabis retail stores within their jurisdiction. To do so, the *Cannabis Licence Act, 2018* requires them to pass a resolution to that effect by January 22, 2019.

The manner in which municipalities must notify the AGCO of their decision to opt-out is for the municipal Clerk, Chief Administrative Officer or Mayor to send the AGCO Registrar written notification that the municipality has passed a resolution prohibiting cannabis retail stores and send written notification to the AGCO no later than January 22, 2019.

A municipality that decides to prohibit cannabis retail stores may later reverse its decision; however, under the *Cannabis Licence Act, 2018*, **a decision by a municipality to allow cannabis retail stores is final** and may not be subsequently reversed.

If the AGCO has not received written notification from a municipality within the process described above, by January 22, 2019, then, by default, private cannabis retail stores will be allowed within this jurisdiction beginning April 1, 2019, providing all other eligibility criteria have been met.

Opting-in to Allow Retail Cannabis Stores

Any time before January 22, 2019, a municipality may decide it will allow cannabis retail stores within its jurisdiction. Those municipalities are encouraged to notify the AGCO as soon as possible to allow the AGCO to process retail store applications, complete the public notice process and provide more time for stores to set up their operations. Early notification to the AGCO will not change the date that licensed retail stores may open, which remains April 1, 2019 at the earliest.

Considerations

Many municipal programs may be directly impacted by the provincial legislative framework governing the sale and use of cannabis including, but not limited to: building inspections, by-law enforcement, public use in public places, fire services, Provincial Offences Act Courts, policing, property standards (home cultivation), public health (enforcement, education), transit, employee impairment and accommodation (for medicinal use of marihuana) and zoning.

Concerns being expressed by municipalities are: siting of cannabis retail locations, enforcement of restrictions on use in prohibited locations, lack of provincial regulation of home cultivation, complaints about home cultivation, public use and intoxication, odour, implications in two-tier municipalities, funding, training and lack of resources.

Specific concerns related to retail sales are:

- No cap on the number of retailers per municipality;
- Municipalities are prohibited from using licensing and land use planning by-laws to control the placement of or number of cannabis retail outlets;
- Only 15 days to respond to a notice of retail authorization (public notice) and the lack of direct notification to municipalities [i.e. must go to AGCO website find notices];
- Response to notices limited to the definition of 'public interest;'
- Lack of setback for retail stores away from sensitive areas other than schools (i.e. vulnerable communities, parks, childcare centres;
- Illegal storefronts; and
- Organized crime.

Community Engagement

The Town has an online survey to engage the community on this topic. Results to date on the survey will be communicated at the December 11, 2018 Regular Meeting of Council.

Consultations

Financial Services
Parks & Recreation Services
Planning & Building Services
Chief Administrative Officer
Windsor Essex County Health Unit
Association of Municipalities of Ontario
Association of Municipal Clerks, Managers and Treasurers of Ontario

Financial Implications

The Minister of Finance's letter dated November 26, 2018, to municipalities announced funding for all municipalities through the Ontario Cannabis Legalization Implementation Fund (Fund). The Fund will provide \$40 million in funding over two years to municipalities across Ontario to help with the implementation costs of recreational cannabis legalization.

A first payment will be made in January 2019 to municipalities to distribute \$15 million of the Fund between all municipalities based on:

- 2018 MPAC household numbers
- 50/50 split in household numbers between lower and upper tier municipalities
- Adjustment to provide at least \$5,000 to each municipality.

According to the 2018-2019 Allocation Notice, the Town will receive a funding allocation of \$11,635. The County of Essex will also receive, for all area lower tier municipalities, an amount equal to the lower tier's allocation, total County allocation is \$92,455.

The second payment will distribute \$15 million of the Fund between all municipalities based on the following:

- If a municipality has **not opted-out** of hosting private retail stores in accordance with the *Cannabis Licence Act*, it **will receive** funding based on the 2018 MPAC household numbers, adjusted so that **at least \$5,000** is provided to each municipality;
- If a municipality **has opted-out** of hosting retail stores in accordance with the *Cannabis Licence Act*, it **will receive a maximum of \$5,000**. If a municipality opts-out before January 22, 2019, and opts back in at a later date, it will not be eligible for additional funding.

The Province will send an allocation notice to municipalities setting out the second payment based on the above criteria by March 2019.

The Funds provided by the Province may be used solely for implementation costs related directly to the legalization. Examples of these permitted costs include:

- Increased enforcement [i.e.: police, public health, and by-law enforcement, court administration and litigation]
- Increased response to public inquiries [i.e.: telephone calls, correspondence]
- Increased paramedic services
- Increased fire services
- By-law / policy development [i.e.: police, public health, workplace safety policy]

The Fund must not be used to pay for costs that have been, or will be, funded or reimbursed by any other government body, or third party; and costs not related to cannabis legalization.

Upper-tier municipalities and lower-tier municipalities may transfer any money they receive from the Fund between each other, however remain responsible for ensuring compliance with the terms of use.

Area municipalities may wish to enter into discussions with the County of Essex regarding transfer or sharing of these Funds.

The Ministry of Finance intends to work with the Association of Municipalities of Ontario (AMO) and the City of Toronto to establish a sample group of municipalities to provide information on

use of Funds and impact of funding. In addition, the Province or any authorized representative or identified independent auditor, may request to review the records or conduct an audit in respect of the expenditure of money a municipality has received from the Fund.

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 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

Reviewed by:

Brian Hillman, MA, MCIP, RPP
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
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: December 11, 2018

Report Number: FS-2018-19

Subject: Administrative Fees and Charges 2019

Recommendations

It is recommended:

That By-law #2018-70 being a by-law prescribing a tariff of administrative fees and charges for 2019 **be approved**.

Background

Council has annually approved an Administrative Fees and Charges by-law to be charged by departments for various municipal goods, programs and services.

As part of the 2006 budget process Council approved annually increasing fees and charges reflective of the previous year's Consumer Price Index (CPI) increase.

Comments

As per Council's direction, fees and charges are raised annually to reflect the increase in CPI over the course of the year. The CPI increase for September 2018 over September 2017 is 2.2% (2017 over 2016 was 1.7%) based on the Ontario All Items Index.

Administration did review circumstances where an increase or other adjustment not equal to CPI might be considered including where:

- Fees have not changed for a number of years
- The current fee does not cover all municipal costs
- A new fee for service would be appropriate, and

- Fees are not competitive with other service providers

Fees covered by specific legislation, i.e. water, wastewater and building permit fees, are dealt with separately.

A complete list of rates comparing 2019 proposed and 2018 actual rates are attached as schedules “A” to “H”.

Specific changes to the Fees and Charges Schedules are highlighted below, including:

- A. Rate changes not equal to the general CPI rate increase, as a result of one of the following:
 - Pricing methodology, i.e. round-dollar increments either before or after applicable taxes to facilitate marketing or cash handling respectively
 - Actual service/product costs
 - Matching competitor rates
 - Rates had not changed for several years

B. New Fees and Charges

Schedule A: Administrative Fees and Charges

- A. Rate changes not equal to the general CPI rate increase

Flags – Adjusted to reflect in Town’s input costs.

Fees added for Marriage License, Marriage Solemnization – Weekends & holidays, and weekdays were added late in 2017 therefore no change.

Tax certificates increased from \$64 to \$70 to reflect average certificate cost across the County.

Schedule C: Police Services

- A. Rate changes not equal to the general CPI rate increase

As per CAO Report No. 02/16 “Police Services – Schedule of Fees” Council approved “The OPP Schedule of Fees form the basis for the Town’s Police Services fees in future years.” There are no proposed adjustments to these fees for 2019.

As of July 1, 2018 all Traffic/Motor Vehicle Collision Reports are handled through the Ministry.

Schedule E: Public Works

The Town collects an indemnity for various works, such as sanitary and storm sewer inspections, curb cuts, driveway entrances, etc., to offset the possible costs of remediation to Town property as a result of these works. The indemnity is returned if Town property is not damaged. The indemnity was typically \$500 or \$1,000 depending on the risk of damage to Town property. For 2019 these amounts have generally been increased to \$1,000 and \$2,000 as the current indemnity fees are not sufficient to cover the costs of potential damage to municipal infrastructure.

Schedule F: Parks and Recreation

A. Rate changes not equal to the general CPI increase

Arena – Fees generally recommended to increase by CPI, however, fees such as public skating, floor commercial rental and marketing and advertising have remained the same to remain competitive in the market. In addition ice rental rates were increased but at less than CPI, to remain competitive with regional rates. Shinney rates have been increased from \$7.00 to \$8.00 including taxes.

Parks Commemorative Benches, Court Keys, Special Event Lakewood, Lacasse and McAuliffe Parks, Public Skating and Day Camp daily and ½ day rates – all are recommended to stay the same for 2019 to remain competitive with rates charged in the area.

Special Event Fees – These fees have remained the same to remain competitive with rates charged in the area.

Sports Fields - User Group / Per Participant Fee to remain status quo.

Lifecycle Hourly Capital Surcharge – remain status quo.

Pool Rental Rates – Fee adjustments have been made based on number of lifeguards required in accordance with number of pools and swimmers; considered the added cost for each increase for attendance levels and incorporated the demand on facility including chemicals and maintenance; if rental includes the slide it requires 2 additional lifeguards and additional mechanical requirements (i.e.: pump).

Pool swim and swim program rates – Learn to Swim aquatic programs have been adjusted made based on CPI increase, class ratios, length of program and comparison with other pool programs in the region. Public Swim / Swim Card Passes / Seasonal Swim Passes have remained status quo while Sponsorship fees have increased greater than CPI.

B. New Fees and Charges

Room Rentals - New fee \$15/hour for Boardroom (formerly Park Director's office). Optimist Club added \$50 hourly rate for use of 2 rooms. Added \$28.50 hourly rate for use of the Training Room.

Parks Commemorative Program – Added new fee for “Park Bench with new concrete pad”.

Court Keys – Added a new \$10 fee for lost key replacement.

Special Events - Added a fee for rental of the Temporary Stage set at \$350.

Public Skating - Adding fees for Individual/Family Season Passes for Weekend Public Skating.

Marketing & Advertising - Added Activity Guide Ad – Full Page – Inside Cover.

Aquatic Programs – Added fees for Adult Swim Lessons Level 2/3, Assistant Instructor and Instructor School.

Schedule F: Transit

A. Rate changes not equal to the general CPI increase

The transit fees are generally consistent with what other small municipal transit systems are charging. The nature of the Town's transit service is such that the majority of riders transfer to the Windsor system and have to pay their fee as well. Although the rates have not changed since inception of the transit system, we believe the current fee structure is appropriate and justifiable.

Consultations

All Departments

Financial Implications

The net revenue impact from the recommended changes in Administrative Fees and Charges has been included in the 2019 draft budget.

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:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
1	Schedule A General Administration
2	Schedule B Fire Department
3	Schedule C Police Services
4	Schedule D Planning Department
5	Schedule E Public Works
6	Schedule F Parks and Recreation
7	Schedule G Water Department
8	Schedule H Tecumseh Transit



The Corporation of the Town of Tecumseh

Fire & Rescue Services

To: Mayor and Members of Council

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

Date to Council: December 11, 2018

Report Number: FIRE-2018-09

Subject: 2019 – 2023 Fire Equipment Five (5) Year Capital Works Plan

Recommendations

It is recommended:

That the following equipment purchases for 2019 **be approved:**

		Previously Approved	Requested for 2019	Total Costs
Fire Equipment				
1	4 Swiss Phone pagers		\$3,000	\$ 3,000
2	5 Firefighter helmets		\$2,250	\$ 2,250
3	4 Leather boots		\$2,000	\$ 2,000
4	5 Sets of firefighter bunker gear		\$13,000	\$ 13,000
5	Vehicle extrication tools		\$45,000	\$ 45,000
				\$ -
	Sub-total	\$ -	\$ 65,250	\$ 65,250
				\$ -
	Fire Equipment Lifecycle Reserve	\$ -	\$ 65,250	\$ 65,250

And that the equipment purchases **be funded** through the Fire Equipment Lifecycle Reserve;

And further that Appendix A: Town of Tecumseh 2019-2023 Fire Five (5) Year Capital Work Plan **be approved.**

Background

The fire equipment capital works plan program is intended to maintain equipment in peak operating efficiency and maximize firefighter safety. We have an inventory of equipment and generally try to smooth purchases over the expected life of the equipment.

Comments

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

1. 4 Swiss phone pagers \$ 3,000
 - Replacing existing older models.
 - The Fire Department operates with 43 personal pagers, one carried by each firefighter and the Chiefs and 2 spares. The Department has been in the process of changing over to Swiss phone pagers having useful lives of 6-8 years.
2. 5 Firefighter helmets \$ 2,250
 - Replacing existing helmets, which have reached 10-year useful life in accordance with NFPA standards.
 - Firefighting helmets are regulated under the NFPA, which states all firefighter helmets must meet a yearly visual inspection and must be replaced after 10 years. The Tecumseh Fire Department uses 43 helmets with two spares.
3. 4 pair leather boots \$ 2,000
 - Replacing existing boots as necessary. Boots cannot be 'handed down' for hygiene reasons.
 - The Tecumseh Fire Department uses 43 pairs of boots with two spares.
 - Firefighting boots are regulated under the NFPA, which states all firefighter boots must meet a yearly visual inspection and must be replaced after 10 years.
4. 5 sets Firefighter bunker gear \$ 13,000
 - Replacing gear, which has met 10-year useful life in accordance with NFPA standards.
 - The Fire Department has 43 working sets of bunker gear and 5 sets of spare older gear.

5. Vehicle Extrication Tools \$ 45,000

- One set of heavy hydraulic extrication tools, purchased and donated to the Town by service clubs, has reached the end of its 20-year useful life and is in need of replacement.
- Two possible alternatives exist and will need to be examined prior to purchase. One alternative is powered by gasoline engine and the second is an e-draulic unit run by batteries.

Forecast expenditures for 2019-2023

As detailed in Attachment 1 APPENDIX A - 2019 – 2023 Fire Equipment Five (5) Year Capital Works Plan, the only expenditures planned are the normal ongoing routine equipment replacements for phone pagers, helmets, boots and bunker gear.

Consultations

Financial Services

Financial Implications

Administration recommends that the aforementioned equipment and capital project for \$65,250 be funded from the Fire Equipment Lifecycle Reserve.

The lifecycle reserve funding is adequate for the five-year term. A more detailed review looking at a fifteen (15) year time frame will be undertaken to determine the adequacy of the annual budget allocation.

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 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:

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

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	Appendix A - 2019–2023 Fire Equipment Five (5) Year Capital Works Plan

APPENDIX A - 2019 Fire Equipment Five (5) Year Capital Works Plan

LC Fire Equipment (1700)

	2019	2020	2021	2022	2023
Opening Balance	\$257,600	\$237,350	\$262,100	\$286,850	\$311,600
Budget allocation	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Transfer from capital reserve					
Funds Available	\$302,600	\$282,350	\$307,100	\$331,850	\$356,600
Total Committed	\$0	\$0	\$0	\$0	\$0
Balance Uncommitted	\$302,600	\$282,350	\$307,100	\$331,850	\$356,600
Proposed:					
Swiss Phone Pagers	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
Firefighter Helmets	\$2,250	\$2,250	\$2,250	\$2,250	\$2,250
Leather Boots	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Firefighter Bunker Gear	\$13,000	\$13,000	\$13,000	\$13,000	\$13,000
Vehicle Extrication	\$45,000				
Total Proposed	\$65,250	\$20,250	\$20,250	\$20,250	\$20,250
Balance available	\$237,350	\$262,100	\$286,850	\$311,600	\$336,350



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council
From: Ray Hammond, Manager Facilities
Date to Council: December 11, 2018
Report Number: PRS-2018-14
Subject: Arena and Pool 5 Year Capital Works Plan

Recommendations

It is recommended:

That the following Arena and Pool projects **be approved** for 2019;

And that the 2019 – 2023 Arena and Pool Five (5) Year Capital Works Plan **be approved**:

No.	Capital Works Plan	Previously Approved	Requested for 2019	Total Costs
Arena				
1	Building Environment Control System	\$ 45,000		\$45,000
2	Sportsplex Architect & Detailed Design	\$350,000		\$350,000
3	Replacement Spectator Safety Netting		\$18,000	\$ 18,000
4	Replacement Inside Rink B Zamboni Room Garage Door		\$10,000	\$ 10,000
5	Inspection of Rink A Exterior Walls		\$ 5,000	\$5,000
6	Replacement Work Bay Garage Door		\$ 6,000	\$6,000
	Sub-total	\$ 395,000	\$39,000	\$434,000
	Tax Rate Stabilization Reserve -Sportsplex	\$ 350,000		\$350,000
	Arena Lifecycle Reserve	\$ 45,000	\$39,000	\$ 84,000
Pool				
1	Tankless Water Heater for Showers	\$ 6,500	\$ 3,500	\$ 10,000
2	Ultraviolet Disinfection System		\$15,000	\$ 15,000
3	Pool Slide Structure Refurbishment		\$28,000	\$ 28,000
4	Rebuild Sand Filters		\$ 5,000	\$5,000
	Pool Lifecycle Reserve	\$ 6,500	\$51,500	\$ 58,000
	Grand Total Costs	\$ 401,500	\$90,500	\$492,000

Background

The above noted projects are intended to upgrade existing facilities and to make the operation of the Arena and Pool safer to participants and visitors, in addition to lowering the utility consumption of both facilities.

Administration is committed to developing a detailed Asset Management Plan (Plan) which will guide proposed improvements for the arena beyond 2019. The following points will be used as a guide to develop the Plan:

- Inventory arena and major equipment components as well as assessing and rating each component.
- User group new requests.
- Facility assessments changing priorities.
- Proposed equipment replacements on a 20-year cycle will only be implemented if detailed inspections justify the replacements. If the equipment is still in good condition and does not pose any safety concerns, the replacement will be delayed, or alternative improvements will be proposed. The de-super heater was approved in the 2015 Arena Lifecycle request at a cost of \$65,000; however, due to Technical Standards & Safety Authority (TSSA) certification requirements, the project had to be deferred until certification was obtained by the manufacturer. It is recommended that this project be deferred until such time that the Plan is finalized and new technologies are researched. This will ensure we are implementing the best energy efficient equipment when we are upgrade our refrigeration system.

The building automation system was approved in 2018 with a budget request of \$45,000. The scope of work to produce an RFQ was not finalized until late 2018. This project will be tendered in the first quarter of 2019.

The architect contract for the Multi-Use Sportsplex (Sportsplex) project was awarded to CS&P Architects in 2018; this funding is to undertake phase one of the project, which is to complete detailed design drawings, and up to date costing. This phase will be complete by May 2019 so the project - including up to date costing - will be available to submit with the Canadian Ontario Infrastructure Grant for upper levels of government funding.

A replacement hot water heater for the pool was approved in 2018 with a budget request of \$6,500. Two (2) units are required, therefore an additional \$3,500 is requested in 2019, for a total of \$10,000 required to implement this replacement hot water system.

Comments

The following are identified for improvements under the proposed Five (5) Year Capital Plan:

Arena - 2019 - 2023

Arena – 2019

Replacement Spectator Protective Netting for Both Rinks \$18,000

- This netting was scheduled for replacement in 2018, but not recommended at that time. There have been minor repairs that extended its life for another year. The netting was originally installed in 2006, and typically has a 10-year life expectancy.

Replacement Inside Zamboni Room B Garage Door \$10,000

- This door has experienced some repairs in the last few years and is showing signs of fatigue. It was noted that spring failure is likely and would be a major repair. This is a fire door, and it was recommended by Wallace-Kent Fire Systems in 2018 that this door be replaced in 2019 to maintain its integrity and fire rating.

Rink A Exterior Wall Insulation Review \$5,000

- This project is to verify that the insulation material in the upper walls surrounding Rink A is up to code and is performing to the specs. If inadequacies are noted in the investigation a report will be brought forward with recommendations for corrections if needed.

Work Bay Garage Door Replacement \$6,000

- This is an exterior garage door from original construction of 1995. There is minimal insulating factor in this door and it is past its useful life. A replacement would benefit the overall efficiency of this building.

Arena – 2020

Rink A Brine Pump and Chiller Replacement \$200,000

- The chiller is a critical part of the Arena operation. The useful life of this unit is 20 to 25 years. The replacement of the chiller and brine pump will maintain the safety to staff and users. If this equipment were to experience a failure during the operating season there could be consequences to the operation, such as closing of the facility and the loss of revenue. Upgrading this equipment would enhance the operation of the refrigeration plant's efficiency by the use of modern technology to lower the power consumption and do a better job of making ice.

Sportsplex Project - Architect Construction Phase \$990,000

- The architect services contract for the Sportsplex project was awarded to CS&P Architects. The total project commitment for architect services awarded was \$1,390,000 based on 5.79% of the current estimated construction cost of \$24,000,000.
- Phase # 1 was the detailed design which was to be completed in 2019 at a cost of \$400,000. The remainder of the architect services fee \$990,000 is for construction drawings, tender documents, project management, and close out.
- Funding for this project will be included in the overall Sportsplex project funding.

Sportsplex Project - Construction \$24,000,000

- Construction costs, net of architect costs, are estimated to be \$23,100,000. An allowance for project management of \$250,000 has been provided bringing the balance at \$23,260,000
- It is anticipated that the successful Canada/Ontario Infrastructure grant funding for the Sportsplex will be approved in the 3rd to 4th quarter of 2019. As such, the project would commence construction in late 2019 or early 2020.
- As outlined in Parks & Recreation Report 06/17, total project plus ancillary costs were estimated to be \$24,750,000. Funding options were provided in the report based on varying combinations of grants from upper levels of government, municipal debt and fundraising. For purposes of this report we have assumed 2/3 grant funding, debt of \$6,600,000 and the balance from fundraising.

Sportsplex Project - McAuliffe Diamond # 2 Field Upgrade \$500,000

- The Sportsplex construction will cause the loss of Hebert Field requiring an additional diamond to accommodate the Tecumseh Ranger Baseball program, specifically for the Bantam/Midget programs.
- The upgrades to field # 2 at McAuliffe Park include installing a new artificial turf infield and upgrades to backstop and dugouts. The upgrades to the infield, along with current lighting, will extend field usage of this diamond to meet the required playing time needs.
- Funding for this project will be included in the overall Sportsplex project funding.

Arena – 2020 – 2023

Annual General Lifecycle Repairs \$30,000

- There is equipment approaching life expectancies. There has been preventative maintenance completed. Some life expectancies were extended by doing so. Annually, a number of smaller unexpected equipment infrastructures may fail and require replacement. The requested funding allows for an annual allocation for such requirements.
- This funding and the equipment replacement will be reviewed as part of the Plan with recommendations for specific items to come back in a detailed report to Council.
- The plan will include details on the condition of individual assets.

Pool - 2019 – 2023

Pool – 2019

Ultraviolet Light Disinfection System \$15,000

- Section.26.4 (1) of the Recreational Water Reference Document put out by the Ministry of Health and Long Term Care (MOH) received in November 2018 reads:

Every Operator of a public spray pad or public splash pad shall ensure that, where the water is recirculating, the water is filtered and disinfected as approved by the MOH. Operators should implement a water monitoring plan appropriate to the facility. It is recommended that the following steps be implemented as part of a water monitoring plan:

1. The water is filtered;
2. Chemically disinfected with chlorine or bromine;
3. Retained in a storage tank for appropriate period of time to allow effective disinfection to occur; and
4. Treated with ultraviolet light capable of rendering cysts and oocysts inactive before water enters the splash pad.

The Tecumseh pool complies with the first 3 items but not requirement 4. The Ultraviolet Light Disinfection System will bring us in compliance with requirements.

Pool Slide Structure Refurbishment \$28,000

- In recent years this structure has required annual repainting and removal of rust areas. Last year the Technical Standards and Safety Authority (TSSA) made it a mandatory requirement that all rust areas on any slide structure be eradicated from the structure to pass inspection and obtain the operating licence of this device. Administration is recommending that the entire structure be sand blasted and recoated to reduce the annual maintenance of the structure, and reduce the possibility of a failed inspection.

Rebuild Sand Filters \$5,000

- It was noted in past reports that the filters are at their life cycle. After inspections of these components, it was recommended to simply replace the internal sand and laterals, thereby reducing the cost and still maintaining the effectiveness and efficiency of the existing filters.

Pool - 2020

Tot Pool Refurbishment \$15,000

- The present coating on this pool is an inferior coating. It is continually in need of touch up painting and maintenance. The coating is in need of replacement with a superior product. This new coating has proven beneficial to similar type operations. The pool will be high pressure washed and the subsurface will be improved. The process will benefit the operation and maintenance schedule of this facility. After the application is complete, inspection will occur annually and, if any repairs are noted, corrections will be made at that time.

Replace Pumps and Motors \$15,000

- There are numerous pumps and motors nearing their life expectancy. These pieces of equipment could be in need of replacement. Replacing the pumps and motors should reduce energy consumption due to advancements made in the technology and efficiency of these motors over time. The consideration of installing timers on certain pumps at this time will allow the department to schedule run times, therefore reducing energy consumption of this facility.

Pool General Lifecycle Repairs – 2020–2023 \$20,000

- As stated previously there is equipment approaching life expectancies. There has been preventative maintenance completed and some life expectancies were extended by doing so. To ensure assets are not replaced prematurely, the department will complete a detailed analysis of these assets. Provision of \$20,000 has been included for each year.

Consultations

Financial Services

Financial Implications

Project costs have been outlined throughout the Comments section. The funds required for Arena and Pool are generally funded from lifecycle (LC) reserves as outlined in the attachments.

Projects proposed for Council consideration are limited by LC balances available. The adequacy of annual LC contributions is reviewed regularly. A recommendation to increase the Arena and Pool LC annual contribution to include the new equipment/fixtures proposed in the 2019 LC requests is not being made with 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 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 type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

Ray Hammond, RRFO, CARPT
Manager Facilities

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
1	Appendix A: 2019 – 2023 Arena Development Five (5) Year Capital Works Plan LC Arena (1580)
2	Appendix B: 2019 -2023 Pool Development Five (5) Year Capital Works Plan LC Pool (1510)

Appendix A - 2019 - 2023 Arena Five (5) year Capital Works Plan

LCArena (1580)

	2019	2020	2021	2022	2023
Opening Balance	\$ 967,700	\$ 1,061,700	\$ 1,009,700	\$ 1,157,700	\$ 1,305,700
Budget allocation	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000
Ice Capital Surcharge	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000	\$ 23,000
Training Room net proceeds	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000	\$ 14,000
Tax Rate Stabilization Reserve -Sportsplex	\$ 350,000		\$ 450,000	\$ 450,000	\$ 450,000
Infrastructure allocation for Sportsplex Debt					
Excess Arena advertising revenue	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Funds Available	\$ 1,495,700	\$ 1,239,700	\$ 1,637,700	\$ 1,785,700	\$ 1,933,700
Building - Environmental Control System	\$ 45,000				
Sportsplex Architect & Detailed Design	\$ 350,000				
Total Committed	\$ 395,000	\$ -	\$ -	\$ -	\$ -
Balance Uncommitted	\$ 1,100,700	\$ 1,239,700	\$ 1,637,700	\$ 1,785,700	\$ 1,933,700
Proposed - Net Lifecycle funding required	\$ 39,000	\$ 230,000	\$ 480,000	\$ 480,000	\$ 480,000
Balance available	\$ 1,061,700	\$ 1,009,700	\$ 1,157,700	\$ 1,305,700	\$ 1,453,700

Arena Expenditure Forecast	2019	2020	2021	2022	2023
Both Rinks Spectator Netting Replacement	\$ 18,000				
Replacement Rink B Zamboni Door	\$ 10,000				
Rink A Exterior Wall Investigation	\$ 5,000				
Replacment Work Bay Garage Door	\$ 6,000				
Sportsplex - Achitect Construction Phase		\$ 990,000			
Sportsplex - Construction		\$ 23,260,000			
Sportsplex - Debt Payments			\$ 450,000	\$ 450,000	\$ 450,000
McAuliffe Diamond Upgrade Artificial Infield		\$ 500,000			
Rink A Brine Pump and Chiller Replacement		\$ 200,000			
Annual Life Cycle Repairs		\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	\$ 39,000	\$ 24,980,000	\$ 480,000	\$ 480,000	\$ 480,000

Non Lifecycle Funding	2019	2020	2021	2022	2023
Federal / Provincial Infrastructure Grant		\$ 16,500,000			
Town Funding (\$8,250,000)		\$ 6,600,000			
Community Fundraising (20% of Town Share)		\$ 1,650,000			
	\$ -	\$ 24,750,000	\$ -	\$ -	\$ -
Net Lifecycle funding required	\$ 39,000	\$ 230,000	\$ 480,000	\$ 480,000	\$ 480,000

Appendix B - 2019 - 2023 Pool Five (5) year Capital Works Plan

LCPool (1510)

	2019	2020	2021	2022	2023
Opening Balance	\$ 273,400	\$ 270,400	\$ 295,400	\$ 330,400	\$ 365,400
Budget allocation	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000	\$ 55,000
Funds Available	\$ 328,400	\$ 325,400	\$ 350,400	\$ 385,400	\$ 420,400
Tankless Water Heater (carry forward)	\$ 6,500				
Total Committed	\$ 6,500	\$ -	\$ -	\$ -	\$ -
Balance Uncommitted	\$ 321,900	\$ 325,400	\$ 350,400	\$ 385,400	\$ 420,400
Proposed - Net Lifecycle funding required	\$ 51,500	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000
Balance available	\$ 270,400	\$ 295,400	\$ 330,400	\$ 365,400	\$ 400,400

Pool Expenditure Forecast

	2019	2020	2021	2022	2023
New Tankless Water Heater additional required	\$ 3,500				
Ultraviolet Light Disinfection System	\$ 15,000				
Refurbish Slide Structure	\$ 28,000				
Rebuild Sand Filters	\$ 5,000				
High Pressure Wash and Paint Tot Pool		\$ 15,000			
Replace Pumps and Motors		\$ 15,000			
Annual General Lifecycle Repairs			\$ 20,000	\$ 20,000	\$ 20,000
	\$ 51,500	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000

Non Lifecycle Funding

	2019	2020	2021	2022	2023
	\$ -	\$ -	\$ -	\$ -	\$ -
Net Lifecycle funding required	\$ 51,500	\$ 30,000	\$ 20,000	\$ 20,000	\$ 20,000



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Ray Hammond, Manager Facilities

Date to Council: December 11, 2018

Report Number: PRS-2018-21

Subject: 2019 - 2023 Buildings Five (5) Year Capital Works Plan

Recommendations

It is recommended:

That the following renovation and repair projects to Municipal facilities **be approved** for 2019;
And that the 2019 – 2023 Buildings Five (5) Year Capital Works Plan **be approved**.

		Previously	Requested for	Total
No.	Capital Works Plan	Approved	2019	Costs
	Buildings			
1	Parks Buildings upgrades (paint, block repair, fixtures		\$ 15,000	\$ 15,000
2	Lakewood Pro Shop HVAC		\$ 17,000	\$ 17,000
3	Fire Hall #1 garage floor		\$ 8,000	\$ 8,000
4	St Clair Beach CC fire alarm panel		\$ 3,000	\$ 3,000
				\$ -
	Sub-total	\$ -	\$ 43,000	\$ 43,000
				\$ -
	Buildings Lifecycle Reserve	\$ -	\$ 43,000	\$ 43,000

Background

The above noted projects are intended to upgrade existing municipal buildings according to the building lifecycle plan based on expected useful life of major components including roofing, mechanical systems, flooring, interior and exterior work. The Department completed visual

inspections for those building components beyond their expected useful life, to confirm the need for the recommended maintenance.

Administration is committed to developing a detailed Building Asset Management Plan (Plan) which will guide proposed improvements to buildings beyond 2019. The following points will be used as a guide to develop the Plan:

- Inventory buildings and major equipment components as well as assessing and rating each component.
- Building assessments and changing priorities
- Proposed equipment replacements on a 20 – year cycle will only be implemented if detailed inspections justify the replacements. If the equipment is still in good condition and does not pose any safety concerns, the replacement will be delayed, or alternative improvements will be proposed

Comments

The following are identified for improvements under the proposed Five (5) Year Capital Plan:

Facilities 2019 – 2023

2019

Parks Buildings Upgrades \$15,000

- There are various Parks Buildings in different states of repair. Examples of the upgrades required are:
 1. St. Mary's Park: there are multiple buildings that require interior repairs such as painting and concrete block repair. These upgrades will extend the useful life of these buildings at this facility and will enhance the overall appearance and operation.
 2. Weston Park: the washroom building fixtures are in need of replacement. Due to the nature of this facility, it requires fixtures that are more robust to withstand possible vandalism at this remote facility.
 3. More and more Pavilions are being used by citizens and they are in need of minor repairs to enhance the appearance and prolong their expected life.

Lakewood Pro Shop HVAC Replacement \$17,000

- The HVAC unit is approaching the end of its lifecycle and requires replacement. This unit is vandalised regularly so it is recommended to enclose it behind a fence or elevate it off the ground. The new unit will reduce energy consumption for the operation of this piece of equipment by a possible 25%. It is planned to replace this 60% efficient unit with at least an 85% efficient unit.

Fire Hall #1 Garage Floor Repairs \$8,000

- The floors of the fire truck parking bays at Fire Hall #1 have begun to deteriorate and are cracked and breaking away from around the two (2) trench floor drains that run the length of the entire floor. It is recommended that the floor be repaired to prevent the further destruction of the floor to the point of extensive damage. This is a meticulous procedure due to the existing in-floor heating coils. This repair will extend the life of the floors for an estimated 10 years.

St. Clair Beach Community Centre Fire Alarm Panel Replacement \$3,000

- The fire alarm panel has reached the end of its life expectancy and is in need of replacement. This will ensure the safety of the users of this facility and keep the building compliant with the fire code.

2020

Environmental Building Interior Upgrades \$15,000

- This facility is in need of refurbishment. This would include interior painting, floor replacement, internal hardware and washroom fixture replacement as needed. There have been minor repairs to some of the interior, but a more extensive upgrade is needed.

St. Clair Beach Community Centre Interior Upgrades \$6,000

- The upgrades to this facility would include complete repainting the interior, modification to some hardware to maintain AODA compliance, and refurbishment of washroom fixtures as needed.

Cada Library HVAC Replacement (2) Units \$20,000

- These units will be at the end of their useful life. The typical lifecycle for this type of equipment is 10 to 15 years. These units were installed in 2006. Administration conducts the required annual maintenance of these units, and they have performed well. There have been minor repairs required over past years and they are showing signs of fatigue and should be replaced. There is the possibility of energy consumption reduction due to the efficiency rating of the new units compared to the rating of the existing units. A possible 25% is an estimated reduction.

2021

Town Hall HVAC Replacement (4) Units \$40,000

- All the HVAC Units of the Town Hall are the same age and will be at their expected lifecycle. Administration wants to target 4 units for replacement that will not be affected by a possible Town Hall renovation. With the units connected to the building management system there is potential for lowering energy consumption due to the efficiency rating of the units. The new units would have an 85% operating efficiency rating compared to 60% rating of the existing units.

Cada Library HVAC Replacement (1) Units \$10,000

- This would be the last unit replaced at the Cada Library. It would be at its lifecycle for this piece of equipment. The reduction in energy consumption would exist for this unit as it falls into that efficiency rating similar to the ones replaced in the previous year.

Fire Hall #1 HVAC Replacement \$10,000

- This unit will have reached its lifecycle. From initial investigation into this asset, it is in good running order. Administration will monitor its performance over the coming years and re-evaluate the life of this piece of equipment to determine if replacement is warranted.

Fire Hall #2 Interior Upgrades \$10,000

- Fire Hall #2 will require some upgrades to the interior of this building. The upgrades will be in the form of painting, hardware and washroom fixture replacement as needed.

Public Works South Building Upgrades \$10,000

- Over the years, this building has received some minor repairs. There has been no real refurbishment completed on this building. There will be investigations completed to determine the extent of the possible refurbishment not to exceed the budgeted amount.

2022

Town Hall HVAC Replacement (3) Units \$30,000

- All the HVAC units of the Town Hall are the same age and will be at or beyond their expected lifecycle. Administration wants to target 3 units for replacement that could remain after a possible Town Hall renovation. All the units are controlled by the building management system there is potential for lowering energy consumption due to the efficiency rating of the units. The new units would have an 85% operating efficiency rating compared to 60% rating of the existing units.

St. Clair Beach Community Centre HVAC Replacement \$10,000

- The units at this facility will have reached their lifecycle. There could be some modification done to this facility to reduce the number of units needed to handle the demands of this building. An in-depth analysis of this building will be completed to get an accurate demand for the units at this facility. At this time Administration will target the individual units for replacement with an updated plan to come in future reports.

2023

Town Hall HVAC Replacement (3) Units \$30,000

- All the HVAC Units of the Town Hall are the same age and will be at or beyond their expected lifecycle. Even with the units hooked up to the building management system there is potential for lowering energy consumption due to the efficiency rating of the units. An 85% operating efficiency rating compared to 60% of the existing units.

St. Clair Beach Community Centre HVAC Replacement \$10,000

- The units at this facility will have reached their lifecycle. There could be some modification done to this facility to reduce the number of units needed to handle the demands of this building. An in-depth analysis of this building will be completed to get an accurate demand for the HVAC units at this facility. At this time administration will target the individual units for replacement with an updated plan to follow in future reports.

2020 - 2023

Annual General Replacement Allocations 2019 \$65,000, 2020 - 2021 \$90,000 and 2022 - 2023 \$110,000

- This funding and the equipment replacement will be reviewed as part of the plan with recommendations for specific items to come back in a detailed report to Council.
- The plan will include details on the condition of individual assets.

Consultations

Parks & Recreation Services
Financial Services

Financial Implications

Project costs have been outlined throughout the Comments section. The funds required for Buildings are generally funded from lifecycle reserves as outlined in the attachment.

Projects proposed for Council consideration are limited by LC balances available. The adequacy of annual LC contributions is reviewed regularly.

Administration is currently compiling a comprehensive review of all the municipal buildings in 2019 to ensure the current approved allocation remains sufficient to meet the needs of all facilities.

Upon the completion of the review a report will be presented to Council for their consideration should the current allocation be deemed as insufficient and require adjustment.

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 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:

Ray Hammond, RRFO, CARPT
Manager Facilities

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
1	Appendix A 2019 - 2023 Buildings Five (5) Year Capital Works Plan LC Buildings (1540)

Appendix A - 2019 - 2023 Buildings Five (5) year Capital Works Plan

LC Buildings (1540)

	2019	2020	2021	2022	2023
Opening Balance	\$652,500	\$799,500	\$883,500	\$903,500	\$943,500
Budget allocation	\$190,000	\$190,000	\$190,000	\$190,000	\$190,000
Funds Available	\$842,500	\$989,500	\$1,073,500	\$1,093,500	\$1,133,500
Total Committed	\$0	\$0	\$0	\$0	\$0
Balance Uncommitted	\$842,500	\$989,500	\$1,073,500	\$1,093,500	\$1,133,500
Proposed - Lifecycle Expenditure	\$43,000	\$106,000	\$170,000	\$150,000	\$150,000
Balance available	\$799,500	\$883,500	\$903,500	\$943,500	\$983,500
Lifecycle Expenditure Forecast					
Parks Buildings Upgrades	\$15,000				
Lakewood Proshop HVAC Replacement	\$17,000				
Fire Hall #1 Garage Floor Refurbishment	\$8,000				
Green Acres Fire Alarm	\$3,000				
Environmental Building Upgrades		\$15,000			
Green Acres Interior Upgrades		\$6,000			
Library HVAC (2) Unit Replacement		\$20,000			
Annual General Allocation		\$65,000	\$90,000	\$110,000	\$110,000
Town Hall HVAC (4 Units) Replacement			\$40,000		
Library HVAC (1) Unit Replacement			\$10,000		
Fire Hall no.1 HVAC Replacement			\$10,000		
Fire Hall no.2 Interior Upgrades			\$10,000		
Public Works South Building Upgrades			\$10,000		
Town Hall HVAC (3 Units) Replacement				\$30,000	
Green Acres HVAC Replacement				\$10,000	
Town Hall HVAC (3 Units) Replacement					\$30,000
Green Acres HVAC Replacement					\$10,000
	\$43,000	\$106,000	\$170,000	\$150,000	\$150,000



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Casey Colthurst, Manager Parks & Horticulture

Date to Council: December 11, 2018

Report Number: PRS-2018-23

Subject: 2019-2023 Parks Five (5) Year Capital Works Plan

Recommendations

It is recommended:

That the 2019 – 2023 Parks Five (5) Year Capital Works Plan be **approved**;

And that the following park development, reforestation and trail development projects for 2019 be **approved**:

No.	Capital Works Plan	Previously Approved	Requested for 2019	Total Costs
	Park Development			
1	Various - Park Bench Replacement and Installation	--	\$ 15,000	\$ 15,000
2	Sports Fields Top Dressing Overseeding	--	\$ 15,000	\$ 15,000
3	Basketball Post Replacement - various parks	--	\$ 10,000	\$ 10,000
4	In Ground Garbage Containers	\$16,300	\$ 20,000	\$ 36,300
5	Install Manufactured Wood Chips under Play Sets	--	\$ 15,000	\$ 15,000
6	Annual Project Allocations TBD	--	\$ 10,000	\$ 10,000
7	Lakewood North Boardwalk Replacement	--	\$ 40,000	\$ 40,000
8	Green Acres Playset Replacement	--	\$100,000	\$100,000
9	McAuliffe Park - New Washroom Building	--	\$450,000	\$450,000
10	Tecumseh Soccer Fields - Drainage Improvements	--	\$ 30,000	\$ 30,000
11	Lacasse Baseball Upgrades	--	\$ 30,000	\$ 30,000
12	Green Acres Tennis Court Crack Sealing	--	\$ 10,000	\$ 10,000

No.	Capital Works Plan	Previously Approved	Requested for 2019	Total Costs
13	St Mary's Park - Walkway	--	\$ 10,000	\$ 10,000
14	Parks, Recreation & Trails Master Plan CFW	\$ 45,000	--	\$ 45,000
15	Lakewood North - Historical Storyboard Installation CFW	\$ 10,000	--	\$ 10,000
16	Park Sign Replacements - various parks CFW	\$ 15,000	--	\$ 15,000
17	Drainage Improvements Weston Park CFW	\$ 10,000	--	\$ 10,000
	Sub-total	\$ 96,300	\$755,000	\$851,300
	Fund raising		\$ 15,000	\$ 15,000
	Infrastructure Reserve		\$217,500	\$217,500
	Park Development Lifecycle Reserve	\$ 96,300	\$522,500	\$618,800
	Reforestation			
1	Tree Planting	\$ 10,000	\$ 30,000	\$ 40,000
	Reforestation Lifecycle Reserve	\$ 10,000	\$ 30,000	\$ 40,000
	Trails			
1		--	--	--
	Trails Lifecycle Reserve	--	--	--

Background

The above noted projects are intended to upgrade existing parks and to develop playgrounds that are most in need of improvements. The objective is to deliver high quality park amenities at a consistent level throughout the Town. The proposed projects reflect needs identified in the Parks and Recreation Master Plan completed in 2008, as well as through consultations with various individual park users and formal user groups such as Tecumseh Minor Baseball, Tecumseh Minor Soccer, and St. Mary's Athletic Association.

The updated Parks, Recreation and Trails Master Plan is carried over and is projected to be completed in the 2nd quarter of 2019. The carry over funding required to finalize this plan is \$45,000.

Work has been ongoing to gather information on the history of Lakewood Golf Course to complete the storyboard that will be installed on the building at Lakewood Park North side. This project \$10,000 is a carry over and it is anticipated this project will be completed by the 3rd quarter of 2019.

The \$15,000 allocation to replace various park signage is being carried over to 2019. Some of the signs require replacement due to weathering and this project should be undertaken by the 2nd quarter of 2019.

Drainage improvements in the amount of \$10,000 has been carried over to 2019; due to the work schedule of the contractor, this work will be completed by the 2nd quarter of 2019.

The proposed improvements beyond 2019 will be revisited annually and may be adjusted based on new information becoming available. User groups may present new requests and field assessments may determine that the proposed improvements can be delayed. For example, proposed playset replacements on a 20 year cycle will only be implemented if detailed inspections can justify the replacements. If the equipment is still in good repair and does not pose any safety concerns, the replacement will be delayed or alternative improvements will be proposed.

Comments

The following are identified for improvements under the proposed five (5) year Capital Plan:

Parks Development 2019 - 2023

Section 1 – Multi-Year Program Expenditures

Various Park – Park Bench Replacement and Installations - 2019 to 2020 \$15,000

- A number of benches in various parks have reached the end of their useful lives and need to be replaced. This is year 4 of a 5-year \$70,000 plan (\$10,000 in 2016; \$15,000 for 2017 to 2020) with all of the required benches to be replaced by 2020. New benches will be installed where necessary. Expect to replace/add up to 70 benches.

Sports Fields Top Dressing and Overseeding Annual Ongoing Allocation \$15,000

- With the elimination of pesticides for the control of weeds in turf areas, the Town now relies on cultural practices to maintain and enhance the sports fields in Town. The Parks department has acquired additional equipment to carry out these cultural practices such as the application of sand, compost and topsoil to level the fields, as well as overseeding to improve the thickness of the turf. All of the sports fields used by Soccer and Baseball will be treated as required to keep them in excellent playing condition.

Basketball Post Replacement – Various Parks - 2019 \$10,000

- A number of park basketball poles and backboards are in need of replacement to continue to allow park users the opportunity to play the sport of basketball out-of-doors. The \$30,000 project planned the replacement of 15 poles and 15 backboards over three years and will be completed in 2019.

In Ground Garbage Containers – 2017 to 2020 \$20,000

- Currently, in the majority of the larger parks and sports fields, red stand-alone garbage containers are used. These containers have a small storage capacity and are in need of daily attention. In addition, the cans can be kicked or blown over causing garbage to be scattered through the parks, which in turn requires additional labour for cleanup. The proposed containers are installed underground, have a larger storage capacity, cannot be kicked or blown over, do not require daily emptying and thus help keep the park clean and garbage free. No increases in operational costs are expected. The larger cans will require less frequent emptying with possible savings of staff time, which would

offset any increases in equipment uses. Existing equipment will be utilized for the emptying of the cans.

- The project was initiated in 2017, with a plan of installing 25 – 30 containers over four years at a total cost of \$80,000.
- Propose an allocation of \$20,000 for 2019 works, plus previously approved carry forward funds of \$16,300.

Various Park – Install Manufactured Wood Chips under Play Sets - 2019 to 2023 \$15,000

- Presently, nine of our park playgrounds have pea stone underneath the equipment as the fall protection material. This was quite common in the parks industry when the Town's playsets were installed. Current standards require the protection surface to be accessible. Therefore, the replacement of existing pea stone with manufactured wood chips is recommended to meet current standards, provide the required fall protection, and present a cleaner look. It must be noted that all new installations use manufactured wood chips or rubber surface.
- The project was initiated in 2017, with plans to replace all of the pea stone with the Manufactured Wood Chips, by the year 2025.
- Propose an allocation of \$15,000 for 2019.

Annual Project Allocation – (\$10,000 in 2019 and \$80,000 for 2019 to 2023) \$10,000

- Annually in the 5 year LC Park capital \$80,000 is budgeted for funding that allows the Parks department to address projects that have not been previously identified. When preparing the annual budget, the \$80,000 is reallocated to cover the cost of these projects. In 2019 three (3) projects under periodic program expenditures that require funding are, \$30,000 for Drainage Improvements at Tecumseh Soccer Fields, \$30,000 Lacasse Baseball Upgrades, and \$10,000 Green Acres Tennis Court Crack Sealing, note project description for these projects are highlighted below . The remaining \$10,000 requested funding will allow the parks department to address smaller issues that come up during the course of the year, such as an emergency replacement of a swing set, unforeseen small drainage work, etc. As well, annual inspections may reveal equipment failures.
- Infrastructure/equipment replacements and funding requirements will be reviewed annually and recommendations will be detailed in that year's annual capital projects report for Council approval.

Section 2 – Periodic Program Expenditures

Park Improvements - 2019

Lakewood North – Boardwalk Repairs \$40,000

- The wooden boardwalk along the break wall in Lakewood was installed as part of the original construction of the park in 2012. Since that time, a number of boards in the boardwalk have cracked and rotted, posing a tripping hazard. Several sections of the walk were repaired in 2017 and 2018. The proposal for 2019 is to replace the section closest to the beach with poured concrete and the linear section leading to the pier with interlocking stone, of the same design as around the washroom pavilion. If additional work is required in 2020, this will be addressed in the 2020 Parks Five (5) Year Capital Projects report,

Green Acres Playset Replacement \$100,000

- The playset in Green Acres has reached the end of its useful life and needs to be replaced to ensure the safety of the park users. This will also allow for an upgrade in the design of the playset in keeping with modern design features.

McAuliffe Park – Washroom Upgrades \$450,000

- The existing washrooms at McAuliffe Park are limited to just one stall for women, and one stall and two urinals for men. This has proven to be very inadequate to service the ever-increasing number of park users within the McAuliffe Parks Association. Line-ups of 10 to 15 people waiting to use the facilities on the weekend are common. The proposed project would see renovations to the existing old Sandwich South fire hall building, increasing the number of stalls and urinals to meet needs. The renovations will also be designed to accommodate the needs of the Splash Pad planned for 2020. The McAuliffe Sports Association has committed a \$15,000 contribution towards the project. The projected budget also includes the architect cost for the design, tendering and project management the construction process by SFERA Architectural Associates Inc.
- Partial funding in the amount of \$217,500 for this project will come from the Infrastructure Reserve. Please reference the Infrastructure Reserve funding discussion under the financial implications section.

Drainage Improvements at Tecumseh Soccer Fields \$30,000

- In Partnership with L'Essor Catholic High School, improvements are planned for the sports field located on the school grounds between the football field and Tecumseh Road. Drainage improvements would allow for regular use of the field for the Tecumseh Soccer Association. The fields will be maintained by the Parks Department, along with the existing three fields located west of the school grounds

Lacasse Baseball Upgrades \$30,000

- In partnership with the Tecumseh Thunder Baseball Club, a number of improvements are planned for the baseball diamond at Lacasse Park. Cement pads will be installed under existing bleacher pads to allow for improved maintenance, additional fencing is proposed to increase the area available for practice, and artificial turf will be placed in high traffic areas to help lower maintenance costs.

Green Acres Tennis Court Crack Sealing \$10,000

- Cracks have developed within the playing surface at the tennis courts in Green Acres Park, and repairs are warranted.

St Mary's Park Walkway \$10,000

- A cement walkway is required for wheel chair accessibility from the Splash Pad to the washrooms, to make them accessible.

Parks Improvements – 2020

Splash Pad – McAuliffe Park in 2020 \$300,000

- The 2008 Parks Master Plan identified the need for a splash pad at McAuliffe Park. Recreation Report 22/17 was presented and approved by Council with the recommendation of a splash pad and required washrooms/change rooms to be constructed in 2020. The forecast includes being able to fundraise \$30,000 for the McAuliffe splash pad.

Dorset and Dresden – Playset Replacement \$70,000

- The playsets in Dorset and Dresden parks will have reached the end of their useful lives and require replacement.

Parks Improvements – 2021

Shawanoë – Playset Replacement \$40,000

- The playset in Shawanoë Park will have reached the end of its useful life and requires replacement.

Lacasse Park – Pickleball Complex \$500,000

- Pickleball continues to increase in popularity every year. Presently, the only courts provided by the Town are limited to the four courts at Shawanoë Park. A ten-court complex is proposed for Lacasse Park, providing for the ever increasing number of regular pickleball players, as well as the opportunity to host large tournaments. This complex would be the most extensive within the region. The Town would look to the local pickleball association to help raise \$100,000 for this project.

- Partial funding in the amount of \$200,000 will come from the Infrastructure Reserve. Please reference the Infrastructure Reserve funding discussion under the financial implications section.

Parks Improvements – 2022

Lakewood – New Pavilion and Patio, Electronic Sign, and Splash Pad \$2,150,000

- The design concept for Lakewood was approved by Town Council in 2013. The plan highlighted a number of capital improvements that were raised during the public consultation process. A number of these improvements have been completed as of 2017.
- A community gathering area located in the active zone of the park was the most popular item raised by project participants. This gathering area should include a large pavilion and adjacent patio area to be utilized for larger social gatherings. The pavilion would be actively utilized during formal Town functions, as well as be offered for private use by rental groups. Once constructed, the new pavilion is projected to satisfy the need for pavilion rentals currently filled by the pavilion at the back of Lacasse, which is nearing its life expectancy.
- As Lakewood Park continues to develop, a large number of events and activities will take place on a weekly basis at the park. A programmable electronic sign will be a great communication tool to not only advertise the park's activities but also promote other Town events such as Christmas in Tecumseh, Coffee House, etc. in a high-traffic area.
- The 2008 Parks Master Plan identified the need for a splash pad at Lakewood Park. Recreation Report 22/17 was presented and approved by Council with the recommendation to construct a splash pad in 2022. The forecasts include being able to fundraise \$100,000 for the Lakewood project.
- A number of additional improvements are highlighted in the Dialog plan and it is recommended that these amenities be included in the updated Parks and Recreation Master Plan that will be finalized in 2018, for future Council consideration. One of the main outstanding amenities will be an amphitheater.

Parks Improvements – 2023

Rocheleau Park – Playset Replacement \$50,000

- The playset in Rocheleau park will have reached the end of its useful life and requires replacement.

Reforestation – 2019 to 2023

Tree Inventory \$10,000

- In 2013 a town-wide tree inventory was completed in conjunction with a roadside survey undertaken for Public Works. Every road in the Town was mapped utilizing Lidar scanning survey technology, producing a 3D map of every tree found within the roadside right-of-way. Each tree's exact location and diameter were recorded. The information not recorded includes the tree species and a rating condition for each tree found on public land. The \$10,000 request is to allow the Parks Department to hire a student and visit each tree and record the species and conditional rating on an iPad, which will complete the tree inventory.

Tree Planting \$30,000

- New trees will be planted to replace all of the trees removed throughout the Town, as well as in response to individual requests from homeowners wishing to have a tree planted on the right-of-way in front of their house. Additional trees will be planted in various parks to expand the available forest cover. This will be an ongoing annual planting program, modified to meet the needs identified in the town-wide tree inventory.

Trails – 2019 to 2023

The Town's Parks and Recreation Master Plan along with a number of other policy documents identifies a trail network that is proposed to be constructed throughout the Town. At present, the \$50,000 annual contribution does not adequately fund the construction of new trails outside of parks as linkages between key destinations, thereby delaying the completion of a trail network for a protracted period of time. By way of example, the cost to install the path on Malden Road was \$160,000 (excluding the bridge crossing) or greater than three times the annual allocation. No projects are being presented at this time in order to build up the total reserve amount. Trails have been included as one of the project categories for funding from the New Infrastructure Levy. In 2019, a Trails Master Plan will be completed and presented to Council for approval. This will include a long-range implementation strategy.

Administration is reviewing alternatives to address issues related to trails & pathways including maintenance and funding responsibilities for:

- The construction of existing trail extensions and future connections recommended in the Strategic Master Plan for Parks and Recreation Services as the means to achieving a trails foundation or spine;
- Implementation of trail projects included in the County Wide Active Transportation Study (CWATS);
- Existing trail and pathway maintenance and enhancement;
- General expansion of the trail and pathway system; and

- The Strategic Master Plan for Parks and Recreation contained a recommendation that there is a need to resolve assignment of responsibility and funding allocation for trail location, design and maintenance between Parks and Recreation Services (where trails are not located in the road right-of-way) and Public Works and Environmental Services (where trails are located in the road right-of-way).

Consultations

Financial Services
Planning & Building Services
Public Works & Environmental Services

Financial Implications

Project costs have been outlined throughout the Comments section. Where project specific revenues other than lifecycle allocations are anticipated they have been noted in the project write-up. The balance of funds required for Park Development, Reforestation and Trails are generally funded from lifecycle reserves as outlined in the attached Appendices.

The Parks lifecycle allocation includes new and replacement items, and with the increased cost requirements to construct new infrastructure requested funding assistance from the Infrastructure Reserve is required. It is recommended that new capital cost request for Parks after any fundraising or grant dollars have been deducted from the project cost be funded by a 50% split between the Parks Lifecycle and the Infrastructure Reserve.

The McAuliffe washroom project has an allocation of \$217,500 from the Infrastructure Reserve to help offset the cost allocated to the Parks Lifecycle.

The Pickleball Complex project has an allocation of \$200,000 from the Infrastructure Reserve to help offset the cost allocated to the Parks Lifecycle.

Upon completion of the updated Parks Master Plan a new current costing schedule for new infrastructure and replacement of current parks inventory will be available to undertake a review of the current Lifecycle allocation of \$355,000 and a recommendation will be made to Council for consideration of increasing the Parks Lifecycle annual allocation.

Projects proposed for Council consideration are limited by LC balances available. The adequacy of annual LC contributions is reviewed regularly.

As indicated above funding for Trails is inadequate for doing anything more than minimal new construction and will be considered for funding as part of the ongoing NIL program.

Based on the works proposed the Park Development Reserve will be in a deficit position of about \$2,045,000 by the end of 2022. Either additional sources of revenue need to be obtained or projects need to be removed or deferred.

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:

Casey Colthurst, HBScF
Manager Parks & Horticulture

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
1	Appendix A – 2019 – 2023 Park Development Five (5) Year Capital Works Plan LC Park Development (1600)
2	Appendix B – 2019 – 2023 Reforestation Five (5) Year Capital Works Plan LC Reforestation (1560)
3	Appendix C – 2019 – 2023 Trails Five (5) Year Capital Works Plan LC Trails (1640)

APPENDIX A - 2019 - 2023 Park Development Five (5) Year Capital Works Plan

LC Park Development (1600)

	2019	2020	2021	2022	2023
Opening Balance	\$1,291,500	\$1,072,300	\$962,300	\$987,300	-\$797,700
Budget allocation	\$355,000	\$355,000	\$355,000	\$355,000	\$355,000
DC Reserve Fund re previously unfunded projects	\$44,600	\$20,000	\$20,000	\$20,000	\$20,000
Infrastructure Reserve	\$217,500		\$200,000		
Funds Available	\$1,908,600	\$1,447,300	\$1,537,300	\$1,362,300	-\$422,700
Parks, Recreation & Trails Master Plan Update	\$45,000				
Lakewood North - Historical Storyboard Installation	\$10,000				
In Ground Garbage Containers	\$16,300				
Park Sign Replacements - various parks	\$15,000				
Weston Park - Drainage Improvements	\$10,000				
Total Committed	\$96,300	\$0	\$0	\$0	\$0
Balance Uncommitted	\$1,812,300	\$1,447,300	\$1,537,300	\$1,362,300	-\$422,700
Proposed - Net Lifecycle funding required	\$740,000	\$485,000	\$550,000	\$2,160,000	\$160,000
Balance available	\$1,072,300	\$962,300	\$987,300	-\$797,700	-\$582,700

Expenditure Forecast	2019	2020	2021	2022	2023
Various - Park Bench Replacement and Installation	\$15,000	\$15,000			
Sports Fields Top Dressing Overseeding	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Basketball Post Replacement - various parks	\$10,000				
In Ground Garbage Containers	\$20,000	\$20,000			
Install Manufactured Wood Chips under Play Sets	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
Annual Project Allocations TBD	\$10,000	\$80,000	\$80,000	\$80,000	\$80,000
Tecumseh Soccer Fields - Drainage Improvements	\$30,000				
Lacasse Baseball Upgrades	\$30,000				
Green Acres Tennis Court Crack Sealing	\$10,000				
Lakewood North Boardwalk Replacement	\$40,000				
Green Acres - Playset Replacement	\$100,000				
McAuliffe Park - Washroom Upgrades	\$450,000				
St Mary's Park - Walkway	\$10,000				
Splash Pad - McAuliffe Park		\$300,000			
Dorset & Dresden - Playset Replacements		\$70,000			
Shawano - Playset Replacement			\$40,000		
Pickleball Complex - Lacasse Park			\$500,000		
Lakewood Park Master Plan Implementation				\$2,150,000	
Rocheleau - Playset Replacement					\$50,000
	\$755,000	\$515,000	\$650,000	\$2,260,000	\$160,000

Non Lifecycle Funding

McAuliffe Sports Assoc. - Washroom Upgrades	\$15,000				
McAuliffe Sports Assoc. - Splash Pad		\$30,000			
Fund Raising - Pickleball Complex Lacasse Park			\$100,000		
Fund Raising - Lakewood Splash Pad				\$100,000	
	\$15,000	\$30,000	\$100,000	\$100,000	\$0
Net Lifecycle funding required	\$740,000	\$485,000	\$550,000	\$2,160,000	\$160,000

APPENDIX B - 2019 - 2023 Reforestation Five (5) Year Capital Works Plan

LC Reforestation (1560)

	2019	2020	2021	2022	2023
Opening Balance	\$133,500	\$123,500	\$123,500	\$123,500	\$123,500
Budget allocation	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Funds Available	\$163,500	\$153,500	\$153,500	\$153,500	\$153,500

Tree Inventory CFW	\$10,000				
Total Committed	\$10,000	\$0	\$0	\$0	\$0
Balance Uncommitted	\$153,500	\$153,500	\$153,500	\$153,500	\$153,500
Proposed - Net Lifecycle funding required	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
Balance available	\$123,500	\$123,500	\$123,500	\$123,500	\$123,500

Expenditure Forecast	2019	2020	2021	2022	2023
Tree Planting	\$30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000

\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
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Non Lifecycle Funding

	\$0	\$0	\$0	\$0	\$0
Net Lifecycle funding required	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000

APPENDIX C - 2019 - 2023 Trails Five (5) Year Capital Works Plan

LCTrails (1640)

	2019	2020	2021	2022	2023
Opening Balance	\$195,000	\$245,000	\$295,000	\$345,000	\$395,000
Budget allocation	\$50,000	\$50,000	\$50,000	\$50,000	\$50,000
Funds Available	\$245,000	\$295,000	\$345,000	\$395,000	\$445,000

Total Committed	\$0	\$0	\$0	\$0	\$0
Balance Uncommitted	\$245,000	\$295,000	\$345,000	\$395,000	\$445,000
Proposed - Net Lifecycle funding required	\$0	\$0	\$0	\$0	\$0
Balance available	\$245,000	\$295,000	\$345,000	\$395,000	\$445,000

Expenditure Forecast	2019	2020	2021	2022	2023
-----------------------------	------	------	------	------	------

	\$0	\$0	\$0	\$0	\$0
--	-----	-----	-----	-----	-----

Non Lifecycle Funding

	\$0	\$0	\$0	\$0	\$0
--	-----	-----	-----	-----	-----

Net Lifecycle funding required	\$0	\$0	\$0	\$0	\$0
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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: December 11, 2018

Report Number: PBS-2018-23

Subject: Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
1122 Lesperance Road (2586168 Ontario Inc.)
Planning Application and Permit Fee Grant
OUR FILE: D18 CIPFIP - CIP-09/18

Recommendations

It is recommended:

1. **That** the Grant Application for the Tecumseh Road Main Street Community Improvement Plan Financial Incentive Program, for the property located at 1122 Lesperance Road (Roll No. 374415000002200), **be approved and deemed eligible** for the following Financial Incentive in accordance with Section 11.3 (5):
 - i) Planning Application and Permit Fee Grant, for a total amount of \$561.60 towards the cost of the building permit fee associated with the building façade improvement works

all of which is in accordance with the Tecumseh Road Main Street Community Improvement Plan and PBS-2018-23.

Background

The Council-adopted Tecumseh Road Main Street Community Improvement Plan (CIP) applies to an area that represents the historical commercial core of the Town and comprises an approximate 1.2 kilometre corridor centred on Tecumseh Road from the VIA Railway on the east to the Town's border with the City of Windsor just beyond Southfield Drive on the west (see CIP Area in Figure 1). The area encompasses 96 acres and approximately 115

properties with a mix of commercial and residential along with many tracks of underutilized land.

The CIP establishes a community developed vision and provides a means for planning and promoting development activities to more effectively and efficiently use lands, buildings, and facilities. Its goal is to bring about revitalization and encourage both private and public investment in the CIP Area. To help achieve this vision, the CIP provides for a range of financial incentive programs to registered Owners and tenants of land and buildings within the CIP Area. Attachment 1 contains a table that outlines the financial incentives available for lands in the CIP Area, subject to satisfying various criteria and rules.



Comments

Proposal

In October of 2018, Town Administration held a pre-consultation meeting with the Owner of the commercial property located at 1122 Lesperance Road (see Attachments 2 and 2A for location). The subject property is currently occupied by a building that is divided into three units, each of which are occupied by professional offices. The Owner is completing interior renovations and is also proposing to undertake exterior renovations to the façade of the existing building (see image below).



On November 13, 2018, Council approved a CIP grant in the amount of \$3,000 to assist in the preparation of construction drawings associated with proposed façade improvements to the building. The Owner then met with Town Administration and it was determined that the architectural drawings prepared in relation to the proposed exterior improvements qualified for financial incentives under the CIP. On November 27, 2018, Council approved a CIP grant in the amount of \$15,000 to assist in the constructions costs associated with the façade improvements (see image below). The Owner then applied for a building permit to facilitate the façade improvements and paid the requisite building permit fee.

Proposed Renovation: View of Building from Corner of Lesperance and Lachance showing west and south facing facades:



Proposed Renovation: View of Building from Lesperance Road showing west facing facade:



Proposed Grant Details

Based on the foregoing, the Owner has now applied for the Planning Application and Permit Fee Grant in order to recoup the costs of the above-noted building permit, in accordance with Section 11.2.2 of the CIP. The requested amount of \$561.60 represents 100% of the building permit fee paid. This grant provides funding of up to \$2,000 towards the costs of permit fees paid for approved projects.

Next Steps

Upon Council approval, a letter from the Town to the Owner advising of Council's approval will represent a grant commitment. Once the works associated with the previously approved building façade improvements grants are completed and inspected by the Town for compliance, the Planning Applications and Permit Fee Grant will be issued.

Consultations

Planning & Building Services
Fire & Emergency Services
Financial Services

Financial Implications

The Tecumseh Road CIP provides for Support Programs and Incentives that can total up to \$417,000 per calendar year commencing in 2016. The \$417,000 is the sum of annual maximum limits per individual incentive program category within the CIP. Actual incentives available will depend on approved budget funding.

The 2018 budget includes CIP grant funding of \$125,000. An additional \$88,631 of uncommitted budget allocation from prior period budgets was carried forward, thus totalling \$213,631 in funds available for 2018. To date, eight CIP grant fund applications have been approved during 2018, thus the current available funding total is \$106,615.

Upon approval of the recommendation of this report, remaining available program funds for 2018 will be \$106,053 as referenced in the table in Attachment 3.

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:

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

Reviewed by:

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

Recommended by:

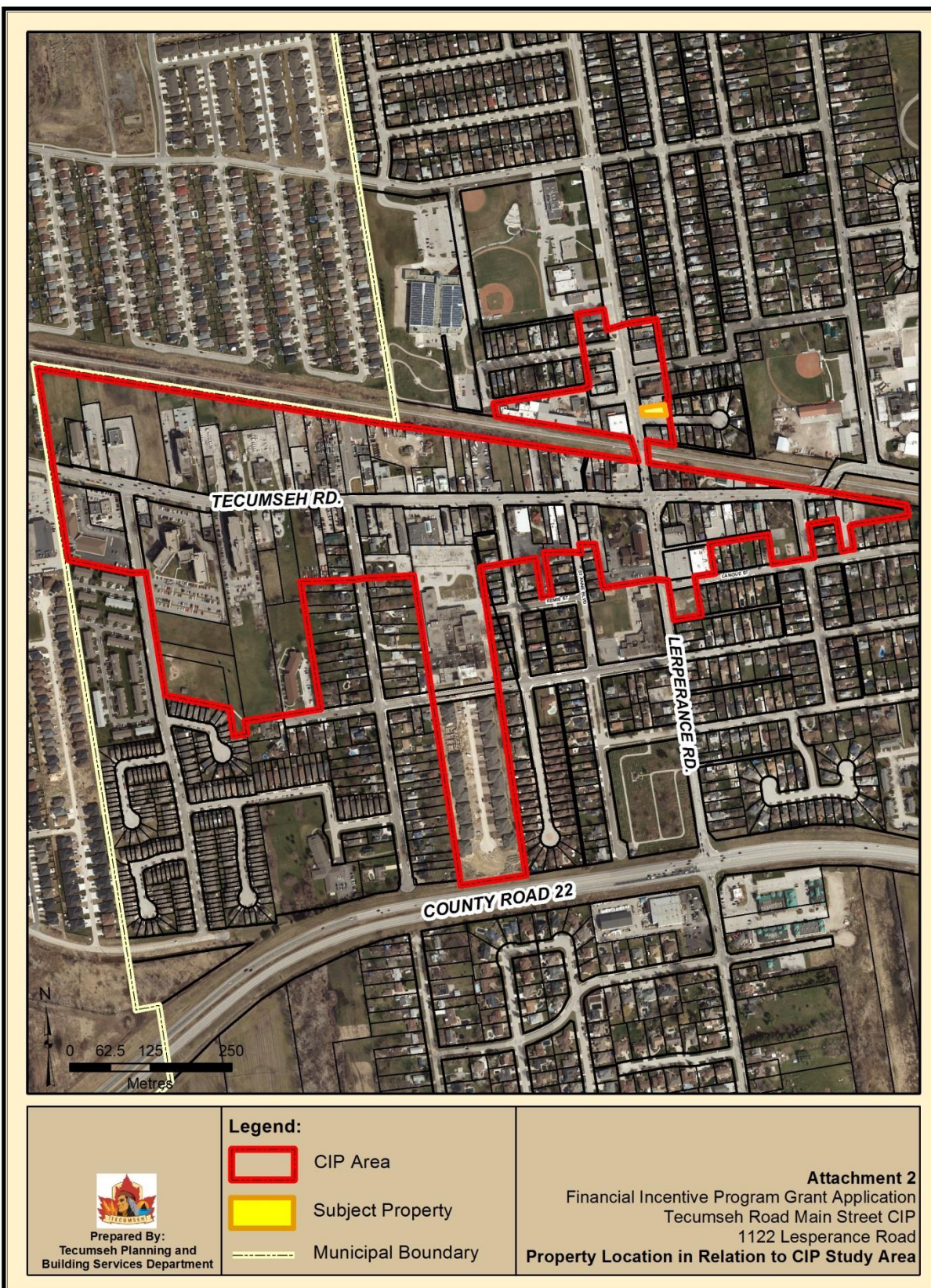
Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
1	CIP Support Programs and Incentives Summary
2	Property Location in Relation to CIP Study Area
2A	Property Location, Detail View
3	CIP Incentives Financial Summary

Attachment 1
Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
1122 Lesperance Road
CIP Support Programs and Incentives Summary

11.4 SUPPORT PROGRAMS AND INCENTIVES SUMMARY

Grant Program	Monetary Incentive	Annual Program Allocation
Planning, Design, and Architectural Grants	Matching grant of 50% of the cost of eligible planning, design and architectural work to a maximum grant of \$3,000 with a maximum of one study per property.	\$15,000
Planning Application and Permit Fee Grant Program	Grant will be provided for 100% of the normal application or permit fees paid by the applicant to a maximum of \$2,000 for approved projects.	\$10,000
Development Charges Grant Program	One-time grant of an amount equivalent to the Town of Tecumseh Development Charge for the buildings being constructed.	\$200,000
Building Façade Improvement Grant Program (BFIP)	Matching grant of 50% of the cost of eligible façade improvements to existing commercial properties to a maximum grant of \$15,000, with a maximum of one grant per property per year. Improvements must cost \$2,000 or greater to be eligible.	\$45,000
Building and Property Improvement Grant Program (BPIG)	Amount to be determined based upon the incremental increase in the municipal taxes that results from the work being completed.	N/A
Building Rehabilitation Loan Program (BRLP)	Loan equivalent to a proportion of the work value and on a matching funds basis, to a maximum of 50% of eligible costs. The maximum loan is \$15,000.	N/A
Residential Grant Program (RGP)	Grant equal to the cost of rehabilitating existing residential units and/or constructing new residential units on the basis of \$30 per square foot of habitable floor space rehabilitated or constructed, to a maximum grant of \$20,000 per unit.	\$100,000
Parking Area Improvement Program (PAIP)	Matching grant of 50% of the cost of eligible parking area improvement work to a maximum grant of \$10,000, with a maximum of one grant per property per year.	\$30,000
Sidewalk Café Grant Program	One-time grant of 50% of the cost, up to a maximum of \$2,000 for the design of a sidewalk café. Additionally, the Town will provide eligible candidates an annual grant of 50% of the costs for related work, up to a maximum of \$2,000.	\$12,000
Mural/Public Art Program	One-time grant of a maximum of \$1,000.	\$5,000





Attachment 3
Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
1122 Lesperance Road
CIP Incentives Financial Summary Charts

CIP Incentives Summary - Year-to-Date, November 2018				
Grant Program	Annual Program Allocation Limit	Projects Committed	Projects Proposed	Paid
1. Planning, Design, and Architectural Grants	\$ 15,000	\$ 6,000		\$ -
2. Planning Application and Permit Fee Grant Program	\$ 10,000	\$ 600	\$ 562	\$ 600
3. Development Charges Grant Program	\$ 200,000	\$ 5,416		\$ -
4. Building Façade Improvement Grant Program (BFIP)	\$ 45,000	\$ 34,000		\$ -
5. Residential Grant Program (RGP)	\$ 100,000	\$ 60,000		\$ -
6. Parking Area Improvement Program (PAIP)	\$ 30,000	\$ -	\$ -	\$ -
7. Sidewalk Café Grant Program	\$ 12,000	\$ -	\$ -	\$ -
8. Mural/Public Art Program	\$ 5,000	\$ 1,000		\$ -
	\$ 417,000	\$ 107,016	\$ 562	\$ 600
Actual Budget Allocations:				
2018	\$ 125,000			
Prior Years - Carry-forward	\$ 88,631			
Total Available for 2018	\$ 213,631			
2018 Annual Funding Shortfall including carry-overs	\$ (203,369)			
Total Available for 2018 less Projects Committed		\$ 106,615		
Remaining Available less Projects Proposed			\$ 106,053	

CIP Approved Projects and Funding Since Inception									
Project Code / Year	Project Name	1	2	3	4	5	6	7	8
CIP-01/16	Buckingham Realty	\$ 1,475							
CIP-02/16	Frank Brewing Co.							\$ 2,000	
CIP-03/16	1614840 Ontario Ltd.		\$ 2,000	\$ 80,784					
CIP-04/16	Valente Development Corp.			\$ 80,003					
CIP-02/17	Valente Development Corp.			\$ 78,120					
CIP-03/17	Lesperance Plaza Inc				\$ 15,000				
CIP-04/17	St. Anne Church				\$ 15,000				
CIP-05/17	Carrots N Dates							\$ 2,000	
CIP-06/17	Buckingham Realty				\$ 15,000				
CIP-01/18	1071 Lesperance Road – c/o Lesperance Square Inc.	\$ 3,000							
CIP-02/18	12350 Tecumseh Rd. - Tecumseh Historical Society							\$ 1,000	
CIP-03/18	Buckingham Realty		\$ 600						
CIP-04/18	1071 Lesperance Road – c/o Lesperance Square Inc.			\$ 5,416	\$ 15,000	\$ 40,000			
CIP-05/18	12357 Tecumseh Road - Bosely Hair					\$ 20,000			
CIP-06/18	12122 Tecumseh Road - Team Goran Realty				\$ 4,000				
CIP-07/18	1122 Lesperance Road	\$ 3,000							
CIP-08/17	1122 Lesperance Road				\$ 15,000				
Total		\$ 7,475	\$ 2,600	\$ 244,323	\$ 79,000	\$ 60,000	\$ -	\$ 4,000	\$ 1,000



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: December 11, 2018

Report Number: PBS-2018-25

Subject: Tecumseh Road Main Street Community Improvement Plan (CIP) and
Commercial Building Permit Fee Moratorium
CIP Grants and Building Permit Fee Moratorium Provided and
Resulting Value of Projects

Recommendations

It is recommended:

1. **That** PSB-2018-25 be received.

Background

On January 12, 2016, Council adopted the Tecumseh Road Main Street Community Improvement Plan (CIP) in accordance with Section 28(2) of the *Planning Act*. The CIP applies to an area that represents the historical commercial core of the Town and comprises an approximate 1.2 kilometre corridor centred on Tecumseh Road from the VIA Railway on the east to the Town's border with the City of Windsor just beyond Southfield Drive on the west (see CIP Area in Figure 1). The area encompasses 96 acres and approximately 115 properties with a mix of commercial and residential along with many tracks of underutilized land.

The CIP establishes a community developed vision and provides a means for planning and promoting development activities to more effectively and efficiently use lands, buildings, and facilities. Its goal is to bring about revitalization and encourage both private and public investment in the CIP Area. To help achieve this vision, the CIP provides for a range of financial incentive programs to registered Owners and tenants of land and buildings within the CIP Area. Attachment 1 contains a table that outlines the financial incentives available for lands in the CIP Area, subject to satisfying various criteria and rules.



Comments

Summary of CIP Grants Allocated Since Inception

Since its inception, a total of 17 CIP Grant applications have been applied for by property owners within the CIP. The 17 applications have been applied to 11 properties within the CIP (ie. some property owners have applied for multiple grant applications pertaining to one property). A total of \$398,384 has been committed by Council for various improvements to existing buildings and new developments on vacant lands within the CIP. Of the 11 properties, five have completed projects, three contain projects that are nearing completion, and three involve projects that have recently been approved by Council and have yet to begin.

Of the above-noted total grant commitment, \$209,184 has been paid out to five property owners that have completed their developments and \$166,200 will be paid out in the near future to three that have their respective projects nearing completion. The three properties that have yet to begin have \$23,000 in grant funding allocated to them.

The following tables are a summary of the 11 properties that have received grant allocation commitments by Council. Please note that the monetary values indicated below do not include the Harmonized Sales Tax (HST).

Table 1
Buckingham Realty
12214 Tecumseh Road
 Project Status: Completed
 Property #1 on Attachment 1

Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value of Project
Building façade improvement project for an existing professional office.	Planning, Design and Architectural Grant Program Planning Application and Permit Fee Grant Program Building Façade Improvement Grant Program	\$17,075	\$70,380

Before**After**

Table 2
Frank Brewing Co.
12000 Tecumseh Road
 Project Status: Completed
 Property #2 on Attachment 1



Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value of Project
An outdoor sidewalk café development associated with a brewery/restaurant development.	Sidewalk Café Grant Program	\$2,000	\$19,800
<p style="text-align: center;">Before</p> 		<p style="text-align: center;">After</p> 	

Table 3
Valente Development Corp.
Carmelita Court
 Project Status: Completed
 Property #3 on Attachment 1



Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value of Project
<p>A residential intensification project that included the demolition of a vacant institutional building and its replacement with the construction of a residential subdivision consisting of semi-detached and townhouse dwellings.</p> <p>Resulted in a net increase of 48 additional residential units in the CIP area.</p>	Development Charges Grant Program	\$158,123	\$14,882,000
Before	After		
			

Table 4
Lesperance Plaza Inc.
1125 Lesperance Road
 Project Status: Completed
 Property #4 on Attachment 1



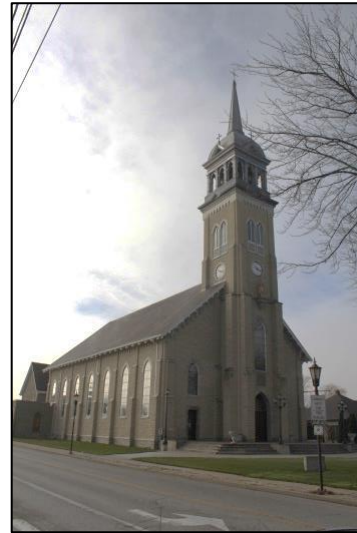
Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value the Project
<p>A building façade improvement project for an existing commercial building that housed retail, office and restaurants uses; and</p> <p>An outdoor sidewalk café development associated with the aforementioned restaurant use.</p>	<p>Building Façade Improvement Grant Program</p> <p>Sidewalk Café Grant Program</p>	\$16,986	\$42,429
<p>Before</p> 		<p>After</p> 	

Table 5
St. Anne's Church
12233 Tecumseh Road
 Project Status: Completed
 Property #5 on Attachment 1

Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value of Project
A comprehensive restoration project to the existing St. Anne's Church, which also included works to the exterior building façade.	Building Façade Improvement Grant Program	\$15,000	\$964,374

Before**After**

Note: Total value noted represents costs associated with exterior façade work including the reinstallation of the church spire. Total restoration value is not included.
 Noted monetary values do not include HST.

Table 6
St. Anne Arms Apartments
1300/1310 Lesperance Road
 Project Status: Nearing Completion
 Property #6 on Attachment 1



Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value of Project
<p>A residential intensification project that included the demolition of an existing single-unit dwelling and its replacement with the construction of two six-unit dwellings.</p> <p>Resulted in a net increase of 11 additional residential units in the CIP area.</p>	<p>Planning Application and Permit Fee Grant</p> <p>Development Charges Grant Program</p>	\$82,784	\$1,000,000
<p>Before</p> 		<p>After</p> 	



Table 7 Lesperance Square Inc. 1071 Lesperance Road Project Status: Nearing Completion Property #7 on Attachment 1			
Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value the Project
<p>A building façade improvement project for an existing commercial building that housed first floor retail uses and a second storey residential apartment unit; and</p> <p>A residential intensification project that included the renovation of the existing second storey residential apartment unit into two separate apartment units, resulting in a net increase of one additional residential unit in the CIP area.</p>	<p>Planning, Design and Architectural Grant</p> <p>Building Façade Improvement Grant</p> <p>Residential Grant Program</p> <p>Development Charges Grant Program</p>	\$63,416	\$181,250 (estimated)
<p>Before</p> 		<p>After</p> 	

Table 8
Bosely Hair Salon
12357 Tecumseh Road
 Project Status: Nearing Completion
 Refer to Property #8 on Attachment 1


Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value of Project
A residential improvement project that includes the renovation of the existing second storey residential apartment unit.	Residential Grant Program	\$20,000	\$36,875 (estimated)
<p style="text-align: center;">Before</p> 		<p style="text-align: center;">After</p> <p>Construction is currently ongoing. No images available at this time of the improvements.</p>	

Table 9
Tecumseh Historical Society
12350 Tecumseh Road
 Project Status: Yet to Begin
 Property #9 on Attachment 1



Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value of Project
A public art grant for the construction of a gazebo that will cover a restored 1950's motorized railway jigger.	Mural/Public Art Grant	\$1,000	\$1,250 (estimated)
<p>Before (Railway Jigger Proposed for Display)</p> 		<p>Proposed Project (Railway jigger to be placed underneath)</p> 	

Table 10
Team Goran Realty
12122 Tecumseh Road
 Project Status: Yet to Begin
 Property #10 on Attachment 1


Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value of Project
A building façade improvement project for an existing commercial building that houses a real-estate office.	Building Façade Improvement Grant Program	\$4,000	\$8,000 (estimated)
<p style="text-align: center;">Before</p> 		<p style="text-align: center;">After</p> <p style="text-align: center;">No images available at this time of the improvements.</p>	

Table 11
2586168 Ontario Inc.
1122 Lesperance Road
 Project Status: Yet to Begin
 Property #11 on Attachment 1



Details of Project/Development	CIP Incentive(s) Granted	Total Funding Allocated by Town	Total Value of Project
A building façade improvement project for an existing commercial building that houses three professional offices.	Planning, Design and Architectural Grant Building Façade Improvement Grant Program	\$18,000	\$56,150 (estimated)
<p>Before</p> 		<p>After (Proposed Building Façade)</p> 	

Table 12
CIP Summary Table

	Completed Projects (5)	Projects Nearing Completion (3)	Projects Yet to Begin (3)	TOTAL (11)
Total Funding Provided by Town	\$209,184	\$166,200	\$23,000	\$398,384
Total Value of the Projects	\$15,978,983	\$1,218,125	\$65,400	\$17,262,508
Net Residential Intensification Increase Within CIP	48 units	12 units	0 units	60 units

Commercial Building Permit Fee Moratorium

In early 2018, Council approved a one-year moratorium on permit fees for all new commercial developments/additions (excluding renovations) including hotel developments.

To date, two commercial permits have been exempted from these fees:

Table 13
**Commercial Building Permit Fee Exemption
Summary Table**

Permit No.	Property Address	Owner	Area (sq.ft.)	Exempted Permit Fee	Construction Value
2018473	1655 Manning Rd	Otis Properties Ltd.	34,174	\$ 35,882.70	\$ 3,500,000
2018459	1655 Manning Rd	Otis Properties Ltd.	6,503	\$ 6,828.15	\$ 1,000,000
TOTAL			40,677	\$ 42,710.85	\$ 4,500,000

Consultations

Planning & Building 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 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:

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:

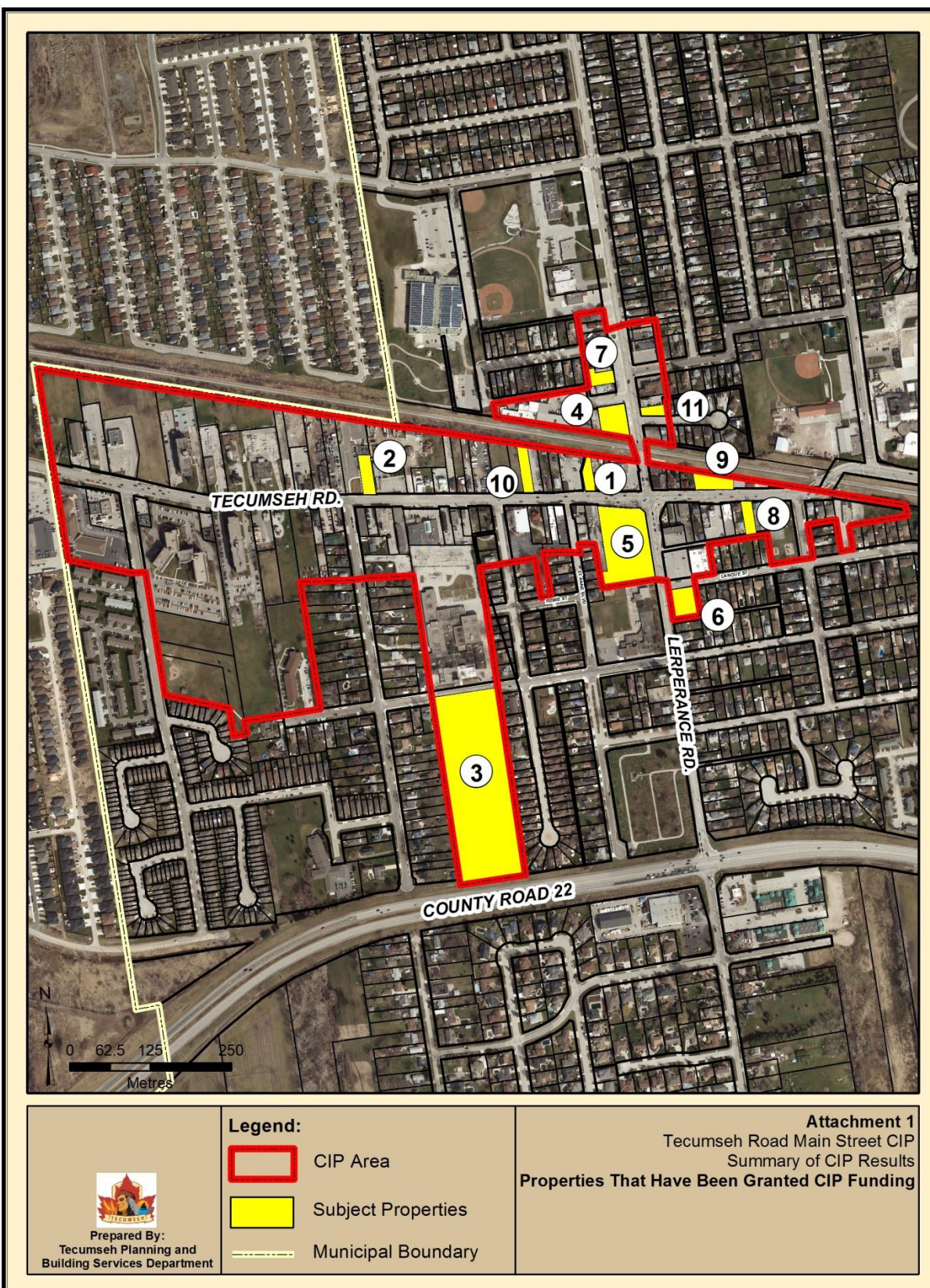
Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

1

Properties That Have Been Granted CIP Funding Map





The Corporation of the Town of Tecumseh

Public Works & Environmental Services

To: Mayor and Members of Council

From: John Henderson, Manager Engineering Services

Date to Council: December 11, 2018

Report Number: PWES-2018-08

Subject: 2019-2023 Public Works & Environmental Services Five Year Capital Works Plan

Recommendations

It is recommended:

THAT the following following Public Works and Environmental Services Projects for the 2019 year, and the Capital Project List 2019-2023, **be approved:**

		Previously Approved	Requested for 2019	Future Costs	Total Costs
Sidewalk Projects					
1. Sidewalk Repair Program - Various Locations		\$ -	\$ 69,000	\$ -	\$ 69,000
	Sub-Total:	\$ -	\$ 69,000	\$ -	\$ 69,000
	Grants:	\$ -	\$ -	\$ -	\$ -
	Recoveries:	\$ -	\$ -	\$ -	\$ -
	Sidewalk Lifecycle Reserve:	\$ -	\$ 69,000	\$ -	\$ 69,000
New Infrastructure					
1. Riverside Drive Trail		\$ 850,000	\$ -	\$ -	\$ 850,000
2. CR11: Hwy401 to NTR (CWATS Multi-Use Trail)		\$ 141,650	\$ 292,950	\$ -	\$ 434,600
	Sub-Total:	\$ 991,650	\$ 292,950	\$ -	\$ 1,284,600
	Grants:	\$ -	\$ -	\$ -	\$ -
	Recoveries:	\$ -	\$ 174,000		\$ 174,000
	Infrastructure Lifecycle Reserve:	\$ 991,650	\$ 118,950	\$ -	\$ 1,110,600

		Previously Approved	Requested for 2019	Future Costs	Total Costs
Road Projects					
1. Road Paving - Tar & Chip		\$ -	\$ 100,000	\$ -	\$ 100,000
2. Road Paving - Asphaltting		\$ -	\$ 1,100,000	\$ -	\$ 1,100,000
3. Road Paving - Crack Sealing		\$ -	\$ 100,000	\$ -	\$ 100,000
4. Lesperance Road Bike Lane Pavement Markings		\$ 110,000	\$ -	\$ -	\$ 110,000
5. Tecumseh Rd/Lacasse Blvd Intersection Improvements		\$ 40,000	\$ -	\$ 439,000	\$ 479,000
6. Tecumseh Road CIP - Streetscape Plan & Final Design		\$ 1,422,640	\$ -	\$ 27,908,927	\$ 29,331,567
7. South Talbot Road Reconstruction		\$ 90,000	\$ 2,240,500	\$ -	\$ 2,330,500
8. Sylvestre Drive Sanitary Sewer Extension		\$ 74,000	\$ 20,000	\$ 1,026,300	\$ 1,120,300
9. Scully & St. Mark's Storm PS/Riverside Drive		\$ -	\$ 43,600	\$ 720,400	\$ 764,000
10. Cty Rd 46/Webster/Laval Sanitary Sewer Extension		\$ -	\$ 120,750	\$ 944,750	\$ 1,065,500
11. Deluca Drive Sanitary Sewer		\$ -	\$ 92,450	\$ 1,142,450	\$ 1,234,900
12. Road Needs Study		\$ -	\$ 63,000	\$ -	\$ 63,000
13. Traffic Signal Controller Update		\$ -	\$ 150,000	\$ -	\$ 150,000
14. Brighton Road Traffic Study		\$ -	\$ 32,000	\$ -	\$ 32,000
15. Road Line Painter		\$ -	\$ 30,000	\$ -	\$ 30,000
16. Expansion/Improvements PW Yard (North)		\$ -	\$ 30,000	\$ -	\$ 30,000
17. Traffic Calming Guideline Study		\$ -	\$ 20,000	\$ -	\$ 20,000
	Sub-Total:	\$ 1,736,640	\$ 4,142,300	\$ 32,181,827	\$ 38,060,767
	Grants *:	\$ 99,000	\$ -	\$ -	\$ 99,000
	Recoveries:	\$ -	\$ -	\$ 885,000	\$ 885,000
	Road Lifecycle Reserve:	\$ 1,637,640	\$ 4,142,300	\$ 31,296,827	\$ 37,076,767
* Grant available if works completed by end of 2019					
Bridge Projects					
1. Culvert #46 (STR Reconstruction)		\$ 40,000	\$ 370,500	\$ -	\$ 410,500
2. Culvert #47 (STR Reconstruction)		\$ 20,000	\$ 175,500	\$ -	\$ 195,500
3. Bridge #1004 - Sullivan Creek at 12th Concession		\$ 43,000	\$ 207,300	\$ -	\$ 250,300
4. Bridge #1013 - Merrick Creek at 8th Concession		\$ 43,000	\$ 207,300		\$ 250,300
5. Bridge #1014 - Townline Road Drain at 6th Concession		\$ 43,000	\$ 207,300	\$ -	\$ 250,300
	Sub-Total:	\$ 189,000	\$ 1,167,900	\$ -	\$ 1,356,900
	Grants:	\$ -	\$ -	\$ -	\$ -
	Recoveries:	\$ -	\$ -	\$ -	\$ -
	Bridges Lifecycle Reserve:	\$ 189,000	\$ 1,167,900	\$ -	\$ 1,356,900
Water Projects					
1. Water & Wastewater Master Plan Update		\$ 50,000	\$ 7,500	\$ -	\$ 57,500
2. Tecumseh Road CIP - Streetscape Plan & Final Design		\$ 50,250	\$ -	\$ 1,292,686	\$ 1,342,936
3. Hwy#3/County Road 11 Watermain Replacement		\$ 134,600	\$ -	\$ 1,933,400	\$ 2,068,000
4. Water Audit and Water Balance		\$ -	\$ 15,000	\$ -	\$ 15,000
5. Cty Rd 46/Webster Laval Sanitary Sewer Exten.		\$ -	\$ 80,400	\$ 1,130,400	\$ 1,210,800
6. Deluca Drive Sanitary Sewer		\$ -	\$ 5,550	\$ 68,550	\$ 74,100
7. CR42 & CR43 Advanced Engineering		\$ -	\$ 25,000	\$ -	\$ 25,000
	Sub-Total:	\$ 234,850	\$ 133,450	\$ 4,425,036	\$ 4,793,336
	Grants:	\$ -	\$ -	\$ -	\$ -
	Recoveries:	\$ -	\$ -	\$ -	\$ -
	Watermain Reserve Fund:	\$ 234,850	\$ 133,450	\$ 4,425,036	\$ 4,793,336

		Previously Approved	Requested for 2019	Future Costs	Total Costs
Water Facility Projects					
1. Water Tower Internal Lining Replacement		\$ -	\$ 470,000	\$ -	\$ 470,000
	Sub-Total:	\$ -	\$ 470,000	\$ -	\$ 470,000
	Grants:	\$ -	\$ -	\$ -	\$ -
	Recoveries:	\$ -	\$ -	\$ -	\$ -
	Water Facilities Reserve Fund:	\$ -	\$ 470,000	\$ -	\$ 470,000
Wastewater Projects					
1. Water & Wastewater Master Plan Update		\$ 50,000	\$ 7,500	\$ -	\$ 57,500
2. Tecumseh Road CIP - Streetscape Plan & Final Design		\$ 63,500	\$ -	\$ 1,246,436	\$ 1,309,936
3. Sanitary Sewer Rehab. (I&I Removal) - Phase 3		\$ -	\$ 3,000,000	\$ -	\$ 3,000,000
4. CR11 (North) Sanitary Sewer Extension		\$ 200,000	\$ 952,000	\$ -	\$ 1,152,000
5. Sylvestre Drive Sanitary Sewer Extension		\$ 109,200	\$ 77,600	\$ 575,200	\$ 762,000
6. Manhole Restoration Program		\$ -	\$ 50,000	\$ -	\$ 50,000
7. Cty Rd 46/Webster/Laval Sanitary Sewer Exten.		\$ -	\$ 166,700	\$ 838,200	\$ 1,004,900
8. Scully & St. Mark's Storm PS/Riverside Drive		\$ -	\$ 20,550	\$ 339,550	\$ 360,100
9. Delduca Drive Sanitary Sewer		\$ -	\$ 148,500	\$ 833,300	\$ 981,800
10. CR42 & CR43 Advanced Engineering		\$ -	\$ 16,000	\$ -	\$ 16,000
11. Sanitary Sewer Model Update & Flow Monitoring		\$ -	\$ 250,000	\$ -	\$ 250,000
	Sub-Total:	\$ 422,700	\$ 4,688,850	\$ 3,832,686	\$ 8,944,236
	Grants *:		\$ 1,500,000	\$ -	\$ 1,500,000
	Recoveries:	\$ -	\$ 1,133,000	\$ 3,579,000	\$ 4,712,000
	Wastewater Sewers Reserve Fund:	\$ 422,700	\$ 2,055,850	\$ 253,686	\$ 2,732,236
* Grant is subject to NDMP funding approval					
Wastewater Facility Projects					
1. Sanitary Pump and Meter Station Improvements		\$ -	\$ 32,500	\$ 30,000	\$ 62,500
	Sub-Total:	\$ -	\$ 32,500	\$ 30,000	\$ 62,500
	Grants:	\$ -	\$ -	\$ -	\$ -
	Recoveries:	\$ -	\$ -	\$ -	\$ -
	Wastewater Facilities Reserve Fund:	\$ -	\$ 32,500	\$ 30,000	\$ 62,500
Stormwater Projects					
1. Tecumseh Road CIP - Streetscape Plan & Final Design		\$ 68,310	\$ -	\$ 701,690	\$ 770,000
2. Storm Drainage Master Plan		\$ 600,000	\$ -	\$ -	\$ 600,000
3. Oldcastle Storm Drainage Master Plan		\$ 120,000	\$ 330,000	\$ -	\$ 450,000
4. Storm Pump Stations - 2019 Repairs		\$ 100,000	\$ 268,000	\$ -	\$ 368,000
5. Manhole Restoration Program		\$ -	\$ 50,000	\$ -	\$ 50,000
6. Cty Rd 46/Webster/Laval Sanitary Sewer Exten.		\$ -	\$ 2,400	\$ 33,900	\$ 36,300
7. Scully & St. Marks Storm PS/Riverside Drive		\$ -	\$ 733,100	\$ 12,113,700	\$ 12,846,800
8. Delduca Drive Sanitary Sewer		\$ -	\$ 50,850	\$ 628,350	\$ 679,200
9. CR42 & CR43 Advanced Engineering		\$ -	\$ 9,000	\$ -	\$ 9,000
	Sub-Total:	\$ 888,310	\$ 1,443,350	\$ 13,477,640	\$ 15,809,300
	Grants:	\$ 175,000	\$ -	\$ -	\$ 175,000
	Recoveries:	\$ -	\$ -	\$ -	\$ -
	Storm Sewer Lifecycle Reserve:	\$ 713,310	\$ 1,443,350	\$ 13,477,640	\$ 15,634,300

Background

The above noted projects are intended to upgrade existing infrastructure while also providing for future development. The objective of the 2019 - 2023 Public Works & Environmental Services (PWES) Capital Works Plan is to maintain a consistently high level of service and strive to improve the Town's infrastructure components through these improvements.

The Town adopted an Asset Management Plan in December 2013, updated in May 2018, which serves as a guide as to what, and when, capital projects should be undertaken. The attached PWES Capital Project List 2019 – 2023 summarizes PWES projects proposed to be undertaken over the 2019 – 2023 period. Recommendations will be made requesting Council approve specific projects which begin in 2019 while adopting the five year capital plan; this gives authorization to proceed with the 2019 projects while 2020 to 2023 projects will come back to Council in subsequent years for approval to proceed.

Comments

This section provides detailed information for all 2019 projects i.e. both those previously approved and those newly proposed for 2019. Comments are provided by **road, sidewalks and pathways, bridge, water, wastewater, storm sewer** and **municipal drain** categories. Generally, projects will contain expenditures related to all categories; for expediency purposes we have included project discussion on the main driver requiring the project be undertaken.

We have also included a section entitled **2020 to 2023 projects** that provides a higher level discussion on projects being proposed for future years. Some of the future projects are initiatives led by the County of Essex which will require further discussion regarding cost sharing agreements with the Town. In addition, there are some potential new developments in the Town that, depending on the actual development proposals, may drive the need for improvements to existing Town infrastructure. At this time, it is premature to estimate Town costs related to these potential future projects.

The attached PWES Capital Project List 2019 – 2023 **has been prepared assuming adequate funding is available in all lifecycle categories**. Discussion on those categories that are deficient can be found in the Financial Implications Section.

Certain projects have been proposed to be phased in over a two year period. Generally this occurs because either the project scope is too large or costly to be completed in one construction season or would be too disruptive over too large of an area and too long a period of time to the adjacent properties. Projects being phased would be tendered as two separate tender calls.

ROAD PROJECTS

Public Works staff reviews roads for inclusion in the annual paving program. The Town's Road Needs Study has been used for reference in conjunction with Public Works input and suggestions from Council and residents to form the basis for the recommended annual paving projects. Public Works & Environmental Services investigates and categorizes the needs based on the condition of the roads in comparison with other roads of similar traffic volumes.

The list of roads proposed for tar and chip are based on Public Works staff review of observed conditions of the roads and maintenance needs in conjunction with Pavement Condition Index (PCI) ratings from the Road Needs Study. Based on this information, Administration recommends the installation of a new tar and chip surface and edge treatment for Snake Lane. Public Works also suggest earmarking an amount for remedial tar and chip repairs on roads other than those planned for. Every spring Public Works finds areas that require some repair from winter plowing activities, and this would be used to address those concerns.

Administration recommends that as part of the annual paving program, an amount be set aside for crack sealing of Town roads to extend the lifespan of the pavement before more substantial repairs or replacement are required. It is recommended that \$100,000 be set aside for crack sealing.

RD 1. Tar & Chip, Asphaltting, and Crack Sealing

Tar & Chip - \$100,000	Asphaltting - \$1,100,000	Crack Sealing - \$100,000
Snake Lane	Kimberly Court	Various Locations (TBD)
	Shawn Avenue	
	Jelso Place	
	Herbert Street (Intersection Road to Westlake Drive)	
	Malden Road (South Talbot Road to County Road No. 8)	
	Malden Road (Various repair areas)	

Inspection and project administration will be carried out by Public Works & Environmental Services staff upon award of the Contract by Council. Quality control of the materials will be carried out by a Consulting Geotechnical Engineer.

Funding to be provided from:

- Road Lifecycle Reserve \$1,300,000

RD 2. Lesperance Road Bike Lane Pavement Markings

Lesperance Road Bike Lane Pavement Markings - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$110,000	\$0	\$0	\$110,000

Lesperance Road, a Minor Arterial Road, is a key north-south spine in the transportation network for all modes of travel and the only continuous north-south road under the control of the Town of Tecumseh. Consideration has been given in the Transportation Master Plan (TMP) to modify the existing cross-section of Lesperance Road to remove the existing two-way left turn lane (TWLTL) between McNorton Street and Riverside Drive to permit the creation of on-road cycling lanes with a width of approximately 1.9 meters. The remaining travel laneway

portions of Lesperance Road would be 3.5 meters in width. Therefore, the removal of the TWLTL would not significantly affect intersection capacity or road safety.

At the May 22, 2018 Regular Meeting of Council, Council received Report No. PWES-2018-14 titled "Bike Lanes on Lesperance Road", and passed the following motion: *(Motion RCM-168/18) "That a Public Information Centre on Lesperance Road Bike Lane Pavement Markings be held as soon as possible to gather public input on the project"*.

On September 26, 2018, a Public Information Centre was held at Tecumseh Town Hall. Plans showing the proposed configuration of the bike lanes with a potential future multi-use trail on the west side of the road within the public right-of-way were available for review and discussion.

The Town was successful in receiving funding for this project from the Ontario Municipal Commuter Cycling Program (OMCCP). If the works are completed by the end of 2019, OMCCP funding will cover 80% (\$88,000) of the project cost. In addition, the remainder of the project costs would be eligible for 50% funding from the CWATS Municipal Partnership Funding Program.

Upon review of the comments from September 26, 2018 Public Information Centre, Administration will report back to Council with a project update and recommendations on next steps.

Previously approved funding from:

- Road Lifecycle Reserve \$110,000

RD 3. Tecumseh Road / Lacasse Boulevard Intersection Improvements

Tecumseh Road / Lacasse Boulevard Intersection Improvements - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$40,000	\$0	\$439,000	\$479,000

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 which included retaining Dillon Consulting Limited to review and analyse the potential reconfiguration of the existing lanes of Tecumseh Road east of Lacasse Boulevard. There is currently one westbound lane and two eastbound lanes, but there may be an opportunity to reconfigure the lanes to two westbound (straight and right turn) lanes, and one eastbound lane, which may alleviate the queue lengths and times for westbound traffic at that intersection.

Once the traffic analysis is completed, Administration will report back to Council with a project update and recommendations on next steps.

Previously approved funding from:

- Road Lifecycle Reserve \$40,000

RD 4. Tecumseh Road Community Improvement Plan (CIP) – Streetscape Plan & Design

Tecumseh Road CIP Streetscape Plan & Final Design - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$1,604,700	\$0	\$31,149,740	\$32,754,440

At the May 10, 2016 Special Meeting of Council, Council approved the recommendations (Motion SCM-01/16) of Planning & Building Services Report No.10/16 titled “Tecumseh Road Main Street CIP, Streetscape Plan and Detail Design and Utility Lines” that selected the preferred streetscape design that calls for the removal of above-ground hydro poles, hydro wires and utility wires placing them underground.

At the July 12, 2016 Regular Meeting of Council, Council approved the recommendations (Motion RCM-257/16) of PWES Report No. 35/16 titled “Streetscape Plan and Design, Revised Scope & Budget Update, July 2016” that included a revised scope for 30% Schematic Design for the full project limits, 100% Tender Drawings and Specifications for Phase 1 and 90% Design Drawings and Specifications for Phase 2.

At the March 29, 2017 Public Meeting of Council, Council received (Motion PCM-09/17) the PWES Report No. 19/17 titled “Tecumseh Road Main Street CIP – Streetscape Plan and Design Project Update, March 2017”.

The tentative phasing and associated project costs are broken up into the five following phases:

- Phase 1: \$14,611,300 - Tecumseh Road (St. Anne to VIA) & Lesperance (St. Denis to Arbour)
- Phase 2: \$7,716,180 - Tecumseh Road (St. Anne to Shawnee)
- Phase 3: \$4,053,262 - Tecumseh Road (Shawnee to Southfield)
- Phase 4: \$4,187,530 - Tecumseh/Southfield intersection
- Phase 5: \$2,186,168 - Lesperance (McNorton to St. Denis)

Expected recoveries from the County of Essex are anticipated to be \$885,000 for a portion of the Tecumseh Road reconstruction (under the Connecting Link Agreement). Administration is still exploring recovery opportunities with some of the Utility companies.

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 which included approval of additional costs to finalize components of this project, specifically the 100% Tender Drawings and Specifications for Phase 1, and the 90% Design Drawings and Specifications for Phase 2. Preparation of the Tender Drawings and Specifications for Phase 1 and the 90% Design Drawings and Specifications for Phase 2 are on-going.

RD 5. South Talbot Road Reconstruction and Replacement of Culverts No.46 and No.47

South Talbot Road Reconstruction and Replacement of Culverts No.46 and No.47 Project Costs Summary			
Previously Approved \$150,000	Requested for 2019 \$2,786,500	Future Costs \$0	Total Project Costs \$2,936,500

The section of South Talbot Road between County Road 9 (Howard Avenue) and County Road 11 (Walker Road) consists of a paved two-lane rural cross-section road. Over the last number of years, portions of this section have been rehabilitated: (i) A 1,030m section west of County Road 11 was milled and paved approximately nine years ago, and is still in relatively good shape, (ii) A 250m section east of County Road 9 was reconstructed approximately five years ago by the MTO as part of the realignment into the Laurier Parkway. The remaining section of South Talbot Road, a 1,590m length (250m east of County Road 9 to 400m east of Holden Road) is in need of repairs.

It was Administration's intent to include the remaining section of South Talbot Road as part of the annual asphaltting program in 2017. However, a geotechnical investigation of the existing road structure confirmed that there was insufficient granular base and organic material within the subbase, and a full road reconstruction was recommended over a mill/pave operation.

At the November 8, 2016 Regular Meeting of Council, Council approved the recommendations (Motion RCM-384/16) of PWES Report No. 39/16 titled "2016 Culvert Needs Study (Structures with Spans < 3.0m)" that authorized Administration to use the recommendations contained within the report to form the basis of the annual PWES Capital Works Plan. In the 2016 Culvert Needs Study (Structures with Spans < 3.0m), both Culvert No. 46 (South Talbot Road at South Talbot Drain) and Culvert No. 47 (South Talbot Road at Dickson Drain) were identified to be replaced within the 1-5 year timeframe.

At the December 13, 2016 Regular Meeting of Council, Council approved the recommendation (Motion RCM-442/16) of PWES Report No. 54/16 titled "2017-2021 Public Works & Environmental Services Capital Works Plan" that authorized Administration to proceed with the 2017 capital works projects which included retaining Dillon Consulting Limited to complete the engineering design for the South Talbot Road Reconstruction project and for Culverts No.46 and No.47.

In order to achieve the benefit from the efficiencies of completing the engineering, tendering, and construction in one package, Administration recommends that the South Talbot Road Reconstruction project and the replacement of Culverts No.46 and No.47 be combined into a single tender.

The project cost of \$2,936,500 includes \$2,330,500 for road construction, \$410,500 for Culvert No. 46 and \$195,500 for Culvert No. 47.

As Dillon Consulting Limited is nearing completion of the engineering design, Administration recommends continuing with Dillon Consulting Limited to complete the contract administration

and inspection for the construction of the South Talbot Road Reconstruction and Replacement of Culverts No.46 and No.47 project in 2019.

Funding to be provided from:

- Road Lifecycle Reserve \$2,240,500
- Bridges Lifecycle Reserve \$546,000

RD 6. Road Needs Study

Road Needs Study - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$63,000	\$0	\$63,000

The Town of Tecumseh maintains an extensive network of urban, semi-urban and rural roads of all classes, with the exception of Class 1 roads such as County Road 22. The roads network is approximately 180 centerline-kilometers of roadway (varying from two to four lanes), consisting of varying materials such as asphalt, concrete, and tar and chip.

In the 2014 Roads Needs Study, it was found that the overall average pavement condition index (PCI) rating for the Town roads was 74.1. The study further found that approximately 17% of the total road system had a PCI rating less than 60 and would require some manner of rehabilitation within a 5 year timeframe. The key to managing the Town of Tecumseh roads is to apply the correct rehabilitation strategy at the correct time. This includes applying preventative maintenance strategies to roads in the early stages of deterioration (e.g. crack sealing), then applying rehabilitation strategies at later dates and ultimately reconstructing the road when the useful life has expired.

Road reconstruction is closely coordinated with other infrastructure replacements such as sewer and water in order to achieve a level of cost saving. Initiatives such as these help to increase the customers level of service as well as reduce the frequency of large scale construction activities. This is a key factor to achieving improvements while achieving overall benefits to the customer through the use of sound planning.

The Town will continue to utilize Road Needs Studies going forward on a five year basis to help prioritize road projects, and gauge the Town effectiveness in the replacement/rehabilitation strategies to date.

Administration recommends that Dillon Consulting Limited be retained to provide the engineering services for this project based on their experience with Town roads and past completion of the 2003, 2008 & 2014 Roads Needs Studies. As part of this study, Dillon Consulting Limited will be engaging StreetScan, a company that utilizes new automated road scanning technology, to obtain a more detailed assessment/inventory of the Town's existing road system.

Funding to be provided from:

- Road Lifecycle Reserve \$63,000

RD 7. Traffic Signal Controller Upgrade

Traffic Signal Controller Upgrades (Coordinated with the County of Essex) - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$150,000	\$0	\$150,000

Administration recommends that a yearly program be created to replace traffic signal controller equipment currently in use at the Town's signalized intersections. The Town utilizes electronic equipment that is compatible with the County of Essex highways infrastructure due to the many intersections on shared roads. The equipment currently in use is dated and replacement parts are no longer available. Both the Town and County road departments are beginning a process to transition towards the next generation of traffic controller equipment. This program will take multiple years to complete and coordination between both road departments will ensure seamless operation and the potential for integration in the future between the two systems.

Funding to be provided from:

- Road Lifecycle Reserve \$150,000

RD 8. Brighton Road Traffic Study

Brighton Road Traffic Study - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$32,000	\$0	\$32,000

Based on comments received from Council and the public, Administration recommends that a traffic engineering assessment be undertaken for the Brighton Road corridor (including intersecting roads) in 2019. The assessment will generally include the following:

- Issue identification and review of information received to date by the Town and Police
- Public consultation to obtain community feedback regarding the existing circles
- Review of field operating conditions (i.e. User difficulty with the circles)
- Collection of updated traffic and speed data
- Determine if existing circles need to be modified or if alternatives need to be explored
- Development of concepts for consideration by the Town and community
- Community meeting regarding proposed changes

Administration recommends that Dillon Consulting Limited be retained to complete the Brighton Road Traffic Study based on their experience completing other traffic related studies for the Town, including the Transportation Master Plan, Traffic Signal Infrastructure Assessment, etc. and their experience with transportation and traffic matters throughout the Essex Region

Funding to be provided from:

- Road Lifecycle Reserve \$32,000

RD 9. Road Line Painter

Road Line Painter - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$30,000	\$0	\$30,000

The Town's existing road line painter has reached the end of its service life. Administration recommends that a new road line painter be purchased for the Town Public Works Department and that the new road line painter be a high performance hydraulic airless line painter capable of creating precise lines with reflective beads.

Administration further recommends that the new line painter be purchased in accordance with the Town of Tecumseh's approved purchasing policies.

Funding to be provided from:

- Road Lifecycle Reserve \$30,000

RD 10. Expansion/Improvements to the Public Works Yard (North)

Expansion/Improvements to the Public Works Yard (North) - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$30,000	\$0	\$30,000

Additional storage area is required for Public Works equipment and materials. Administration recommends that the Lacasse Public Works yard be expanded westerly in 2019 to include a portion of the previous Town dog park which was closed approximately 8 years ago. It is recommended that the area be stripped of topsoil and that a treed earth berm be constructed around the perimeter of the site. Site modifications will include construction of a gravel surface suitable for vehicle traffic and the construction of storage bins with concrete blocks.

Funding to be provided from:

- Road Lifecycle Reserve \$30,000

RD 11. Traffic Calming Guideline Study

Traffic Calming Guideline Study - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$20,000	\$0	\$20,000

Administration continues to receive complaints related to motor vehicles traveling above the post speed limit at numerous locations throughout the Town. As identified in the 2017 Tecumseh Transportation Master Plan (TTMP), one potential approach to improve this problem is the implementation of traffic calming principles (where appropriate). Traffic calming generally relates to physical devices aimed at slowing the speed of motorists to the desired speed, given the context of the street. To build on the general information provided in the

TTMP, Administration recommends that a Traffic Calming Guideline Study be completed in 2019. The scope of the study will include the following:

- Review and update (as required) the general policies on traffic calming contained in the TTMP.
- Outline the process for determining if a problem exists (beyond anecdotal statements).
- Outline the process for investigating the physical feasibility of implementing traffic calming measures.
- Outline the planning process to be followed for the consideration of traffic calming methods (i.e. how to determine study area, how to engage with the residents/stakeholders and how to determine what measure should be implemented (if any)).

Administration recommends that Dillon Consulting Limited be retained to complete the Traffic Calming Guideline Study in 2019 based on their experience completing other traffic related studies for the Town, including the Transportation Master Plan, Traffic Signal Infrastructure Assessment, etc. and their experience with transportation and traffic matters throughout the Essex Region.

Funding to be provided from:

- Road Lifecycle Reserve \$20,000

SIDEWALKS & PATHWAYS PROJECTS

SW 1. Sidewalk Repair Projects

Sidewalk Repair Projects - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
----	\$69,000	----	\$69,000

The 2019 sidewalk program will be based on sidewalk conditions determined through the comprehensive sidewalk inspection conducted annually. Currently this inspection is completed by Public Works staff and, along with input from Council and residents, this information is used to develop the annual program for recommended sidewalk repair and replacements. Should this inspection generate large amounts of sidewalk replacement, a Request for Quotation (RFQ) will be issued.

Trip hazards identified throughout the Town will be addressed to keep the Town in compliance with minimum maintenance standards. Currently, a detailed list of sidewalks to be repaired/replaced has not been generated. The funding requested is for an upset limit to carry out the work. A detailed list of recommended sidewalk replacements will be circulated to Council for their information prior to issuing the RFQ. Inspection and project administration will be carried out by PWES Staff upon award of the Contract.

Funding to be provided from:

- Sidewalk Lifecycle Reserve \$69,000

SW 2. Riverside Drive Trail

Riverside Drive Trail - Project Costs Summary			
Previously Approved \$850,000	Requested for 2019 \$0	Future Costs \$0	Total Project Costs \$850,000

At the October 25, 2016 Regular Meeting of Council, Council approved the recommendations (Motion RCM-372/16) of Planning & Building Services Report No. 32/16 titled "County Wide Active Transportation Study Plan, Town of Tecumseh 2017 Project, Trail on Riverside Drive from Tecumseh/Windsor Municipal Boundary to Manning Road" that endorsed in principle the construction of a 2.4m wide trail having a length of approximately 2.4km as a 2017 CWATS Project, subject to the resolution of a suitable design.

At the December 13, 2016 Regular Meeting of Council, Council approved the recommendations (Motion RCM-442/16) of PWES Report No. 54/16 titled "2017-2021 Public Works & Environmental Services Capital Works Plan" that authorized Administration to proceed with the 2017 capital works projects including the design of the Riverside Drive Trail.

On Wednesday, September 13, 2017, a Public Information Centre was held to share details and gather public input on the Town's above noted initiative to construct a multi-use recreational trail along Riverside Drive. Options under consideration included constructing the trail in the public right-of-way on the south side of the road or on the north side of the road. Comments received were reviewed by Administration and the Consulting Team. Following consideration of the comments, it was recommended that the preferred location for the trail was within the public right-of-way on the south side of the road.

On Wednesday, June 6, 2018, a second Public Information Centre was held to discuss the detailed analysis that had been completed since the first Public Information Centre and to convey the resulting best design solution for the new multi-use trail. Concept plans showing the multi-use trail on the south side of the road were presented for discussion and to gather public input.

Upon review of the comments from the June 6, 2018 Public Information Centre, Administration will report back to Council with a project update and recommendations on next steps.

Previously approved funding from:

- Infrastructure Lifecycle Reserve \$850,000

BRIDGE PROJECTS

BR 1. Bridges (with Spans > 3.0m) – Bridges No. 1004, 1013 & 1014

Bridges (with Spans > 3.0m) – Bridges No. 1004, 1013 & 1014 Project Costs Summary			
Previously Approved \$129,000	Requested for 2019 \$621,900	Future Costs \$0	Total Project Costs \$750,900

At the November 8, 2016 Regular Meeting of Council, Council approved the recommendations (Motion RCM-386/16) of PWES Report No. 48/16 titled “2016 Bridge and Culvert Needs Study (Structures with Spans > 3.0m)” that authorized Administration to use the recommendations contained within the report to form the basis of the annual PWES Capital Works Plan. The 2016 Bridge and Culvert Needs Study (Structures with Spans > 3.0m) identified the following Bridges for rehabilitation within a 1-5 year time frame.

- Bridge No.1004 (Pike Creek at 12th Concession Road)
- Bridge No.1013 (Merrick Creek at 8th Concession Road)
- Bridge No.1014 (Colchester Townline Drain at 6th Concession Road)

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 which included retaining Dillon Consulting Limited to complete the engineering design for Bridges No. 1004, 1013 & 1014 in 2018. It was further proposed that all three Bridges should be combined into a single tender package for tendering and construction in 2019.

As Dillon Consulting Limited has completed the engineering design for Bridges No. 1004, 1013 & 1014, Administration recommends continuing with them to complete a single tender package for the three Bridges, contract administration and inspection during construction in 2019.

Funding to be provided from:

- Bridges Lifecycle Reserve \$621,900

WATER & WASTEWATER PROJECTS

Water and wastewater projects are intended to upgrade existing infrastructure while also providing for future development.

The methodology used to provide Council with recommendations for yearly capital projects are:

- a review of the Town of Tecumseh Water & Wastewater Master Plan.
- a review of lifecycle dollars available and possible government funding.
- a review of the Ministry of Environment regulations/guidelines.
- a review of other planned capital projects.
- a review of possible opportunities to improve/upgrade the existing infrastructure.

WATER PROJECTS

WA 1. Water and Wastewater Master Plan Update

Water and Wastewater Master Plan Update - Project Costs Summary			
Previously Approved \$100,000	Requested for 2019 \$15,000	Future Costs \$0	Total Project Costs \$115,000

Since the completion of the 2008 Water and Wastewater Master Plan Update, further planning studies and discussion papers related to the preparation of a new Official Plan have been completed. In order to ensure that the Town implements the most cost effective infrastructure servicing strategies required to support new growth and maintain a high level of service into the future, an update to the current Master Plan is being planned in accordance with the Class Environmental Assessment (EA) process for water and wastewater projects. The purpose of the Master Plan Update is to re-examine water and wastewater infrastructure timing and costing requirements for the existing settlement areas in the Town of Tecumseh.

This study was commenced in 2016 and it is expected to continue into early 2019.

Funding to be provided from:

- Watermain Reserve Fund \$7,500
- Wastewater Sewers Reserve Fund \$7,500

WA 2. Highway No.3 / County Road 11 Watermain Replacement

Highway No.3 / County Road 11 Watermain Replacement - Project Costs Summary			
Previously Approved \$134,600	Requested for 2019 \$0	Future Costs \$1,933,400	Total Project Costs \$2,068,000

The Water Division recommended replacement of the existing 200mm diameter ductile iron watermain at the Highway No.3 / County Road 11 intersection. In recent years the 200mm diameter ductile iron watermain has been failing due to the age and material of the pipe. It was proposed to carry out the engineering in 2018 and proceed with construction in 2019.

The recommended works consist of the following:

- Replacement of approximately 410m of 200mm ductile iron watermain on Highway No.3 from County Road 11 westerly with a new 300mm diameter PVC;
- Replacement of approximately 345m of 200mm ductile iron watermain on County Road 11 from McCord Lane to just south of Highway No.3 with a new 300mm diameter PVC;
- The installation of approximately 430m of 300mm diameter PVC watermain on Highway No.3 from County Road 11 to Oldcastle Road.

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 which included retaining Stantec Consulting

Limited to complete the engineering design for the Highway No.3 / County Road 11 Watermain Replacement project in 2018.

Preliminary plans have been submitted to the Ontario Ministry of Transportation (MTO) for review/comment. Due to on-going discussions with MTO, it is now proposed that the engineering design will be completed in 2019 with construction proceeding in 2020.

Previously approved funding from:

- Watermain Reserve Fund \$134,600

WA 3. Water Audit and Water Balance

Water Audit and Water Balance - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$15,000	\$0	\$15,000

One of the key components of a water distribution asset management program is the assessment and control of water losses. The assessment and control of real losses (i.e. leakage) can greatly impact the service life of a water distribution network and save costs associated with the production and distribution of our precious water resource.

The American Water Works Association (AWWA) Manual M36 (Water Audits and Loss Control Programs) recommends completing an International Water Association (IWA) Water Audit for water distribution systems. An IWA Water Audit identifies Revenue and Non-Revenue Water and quantifies each in terms of volumes of water and costs (both operational costs to purchase water from the Windsor Utilities Commission (WUC) and potential revenue losses from customer meters). The IWA Water Audit is considered a North American Best Management Practice for water utilities and is recommended to be completed annually in order to assess water losses and gauge the performance of ongoing water loss reduction measures.

Administration recognizes the importance of identifying and reducing Non-Revenue Water in the Town's water distribution system. This is particularly important since the Town purchases water from the WUC and any water that does not reach customers because of leakage, or is not billed, becomes a cost for the Town. As a result, a third party IWA Water Audit was previously undertaken for the Town of Tecumseh in 2013/2014 with data from the year 2012 (IWA Water Audits are performed with a full years data).

Administration recommends that a new, independent, third party IWA Water Audit be completed to establish the current levels of Non-Revenue Water and water losses within the Town of Tecumseh water distribution system. Administration recommends that Kingsley Blease Consulting/Watermark Solutions be retained in 2019 to undertake an IWA Water Audit of the Town's water distribution system based on their experience completing IWA Water Audits for numerous municipalities in Ontario and the Atlantic Provinces.

Funding to be provided from:

- Watermain Reserve Fund \$15,000

WA 4. Tecumseh Water Tower – Internal Lining Replacement

Tecumseh Water Tower – Internal Lining Replacement - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$470,000	\$0	\$470,000

The Town of Tecumseh water tower was built in 1991 by Landmark Municipal Services (Landmark). In order to maintain the integrity of this facility, the Town cleans and inspects the water tower every 5 years in accordance with the recommendations of the Ontario Water Works Association and the American Water Works Association.

In 2013 Landmark was retained to clean and inspect the water tower. At that time, isolated repairs were made to the interior lining of the tank and the remaining life span of the interior lining was estimated to be approximately 3 to 5 years.

In early 2018, Landmark was retained to undertake the recommended 5 year cleaning and inspection of the water tower. The recent inspection confirmed that the interior tank lining has reached the end of its service life and requires replacement. The required works generally include cleaning/removal of tank sediment, removal/replacement of interior tank ladder, sandblast/reline tank interior surfaces and disinfect/fill tank.

Administration recommends that the water tank re-lining be completed in 2019. Administration will bring forward a separate report to Council in early 2019 with further details and recommendations on who should be retained to complete the works.

Funding to be provided from:

- Water Facilities Reserve Fund \$470,000

WA 5. County Road 42 and County Road 43 Improvements – Advanced Engineering

Highway No.3 / County Road 11 Watermain Replacement - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$50,000	\$0	\$50,000

As part of the County of Essex 25-year capacity program, County Road 42 and County Road 43 road widening have been identified to be completed within the next couple of years. The County of Essex has engaged Dillon Consulting Limited to undertake the detailed design for the following:

- Widening of County Road 42 from the City of Windsor border with the Town of Tecumseh to the Pike Creek.
- Diversion of County Road 43 from Shields Avenue to approximately 250 metres south of County Road 42.

Administration has identified municipal services within the project limits that need to be designed and incorporated into the County's overall project. The advanced engineering work required includes the design of watermain, sanitary sewers and the design of overland flow

routing from existing development located on the north side of County Road 42 to the Pike Creek located to the south of County Road 42. The design of these services is not included in the scope of work being completed by the County of Essex.

In order to ensure the Town's servicing requirements are addressed, Administration recommends that Dillon Consulting Limited be retained in 2019 to complete the engineering design for the above noted municipal services to allow this work to be incorporated into the County of Essex contract drawings and specifications for their County Road 42 project. As construction proceeds in a phased manner, Administration will identify those applicable costs for municipal infrastructure in future capital works plans.

Funding to be provided from:

- Watermain Reserve Fund \$25,000
- Wastewater Sewers Reserve Fund \$16,000
- Storm Sewer Lifecycle Reserve \$9,000

WASTEWATER PROJECTS

WW 1.County Road 11 (North) Sanitary Sewer Extension

County Road 11 (North) Sanitary Sewer Extension - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$341,650	\$1,250,950	\$0	\$1,592,600

The next project considered under the North Talbot Road sanitary sewer service area is the extension of a sanitary sewer along County Road 11 from North Talbot Road to Highway 401.

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 which included continuing with Dillon Consulting Limited to complete the coordination of the utility relocations for the County Road 11 (North) Sanitary Sewer Extension project in 2018.

As recommended under Planning & Building Services Report No. 23/13 dated July 3, 2013, Council approved (Motion: RCM-218/13) a 3.0m wide trail along the east side of County Road 11 from Highway 401 to North Talbot Road. This trail is identified as Trail Segment Tec-3 in the CWATS Master Plan. This proposed CWATS project will be included as part of the sanitary sewer extension project.

Estimated recoveries from landowners for the sanitary sewers would be approximately \$1,133,000. Estimated recoveries from the County of Essex for the CWATS trail would be \$174,000 (40% of trail costs including design work in 2018). The project cost of \$1,592,600 includes \$1,152,000 for sanitary sewers and \$434,600 for the installation of the 3.0m wide asphalt trail.

As Dillon Consulting Limited has completed the engineering design and the coordination of the utility relocations, Administration recommends continuing with them to complete the tendering,

contract administration and inspection during construction for the County Road 11 (North) Sanitary Sewer Extension project in 2019.

Funding to be provided from:

- Wastewater Sewers Reserve Fund \$952,000
- Infrastructure Lifecycle Reserve \$292,950

WW 2.Sylvestre Drive Sanitary Sewer Extension

Sylvestre Drive Sanitary Sewer Extension - Project Costs Summary			
Previously Approved \$187,400	Requested for 2019 \$97,600	Future Costs \$1,616,450	Total Project Costs \$1,901,450

This project consists of the extension of a sanitary sewer on Sylvestre Drive from Sylvestre Drive to County Road 19 (approximately 410-metres), as well as adjacent to the County Road 19 right-of-way through a future easement (approximately 215-metres). It is also proposed to reconstruct Sylvestre Drive from Jamsyl Drive to County Road 19 (approximately 760-metres).

As part of this project, a Schedule B Environmental Assessment is required to be undertaken due to the extension of a sanitary sewer through a future easement.

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 which included retaining Dillon Consulting Limited to complete the engineering design work and the Environmental Assessment for the Sylvestre Drive Sanitary Sewer Extension project in 2018.

The Environmental Assessment and engineering design are expected to be completed in early 2019. It is proposed to obtain the required property easements and project approvals during the remainder of 2019, and to proceed with construction in 2020.

Estimated recoveries from landowners for the sanitary sewers would be approximately \$762,000. Assessments to be calculated by Administration and invoiced back to the landowners by means of a Part XII by-law (*Municipal Act*, s.391). The project cost of \$1,901,450 includes \$1,120,300 for road reconstruction, \$762,000 for sanitary sewers, and \$19,150 for storm sewers.

Funding to be provided from:

- Road Lifecycle Reserve \$20,000
- Wastewater Sewers Reserve Fund \$77,600

WW 3.County Road 46, Webster and Laval Sanitary Sewer Extension

County Road 46, Webster and Laval Sanitary Sewer Extension - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$370,250	\$2,947,250	\$3,317,500

The County Road 46, Webster and Laval Sanitary Sewer Extension is a continuation of the sanitary sewer servicing within the 8th Concession Road sanitary service area. The project includes the extension of a sanitary sewer along County Road 46 from the 8th Concession Road to Webster Drive, as well as on Webster Drive (entire length), and the extension of a sanitary sewer through an easement just south of Highway 401. It is proposed to carry out the engineering design in 2019 and to proceed with construction in 2020. This project will be coordinated with the County's planned road rehabilitation for County Road 46.

Estimated recoveries from landowners for the sanitary sewers would be approximately \$1,767,000 and will be refined once the By-Law for the 8th Concession Road sanitary service area is completed. The project cost of \$3,317,500 includes \$1,065,500 for road reconstruction, \$36,300 for storm sewers, \$1,004,900 for sanitary sewers and \$1,210,800 for watermain.

Administration recommends Dillon Consulting Limited be retained to complete the engineering design for the County Road 46, Webster and Laval Sanitary Sewer Extension in 2019, based on their experience with the Town's sanitary sewer infrastructure within the 8th Concession Service Area and their previous work on the 8th Concession Road Trunk Sanitary Sewer and Watermain (Phase 1) project.

Funding to be provided from:

- Road Lifecycle Reserve \$120,750
- Watermain Reserve Fund \$80,400
- Wastewater Sewers Reserve Fund \$166,700
- Storm Sewer Lifecycle Reserve \$2,400

WW 4.Delduca Drive Sanitary Sewer Extension

Delduca Drive Sanitary Sewer Extension - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$297,350	\$2,672,650	\$2,970,000

The Delduca Drive Sanitary Sewer Extension is a continuation of the sanitary sewer servicing within the 8th Concession Road sanitary service area. The project includes the extension of a sanitary sewer along Delduca Drive. It is proposed to carry out the engineering in 2019, complete utility relocations and obtain the required easements in 2020, and proceed with construction in 2021.

Estimated recoveries from landowners for the sanitary sewers would be approximately \$1,050,000 and will be refined once the By-Law for the 8th Concession Road sanitary service area is completed. The project cost of \$2,970,000 includes \$1,234,900 for road

reconstruction, \$679,200 for storm sewers, \$981,800 for sanitary sewers and \$74,100 for watermain.

Administration recommends Stantec Consulting Limited be retained to complete the engineering design for the Deluca Drive Sanitary Sewer Extension in 2019, based on their experience with wastewater projects throughout the Town.

Funding to be provided from:

- Road Lifecycle Reserve \$92,450
- Watermain Reserve Fund \$5,550
- Wastewater Sewers Reserve Fund \$148,500
- Storm Sewer Lifecycle Reserve \$50,850

WW 5.Sanitary Sewer Rehabilitation (Inflow & Infiltration Removal) – Phase 3

Sanitary Sewer Rehabilitation (Inflow & Infiltration Removal) - Phase 3 Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$3,637,824	\$3,000,000	\$0	\$6,637,824

At the December 13, 2016 Regular Meeting of Council, Council approved the recommendations (Motion RCM-442/16) of PWES Report No. 54/16 titled “2017-2021 Public Works & Environmental Services Capital Works Plan” that authorized Administration to proceed with the Sanitary Sewer Rehabilitation (Inflow and Infiltration Removal) project components should the Town be successful in obtaining grant funding from upper levels of government.

This project involves 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 2017, the Town was successful in receiving two grants, the Ontario Community Infrastructure Fund (OCIF) and the Canada Water Wastewater Fund (CWWF). Based on the funding received, Phases 1 and 2 of this project were completed in 2017-2018. These phases included the following:

- Camera inspections 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 connections to facilitate leak testing and repair using trenchless technology; and
- Pressure testing and sealing of mainline joints, cracked or otherwise leaking pipes, tee connections, clean outs, risers and sanitary service connections using innovative trenchless technology.

The next component of the Sanitary Sewer Collection System Rehabilitation Project is Phase 3. Phase 3 includes sealing leaks in manholes, mainline sewers and laterals (private service connections). Completion of these works is subject to the Town obtaining grant funding from upper levels of government.

At the September 11, 2018 Regular Meeting of Council, Council approved the recommendations (Motion RCM-272/18) of PWES Report No. 2018-21 titled "National Disaster Mitigation Program-Intake 5" that authorized Administration to submit an application to the federal government for funding under the National Disaster Mitigation Program (NDMP) for the Phase 3 portion of this project. Subsequent to the September 11, 2018 Regular Meeting of Council, Administration submitted a funding application for this project to the NDMP. The NDMP funding application is for 50% of the project cost up to a maximum amount of \$1,500,000. The funding application is currently under review. If the funding application is approved, all works for this project must be completed by March 31, 2020.

Subject to confirmation of funding approval, Administration recommends proceeding with the Phase 3 portion of the Sanitary Sewer Collection System Rehabilitation Project in 2019. Administration further recommends that Blackrock Consulting be retained to complete the contract administration for Phase 3 based on their previous contract administration for Phases 1 & 2 and their experience with inflow and infiltration removal projects for other municipalities within Essex County.

Following confirmation of funding approval and completion of a tendering process, Administration will bring forward a report to Council with recommendations for the award of a construction contract for this project.

Funding to be provided from:

- Wastewater Sewers Reserve Fund \$3,000,000

WW 6.Sanitary Pump Station and Sanitary Metering Station Improvement

Sanitary Pump Station and Sanitary Metering Station Improvements - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$32,500	\$30,000	\$62,500

The Town owns and operates four (4) sanitary pump stations and five (5) sanitary metering stations. The 2016 Pump & Metering Station Condition Assessment identified 'Immediate Repairs' and '10 Year Repairs' for the sanitary pump stations and metering stations. In addition, the Town of Tecumseh has a service agreement with the Ontario Clean Water Agency (OCWA) for the operation and maintenance of the Town sanitary pump stations and sanitary metering stations. In accordance with the service agreement, OCWA provides the Town with a rolling five year list of major maintenance recommendations to ensure the long term health and operation of these sanitary facilities.

In accordance with the 2016 Pump & Metering Station Condition Assessment and the OCWA recommendations, Administration recommends upgrades at the following sanitary facilities in 2019:

- Sylvestre Drive Sanitary Pump Station (\$15,000)
- Lakewood Sanitary Pump Station (\$7,500)
- Cedarwood Sanitary Metering Station (\$5,000)
- North Talbot Road Sanitary Metering Station (\$5,000)

Funding to be provided from:

- Wastewater Facilities Reserve Fund \$32,500

WW 7.Sanitary Sewer Model Update and Flow Monitoring

Sanitary Sewer Model Update and Flow Monitoring - Project Costs Summary			
Previously Approved \$0	Requested for 2019 \$250,000	Future Costs \$0	Total Project Costs \$250,000

In 2011 Council received the report (Motion RCM-227/11) titled “Town of Tecumseh, Sanitary Sewer Assessment Report, dated May 2011”. The report included a recommendation that the Town update their existing sanitary sewer model every three to four years, as well as carryout a flow monitoring program.

In 2011, Dillon Consulting Limited was retained to update the sanitary sewer model for the sanitary sewer infrastructure located north of County Road 22 in order to assess the impacts of a proposed development. The findings of the model update and related assessment led to the preparation of the “Sanitary Sewerage Collection System Improvements Class Environmental Assessment – April 2013 (Dillon) to address the recommended improvements. Following completion of the EA, Dillon Consulting Limited was retained to update the sanitary sewer model for the sanitary infrastructure located south of County Road 22 which was completed in late 2013. Both models were then integrated into one model.

At the June 26, 2018 Regular Meeting of Council, Council approved the recommendation (Motion RCM-194/18) of PWES Report No. 2018-17 “Flood Mitigation Strategy” that the report be received. Continued flow monitoring and sanitary sewer modeling were recommended flood mitigation strategies in the report. The report further identified that updating the sanitary sewer model would be incorporated within the 5-year PWES Capital Works Plan.

Administration recommends that the Town’s existing sanitary sewer model be updated in 2019 including the installation of additional flow monitors within the sewer system to be used for model calibration. The flow monitors and updated modeling will provide insight into the existing flow characteristics of the sanitary sewer system and on available sanitary sewer capacity to accommodate infill development within the Town.

Administration recommends that Dillon Consulting Limited be retained to complete the Sanitary Sewer Model Update and Flow Monitoring project in 2019, based on their previous updates to the existing sanitary sewer model and their experience with wastewater projects throughout the Town.

Funding to be provided from:

- Wastewater Sewers Reserve Fund \$250,000

WW 8.Manhole Restoration Program

Manhole Restoration Program - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$0	\$100,000	\$0	\$100,000

Administration recommends a program whereby manholes that have been constructed in the travelled lanes of Town roadways will be reviewed and manholes that are found to have a significant difference in elevation between the rim and the surrounding roadway will be repaired. The method of repair is a technique that has been used by PWES for the last few years. It involves a machine to core drill around the manhole lid and the manhole is rebuilt and levelled to the surrounding pavement elevation. This method results in significantly less cracking of existing roadway pavement due to the circular excavation. It also allows the area around the manhole to be compacted prior to reinstatement of any pavement. PWES has experienced good success with this restoration method and it has been used by other municipalities to reconstruct manholes in travelled lanes.

Funding to be provided from:

- Wastewater Sewers Reserve Fund \$50,000
- Storm Sewer Lifecycle Reserve \$50,000

STORM SEWER PROJECTS

ST 1. Storm Drainage Master Plan

Storm Drainage Master Plan - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$600,000	\$0	\$0	\$600,000

At the December 13, 2016 Regular Council Meeting, Council approved the recommendations (Motion RCM-442/16) of PWES Report No. 54/16 titled “2017-2021 Public Works & Environmental Services Capital Works Plan” that authorized Administration to proceed with the Storm Drainage Master Plan in 2017 and 2018.

The Town’s stormwater infrastructure network is supported through eight (8) stormwater pumping stations which are primarily located near the shore of Lake St. Clair due to the topography of the area within Wards 1, 2, and 3. The proposed Stormwater Master Plan will focus on an analysis of the storm infrastructure within the eight (8) storm pumping station service areas.

This analysis will review how the Town’s stormwater infrastructure functions during minor rainfall events (what can be contained within the storm sewer network) and major rainfall events (which would follow overland flood routes). The storm pumping stations will also be reviewed to determine if any modifications or improvements are required based on the recommended storm sewer network improvements (i.e. capacity upgrades).

The Master Plan will also look for efficiencies in the storm sewer network and whether a consolidation of storm pumping stations is feasible. The Master Plan will follow the Municipal Class Environmental Assessment (EA) process and is equivalent to the same steps that a Schedule 'B' EA would follow. This will provide the Town the necessary analysis/study under the Municipal Class EA process to complete future improvements, reconstruct and/or decommission storm pumping stations without having to complete a separate Schedule 'B' EA at a later date.

In 2017 the Town was successful in receiving approval from the Federation of Canadian Municipalities (FCM) for funding in the amount of up to \$175,000 under the Municipalities for Climate Innovation Program (MCIP) for the Town's Storm Drainage Master Plan feasibility study.

On Wednesday, July 25, 2018, a Public Information Centre was held to share details and gather public input on the preliminary findings of the Master Plan stormwater modelling assessment. The meeting was attended by 38 members of the public and 13 comments were received. Comments received will be considered as the project proceeds towards development of a preferred solution.

A second Public Information Centre is tentatively scheduled for January 2019 with completion of the final report and recommended solutions expected in early 2019.

Previous approved funding from:

- Storm Sewer Lifecycle Reserve \$600,000

ST 2. Storm Pump Stations - 2019 Repairs

Storm Pump Stations, 2019 Repairs - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$100,000	\$268,000	\$0	\$368,000

At the December 13, 2016 Regular Meeting of Council, Council approved the recommendations (Motion RCM-440/16) of PWES Report No. 51/16 titled "2016 Pump & Metering Station Condition Assessment" that authorized Administration to use the recommendations contained within the "2016 Pump & Metering Station Condition Assessment" to form the basis of the annual PWES Capital Works Plan.

The Town owns and operates eight (8) storm pump stations. The 2016 Pump & Metering Station Condition Assessment identified 'Immediate Repairs' and '10 Year Repairs' for the storm pump stations. Administration recommends that the proposed 2019 works include repairs at (i) West St. Louis Storm Pump Station (Cost of \$66,300), (ii) Lesperance Road Storm Pump Station (Cost of \$117,200), and (iii) East St. Louis Storm Pump Station (Cost of \$84,500).

Funding to be provided from:

- Storm Sewer Lifecycle Reserve \$268,000

ST 3. Oldcastle Storm Drainage Master Plan

Oldcastle Storm Drainage Master Plan - Project Costs Summary			
Previously Approved	Requested for 2019	Future Costs	Total Project Costs
\$120,000	\$330,000	\$0	\$450,000

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 which included retaining Stantec Consulting Limited to complete the Oldcastle Storm Drainage Master Plan.

The stormwater infrastructure network located within the 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 (3) distinct watershed areas within the Oldcastle Hamlet which include Little River (8 outlets), Turkey Creek (1 outlet), and River Canard (3 outlets).

The 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 and is equivalent to the same steps that a Schedule ‘B’ EA would follow.

At the September 11, 2018 Regular Meeting of Council, Council approved the recommendations (Motion RCM-272/18) of PWES Report No. 2018-21 titled “National Disaster Mitigation Program-Intake 5” that authorized Administration to submit an application to the federal government for funding under the National Disaster Mitigation Program (NDMP) for the Oldcastle Storm Drainage Master Plan. Subsequent to the September 11, 2018 Regular Meeting of Council, Administration submitted a funding application for this project to the NDMP. The funding application is currently under review. If the funding application is approved, all works for this project must be completed by March 31, 2020.

Stantec Consulting Limited is proceeding with the Master Plan and is in the process of building the hydrologic and hydraulic models for the study area. Flow monitors have been installed at key locations with the existing storm sewer system to collect flow data that will be used for model calibration. This study will continue through 2019 with a final report anticipated in early 2020.

Funding to be provided from:

- Storm Sewer Lifecycle Reserve \$330,000

ST 4. Scully & St. Mark's Storm Pump Station & Riverside Drive Storm Sewers

Scully & St. Mark's Storm Pump Station & Riverside Drive Storm Sewers - Project Costs Summary			
Previously Approved \$0	Requested for 2019 \$797,250	Future Costs \$13,173,650	Total Project Costs \$13,970,900

In 2016 a review of the St. Mark's Storm Pump Station, the Scully (Edgewater) Storm Pump Station and the existing storm sewer infrastructure within the contributing drainage area was conducted. The results indicated that the storm pump stations would be unable to accommodate additional flows from local streets that were slated to be reconstructed with storm sewers having a 1:5-year level of service. These results were discussed and included in PWES Report No. 52/16 titled "Arlington Boulevard Improvements – Project Update, December 2016", which was brought to Council at the December 13, 2016 Regular Meeting of Council. In addition, the detailed analysis of the stormwater infrastructure that has been conducted as part of the on-going Storm Drainage Master Plan, has confirmed that improvements are required to the existing Scully & St. Mark's pump stations.

The proposed project consists of decommissioning the St. Mark's storm pump station and redirecting those flows into an upgraded and expanded Scully storm pump station to provide a greater level of service. The Scully pump station upgrade is to increase pump capacity to accommodate the additional flows from the current St. Mark's service area, as well as other adjacent areas where interconnections and overland flows have been identified as part of the Town's current Storm Drainage Master Plan. This project also includes trunk storm sewer improvements along Riverside Drive to add resiliency to the system and improve the level of service to address area-wide issues of surface flooding.

At the July 24, 2018 Regular Meeting of Council, Council approved the recommendations (Motion RCM-232/18) of PWES Report No. 2018-19 titled "Disaster Mitigation and Adaptation Fund Expression of Interest" that authorized Administration to submit an Expression of Interest to the federal government for funding under the Disaster Mitigation and Adaptation Fund (DMAF). Accordingly, an Expression of Interest was submitted which included the Scully & St. Mark's Storm Pump Station & Riverside Drive Trunk Storm Sewers project. On October 12, 2018, Administration received confirmation that the Expression of Interest was deemed conditionally eligible to proceed to a full application for funding. Administration is now in the process of completing the full application which is due on Friday, January 11, 2019.

The Storm Drainage Master Plan is scheduled to be complete in early 2019. Following completion of the Storm Drainage Master Plan, Administration recommends moving forward with the engineering design for Scully & St. Mark's Storm Pump Station & Riverside Drive Storm Sewers project in 2019. The schedule for the engineering design may be modified if the Town's application for DMAF funding is approved. The future timing for construction is contingent on the availability of funding and Council approval.

The project cost of \$13,970,900 includes \$12,846,800 for storm sewers and pumping stations, \$360,100 for sanitary sewers and \$764,000 for road reconstruction.

Administration recommends that Dillon Consulting Limited be retained to complete the engineering design for the Scully & St. Mark's Storm Pump Station & Riverside Drive Storm

Sewers project in 2019, based on their on-going work on the Storm Drainage Master Plan and their experience with storm drainage projects throughout the Town.

Funding to be provided from:

- Storm Sewer Lifecycle Reserve \$733,100
- Wastewater Sewers Reserve Fund \$20,550
- Road Lifecycle Reserve \$43,600

MUNICIPAL DRAIN PROJECTS

Town of Tecumseh is obligated to manage, repair, maintain and improve the Town's 120 Municipal Drains (totaling 221km) in accordance with the Drainage Act, including assessing costs to the benefitting upstream landowners according to the most current by-law. Municipal Drains are not municipal infrastructure and only the actual Town assessments are funded from the general tax rate.

There are currently over 119 active drainage projects that the Town is undertaking. These works include new municipal drains (1), maintenance of existing drains (58), drain improvements requiring an engineer's report (44) and apportionment agreements (16) all of which are at various stages of completion. The Drainage Superintendent receives requests for maintenance or repair and improvements for Municipal Drains, and determines which section of the Drainage Act is most suitable to proceed with the request. These drainage requests, and subsequent works, are addressed as they occur and brought before Council for their approval on a project by project basis.

Funding for the Town's assessment for Municipal Drains will generally come from the Drains Lifecycle Reserves.

2020 to 2023 Projects

This section provides a higher level discussion on projects being proposed for 2020 to 2023.

- **2020: Bridge and Culvert Needs Study (Structures with Spans > 3.0m)** (Cost of \$36,000)

There are a total of sixteen (16) existing bridges and culverts with a span greater than 3.0 metres that were inspected as part of the Bridge and Culvert Needs Study in 2018. Inspections of the sixteen structures within the Town were completed in accordance with the latest version of the Ontario Structure Inspection Manual (OSIM) published by the Ministry of Transportation of Ontario (MTO).

Inspections of the bridges and culverts are to take place every two years as legislated by Section 2(3) of The Public Transportation and Highway Act: "The structural integrity, safety and condition of every bridge shall be determined through the performance of at least one inspection in every second calendar year under the direction of a professional engineer and in accordance with the Ontario Structure Inspection Manual". It will be necessary to carry out a new Bridge and Culvert Needs Study in 2020 to comply with the legislation.

➤ **2020: Shoreline Management Plan (Cost of \$210,000)**

In 1973 the City of Windsor and surrounding areas (including Tecumseh and St. Clair Beach) experienced widespread flooding from Lake St. Clair and the Detroit River due to a combination of record high lake levels and strong on-shore winds. The properties along the shoreline as well as inland (lower lying) properties sustained significant flood damage during that event.

The water levels in Lake St Clair reached new record highs in 1985 (from the previous record set in 1973) which prompted the Essex Region Conservation Authority in coordination with many local municipalities to undertake Shoreline Management Plans, including:

- The City of Windsor, 1986
- Town of LaSalle (Township of Sandwich West), 1988
- Town of Amherstburg (Township of Malden), 1989
- Town of Kingsville (Township of Gosfield South), 1990

At the June 26, 2018 Regular Meeting of Council, Council approved the recommendation (Motion RCM-194/18) of PWES Report No. 2018-17 "Flood Mitigation Strategy" that the report be received. Completion of a Shoreline Management Plan was a recommended flood mitigation strategies in the report. The report further identified that completion of a Shoreline Management Plan would be incorporated within the 5-year PWES Capital Works Plan.

It is recommended that Tecumseh undertake a Shoreline Management Plan to determine the best ways to identify and manage flood and erosion risk to the developed shoreline of Lake St Clair and the Pike Creek. The plan will also determine opportunities where partners, stakeholders and landowners can work together to identify, manage and reduce the risk of flooding and erosion due to high lake levels and wave action.

➤ **2020: Traffic Signal Reconstruction (Lesperance/McNorton) (Cost of \$165,000)**

A condition assessment was conducted for all traffic signal infrastructure owned and maintained by the Town, including 11 intersections and one mid-block cross walk. Traffic signal infrastructure includes poles, luminaires, mast arms, traffic signal heads, pedestrian signal heads, pedestrian push buttons, hand holes, loop detectors, cabinets, controllers, wiring and conduit.

The traffic signal condition assessment has been used as the basis for identifying the recommended priority, scope and cost for traffic signal infrastructure improvements, which could be utilized by the Town to develop a long-term, comprehensive maintenance and capital replacement strategy.

At the September 22, 2015 Regular Meeting of Council, Council approved the recommendations (Motion RCM-319/15) of PWES Report 51/15 titled "Traffic Signal Infrastructure Assessment (2015)" where the report was adopted and Administration

was authorized to use the recommendations contained within the report to form the basis of the annual PWES Capital Works Plan.

Based on the Traffic Signal Infrastructure Assessment (2015), it is recommended that the Lesperance/McNorton intersection traffic signals be reconstructed in 2020.

In addition to this project, it is recommended that the Traffic Signal Infrastructure Reconstruction program should include the following projects subject to the timing of the Tecumseh Road CIP project:

- Lesperance Road/Tecumseh Road East
- Lesperance Road/Arbour Street
- Tecumseh Road East/Shawnee Road

➤ **2020+: Culvert Works (Structures with Spans < 3.0m)**

The 2016 Culvert Needs Study (Structures with Spans < 3.0m) had identified two (2) structures to be replaced immediately; 10 structures to be rehabilitated or replaced within a 1-5 year timeframe; and three (3) structures to be rehabilitated or replaced within a 6-10 year timeframe. The recommended culvert works are as follows:

- 2020 – Culvert No. 45, South Talbot Road (cost of \$326,000)
- 2020/2021 – Culvert No.54, Snake Lane Road (cost of \$490,000)
- 2020/2021 – Culvert No.53, Snake Lane Road (cost of \$490,000)
- 2020/2021 – Culvert No.42, Snake Lane Road (cost of \$490,000)
- 2021/2022 – Culvert No.51, 8th Concession Road (cost of \$150,000)
- 2021/2022 – Culvert No.70, 12th Concession Road (cost of \$160,000)
- 2024+ – Culvert No.48, Holden Road (cost of \$550,000)

➤ **2020 – 2021: Manning Road Improvement Project, Phases 2&3 (Cost of \$10,248,070)**

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

The Town actively pursued senior government funding and on July 8, 2011, the Ontario Minister of Finance announced a grant for financial assistance to the Town in the amount of \$6,183,333, which represented a one-third share of the total project cost of \$18.55M. The Town was able to amend the funding agreement with the Ontario Government so that the \$6.1M grant could be utilized in Phase 1, being the construction of the storm pump station and associated facilities, and the reconstruction of a section of Riverside Drive (Manning Road to Christy Lane), including the roundabout at the

Manning Road/Riverside Drive intersection. Construction of Phase 1 was completed in 2014.

At the December 13, 2016 Regular Council Meeting, Council approved the recommendations (Motion RCM-442/16) of PWES Report No. 54/16 titled “2017-2021 Public Works & Environmental Services Capital Works Plan” that authorized Administration to proceed with finalizing the engineering design for Manning Road Improvement Project, Phases 2 & 3 in 2017, and to proceed with construction in 2019 and 2020 respectively.

At the July 24, 2018 Regular Meeting of Council, Council approved the recommendations (Motion RCM-232/18) of PWES Report No. 2018-19 titled “Disaster Mitigation and Adaptation Fund Expression of Interest” that authorized Administration to submit an Expression of Interest to the federal government for funding under the Disaster Mitigation and Adaptation Fund (DMAF). Accordingly, an Expression of Interest was submitted which included the Manning Road Improvements Phases 2 & 3 projects. On October 12, 2018, Administration received confirmation that the Expression of Interest was deemed conditionally eligible to proceed to a full application for funding. Administration is now in the process of completing the full application which is due on Friday, January 11, 2019.

As noted above, it was originally planned to proceed with construction for Phases 2 & 3 in 2019 and 2020 respectively. Subject to the results of the DMAF funding application, these projects are now tentatively scheduled to proceed with construction in 2020 and 2021.

The total project cost of \$10,248,070 includes \$5,143,110 for Phase 2 and \$5,104,960 for Phase 3. Expected recoveries from the County of Essex are anticipated to be \$120,000 for a portion of the Bike Lanes (under CWATS), and \$450,000 for a portion of Manning Road reconstruction (under the Connecting Link Agreement).

➤ **2020-2021: Traffic Signal Upgrades/Maintenance** (Cost of \$92,500)

A condition assessment was conducted for all traffic signal infrastructure owned and maintained by the Town, including 11 intersections and one mid-block cross walk. Traffic signal infrastructure includes poles, luminaires, mast arms, traffic signal heads, pedestrian signal heads, pedestrian push buttons, hand holes, loop detectors, cabinets, controllers, wiring and conduit.

The traffic signal condition assessment has been used as the basis for identifying the recommended priority, scope and cost for traffic signal infrastructure improvements, which could be utilized by the Town to develop a long-term, comprehensive maintenance and capital replacement strategy.

At the September 22, 2015 Regular Meeting of Council, Council approved the recommendations (Motion RCM-319/15) of PWES Report 51/15 titled "Traffic Signal Infrastructure Assessment (2015) where the report was adopted, and authorized Administration to use the recommendations contained within the report to form the basis of the annual PWES Capital Works Plan.

Based on the Traffic Signal Infrastructure Assessment (2015), it is recommended that traffic signal upgrades/maintenance will be required at the following intersections.

- 2020 - Manning Road at Green Valley Plaza Intersection (\$20,625)
- 2020 - Tecumseh Road East and Manning Road Intersection (\$20,625)
- 2020 - Tecumseh Road East and Southfield Drive Intersection (\$21,250)
- 2021 - Manning Road and St. Gregory's Road Intersection (\$16,500)
- 2021 - Tecumseh Road East and Green Valley Plaza Intersection (\$13,500)

➤ **2020 - 2021: Riverside Drive In-line Storage Trunk Sanitary** (Cost of \$2,123,750)

In 2013, a Municipal Class Environmental Assessment titled "Class Environmental Assessment (Class EA) Environmental Screening Report for the Town of Tecumseh Sanitary Collection System Improvements, April 2013" was completed. As part of this 2013 Class EA, various alternative solutions were identified and evaluated to address the problem of basement flooding and the lack of capacity in the sanitary sewage system to accommodate future growth. Based on a comparative evaluation, an expansion and upgrading of the existing sanitary sewage collection system was identified as the preferred solution.

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

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

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

The project cost of \$2,123,750 includes \$1,375,000 for sanitary sewers and \$748,750 for road reconstruction.

Engineering design for this project is proposed to be completed in 2020 with construction proceeding in 2021.

The Government of Canada recently developed the Disaster Mitigation and Adaptation Fund (DMAF) to invest in the public infrastructure needed to mitigate the potential economic, environmental and social impacts of climate change, and strengthen resiliency to disasters triggered by natural hazards and extreme weather events. The Town submit an Expression of Interest to the federal government for funding under the DMAF that included the Riverside Drive Trunk Sanitary Sewer project. The Town's Expression of Interest was accepted and we were deemed conditionally eligible to proceed to the full application process. The Town will be proceeding with the full application process. Results of this funding application may change the proposed timelines for this project.

➤ **2020+: Zone 2 Booster Station (W-9) and Water Storage Facility (W-10)** (Cost of \$7,863,000)

At the December 8, 2015 Regular Council Meeting, Council approved the recommendations (Motion RCM-419/15) of PWES Report No. 63/15 titled "2016-2020 Public Works & Environmental Services Capital Works Plan" that authorized Administration to proceed with a Water and Wastewater Master Plan Update. The purpose of the Master Plan Update was to re-examine water and wastewater infrastructure timing and costing requirements for the existing settlement areas in the Town of Tecumseh to ensure that the most cost effective infrastructure servicing strategies required to support new growth and maintain a high level of service into the future is implemented.

Through the Master Plan Update it is recommended that a second pressure zone is required for the South Service Area. Creation of a second pressure zone requires construction of the following facilities:

- W-9 - A new booster pumping station to provide adequate system pressure during peak demand conditions for existing and new growth including pressure reducing valves and/or check valves at all boundary connection points with the City of Windsor water system and zone isolation valves between the two Tecumseh pressure zones.
- W-10 - A new water storage facility to meet the long-term water storage requirements for fire protection.

Total project cost estimate is \$7,863,000 with \$2,675,000 for W-9 and \$5,188,000 for W-10. It is proposed to complete the engineering in 2020 with construction of W-9 and W-10 to follow in subsequent years as funding becomes available.

➤ **2020+: County of Essex (Initiated) Projects**

The County of Essex has a number of planned projects in the upcoming years, where the Town is obligated to meet financial contributions through cost sharing arrangements. The Town is also planning on a number of infrastructure improvements as part of these projects. As the projects are more clearly defined in the years to come, Administration will continue to communicate and negotiate with the County as to the Town's exact contribution. These projects consist of the following:

- **County Road 11/South Talbot Road (2020,Town's cost share to be negotiated)**

The County is currently completing the design of a roundabout at the County Road 11/South Talbot Road intersection. Town's cost share to be negotiated.

- **County Road 42 & County Road 43 (2020-2024+, Town cost of \$1,670,500)**

As part of the County's 25-year capacity program, County Road 42 and County Road 43 road widenings have been identified to be completed within the next couple of years. The Town's costs may consist of a cost share of traffic signal infrastructure and bike lanes, and the installation of sidewalks, multi-use trails, watermains, and sanitary sewers. Advanced engineering is recommended to be completed in 2019 for municipal services related to these County projects.

- **Westlake Drive Extension (2020, cost of \$438,500)**

The extension of Westlake Drive is a component of the County's planned advance construction works at the County Road 22/Lesperance Road intersection, the design details which continue to be the subject of discussion with the County. The Town has provided the County of Essex with a traffic study prepared by Dillon Consulting Limited which details the anticipated urban-cross section required for this road extension. The Town will be seeking to install full municipal services (storm, sanitary, watermain), for which those costs will be full recovery from the adjacent development lands.

- **County Road 19 (2021+, Town cost of \$214,500)**

The County is proposing advance construction works at the intersections of County Road 19/County Road 46 intersection and the County Road 19/County Road 34 intersection. The Town's costs are attributed to the replacement of the existing watermains.

➤ **2021+: Peter Cecile (Kensington) Storm Pump Station (Cost of \$6,218,000)**

In 2016 a review of the Peter Cecile (Kensington) Storm Pump Station and existing storm sewer infrastructure within the contributing drainage area was conducted. The results indicated that the pump station cannot accommodate the future projected flows from the drainage area once some of the existing streets are reconstructed to an urban (or semi-urban) cross section.

As part of the Storm Drainage Master Plan (currently underway), a further detailed analysis will be conducted on the stormwater infrastructure (including pump stations) to determine if any modifications or improvements are required. The Master Plan will also identify prioritization of recommended works based on various factors, such as their location within the system and their existing condition.

The project cost of \$6,218,000 includes \$ 5,938,000 for storm sewers and pump stations and \$280,000 for road reconstruction.

Although the Storm Drainage Master Plan has not yet been completed, Administration felt it was important to identify this project within the 5-year capital works plan as it will have an effect on the annual allocation to the storm sewer reserve fund. There is also benefit in having projects in a 'shovel ready' state in the event grant funding becomes available from upper levels of government. The timing of design and construction is contingent on the final recommendations and prioritization in the Storm Drainage Master Plan, the availability of funding, and Council approval.

- **2021 – 2022: Ure Street Sanitary Sewer Extension** (Cost of \$1,587,000, landowner recoveries approximately \$905,500)

The Ure Street Sanitary Sewer Extension is a continuation of the sanitary sewer servicing within the 8th Concession Road sanitary service area. This project includes the extension of a sanitary sewer along Ure Street from Delduca Drive to North Talbot Road. It is proposed to carry out the engineering in 2021 and to proceed with construction in 2022.

Estimated recoveries from landowners for the sanitary sewers would be approximately \$905,500 and will be refined once the By-Law for the 8th Concession Road sanitary service area is completed. The project cost of \$1,587,000 includes \$509,000 for sanitary sewers, \$667,000 for road reconstruction and \$411,000 for storm sewers.

- **2021 – 2022: Lesperance Road Trail** (Cost of \$864,500)

As part of the Tecumseh Transportation Master Plan (TMP), a network of key Active Transportation facilities was developed to ensure connectivity in the larger network. This network has been coordinated with plans and recommendations from the County Wide Active Transportation Study (CWATS) and the City of Windsor Bicycle Use Master Plan (BUMP). The expansion of the Active Transportation Network is a municipal focus for several reasons, including: it promotes Environmental Sustainability, it promotes personal Health, and it promotes Equity in transportation service.

The Lesperance Road segment from County Road 22 to County Road 42 has been identified to have both On-Road and Off-Road facilities. The Off-Road facility will consist of a 2.4-metre wide asphalt trail with an approximate length of 3,075-metres.

- **2022: Bridge and Culvert Conditions Assessment (Structures with Spans < 3.0m)** (Cost of \$75,000)

At the November 8, 2016 Regular Meeting of Council, Council approved the recommendations (Motion RCM-384/16) of PWES Report No. 39/16 titled "2016 Culvert Needs Study (Structures with Spans < 3.0m)" that authorized Administration to use the recommendations contained within the report to form the basis of the annual PWES Capital Works Plan.

The "2016 Culvert Needs Study (Structures with Spans < 3.0m)" is being used by Administration to prioritize culvert works. It is recommended that a Bridge and Culvert Conditions Assessment be completed approximately every 5 to 6 years for structures with Spans < 3.0m. The recommended 2022 update will include the following:

- Condition assessment of the existing culvert;
- Signage and roadside safety review;
- Review site conditions and possible extensions of the culverts for roadside safety;
- Coordination with the Town's Drainage Superintendent as to active drainage reports;
- Recommend a schedule for repairs and replacements;
- Prepare detailed costs estimates for the recommended works

➤ **2022: Sanitary Pump Station Improvements** (Cost of \$30,000)

The Town owns and operates four (4) sanitary pump stations. The 2016 Pump & Metering Station Condition Assessment had identified 'Immediate Repairs' and '10 Year Repairs' for the sanitary pump stations. The proposed 2022 works consist of improvements at the Sylvestre Sanitary Pump Station, where the pump and structural supports will be replaced.

➤ **2022 – 2023: O'Neil Street Sanitary Sewer Extension** (Cost of \$1,794,000, landowner recoveries \$740,000)

The O'Neil Street Sanitary Sewer Extension is a continuation of the sanitary sewer servicing within the 8th Concession Road sanitary service area. This project includes the extension of a sanitary sewer along O'Neil Street from Delduca Drive to North Talbot Road. It is proposed to carry out the engineering in 2022 and to proceed with construction in 2023.

- Estimated recoveries from landowners for the sanitary sewers would be approximately \$740,000, and will be refined once the By-Law for the 8th Concession Road sanitary service area is completed. The project cost of \$1,794,000 includes \$566,000 for sanitary sewers, \$772,000 for road reconstruction and \$456,000 for storm sewers.
- 2022+: West Tecumseh Trunk Sewer & Watermain from County Road 22 to CP Railway (WW-1A & W-1A) & Diversion Sewer South of CP Railway (WW-2)**
(Cost of \$5,436,000)

The West Tecumseh Trunk Sewer (WW-1A) is proposed to provide direct servicing for new development lands within the Tecumseh Hamlet West Planning Area (north of the CP Railway), and will provide an outlet for existing and new growth south of CP Railway. Based on preliminary design, a 1200mm diameter sewer is required. In order to comply with the Wastewater Agreement between the City of Windsor and the Town of Tecumseh, a flow measurement facility will be required on this trunk sewer prior to discharging to the outlet sewer on County Road 22.

In order to alleviate system surcharges in the Lesperance Road trunk sewer between CP Railway and County Road 22, a new diversion sewer (WW-2) will be constructed through the Hydro corridor south of CP Railway from the West Tecumseh Trunk Sewer to the trunk sewer on St. Alphonse Avenue. All flows from the St. Alphonse sewer will be diverted to the new outlet.

Total project cost estimate is \$5,436,000 with \$2,970,000 for WW-1A, \$1,553,000 for W-1A and \$913,000 for WW-2. It is proposed to complete the engineering in 2020, construction of WW-1A, W-1A and WW-2 to follow in subsequent years as funding becomes available.

Note: This information is based on the 2008 Water and Wastewater Master Plan Update and will be refined upon completion of the on-going update of the Water and Wastewater Master Plan that is schedule to be finalized in early 2019.

➤ **2022 – 2023: Riverside Drive Pathway – Arlington to Kensington (Cost of \$156,000)**

As part of the Tecumseh Transportation Master Plan (TMP), a network of key Active Transportation facilities was developed to ensure connectivity in the larger network. This network has been coordinated with plans and recommendations from the County Wide Active Transportation Study (CWATS) and the City of Windsor Bicycle Use Master Plan (BUMP). The expansion of the Active Transportation Network is a municipal focus for several reasons, including: it promotes Environmental Sustainability, it promotes personal Health, and it promotes Equity in transportation service.

The Riverside Drive Pathway from Arlington to Kensington will consist of a 2.4-metre wide asphalt trail with an approximate length of 400-metres.

➤ **2023+: Moynahan Street, Henin Drive and Regal Drive Sanitary Sewer Extension (Cost of \$2,194,000, landowner recoveries \$990,000)**

The Moynahan Street, Henin Drive and Regal Drive Sanitary Sewer Extensions are a continuation of the sanitary sewer servicing within the 8th Concession Road sanitary service area. It is proposed to carry out the engineering in 2023 and to proceed with construction in 2024.

Estimated recoveries from landowners for the sanitary sewers would be approximately \$990,000 and will be refined once the By-Law for the 8th Concession Road sanitary service area is completed. The project cost of \$2,194,000 includes \$692,000 for sanitary sewers, \$944,000 for road reconstruction and \$558,000 for storm sewers.

Consultations

Financial Services
Planning & Building Services

Financial Implications

The capital expenditures proposed for 2019 totals just over \$13.9M with an additional \$49.9M projected over the remaining four years of the five-year capital works plan. Details of expenditures by project and year are included in the tables.

Generally speaking funding for most projects is covered through lifecycle, grants and rates however the following categories are projected to be in deficit positions:

Bridges Lifecycle Reserve

This reserve estimates a small deficit for 2019 and 2020 in the \$50,000 to \$150,000 range. However, in 2021 three (3) culverts are planned to be replaced at a cost of \$1,344,000 which causes the deficit to exceed \$1,100,000. The annual \$390,000 allocation will likely be sufficient on a longer-term basis but it is not enough to fund the existing backlog of work that was required over the previous number of years.

Prior to 2021, Administration will consider options to offset the deficit including reallocating funds from the Road LC, borrowing, grants, increasing the annual allocation and stretching out the works over a longer period.

Storm Sewer Lifecycle Reserve

The reserve is expected to be in a \$1,700,000 deficit position by the end of 2020 largely as a result of the \$1,668,000 required for Manning Road/ETLD Drain Relocation – Phase 2 project.

A major contributor to the deficit is that the Town has significantly enhanced storm infrastructure with funding coming from Storm Sewer LC whereas a portion of the funds should come from new infrastructure funds. Examples include Brighton and Manning Roads pump stations being enhanced, over what was previously in place, along with certain road projects in the St. Clair Beach and Oldcastle areas where the storm system is being enhanced. Deficits have been manageable using grants and additional funding provided by the Roads LC.

The Stormwater Master Plan is nearing completion. Preliminary results indicate that millions of dollars will be required over the next 20 years. The Scully & St. Mark's Storm Pump Station has been identified in the five-year capital works plan at an estimated project cost of almost \$13,000,000 of which \$700,000 has been allocated in 2019 for engineering to have the project in a "shovel ready" state in the event grants become available. The timing of design and construction is contingent on the final recommendations of the Master Plan, the availability of funding, and Council approval.

Discussions are on-going with regard to functional servicing for various developments that are being considered within the Town that may require advancement of Capital infrastructure. As proposals are brought forward, Administration will report back to Council with project details and potential financial implications.

Based on the current annual allocation of just over \$900,000, implementation of the Master Plan projects will require significant funding enhancements. Administration continues to look at a range of funding sources including debt, grants, increased lifecycle allocations etc. In the near term OCIF grant allocations have been preliminarily earmarked for storm sewer purposes and will be banked until an implementation plan is developed coming out of the master planning process.

Wastewater Sewers Reserve Fund

This reserve fund continues to be in a deficit position, 2018 estimated to be \$4,688,000. Lack of sustained growth has meant the Town has had to fund infrastructure for longer

than originally anticipated. In addition, the Town expended \$11.9 million funding between 2011 and 2017 for trunk sanitary sewer construction for the 8th Concession Road sanitary service area. Local sewers are scheduled to be constructed over the next few years, which should result in significant recoveries to help reduce the deficit.

Administration is investigating at debt funding and other options in order to address the cash flow issues facing the wastewater infrastructure system.

The Town is updating its development charges study which includes dealing with a deficit in the reserve fund which will be combined with the above matter to develop a strategy to deal with this issue.

For purposes of putting together this PWES Capital Plan, Administration has assumed that new sidewalk and CWATS projects would be funded by the Infrastructure Reserve. Neither the Sidewalk LC nor the Trail LC annual allocations of \$74,000 and \$50,000 respectively allow for any significant new infrastructure. Administration continues to work at refining estimates for new infrastructure requirements to be funded from the Infrastructure LC as well as other methods of financing. Additional analysis will be brought before Council as these works continue.

Projected Lifecycle Reserve and Reserve Fund balances are provided in attached schedules.

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:

John Henderson, P.Eng.
Manager Engineering Services

Reviewed by:

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

Reviewed by:

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

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
1	Capital Project Estimates 2019 – November 29, 2018
2	LCRoads2019 CC2 1500
3	LCBridges2019 CC2 1660
4	LCSidewalks2019 CC2 1550

Attachment Number	Attachment Name
5	LCStorm2019 CC2 1650
6	RFSanitary2019 CC2 2550
7	RFSanitary2019 CC2 2560
8	RFWater2019 CC2 2520
9	RFWater2019 CC2 2530
10	RInfrastructure2019

TOWN OF TECUMSEH
Public Works and Environmental Services
2019 - 2023 Public Works & Environmental Services Capital Works Plan

	Construction	Engineering	Contingency	Total	2018	2019	2020	2021	2022	2023	2024
Roads											
Paving	\$ 7,775,000	\$ -	\$ -	\$ 7,775,000	\$ 1,775,000	\$ 1,300,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
Traffic Signal Controller Upgrade (w/ County)	\$ 150,000	\$ -	\$ -	\$ 150,000		\$ 150,000					
PW Yard (North) Expansion/Improvements	\$ 30,000			\$ 30,000		\$ 30,000					
Road Line Painter	\$ 30,000	\$ -	\$ -	\$ 30,000		\$ 30,000					
Traffic Calming Guideline Study	\$ -	\$ 20,000	\$ -	\$ 20,000		\$ 20,000					
Traffic Signal Upgrades/Maintenance	\$ 83,000	\$ 12,450	\$ 8,300	\$ 103,750			\$ 62,500	\$ 30,000			
Traffic Signal Reconstruction (Riverside/Lesperance)	\$ 105,000	\$ 30,000	\$ 5,300	\$ 140,300	\$ 140,300						
Traffic Signal Reconstruction (Lesperance/McNorton)	\$ 140,250	\$ 24,750	\$ -	\$ 165,000			\$ 165,000				
Tecumseh Road CIP - Phase 1	\$ 10,131,900	\$ 1,665,360	\$ 946,000	\$ 12,743,260	\$ 71,492	\$ 450,000					
Tecumseh Road CIP - Phase 2	\$ 5,579,980	\$ 846,540	\$ 538,020	\$ 6,964,540	\$ 10,298	\$ 78,000					
Tecumseh Road CIP - Phase 3	\$ 2,930,130	\$ 445,078	\$ 282,870	\$ 3,658,078							
Tecumseh Road CIP - Phase 4	\$ 3,027,950	\$ 459,522	\$ 292,050	\$ 3,779,522							
Tecumseh Road CIP - Phase 5	\$ 1,742,250	\$ 271,418	\$ 172,500	\$ 2,186,168							
Manning Road/ETLD Drain Relocation - Phase 2	\$ 617,500	\$ 96,555	\$ 18,525	\$ 732,580	\$ 50,000		\$ 682,580				
Manning Road Reconstruction - Phase 3	\$ 4,047,500	\$ 600,235	\$ 121,425	\$ 4,769,160	\$ 180,000			\$ 4,589,160			
South Talbot Road Reconstruction	\$ 2,039,500	\$ 189,000	\$ 102,000	\$ 2,330,500		\$ 2,240,500					
Rossi Drive Sanitary Sewer	\$ 950,000	\$ 155,000	\$ 47,500	\$ 1,152,500	\$ 1,075,000						
Sylvestre Drive Sanitary Sewer Extension	\$ 880,000	\$ 196,300	\$ 44,000	\$ 1,120,300	\$ 74,000	\$ 20,000	\$ 1,026,300				
Lesperance Road Bike Lanes	\$ 100,000	\$ 10,000	\$ -	\$ 110,000		\$ 110,000					
Tecumseh/Lacasse Intersection Improvements	\$ 365,000	\$ 77,000	\$ 36,500	\$ 479,000	\$ 15,000						
Brighton Road Traffic Circle Review	\$ -	\$ 32,000	\$ -	\$ 32,000		\$ 32,000					
Roads Needs Study	\$ -	\$ 63,000	\$ -	\$ 63,000		\$ 63,000					\$ 65,000
Scully & St Mark's Storm PS/Riverside Drive	\$ 615,000	\$ 87,200	\$ 61,500	\$ 764,000		\$ 43,600			\$ 720,400		
CR46/Webster/Laval Sanitary Sewer Exten. (LRPCP)	\$ 880,000	\$ 141,500	\$ 44,000	\$ 1,065,500		\$ 120,750	\$ 944,750				
Delduca Drive Sanitary Sewer (LRPCP)	\$ 1,000,000	\$ 184,900	\$ 50,000	\$ 1,234,900		\$ 92,450		\$ 1,142,450			
Riverside Drive In-line Storage Trunk Sanitary	\$ 575,000	\$ 116,250	\$ 57,500	\$ 748,750			\$ 58,125	\$ 690,625			
Kensington Storm PS *	\$ 200,000	\$ 60,000	\$ 20,000	\$ 280,000					\$ 30,000		\$ 250,000
Ure Street Sanitary Sewer (LRPCP)	\$ 533,900	\$ 80,100	\$ 53,400	\$ 667,000				\$ 40,000	\$ 627,000		
O'Neil Street Sanitary Sewer (LRPCP)	\$ 617,500	\$ 92,600	\$ 61,800	\$ 772,000					\$ 46,300	\$ 725,700	
Moynahan-Henin-Regal Sanitary Sewer (LRPCP)	\$ 755,300	\$ 113,300	\$ 75,500	\$ 944,000						\$ 56,650	\$ 887,350
Oldcastle Road Sanitary Sewer (LRPCP)	\$ 1,150,000	\$ 172,500	\$ 115,000	\$ 1,438,000							\$ 5,000
	\$ 48,201,660	\$ 6,415,058	\$ 3,268,690	\$ 57,886,308	\$ 3,391,090	\$ 4,780,300	\$ 3,939,255	\$ 7,492,235	\$ 2,423,700	\$ 1,782,350	\$ 2,207,350

TOWN OF TECUMSEH
Public Works and Environmental Services
2019 - 2023 Public Works & Environmental Services Capital Works Plan

	Construction	Engineering	Contingency	Total	2018	2019	2020	2021	2022	2023	2024
Sidewalks/Pathways											
Sidewalk Repair Program	\$ 483,000	\$ -	\$ -	\$ 483,000	\$ 69,000	\$ 69,000	\$ 69,000	\$ 69,000	\$ 69,000	\$ 69,000	\$ 69,000
Riverside Drive Trail (Lesperance to Manning)	\$ 680,000	\$ 102,000	\$ 68,000	\$ 850,000		\$ 782,000					
Lesperance Road Trail (CR22 to CR42)	\$ 665,000	\$ 99,750	\$ 99,750	\$ 864,500				\$ 49,900	\$ 814,600		
Riverside Drive Pathway (Arlington to Kensington)	\$ 120,000	\$ 18,000	\$ 18,000	\$ 156,000					\$ 9,000	\$ 147,000	
Lesperance Road Trail (Riverside to McNorton)	\$ 350,000	\$ 52,500	\$ 52,500	\$ 455,000							\$ 26,250
CR42 / CR19 Roundabout (Sidewalks)	\$ 16,500	\$ -	\$ 2,500	\$ 19,000			\$ 19,000				
CR42: CR43 to Lesperance (Sidewalks)	\$ 352,000	\$ -	\$ 10,000	\$ 362,000					\$ 362,000		
CR42: Lesperance to CR19 (Sidewalks)	\$ 50,000	\$ -	\$ 7,500	\$ 57,500						\$ 57,500	
CR42: City Limits to CR43 (Sidewalks)	\$ 91,000	\$ -	\$ 13,700	\$ 104,700							\$ 104,700
	\$ 2,807,500	\$ 272,250	\$ 271,950	\$ 3,351,700	\$ 69,000	\$ 851,000	\$ 88,000	\$ 118,900	\$ 1,254,600	\$ 273,500	\$ 199,950
CWATS Projects											
CR11: Hwy 401 to NTR (Multi-Use Trail)	\$ 348,000	\$ 52,000	\$ 34,600	\$ 434,600	\$ 136,000	\$ 292,950					
CR42 / CR19 Roundabout (Bike Lanes)	\$ 1,000	\$ -	\$ -	\$ 1,000			\$ 1,000				
CR43: Banwell Diversion (Multi-Use Trail)	\$ 285,000	\$ -	\$ 57,000	\$ 342,000				\$ 342,000			
CR42: CR43 to Lesperance (Bike Lanes)	\$ 13,300	\$ -	\$ -	\$ 13,300					\$ 13,300		
CR42: Lesperance to CR19 (Bike Lanes)	\$ 4,200	\$ -	\$ -	\$ 4,200						\$ 4,200	
CR42: City Limits to CR43 (Bike Lanes)	\$ 2,000	\$ -	\$ 1,000	\$ 3,000							\$ 3,000
	\$ 653,500	\$ 52,000	\$ 92,600	\$ 798,100	\$ 136,000	\$ 292,950	\$ 1,000	\$ 342,000	\$ 13,300	\$ 4,200	\$ 3,000
Bridges											
Bridge & Culvert Condition Assessment (<3m Span)	\$ -	\$ 75,000	\$ -	\$ 75,000					\$ 75,000		
Bridge & Culvert Needs Study (>3m Span)	\$ -	\$ 108,000	\$ -	\$ 108,000	\$ 32,000		\$ 36,000		\$ 36,000		\$ 36,000
Culvert #46: South Talbot Road	\$ 290,500	\$ 90,000	\$ 30,000	\$ 410,500		\$ 370,500					
Culvert #47: South Talbot Road	\$ 131,500	\$ 50,000	\$ 14,000	\$ 195,500		\$ 175,500					
Culvert #35: Rossi Drive	\$ 10,000	\$ -	\$ -	\$ 10,000	\$ 10,000						
Sullivan Creek at 12th Concession (1004)	\$ 155,000	\$ 87,500	\$ 7,800	\$ 250,300	\$ 43,000	\$ 207,300					
Townline Road Drain at 6th Concession Road (1014)	\$ 155,000	\$ 87,500	\$ 7,800	\$ 250,300	\$ 43,000	\$ 207,300					
Merrick Creek at 8th Concession Road (1013)	\$ 155,000	\$ 87,500	\$ 7,800	\$ 250,300	\$ 43,000	\$ 207,300					
Culvert #45: South Talbot Road (CR11/STR Works)	\$ 250,000	\$ 38,000	\$ 38,000	\$ 326,000			\$ 326,000				
Culvert #42: Snake Lane Road	\$ 400,000	\$ 70,000	\$ 20,000	\$ 490,000			\$ 42,000	\$ 448,000			
Culvert #53: Snake Lane Road	\$ 400,000	\$ 70,000	\$ 20,000	\$ 490,000			\$ 42,000	\$ 448,000			
Culvert #54: Snake Lane Road	\$ 400,000	\$ 70,000	\$ 20,000	\$ 490,000			\$ 42,000	\$ 448,000			
Culvert #51: 8th Concession Road	\$ 80,000	\$ 60,000	\$ 10,000	\$ 150,000				\$ 30,000	\$ 120,000		
Culvert #70: 12th Concession Road	\$ 85,000	\$ 60,000	\$ 15,000	\$ 160,000				\$ 30,000	\$ 130,000		
Culvert #48: Holden Road	\$ 422,000	\$ 64,000	\$ 64,000	\$ 550,000							\$ 32,000
	\$ 3,214,000	\$ 1,073,500	\$ 297,400	\$ 4,584,900	\$ 171,000	\$ 1,167,900	\$ 488,000	\$ 1,404,000	\$ 361,000	\$ -	\$ 68,000

TOWN OF TECUMSEH
Public Works and Environmental Services
2019 - 2023 Public Works & Environmental Services Capital Works Plan

	Construction	Engineering	Contingency	Total	2018	2019	2020	2021	2022	2023	2024
Watermains											
Water & Wastewater Master Plan Update (2016)	\$ -	\$ 57,500	\$ -	\$ 57,500	\$ 50,000	7500					
Tecumseh Road CIP - Phase 1	\$ 430,000	\$ 92,520	\$ 43,000	\$ 565,520							
Tecumseh Road CIP - Phase 2	\$ 298,900	\$ 47,030	\$ 29,890	\$ 375,820							
Tecumseh Road CIP - Phase 3	\$ 157,150	\$ 24,727	\$ 15,715	\$ 197,592							
Tecumseh Road CIP - Phase 4	\$ 162,250	\$ 25,529	\$ 16,225	\$ 204,004							
Tecumseh Road CIP - Phase 5	\$ -	\$ -	\$ -	\$ -							
Water Metering Facilities Repairs	\$ 85,000	\$ -	\$ -	\$ 85,000	\$ 85,000						
Mack Court Watermain Replacement	\$ 200,645	\$ 44,105	\$ 10,035	\$ 254,790	\$ 239,790						
Lacasse Park Watermain Replacement	\$ 290,820	\$ 59,830	\$ 14,540	\$ 365,190	\$ 350,190						
Tecumseh Road Watermain Abandonment	\$ 183,520	\$ 44,665	\$ 9,175	\$ 237,360	\$ 222,360						
Alden Crescent Watermain Replacement	\$ 130,835	\$ 31,735	\$ 6,545	\$ 169,120	\$ 154,120						
Hwy#3/Roscon Watermain Interconnection	\$ 131,100	\$ 32,775	\$ 6,555	\$ 170,430	\$ 155,430						
Rossi Drive Sanitary Sewer	\$ 35,000	\$ 25,000	\$ -	\$ 60,000	\$ 35,000						
Manning Road/ETLD Drain Relocation - Phase 2	\$ 373,000	\$ 58,325	\$ 11,190	\$ 442,520			\$ 417,520				
County Road 11 (North) Sanitary Sewer	\$ -	\$ -	\$ -	\$ -							
Hwy#3/Walker Rd Watermain Replacement	\$ 1,700,000	\$ 300,000	\$ 68,000	\$ 2,068,000	\$ 60,000	\$ 74,600	\$ 1,933,400				
Anode Protection Program	\$ 375,000	\$ -	\$ -	\$ 375,000	\$ 375,000						
SCADA Software/Server/Nodes Update	\$ 73,500	\$ -	\$ -	\$ 73,500	\$ 73,500						
Water Meter Reader System Update	\$ 15,000			\$ 15,000	\$ 15,000						
Westlake Drive - San, Stm, Water	\$ 85,000	\$ 12,750	\$ 12,750	\$ 110,500			\$ 110,500				
Water Tower Internal Lining Replacement	\$ 470,000			\$ 470,000		\$ 470,000					
Water Loss Audit	\$ -	\$ 15,000	\$ -	\$ 15,000		\$ 15,000					
CR46/Webster/Laval Sanitary Sewer Exten. (LRPCP)	\$ 1,000,000	\$ 160,800	\$ 50,000	\$ 1,210,800		\$ 80,400	\$ 1,130,400				
Delduca Drive Sanitary Sewer (LRPCP)	\$ 60,000	\$ 11,100	\$ 3,000	\$ 74,100		\$ 5,550		\$ 68,550			
CR42 & CR43 Advanced Engineering	\$ -	\$ 25,000	\$ -	\$ 25,000		\$ 25,000					
CR42 / CR19 Roundabout - Water & Sanitary	\$ 225,000	\$ 33,750	\$ 22,500	\$ 281,000			\$ 281,000				
Zone 2 Booster Station (W-9)	\$ 2,140,000	\$ 321,000	\$ 214,000	\$ 2,675,000			\$ 360,500				\$ 2,314,500
Zone 2 Water Storage Facility (W-10)	\$ 4,150,000	\$ 622,500	\$ 415,000	\$ 5,188,000			\$ 611,250				\$ 4,576,750
CR19 @ CR46 Advanced Construction	\$ 125,000	\$ 18,750	\$ 18,750	\$ 162,500				\$ 162,500			
West Tecumseh Trunk Watermain (W-1A)	\$ 1,150,000	\$ 230,000	\$ 172,500	\$ 1,553,000					\$ 115,000		\$ 1,438,000
CR19 @ CR34 Advanced Construction	\$ 40,000	\$ 6,000	\$ 6,000	\$ 52,000					\$ 52,000		
CR42: Lesperance to CR19 - Watermain	\$ 320,000	\$ 48,000	\$ 32,000	\$ 400,000						\$ 400,000	
	\$ 14,406,720	\$ 2,348,391	\$ 1,177,370	\$ 17,933,246	\$ 1,815,390	\$ 678,050	\$ 4,844,570	\$ 231,050	\$ 167,000	\$ 400,000	\$ 8,329,250

TOWN OF TECUMSEH
Public Works and Environmental Services
2019 - 2023 Public Works & Environmental Services Capital Works Plan

	Construction	Engineering	Contingency	Total	2018	2019	2020	2021	2022	2023	2024
Wastewater Projects											
Water & Wastewater Master Plan Update (2016)	\$ -	\$ 57,500	\$ -	\$ 57,500	\$ 50,000	\$ 7,500					
Tecumseh Road CIP - Phase 1	\$ 400,000	\$ 92,520	\$ 40,000	\$ 532,520							
Tecumseh Road CIP - Phase 2	\$ 298,900	\$ 47,030	\$ 29,890	\$ 375,820							
Tecumseh Road CIP - Phase 3	\$ 157,150	\$ 24,727	\$ 15,715	\$ 197,592							
Tecumseh Road CIP - Phase 4	\$ 162,250	\$ 25,529	\$ 16,225	\$ 204,004							
Tecumseh Road CIP - Phase 5	\$ -	\$ -	\$ -	\$ -							
Sanitary Sewer Rehabilitation (I&I Removal) - Ph1&2	\$ 3,637,824	\$ -	\$ -	\$ 3,637,824	\$ 2,827,324						
Sanitary Sewer Rehabilitation (I&I Removal) - Ph3	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000		\$ 3,000,000					
Manning Road/ETLD Drain Relocation - Phase 2	\$ 94,300	\$ 14,750	\$ 2,830	\$ 111,880			\$ 91,880				
Rossi Drive Sanitary Sewer	\$ 450,000	\$ 85,000	\$ 22,500	\$ 557,500	\$ 515,000						
County Road 11 (North) Sanitary Sewer	\$ 875,000	\$ 172,000	\$ 105,000	\$ 1,152,000	\$ 75,000	\$ 952,000					
Sylvestre Drive Sanitary Sewer Extension	\$ 600,000	\$ 132,000	\$ 30,000	\$ 762,000	\$ 109,200	\$ 77,600	\$ 575,200				
Pump Station Emergency Response Plan	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 35,000						
SCADA Software/Server/Nodes Update	\$ 26,250	\$ -	\$ -	\$ 26,250	\$ 26,250						
Manhole Restoration Program	\$ 50,000	\$ -	\$ -	\$ 50,000		\$ 50,000					
Sylvestre Drive Sanitary PS Improvements	\$ 45,000	\$ -	\$ -	\$ 45,000		\$ 15,000			\$ 30,000		
Lakewood Sanitary PS Improvements	\$ 7,500	\$ -	\$ -	\$ 7,500		\$ 7,500					
Sanitary Metering Station Repairs	\$ 10,000	\$ -	\$ -	\$ 10,000		\$ 10,000					
Westlake Drive - San, Stm, Water	\$ 132,000	\$ 20,000	\$ 20,000	\$ 172,000			\$ 172,000				
CR46/Webster/Laval Sanitary Sewer Exten. (LRPCP)	\$ 830,000	\$ 133,400	\$ 41,500	\$ 1,004,900		\$ 166,700	\$ 838,200				
Scully & St Mark's Storm PS/Riverside Drive	\$ 290,000	\$ 41,100	\$ 29,000	\$ 360,100		\$ 20,550			\$ 339,550		
Delduca Drive Sanitary Sewer (LRPCP)	\$ 795,000	\$ 147,000	\$ 39,750	\$ 981,800		\$ 148,500		\$ 833,300			
CR42 / CR19 Roundabout - Water & Sanitary	\$ 15,000	\$ 2,300	\$ 1,500	\$ 18,800			\$ 18,800				
Sanitary Sewer Model Update	\$ -	\$ 250,000	\$ -	\$ 250,000		\$ 250,000					
Riverside Drive In-line Storage Trunk Sanitary	\$ 1,100,000	\$ 165,000	\$ 110,000	\$ 1,375,000			\$ 82,500	\$ 1,292,500			
CR42 & CR43 Advanced Engineering	\$ -	\$ 16,000	\$ -	\$ 16,000		\$ 16,000					
Ure Street Sanitary Sewer (LRPCP)	\$ 407,500	\$ 61,100	\$ 40,800	\$ 509,000				\$ 31,000	\$ 478,000		
West Tecumseh Trunk Sanitary (WW-1A)	\$ 2,200,000	\$ 440,000	\$ 330,000	\$ 2,970,000					\$ 220,000		\$ 2,750,000
Diversion San Sewers (Intersection Rd) (WW-2)	\$ 676,000	\$ 135,200	\$ 101,400	\$ 913,000					\$ 67,600		\$ 845,400
O'Neil Street Sanitary Sewer (LRPCP)	\$ 471,300	\$ 70,700	\$ 23,600	\$ 566,000					\$ 35,350	\$ 530,650	
CR42: Lesperance to CR19 - Sanitary	\$ 40,000	\$ 6,000	\$ 4,000	\$ 50,000						\$ 50,000	
Moynahan-Henin-Regal Sanitary Sewer (LRPCP)	\$ 576,400	\$ 86,500	\$ 28,800	\$ 692,000						\$ 43,250	\$ 648,750
Oldcastle Road Sanitary Sewer (LRPCP)	\$ 1,630,000	\$ 244,500	\$ 163,000	\$ 2,037,500							\$ 5,000
	\$ 18,977,374	\$ 2,504,856	\$ 1,195,510	\$ 22,678,490	\$ 3,637,774	\$ 4,721,350	\$ 1,778,580	\$ 2,156,800	\$ 1,170,500	\$ 623,900	\$ 4,249,150

TOWN OF TECUMSEH
Public Works and Environmental Services
2019 - 2023 Public Works & Environmental Services Capital Works Plan

	Construction	Engineering	Contingency	Total	2018	2019	2020	2021	2022	2023	2024
Storm Sewers											
Tecumseh Road CIP - Phase 1	\$ 700,000	\$ -	\$ 70,000	\$ 770,000	\$ 27,410						
Tecumseh Road CIP - Phase 2	\$ -	\$ -	\$ -	\$ -							
Tecumseh Road CIP - Phase 3	\$ -	\$ -	\$ -	\$ -							
Tecumseh Road CIP - Phase 4	\$ -	\$ -	\$ -	\$ -							
Tecumseh Road CIP - Phase 5	\$ -	\$ -	\$ -	\$ -							
Storm Drainage Master Plan	\$ -	\$ 600,000	\$ -	\$ 600,000	\$ 300,000						
Rossi Drive Sanitary Sewer	\$ 386,500	\$ 70,000	\$ 19,300	\$ 475,800	\$ 440,800						
Manning Road/ETLD Drain Relocation - Phase 2	\$ 1,428,600	\$ 257,383	\$ 42,850	\$ 1,728,830			\$ 1,668,830				
Manning Road Reconstruction - Phase 3	\$ 285,000	\$ 42,300	\$ 8,500	\$ 335,800				\$ 335,800			
Sylvestre Drive Sanitary Sewer Extension	\$ 15,000	\$ 3,400	\$ 750	\$ 19,150	\$ 4,200		\$ 14,950				
Pump Station Emergency Response Plan	\$ -	\$ 35,000	\$ -	\$ 35,000	\$ 35,000						
SCADA Software/Server/Nodes Update	\$ 5,250	\$ -	\$ -	\$ 5,250	\$ 5,250						
West St. Louis Storm PS - Repairs	\$ 51,000	\$ 7,650	\$ 7,650	\$ 66,300		\$ 66,300					
Lesperance Road Storm PS - Repairs	\$ 181,000	\$ 18,100	\$ 18,100	\$ 217,200	\$ 100,000	\$ 117,200					
(East) St. Louis Storm PS - Repairs	\$ 65,000	\$ 9,750	\$ 9,750	\$ 84,500		\$ 84,500					
Manhole Restoration Program	\$ 50,000	\$ -	\$ -	\$ 50,000		\$ 50,000					
Westlake Drive - San, Stm, Water	\$ 120,000	\$ 18,000	\$ 18,000	\$ 156,000			\$ 156,000				
Oldcastle Storm Drainage Master Plan	\$ -	\$ 450,000	\$ -	\$ 450,000	\$ 120,000	\$ 330,000					
CR46/Webster/Laval Sanitary Sewer Extension	\$ 30,000	\$ 4,800	\$ 1,500	\$ 36,300		\$ 2,400	\$ 33,900				
Scully & St Mark's Storm PS/Riverside Drive	\$ 10,346,000	\$ 1,466,200	\$ 1,034,600	\$ 12,846,800		\$ 733,100			\$ 12,113,700		
Delduca Drive Sanitary Sewer (LRPCP)	\$ 550,000	\$ 101,700	\$ 27,500	\$ 679,200		\$ 50,850		\$ 628,350			
Shoreline Management Plan	\$ -	\$ 210,000	\$ -	\$ 210,000			\$ 210,000				
Kensington Storm PS *	\$ 4,750,000	\$ 712,500	\$ 475,000	\$ 5,938,000				\$ 356,250			\$ 5,581,750
Ure Street Sanitary Sewer (LRPCP)	\$ 328,800	\$ 49,300	\$ 32,900	\$ 411,000				\$ 25,000	\$ 386,000		
O'Neil Street Sanitary Sewer (LRPCP)	\$ 380,300	\$ 57,000	\$ 19,000	\$ 456,000					\$ 28,500	\$ 427,500	
CR42 & CR43 Advanced Engineering	\$ -	\$ 9,000	\$ -	\$ 9,000		\$ 9,000					
CR42: Lesperance to CR19 - Storm	\$ 50,000	\$ 9,000	\$ 5,000	\$ 64,000						\$ 64,000	
Moynahan-Henin-Regal Sanitary Sewer (LRPCP)	\$ 465,100	\$ 69,800	\$ 23,300	\$ 558,000						\$ 34,900	\$ 523,100
	\$ 20,852,550	\$ 4,293,383	\$ 1,847,000	\$ 26,993,130	\$ 1,032,660	\$ 1,443,350	\$ 2,083,680	\$ 1,345,400	\$ 12,528,200	\$ 526,400	\$ 6,104,850
Municipal Drains											
Manning Road/ETLD Drain Relocation - Phase 2	\$ 1,735,000	\$ 340,300	\$ 52,000	\$ 2,127,300			\$ 2,022,300				
	\$ 1,735,000	\$ 340,300	\$ 52,000	\$ 2,127,300	\$ -	\$ -	\$ 2,022,300	\$ -	\$ -	\$ -	
TOTAL	\$ 110,848,304	\$ 17,299,738	\$ 8,202,520	\$ 136,353,174	\$ 10,252,914	\$ 13,934,900	\$ 15,245,385	\$ 13,090,385	\$ 17,918,300	\$ 3,610,350	\$ 21,161,550

* Subject to final recommendations and prioritization in the Storm Drainage Master Plan, available funding, and council approval

TOWN OF TECUMSEH
Public Works and Environmental Services
2019 - 2023 Public Works & Environmental Services Capital Works Plan

Construction	Engineering	Contingency	Total	2018	2019	2020	2021	2022	2023	2024
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MAJOR PROJECTS SUMMARY

Oldcastle - North Talbot - Sanitary Area

Rossi Drive Sanitary Sewer	\$ 1,831,500	\$ 335,000	\$ 89,300	\$ 2,255,800	\$ 2,075,800	\$ -	\$ -	\$ -	\$ -	\$ -
County Road 11 (North) Sanitary Sewer	\$ 1,223,000	\$ 224,000	\$ 139,600	\$ 1,586,600	\$ 211,000	\$ 1,244,950	\$ -	\$ -	\$ -	\$ -
Olympia-Astor-Solar Sanitary Sewer	\$ 649,500	\$ 97,400	\$ 65,000	\$ 812,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
County Road 11 (South) Sanitary Sewer	\$ 300,000	\$ 45,000	\$ 30,000	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Oldcastle - 8th Concession - Sanitary Area

CR46/Webster/Laval Sanitary Sewer Extension	\$ 2,740,000	\$ 440,500	\$ 137,000	\$ 3,317,500	\$ -	\$ 370,250	\$ 2,947,250	\$ -	\$ -	\$ -
Delduca Drive Sanitary Sewer (LRPCP)	\$ 2,405,000	\$ 444,700	\$ 120,250	\$ 2,970,000	\$ -	\$ 297,350	\$ -	\$ 2,672,650	\$ -	\$ -
Ure Street Sanitary Sewer (LRPCP)	\$ 1,270,200	\$ 190,500	\$ 127,100	\$ 1,587,000	\$ -	\$ -	\$ -	\$ 96,000	\$ 1,491,000	\$ -
O'Neil Street Sanitary Sewer (LRPCP)	\$ 1,469,100	\$ 220,300	\$ 104,400	\$ 1,794,000	\$ -	\$ -	\$ -	\$ -	\$ 110,150	\$ 1,683,850
Moynahan-Henin-Regal Sanitary Sewer (LRPCP)	\$ 1,796,800	\$ 269,600	\$ 127,600	\$ 2,194,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 134,800
Oldcastle Road Sanitary Sewer (LRPCP)	\$ 2,780,000	\$ 417,000	\$ 278,000	\$ 3,475,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,000

County of Essex (Initiated) Projects

CR11: Hwy 401 to NTR (Multi-Use Trail)	\$ 348,000	\$ 52,000	\$ 34,600	\$ 434,600	\$ 136,000	\$ 292,950	\$ -	\$ -	\$ -	\$ -
Culvert #45: South Talbot Road (CR11/STR Works)	\$ 250,000	\$ 38,000	\$ 38,000	\$ 326,000	\$ -	\$ -	\$ 326,000	\$ -	\$ -	\$ -
Westlake Drive - San, Storm, Water	\$ 337,000	\$ 50,750	\$ 50,750	\$ 438,500	\$ -	\$ -	\$ 438,500	\$ -	\$ -	\$ -
CR42 / CR19 Roundabout	\$ 257,500	\$ 36,050	\$ 26,500	\$ 319,800	\$ 120,000	\$ -	\$ 319,800	\$ -	\$ -	\$ -
CR19 @ CR46 Advanced Construction	\$ 125,000	\$ 18,750	\$ 18,750	\$ 162,500	\$ -	\$ -	\$ -	\$ 162,500	\$ -	\$ -
CR43: Banwell Diversion (Multi-Use Trail)	\$ 285,000	\$ -	\$ 57,000	\$ 342,000	\$ -	\$ -	\$ -	\$ 342,000	\$ -	\$ -
CR42: CR43 to Lesperance	\$ 365,300	\$ -	\$ 10,000	\$ 375,300	\$ -	\$ -	\$ -	\$ -	\$ 375,300	\$ -
CR19 @ CR34 Advanced Construction	\$ 40,000	\$ 6,000	\$ 6,000	\$ 52,000	\$ -	\$ -	\$ -	\$ -	\$ 52,000	\$ -
CR42: Lesperance to CR19	\$ 464,200	\$ 63,000	\$ 48,500	\$ 575,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 575,700
CR42: City Limits to CR43	\$ 93,000	\$ -	\$ 14,700	\$ 107,700	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 104,700

TOWN OF TECUMSEH
Public Works and Environmental Services
2019 - 2023 Public Works & Environmental Services Capital Works Plan

	Construction	Engineering	Contingency	Total	2018	2019	2020	2021	2022	2023	2024
Other											
Water & Wastewater Master Plan Update (2016)	\$ -	\$ 115,000	\$ -	\$ 115,000	\$ 100,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Manning Road/ETLD Drain Relocation - Phase 2	\$ 4,248,400	\$ 767,313	\$ 127,395	\$ 5,143,110	\$ 50,000	\$ -	\$ 4,883,110	\$ -	\$ -	\$ -	\$ -
Manning Road - Road Reconstruction - Phase 3	\$ 4,332,500	\$ 642,535	\$ 129,925	\$ 5,104,960	\$ 180,000	\$ -	\$ -	\$ 4,924,960	\$ -	\$ -	\$ -
Tecumseh Road CIP - Phase 1	\$ 11,661,900	\$ 1,850,400	\$ 1,099,000	\$ 14,611,300	\$ 98,902	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ -
Tecumseh Road CIP - Phase 2	\$ 6,177,780	\$ 940,600	\$ 597,800	\$ 7,716,180	\$ 10,298	\$ 78,000	\$ -	\$ -	\$ -	\$ -	\$ -
Tecumseh Road CIP - Phase 3	\$ 3,244,430	\$ 494,532	\$ 314,300	\$ 4,053,262	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tecumseh Road CIP - Phase 4	\$ 3,352,450	\$ 510,580	\$ 324,500	\$ 4,187,530	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tecumseh Road CIP - Phase 5	\$ 1,742,250	\$ 271,418	\$ 172,500	\$ 2,186,168	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Riverside Drive Trail	\$ 680,000	\$ 102,000	\$ 68,000	\$ 850,000	\$ -	\$ 782,000	\$ -	\$ -	\$ -	\$ -	\$ -
Lesperance Road Trail (CR22 to CR42)	\$ 665,000	\$ 99,750	\$ 99,750	\$ 864,500	\$ -	\$ -	\$ -	\$ 49,900	\$ 814,600	\$ -	\$ -
Riverside Drive Pathway (Arlington to Kensington)	\$ 120,000	\$ 18,000	\$ 18,000	\$ 156,000	\$ -	\$ -	\$ -	\$ -	\$ 9,000	\$ 147,000	\$ -
Lesperance Road Trail (Riverside to McNorton)	\$ 350,000	\$ 52,500	\$ 52,500	\$ 455,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,250
Sanitary Sewer Rehabilitation (I&I Removal) - Ph1&2	\$ 3,637,824	\$ -	\$ -	\$ 3,637,824	\$ 2,827,324	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sanitary Sewer Rehabilitation (I&I Removal) - Ph3	\$ 3,000,000	\$ -	\$ -	\$ 3,000,000	\$ -	\$ 3,000,000	\$ -	\$ -	\$ -	\$ -	\$ -
Storm Drainage Master Plan	\$ -	\$ 600,000	\$ -	\$ 600,000	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
South Talbot Road Reconstruction & Culverts	\$ 2,461,500	\$ 329,000	\$ 146,000	\$ 2,936,500	\$ -	\$ 2,786,500	\$ -	\$ -	\$ -	\$ -	\$ -
Manhole Restoration Program	\$ 100,000	\$ -	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -
Tecumseh/Lacasse Intersection Improvements	\$ 365,000	\$ 77,000	\$ 36,500	\$ 479,000	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Mack Court Watermain Replacement	\$ 200,645	\$ 44,105	\$ 10,035	\$ 254,790	\$ 239,790	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Lacasse Park Watermain Replacement	\$ 290,820	\$ 59,830	\$ 14,540	\$ 365,190	\$ 350,190	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tecumseh Road Watermain Abandonment	\$ 183,520	\$ 44,665	\$ 9,175	\$ 237,360	\$ 222,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Alden Crescent Watermain Replacement	\$ 130,835	\$ 31,735	\$ 6,545	\$ 169,120	\$ 154,120	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hwy#3/Roscon Watermain Interconnection	\$ 131,100	\$ 32,775	\$ 6,555	\$ 170,430	\$ 155,430	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Hwy#3/Walker Rd Watermain Replacement	\$ 1,700,000	\$ 300,000	\$ 68,000	\$ 2,068,000	\$ 60,000	\$ 74,600	\$ 1,933,400	\$ -	\$ -	\$ -	\$ -
Anode Protection Program	\$ 375,000	\$ -	\$ -	\$ 375,000	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
SCADA Software/Server/Nodes Update	\$ 105,000	\$ -	\$ -	\$ 105,000	\$ 105,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Water Tower Internal Lining Replacement	\$ 470,000	\$ -	\$ -	\$ 470,000	\$ -	\$ 470,000	\$ -	\$ -	\$ -	\$ -	\$ -
Water Loss Audit	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ -
Zone 2 Booster Station (W-9)	\$ 2,140,000	\$ 321,000	\$ 214,000	\$ 2,675,000	\$ -	\$ -	\$ 360,500	\$ -	\$ -	\$ -	\$ 2,314,500
Zone 2 Water Storage Facility (W-10)	\$ 4,150,000	\$ 622,500	\$ 415,000	\$ 5,188,000	\$ -	\$ -	\$ 611,250	\$ -	\$ -	\$ -	\$ 4,576,750
Sylvestre Drive Sanitary Sewer Extension	\$ 1,495,000	\$ 331,700	\$ 74,750	\$ 1,901,450	\$ 187,400	\$ 97,600	\$ 1,616,450	\$ -	\$ -	\$ -	\$ -
Sanitary Sewer Model Update	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -
Riverside Drive In-line Storage Trunk Sanitary	\$ 1,675,000	\$ 281,250	\$ 167,500	\$ 2,123,750	\$ -	\$ -	\$ 140,625	\$ 1,983,125	\$ -	\$ -	\$ -
West St. Louis Storm PS - Repairs	\$ 51,000	\$ 7,650	\$ 7,650	\$ 66,300	\$ -	\$ 66,300	\$ -	\$ -	\$ -	\$ -	\$ -
Lesperance Road Storm PS - Repairs	\$ 181,000	\$ 18,100	\$ 18,100	\$ 217,200	\$ 100,000	\$ 117,200	\$ -	\$ -	\$ -	\$ -	\$ -
(East) St. Louis Storm PS - Repairs	\$ 65,000	\$ 9,750	\$ 9,750	\$ 84,500	\$ -	\$ 84,500	\$ -	\$ -	\$ -	\$ -	\$ -
Oldcastle Storm Drainage Master Plan	\$ -	\$ 450,000	\$ -	\$ 450,000	\$ 120,000	\$ 330,000	\$ -	\$ -	\$ -	\$ -	\$ -
Shoreline Management Plan	\$ -	\$ 210,000	\$ -	\$ 210,000	\$ -	\$ -	\$ 210,000	\$ -	\$ -	\$ -	\$ -
Scully & St Mark's Storm PS/Riverside Drive	\$ 11,251,000	\$ 1,594,500	\$ 1,125,100	\$ 13,970,900	\$ -	\$ 797,250	\$ -	\$ -	\$ 13,173,650	\$ -	\$ -
West Tecumseh Trunk Watermain (W-1A)	\$ 1,150,000	\$ 230,000	\$ 172,500	\$ 1,553,000	\$ -	\$ -	\$ -	\$ -	\$ 115,000	\$ -	\$ 1,438,000
West Tecumseh Trunk Sanitary (WW-1A)	\$ 2,200,000	\$ 440,000	\$ 330,000	\$ 2,970,000	\$ -	\$ -	\$ -	\$ -	\$ 220,000	\$ -	\$ 2,750,000
Diversion San Sewers (Intersection Rd) (WW-2)	\$ 676,000	\$ 135,200	\$ 101,400	\$ 913,000	\$ -	\$ -	\$ -	\$ -	\$ 67,600	\$ -	\$ 845,400
Kensington Storm PS *	\$ 4,750,000	\$ 712,500	\$ 475,000	\$ 6,218,000	\$ -	\$ -	\$ -	\$ 356,250	\$ -	\$ -	\$ 5,581,750

Attachment 2 - 2019 - 2023 PWES Five (5) Year Capital Works Plan

LC Road (1500)

	2019	2020	2021	2022	2023
Reserve Balance Start of Year	\$8,981,000	\$8,533,330	\$6,713,875	\$3,933,140	\$5,650,940
Budget Allocation	\$4,160,000	\$4,160,000	\$4,160,000	\$4,160,000	\$4,160,000
OMCC Grant re Lesperance Road Bike Lanes	\$80,000				
Surplus					
Sale of Electricity to Grid	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Grants	\$80,000				
CWATS	\$30,000		\$120,000		
County Connecting Link Agreement			\$450,000		
DC re unfinanced amounts					
Funds Available	\$13,341,000	\$12,703,330	\$11,453,875	\$8,103,140	\$9,820,940
Committed					
Lesperance Road Bike Lanes	\$110,000				
IT GIS Tech % share	\$27,370	\$27,900	\$28,500	\$28,500	\$29,100
Balance Committed	\$137,370	\$27,900	\$28,500	\$28,500	\$29,100
Balance Uncommitted	\$13,203,630	\$12,675,430	\$11,425,375	\$8,074,640	\$9,791,840
Proposed					
Road Paving - Asphaltting 1)	\$1,300,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000
Traffic Signal Controller Upgrade (with County)	\$150,000				
PW Yard (North) Expansion/Improvements	\$30,000				
Road Line Painter	\$30,000				
Brighton Road Traffic Study	\$32,000				
Traffic Calming Guideline Study	\$20,000				
Traffic Signal Upgrades/Maintenance		\$62,500	\$30,000		
Traffic Signal Reconstruct (Lesperance/McNorton)		\$165,000			
Tecumseh Road CIP Phase 1	\$450,000				
Tecumseh Road CIP Phase 2	\$78,000				
Manning Road - Phase 2 - Road Work		\$682,580			
Manning Road - Phase 2 - Drain Relocation		\$2,022,300			
Manning Road - Phase 3 - Road Reconstruction			\$4,589,160		
South Talbot Road Reconstruction	\$2,240,500				
Roads Needs Study	\$63,000				
Sylvestre Drive (Sanitary Sewer)	\$20,000	\$1,026,300			
Scully & St. Mark's Storm PS/Riverside Drive	\$43,600			\$720,400	
CR#46/Webster/Laval Sanitary Ext. (LRPCP)	\$120,750	\$944,750			
Delduca Drive (Sanitary Sewer LRPCP)	\$92,450		\$1,142,450		
Riverside Drive In-Line Storage Trunk Sanitary		\$58,125	\$690,625		
Kensington Storm PS/Riverside Drive Sanitary				\$30,000	
Ure Street (Sanitary Sewer LRPCP)			\$40,000	\$627,000	
O'Neil Street Sanitary Sewer (LRPCP)				\$46,300	\$725,700
Moynahan-Henin-Regal Sanitary Sewer (LRPCP)					\$56,650
CR#11/South Talbot Roundabout \$ unknown					
Balance Proposed	\$4,670,300	\$5,961,555	\$7,492,235	\$2,423,700	\$1,782,350
Balance Available	\$8,533,330	\$6,713,875	\$3,933,140	\$5,650,940	\$8,009,490

Notes:

1) General allowance for asphaltting

Attachment 3 - 2019 - 2023 PWES Five (5) Year Capital Works Plan

LC Bridges (1660)

	2019	2020	2021	2022	2023
Reserve Balance Start of Year	\$ 731,100	\$ (46,800)	\$ (144,800)	\$ (1,158,800)	\$ (1,129,800)
Budget Allocation	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000	\$ 390,000
Grant					
Funds Available	\$ 1,121,100	\$ 343,200	\$ 245,200	\$ (768,800)	\$ (739,800)
Committed					
Balance Committed	\$ -	\$ -	\$ -	\$ -	\$ -
Balance Uncommitted	\$ 1,121,100	\$ 343,200	\$ 245,200	\$ (768,800)	\$ (739,800)
Proposed					
Culvert Condition Assessment (<3m Span)				\$ 75,000	
Bridge/Culvert Needs Study (>3m)		\$ 36,000		\$ 36,000	
Culvert #46: South Talbot Road	\$ 370,500				
Culvert #47: South Talbot Road	\$ 175,500				
Sullivan Creek at 12th Concession (1004)	\$ 207,300				
Townline Road Drain at 6th Conc Rd (1014)	\$ 207,300				
Merrick Creek at 8th Concession (1013)	\$ 207,300				
Culvert #45: South Talbot (CR11/STR Works)		\$ 326,000			
Culvert #42: Snake Lane Road		\$ 42,000	\$ 448,000		
Culvert #53: Snake Lane Road		\$ 42,000	\$ 448,000		
Culvert #54: Snake Lane Road		\$ 42,000	\$ 448,000		
Culvert #51: 8th Concession			\$ 30,000	\$ 120,000	
Culvert #70: 12th Concession			\$ 30,000	\$ 130,000	
Balance Proposed	\$ 1,167,900	\$ 488,000	\$ 1,404,000	\$ 361,000	\$ -
Balance Available	\$ (46,800)	\$ (144,800)	\$ (1,158,800)	\$ (1,129,800)	\$ (739,800)

Attachment 4 - 2019 - 2023 PWES Five (5) Year Capital Works Plan

LC Sidewalk (1550)

	2019	2020	2021	2022	2023
Reserve Balance Start of Year	\$233,800	\$238,800	\$243,800	\$248,800	\$253,800
Budget Allocation	\$74,000	\$74,000	\$74,000	\$74,000	\$74,000
Funds Available	\$307,800	\$312,800	\$317,800	\$322,800	\$327,800
Committed					
Balance Committed	\$0	\$0	\$0	\$0	\$0
Balance Uncommitted	\$307,800	\$312,800	\$317,800	\$322,800	\$327,800
Proposed					
Sidewalk repair program 1)	\$69,000	\$69,000	\$69,000	\$69,000	\$69,000
Balance Proposed	\$69,000	\$69,000	\$69,000	\$69,000	\$69,000
Balance Available	\$238,800	\$243,800	\$248,800	\$253,800	\$258,800

Notes:

1) General allowance

Attachment 5 - 2019 - 2023 PWES Five (5) Year Capital Works Plan

LC Storm Sewer (1650)

	2019	2020	2021	2022	2023
Reserve Balance Start of Year	\$148,600	(\$547,050)	(\$1,728,030)	(\$2,170,730)	(\$13,796,230)
Budget Allocation	\$902,700	\$902,700	\$902,700	\$902,700	\$902,700
Funds Available	\$1,051,300	\$355,650	(\$825,330)	(\$1,268,030)	(\$12,893,530)
Committed					
Pump Station Emergency Response Plan	\$35,000				
Oldcastle Storm Drainage Master Plan	\$120,000				
Balance Committed	\$155,000	\$0	\$0	\$0	\$0
Balance Uncommitted	\$896,300	\$355,650	(\$825,330)	(\$1,268,030)	(\$12,893,530)
Proposed					
West St. Louis Storm PS Repairs	\$66,300				
Lesperance Road Storm PS Repairs	\$117,200				
East St. Louis Storm PS Repairs	\$84,500				
Manhole Restoration Program	\$50,000				
Manning Road/ETLD Drain Relocation - Phase 2		\$1,668,830			
Manning Road Reconstruction - Phase 3			\$335,800		
Sylvestre Drive Sanitary Sewer Extension		\$14,950			
Westlake Drive - Sanitary/Storm/Water		\$156,000			
CR#46/Webster/Laval Sanitary Ext. (LRPCP)	\$2,400	\$33,900			
Oldcastle Storm Drainage Master Plan	\$330,000				
Scully & St. Mark's Storm PS/Riverside Drive	\$733,100			\$12,113,700	
Delduca Drive (LRPCP)	\$50,850		\$628,350		
Shoreline Management Plan		\$210,000			
Kensington Storm PS/Riverside Drive Sanitary			\$356,250		
Ure Street (Sanitary LRPCP)			\$25,000	\$386,000	
O'Neil Street Sanitary Sewer (LRPCP)				\$28,500	\$427,500
CR42:CR43 Advance Engineering	\$9,000				
CR42: Lesperance to CR19 - Sanitary					\$64,000
Moynahan-Henin-Regal Sanitary Sewer (LRPCP)					\$34,900
Balance Proposed	\$1,443,350	\$2,083,680	\$1,345,400	\$12,528,200	\$526,400
Balance Available	(\$547,050)	(\$1,728,030)	(\$2,170,730)	(\$13,796,230)	(\$13,419,930)

Attachment 6 - 2019 - 2023 PWES Five (5) Year Capital Works Plan

RF Wastewater Sewers (2550)

	2019	2020	2021	2022	2023
Reserve Balance Start of Year	(\$3,047,500)	(\$4,012,705)	(\$1,828,540)	(\$969,641)	(\$1,010,541)
Estimated Allocation	\$1,841,499	\$1,847,599	\$1,956,599	\$1,970,000	\$1,990,000
Estimated Interest	(\$91,000)	(\$120,000)	(\$55,000)	(\$29,000)	(\$30,000)
Development Charges	\$163,300	\$150,000	\$150,000	\$150,000	\$150,000
Capital Sewer Charges	\$1,133,000	\$2,529,000	\$1,050,000	(\$905,500)	\$740,000
National Disaster Mitigation Program	\$1,500,000				
Funds Available	\$1,499,299	\$393,894	\$1,273,059	\$215,859	\$1,839,459
Committed					
Debt payments - Lakewood Pump Station	\$200,000	\$100,000			
Debt payments - 2012 Non-DC debt	\$57,400	\$57,400	\$57,400	\$57,400	\$57,400
Debt payments - DC Debt	\$538,384	\$258,554			
IT GIS Tech % share	\$27,370	\$27,900	\$28,500	\$28,500	\$29,100
Balance Committed	\$823,154	\$443,854	\$85,900	\$85,900	\$86,500
Balance Uncommitted	\$676,145	(\$49,960)	\$1,187,159	\$129,959	\$1,752,959
Proposed					
Water/Wastewater Master Plan Update	\$7,500				
Sewer Model Update & Flow Monitoring	\$250,000				
Manhole Restoration Program	\$50,000				
Scully & St. Mark's Storm PS/Riverside Drive	\$20,550			\$ 339,550	
Manning Rd/ETLD Relocation - Phase 2		\$91,880			
West Tecumseh Trunk (WW-1A)				\$ 220,000	
Diversion Sewers Intersection Road (WW-2)				\$ 67,600	
County Road 11 (Walker Road)	\$952,000				
Sylvestre Drive Sanitary Extension	\$77,600	\$575,200			
Westlake Drive - Sanitary, Storm, Water		\$172,000			
County Road #46/Webster/Laval Sanitary Extension	\$166,700	\$838,200			
CR42:CR43 Advance Engineering	\$16,000				
CR42 / CR 19 Roundabout - Water & Sanitary		\$18,800			
CR42: Lesperance to CR19 - Sanitary					\$50,000
Delduca Drive (Sanitary Sewer LRPCP)	\$148,500		\$833,300		
Sanitary Sewer Rehabilitation (I&I Removal - Phase	\$3,000,000				
Riverside Drive In-Line Storage Trunk Sanitary		\$82,500	\$1,292,500		
Ure Street (LRPCP)			\$31,000	\$478,000	
O'Neil Street Sanitary Sewer (LRPCP)				\$35,350	\$530,650
Moynahan-Henin-Regal Sanitary Sewer (LRPCP)					\$43,250
Total Proposed	\$4,688,850	\$1,778,580	\$2,156,800	\$1,140,500	\$623,900
Balance Available	(\$4,012,705)	(\$1,828,540)	(\$969,641)	(\$1,010,541)	\$1,129,059

Attachment 7 - 2019 - 2023 PWES Five (5) Year Capital Works Plan

RF Wastewater Facilities (2560)

	2019	2020	2021	2022	2023
Reserve Balance Start of Year	\$1,417,200	\$1,827,200	\$2,282,000	\$2,750,500	\$3,253,000
Estimated Allocation	\$400,000	\$400,000	\$400,000	\$450,000	\$450,000
Estimated Interest	\$42,500	\$54,800	\$68,500	\$82,500	\$97,600
Funds Available	\$1,859,700	\$2,282,000	\$2,750,500	\$3,283,000	\$3,800,600
Committed					
Pump Station Emergency Response Plan	\$35,000				
Balance Committed	\$0	\$0	\$0	\$0	\$0
Balance Uncommitted	\$1,859,700	\$2,282,000	\$2,750,500	\$3,283,000	\$3,800,600
Proposed					
Pump & Metering Station - Sylvestre	\$15,000			\$ 30,000	
Pump & Metering Station - Lakewood	\$7,500				
Pump & Metering Station - Cedarwood/NTR	\$10,000				
Total Proposed	\$32,500	\$0	\$0	\$30,000	\$0
Balance Available	\$1,827,200	\$2,282,000	\$2,750,500	\$3,253,000	\$3,800,600

Attachment 8 - 2019 - 2023 PWES Five (5) Year Capital Works Plan

RF Watermain (2520)

	2019	2020	2021	2022	2023
Reserve Balance Start of Year	\$3,019,600	\$4,453,680	\$2,458,560	\$4,109,310	\$5,987,110
Estimated Allocation	\$1,621,000	\$1,822,000	\$1,886,500	\$2,000,000	\$2,040,000
Estimated Interest	\$90,600	\$133,600	\$73,800	\$123,300	\$179,600
Development Charges	\$57,900	\$50,000	\$50,000	\$50,000	\$50,000
Funds Available	\$4,789,100	\$6,459,280	\$4,468,860	\$6,282,610	\$8,256,710
Committed					
Tools	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000
Meters	\$90,000	\$90,000	\$90,000	\$90,000	\$90,000
IT GIS Tech % share	\$27,370	\$27,900	\$28,500	\$28,500	\$29,100
Balance Committed	\$127,370	\$127,900	\$128,500	\$128,500	\$129,100
Balance Uncommitted	\$4,661,730	\$6,331,380	\$4,340,360	\$6,154,110	\$8,127,610
Rossi Drive					
Water & Wastewater Master Plan Update (2016)	\$7,500				
Manning Road/ETLD Drain Relocation - 2		\$417,520			
Hwy # 3 Watermain Replacement	\$74,600	\$1,933,400			
Westlake Drive - San, Storm, Water		\$110,500			
Water Loss Audit	\$15,000				
CR46/Webster/Laval Sanitary Sewer Ext	\$80,400	\$1,130,400			
Delduca Drive (Sanitary Sewer LRCP)	\$5,550		\$68,550		
CR42 & CR43 Advanced Engineering	\$25,000				
CR42 / CR 19 Roundabout - Water & Sanitary		\$281,000			
CR42: Lesperance to CR19 - Watermain					\$400,000
West Tecumseh Trunk Watermain (W-1A)				\$115,000	
CR19@CR46 Advanced Construction			\$162,500		
CR19@CR34 Advanced Construction				\$52,000	
Total Proposed	\$208,050	\$3,872,820	\$231,050	\$167,000	\$400,000
Balance Available	\$4,453,680	\$2,458,560	\$4,109,310	\$5,987,110	\$7,727,610

Attachment 9 - 2019 - 2023 PWES Five (5) Year Capital Works Plan

RF Water Facilities (2530)

	2019	2020	2021	2022	2023
Reserve Balance Start of Year	\$7,324,600	\$7,230,670	\$6,655,720	\$7,058,920	\$7,498,220
Estimated Allocation	\$129,000	\$152,000	\$175,000	\$199,000	\$220,000
Estimated Interest	\$247,070	\$244,800	\$228,200	\$240,300	\$254,000
Funds Available	\$7,700,670	\$7,627,470	\$7,058,920	\$7,498,220	\$7,972,220
Committed					
Balance Committed	\$0	\$0	\$0	\$0	\$0
Balance Uncommitted	\$7,700,670	\$7,627,470	\$7,058,920	\$7,498,220	\$7,972,220
Proposed					
Water Tower Internal Lining	\$470,000				
Zone 2 Booster Station (W-9)		\$360,500			
Zone 2 Water Storage Facility (W-10)		\$611,250			
Total Proposed	\$470,000	\$971,750	\$0	\$0	\$0
Balance Available	\$7,230,670	\$6,655,720	\$7,058,920	\$7,498,220	\$7,972,220

Attachment 10 - 2019 - 2023 Infrastructure Five (5) Year Projections

LC Infrastructure (1085)

	2019	2020	2021	2022	2023
Reserve Balance Start of Year	\$4,294,600	\$4,850,250	\$6,651,150	\$7,766,550	\$7,793,450
Budget Allocation - New Infrastructure Levy	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000	\$1,300,000
Budget Allocation - NIL Sportsplex	\$50,000	\$250,000	\$350,000	\$450,000	\$450,000
DC - repayments	\$91,100	\$90,000	\$90,000	\$90,000	\$90,000
Investment income above base budget	\$457,000	\$457,000	\$457,000	\$457,000	\$457,000
Tecumseh Baseball re scoreboard	\$8,500	\$8,500	\$8,500	\$8,500	\$8,500
GenSet Revenues	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
CWATS	\$174,000	\$400	\$136,800	\$5,300	\$1,700
Funds Available	\$6,390,200	\$6,971,150	\$9,008,450	\$10,092,350	\$10,115,650
Committed					
Official Plan	\$22,500				
Development Charge Study	\$2,000				
Tecumseh Hamlet Secondary Plan	\$37,000				
Sportsplex - Capital Funding allocation	\$50,000	\$300,000	\$650,000	\$1,100,000	\$1,550,000
CWATS: CR11 - Hwy 401 to NTR (Multi-Use Trail)	\$136,000				
Riverside Dr. Trail	\$782,000				
Balance Committed	\$1,029,500	\$300,000	\$650,000	\$1,100,000	\$1,550,000
Balance Uncommitted	\$5,360,700	\$6,671,150	\$8,358,450	\$8,992,350	\$8,565,650
Proposed					
CWATS: CR11 - Hwy 401 to NTR (Multi-Use Trail)	\$292,950				
Lesperance Road Trail (CR22 to CR42)			\$49,900	\$814,600	
Riverside Dr Pathway (Arlington to Kensington)				\$9,000	\$147,000
CR42/CR19 Roundabout (Sidewalks)		\$19,000			
CR42: CR43 to Lesperance (Sidewalks)				\$362,000	
CR42: Lesperance to CR19 (Sidewalks)					\$57,500
CWATS: CR42/CR19 Roundabout (Bike Lanes)		\$1,000			
CWATS: CR43 Banwell Diversion (Multi-Use Lanes)			\$342,000		
CWATS: CR42: CR43 to Lesperance (Bike Lanes)				\$13,300	
CWATS: Lesperance to CR19 (Bike Lanes)					\$4,200
McAuliffe Park - New Washroom Building *	\$217,500				
Pickleball Complex Lacasse Park *			\$200,000		
Town Hall \$1,900,000					
Balance Proposed	\$510,450	\$20,000	\$591,900	\$1,198,900	\$208,700
Balance Available	\$4,850,250	\$6,651,150	\$7,766,550	\$7,793,450	\$8,356,950

* See 2019 - 2023 Parks Five (5) Year Capital Works Plan



The Corporation of the Town of Tecumseh

Public Works & Environmental Services

To: Mayor and Members of Council

From: Denis Berthiaume, Manager Water & Wastewater Services

Date to Council: December 11, 2018

Report Number: PWES-2018-32

Subject: 2019 Water and Wastewater Rates

Recommendations

It is recommended:

THAT a By-law **be prepared** for consideration at the December 11, 2018 Regular Meeting of Council to establish water and wastewater rates for the year 2019, based on the recommendations of the 2015 Town of Tecumseh Water and Wastewater Rate Study, the Mediation Agreement with the Windsor Utilities Commission and the discussions in this report, as follows:

- (a) Metered water consumption charge with usage under 10,200 cubic meters per month at \$1.1893 per cubic meter, or \$5.4067 per 1,000 imperial gallons;
- (b) Metered water consumption charge with usage over 10,200 cubic meters per month at \$0.8597 per cubic meter, or \$3.9083 per 1,000 imperial gallons;
- (c) metered wastewater collection and treatment charges at \$1.2336 per cubic meter, or \$5.6081 per 1,000 imperial gallons;
- (d) wastewater collection and treatment charges for Bonduelle North America at \$0.8224 per cubic meter, \$3.7387 per 1,000 imperial gallons;
- (e) fixed charge for water and wastewater service connections at:

METER SIZE	2019
5/8" & 3/4"	\$15.04
1"	\$26.08
1.5"	\$51.21
2"	\$76.29
3"	\$128.09
4"	\$206.76
6"	\$367.67

- (f) flat rate water un-metered consumption charge at \$46.60 per month;
- (g) flat rate un-metered wastewater collection and treatment charge at \$47.80 per month;
- (h) meter connection charge at \$535.00 per meter;
- (i) meter reconnection charge at \$89.00 per meter;
- (j) hydrant rental at \$89.00 per day;
- (k) Oasis Water Filling Station at \$2.10 per cubic meter; and
- (l) Miscellaneous charge at \$15.00.

Background

At the Regular Meeting of Council held on November 24, 2015, Council received an updated Water and Wastewater Rate Study (Rate Study) prepared by the Town's Financial Services Department. At this meeting, the Director of Financial Services presented the new proposed water and wastewater rate structure. Based upon the rate review that was carried out, an updated rate schedule for water and wastewater was recommended commencing 2016, and for successive years to 2024. The rate forecasts can be found in Attachment 1 – Water and Wastewater Rate Forecasts (figures extracted from the Rate Study).

During 2018, the Town was advised by the Windsor Utilities Commission (WUC) that WUC would pursue an increase to the bulk water rate charged to the Town. The bulk water purchase agreement between the Town and WUC allows for rate adjustments, where warranted, at 10-year intervals of the 50-year agreement. Through a mediation process, it was agreed that a rate adjustment of 9% would be applied to the 2017 rate and would be effective January 1, 2017 through to December 31, 2026.

This increase was not anticipated during the preparation of the 2015 Water and Wastewater Rate Study. A financial analysis was subsequently performed and Administration recommends that the increased costs going forward necessitate a deviation from the Rate Study with

respect to the metered water consumption charge and that retroactive costs be funded by the Water Rate Stabilization Reserve.

Specifically, the Rate Study recommends a 1% increase to the metered water consumption charge. Administration recommends a 3% increase to the metered water consumption charge for years 2019 and 2020 to cover this increased cost of bulk water supply.

The Town's Water and Wastewater Rate Study is reviewed every five years and is due for review in 2020, following which a rate schedule will be recommended for the next 10-year period.

In order to inform the public that Council intends to give consideration to a by-law to establish water and wastewater rates for the year 2019 a notice was published in the Shoreline, Essex Free Press, Town's website, Facebook page and Twitter.

Comments

2019 Water and Wastewater Rates

Based on the review of capital servicing, capital financing, operating expenditures and for water/wastewater services provided by the Windsor Utilities Commission (water) and City of Windsor (wastewater), Financial Services, on November 24, 2015, recommended a rate schedule for water and wastewater.

The proposed 2019 water rates continue:

- 1) The declining block rate structure for large (over 10,200 cubic meters per month) volume water usage, and
- 2) The 2016 \$0.0165 rate reduction to reallocate funding to the sanitary system.

The proposed 2019 water rates be amended:

- 3) The 2019 rate increase as proposed in the Rate Study be amended to 3% (as opposed to 1%).

Water rates proposed for 2019 are:

Usage in cubic meters	2019 Proposed*	2018 Actual**	\$ Change	% Change
Less than 10,200	\$1.1893	\$1.1547	\$0.0346	3.0%
Greater than 10,200	\$0.8597	\$0.8347	\$0.0250	3.0%

* As amended due to WUC rate change

** As per the 2015 Water & Wastewater Rate Study

The proposed 2019 wastewater rates continue:

- 1) the reduction in the sewer charge for Bonduelle North America (Bonduelle) at 2/3 of the wastewater rate charged to residential consumers. A discounted rate for Bonduelle is provided on the wastewater volume charge to recognize the high proportion of water which is used in their processing that does not go back into the wastewater system,
- 2) the 2012 \$0.04 addition to the rates to support subsidy programs implemented to assist homeowners in reducing inflow and infiltration into the sanitary system,
- 3) the 2016 \$0.0200 rate increase reallocating funding from the water system, and
- 4) the 2019 rate increase as proposed in the Rate Study.

Wastewater rates proposed for 2019 are:

User	2019 Proposed*	2018 Actual*	\$ Change	% Change
General	\$1.2336	\$1.2095	\$0.0238	2.0%
Bonduelle	\$0.8224	\$0.8063	\$0.0158	2.0%

* As per the 2015 Water & Wastewater Rate Study

Analysis of the data included in the Rate Study indicates that the trend of lower revenues due to lower consumption continues.

These recommended rates are part of a long-term plan for financial sustainability of the Town of Tecumseh's water and wastewater system which have a historical cost of \$5.6 million and \$4.7 million respectively. Revised long-term projected consumption rates to 2024 are shown on Attachment 1.

Fixed Charge Rates

The Town's Charge Rate is a fixed monthly charge to all customers based on the size of the meter serving the property. This charge ensures a contribution to the water and wastewater system regardless of consumption levels. The proposed Fixed Charged Rates for 2019 represent a 6% (2018 – 6.0%) increase over 2018 levels. The chart below depicts the 2018 rates as well as the proposed 2019 rates for each of water and wastewater and service connections.

METER SIZE	2019	2018
5/8" & 3/4"	\$15.04	\$14.19
1"	\$26.08	\$24.61
1.5"	\$51.21	\$48.31
2"	\$76.29	\$71.97
3"	\$128.09	\$120.84
4"	\$206.76	\$195.05
6"	\$367.67	\$346.86

Other Charges

The Town has previously applied a regular annual increase to a number of charges within the Water and Wastewater Rates By-law. With the exception of the Miscellaneous charges (i.e. NSF cheques), Administration recommends the following 2.2 % inflationary increases (rounded) for 2019.

Other Charges	2019	2018	2017
Meter connection charge	\$535.00	\$520.00	\$511.00
Meter reconnection charge	\$89.00	\$87.00	\$86.00
Hydrant rental	\$89.00	\$87.00	\$86.00
Miscellaneous charges (i.e. NSF cheques)	\$15.00	\$15.00	\$15.00

The 2019 water rate for the Oasis Water Filling Station is recommended to be increased by \$0.10 for a total of \$2.10 per cubic meter.

Rates for unmetered users are based on a monthly consumption of 330 cubic metres, as well as the fixed rate charges, and reflect the updated metered rates proposed. It is therefore recommended that the flat rate un-metered wastewater collection and treatment charge be established at \$47.80 (2018 - \$46.77) per month, and the flat rate water un-metered consumption charge be established at \$46.60 (2018 - \$45.58) per month for 2019.

Consultations

Financial Services
Corporate Services & Clerk

Financial Implications

In accordance with the analysis undertaken by the Financial Services department, adjusted as discussed in this report, the recommended rates for 2019 would recover the Town's operating and capital servicing costs including an allowance for lifecycle replacement of capital infrastructure.

Retroactive costs of the WUC bulk water supply charge will be funded by the Water Rate Stabilization Reserve.

The impact of the proposed water and wastewater rate increases and reallocations would increase the cost to a homeowner using 330 cubic metres from \$1,120.75 to \$1,160.52, an increase of 3.5%

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:

Denis Berthiaume, ORO
Manager Water & Wastewater Services

Reviewed by:

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

Reviewed by:

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

Recommended 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	Proposed Water and Wastewater Rates as extracted from the 2015 Water & Wastewater Rate Study

ATTACHMENT No. 1

Proposed Water Rates as extracted from the 2015 Water & Wastewater Rate Study

Recommended Consumption Charges - Water

	2015 Approved	2016	2017	2018	2019	2020	2021	2022	2023	2024
Under 10,200 m ³ /month	1.1550	1.1319	1.1432	1.1547	1.1662	1.1779	1.1896	1.2015	1.2135	1.2257
Over 10,200 m ³ /month	0.8350	0.8183	0.8265	0.8347	0.8431	0.8515	0.8600	0.8686	0.8773	0.8861
Annual % Change		-2%	1%	1%	1%	1%	1%	1%	1%	1%

Table 10.2

Recommended Fixed Charges - Water

	2015 Approved	2016	2017	2018	2019	2020	2021	2022	2023	2024
5/8" and 3/4"	11.91	12.62	13.38	14.19	15.04	15.94	16.89	17.91	18.98	20.12
1"	20.66	21.90	23.21	24.61	26.08	27.65	29.31	31.07	32.93	34.90
1 1/2"	40.56	42.99	45.57	48.31	51.21	54.28	57.54	60.99	64.65	68.53
2"	60.43	64.06	67.90	71.97	76.29	80.87	85.72	90.86	96.32	102.10
3"	101.46	107.55	114.00	120.84	128.09	135.78	143.92	152.56	161.71	171.41
4"	163.77	173.60	184.01	195.05	206.76	219.16	232.31	246.25	261.02	276.69
6"	291.23	308.70	327.23	346.86	367.67	389.73	413.12	437.90	464.18	492.03
Annual % Change		6%	6%	6%	6%	6%	6%	6%	6%	6%

Proposed Wastewater Rates

Recommended Volume Charges - Wastewater

	Approved 2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
Charge per m ³	1.1397	1.1625	1.1857	1.2095	1.2336	1.2583	1.2835	1.3092	1.3353	1.3620
'Large Consumer' per m ³	0.7598	0.7750	0.7905	0.8063	0.8224	0.8389	0.8557	0.8728	0.8902	0.9080
Annual % Change		2%	2%	2%	2%	2%	2%	2%	2%	2%

Recommended Fixed Charges - Wastewater

	2015 Approved	2016	2017	2018	2019	2020	2021	2022	2023	2024
5/8" and 3/4"	11.91	12.62	13.38	14.19	15.04	15.94	16.89	17.91	18.98	20.12
1"	20.66	21.90	23.21	24.61	26.08	27.65	29.31	31.07	32.93	34.90
1 1/2"	40.56	42.99	45.57	48.31	51.21	54.28	57.54	60.99	64.65	68.53
2"	60.43	64.06	67.90	71.97	76.29	80.87	85.72	90.86	96.32	102.10
3"	101.46	107.55	114.00	120.84	128.09	135.78	143.92	152.56	161.71	171.41
4"	163.77	173.60	184.01	195.05	206.76	219.16	232.31	246.25	261.02	276.69
6"	291.23	308.70	327.23	346.86	367.67	389.73	413.12	437.90	464.18	492.03
Annual % Change		6%	6%	6%	6%	6%	6%	6%	6%	6%

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW NUMBER 2018-73

Being a by-law to provide for an
Interim Tax Rate for the Year 2019.

WHEREAS Section 342(1)(a) of *The Municipal Act 2001*, S.O. 2001 c.25 provides that a local municipality may pass a by-law providing for the payment of taxes in one amount or by installments and the date or dates in the year for which taxes are imposed on which the taxes or installments are due;

AND WHEREAS Section 342(1)(b) of *The Municipal Act 2001*, S.O. 2001 c.25 provides that a local municipality may pass a by-law providing for alternative installments and due dates in the year for which the taxes are imposed other than those established under Section 342(1)(a) to allow taxpayers to spread the payment of taxes more evenly over the year;

AND WHEREAS Section 342(3) of *The Municipal Act 2001*, S.O. 2001 c.25 provides that a taxpayer shall pay taxes in accordance with the installments and due dates established, unless the municipality has established alternative installments and due dates, and the Treasurer receives and approves the taxpayer's request to use the alternative installments and due dates;

AND WHEREAS Section 342(4) of *The Municipal Act 2001*, S.O. 2001 c.25 provides that where the Treasurer has approved a request for payment of taxes in alternative installments established by a municipality, the taxes of the taxpayer are payable in accordance with the alternative installments and due dates;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF TECUMSEH ENACTS AS FOLLOWS:

1. **That** an interim tax rate will be made for the Year 2019.
2. **That** an interim rate of 50% of the previous year's billed amount is hereby imposed and levied on all classes, less write-offs and supplementary adjustments.
3. **That** the interim tax rate on real property assessments will be due in two (2) installments; the first installment due February 26, 2019, and the second installment due April 26, 2019.
4. **That** taxpayers may apply to the Treasurer for payment of taxes in 10 equal installments on the 15th day in each of the months of February through to and including November, and that each of the said installments to be withdrawn directly from the ratepayers bank account and deposited directly into the Town's bank account.
5. **That** this by-law shall come into force and take effect upon and after the final reading thereof.
6. **That** all by-laws not consistent with this by-law be and are hereby repealed.
7. **That** the Treasurer shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which taxes are payable [Section 343 (6)].
8. **That** this by-law shall come into force and take effect upon the third and final reading thereof.

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

Gary McNamara, Mayor

Laura Moy, Clerk

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW 2018-71

Being a by-law to establish the water
and waste water rates for the year 2019.

WHEREAS the *Municipal Act*, 2001, S.O. 2001, c. 25 and in particular section 391 et seq. thereof, provide, inter alia, that a municipality may pass by-laws imposing fees or other charges for services or activities provided or done by it, for use of property under its control, and for capital costs payable by it;

AND WHEREAS in pursuance thereof, The Corporation of the Town of Tecumseh (Town) is desirous of enacting a by-law to impose fees or charges for use of its waste water system, and for use of its waterworks system and for the consumption of water supplied by the waterworks system;

AND WHEREAS public notice was given on the Town's website, Facebook page and Twitter on Monday, December 3, 2018, as well as the Essex Free Press on Thursday, December 6, 2018, and the Shoreline Week Friday, December 7, 2018, of Council's intent to give consideration to the adoption of a by-law to impose fees or charges for use of its waste water management system, and for use of its waterworks system and for the consumption of water supplied by the waterworks system at their regular meeting to be held on Tuesday, December 11, 2018.

NOW THEREFORE the Council of The Corporation of the Town of Tecumseh enacts as follows:

PART 1: SHORT TITLE

1.1 The short title of this by-law is the Water and Waste Water Rates By-law.

PART 2: DEFINITIONS

2.1 In this by-law, the following words or expressions shall have the following meanings:

- a) "Customer" shall include any person, firm or corporation who receives, takes, uses or agrees to receive, take or use water from the Town;
- b) "Owner" shall include any person, firm or corporation who is the registered owner of, or is entitled to any estate or interest in land to which water from the Town is supplied;
- c) "Premises or Facilities" shall include any land, house, tenement, building, lot (or part thereof), or any facility to which water is supplied by the Town; and
- d) "Town" shall mean The Corporation of the Town of Tecumseh.

PART 3: WHEN RATES EFFECTIVE

3.1 The rates and charges imposed by this by-law shall be in effect and be imposed as of January 1, 2019, and thereafter until this by-law is replaced by a successor water rates by-law or amendment hereto.

PART 4: WATER RATES AND CHARGES

- 4.1 Before the initial supply of water to or the additional or subsequent connection for water to any Premises or Facility within the Town, the Owner shall make application therefore, and the Owner shall pay the water connection charges prescribed by Part I to the schedule to this by-law.
- 4.2 A Customer shall pay the fixed charges for the provision and supply of water, and for maintenance of the water supply and the waterworks system, based on water meter size, as are prescribed by Part II to the schedule to this by-law.
- 4.3 In addition to the said fixed charges, a Customer shall pay the water consumption charges for metered Premises or Facilities, the water consumption charges, based on volume of water consumption, as are prescribed by Part III to the schedule to this by-law.
- 4.4 A Customer shall pay, with respect to unmetered Premises or Facilities, the flat rate water consumption charges prescribed by Part IV to the schedule to this by-law.
- 4.5 A user of a fire hydrant shall pay the hydrant rental charge prescribed by Part V to the schedule to this by-law.

PART 5: WASTE WATER COLLECTION AND TREATMENT RATES AND CHARGES

- 5.1 A Customer shall pay the fixed charges for the collection and treatment of waste water, and for maintenance of the waste water system, based on water meter size, as are prescribed by Part II to the schedule to this by-law.
- 5.2 In addition to the said fixed charges, a Customer shall pay the waste water collection and treatment charges with respect to metered Premises or Facilities, the waste water collection and treatment charges, based on volume of water consumption, as are prescribed by Part VI to the schedule to this by-law.
- 5.3 A Customer shall pay, with respect to unmetered Premises or Facilities, the flat rate waste water collection and treatment charges prescribed by Part VII to the schedule to this by-law.

PART 6: ENFORCEMENT

- 6.1 Water meters may be read and accounts rendered monthly, bi-monthly or on any other basis that the Town may determine. All accounts shall be deemed to be served upon the Customer or Owner if delivered or sent by ordinary mail to the Premises or Facilities supplied.
- 6.2 All accounts shall be paid by the due date stated thereon. Thereafter, late payment charges shall be added to the account, as prescribed by Part IX to the schedule to this by-law.
- 6.3 In the event a Customer or Owner neglects or refuses to pay any account rendered under authority of this by-law, the Town may in its discretion shut off or reduce the flow of water to the customer or to the Premises or Facility. In such event, the reconnection charges prescribed by Part I to the schedule to this by-law shall be imposed upon the Customer or Owner.

6.4 The Town may, in its discretion, as a pre-condition to the supply of water to a Premise or Facility, require a Customer or Owner to make a deposit of such sum of money as it may consider advisable. The deposit shall be held as security for payment of charges imposed in pursuance of this by-law. Such deposit may be applied by the Town in satisfaction of unpaid accounts.

PART 7: REPEAL

7.1 In the event of a conflict between the provisions of this by-law and the provisions of any other by-law of the Town, the provisions of this by-law shall prevail and govern and be paramount.

PART 8: EFFECTIVE DATE

8.1 This by-law comes into force on January 1, 2019.

READ a first and second time this 11th day of December, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk

READ a third time and finally passed this 11th day of December, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk

THE CORPORATION OF THE TOWN OF TECUMSEH

SCHEDULE TO WATER RATES BY-LAW
NO. 2018-71

PART I: CONNECTION CHARGES FOR WATER SUPPLY

CONNECTION CHARGE -	\$535.00 per meter
RECONNECTION CHARGE -	\$ 89.00 per meter

PART II: FIXED CHARGES FOR WATER AND WASTE WATER SERVICE

METER SIZE	FIXED CHARGE PER MONTH	
	WATER	WASTE WATER
5/8" & 3/4"	\$15.04	\$15.04
1"	\$26.08	\$26.08
1 1/2"	\$51.21	\$51.21
2"	\$76.29	\$76.29
3"	\$128.09	\$128.09
4"	\$206.76	\$206.76
6"	\$367.67	\$367.67

PART III: METERED WATER CONSUMPTION CHARGES
usage under 10,200 cubic meters per month

\$5.4067 per 1000 imperial gallons or \$1.1893 per cubic meter

METERED WATER CONSUMPTION CHARGES
usage over 10,200 cubic meters per month

\$3.9083 per 1000 imperial gallons or \$0.8597 per cubic meter

PART IV: FLAT RATE WATER UN-METERED CONSUMPTION CHARGES

\$46.60 per month

PART V: HYDRANT RENTAL CHARGES

\$89.00 per day

PART VI: WASTE WATER COLLECTION AND TREATMENT CHARGES

<div>\$5.6081 per 1000 imperial gallon of water consumed or \$1.2336 per cubic meter</div>
<div>Bonduelle North America \$3.7387 per 1000 imperial gallon of water consumed or \$0.8224 per cubic meter</div>

PART VII: FLAT RATE UN-METERED WASTE WATER COLLECTION AND TREATMENT CHARGE

<div>\$47.80 per month</div>

PART VIII: OASIS WATER FILLING STATION

<div>\$2.10 per cubic meter</div>

PART IX: MISCELLANEOUS CHARGES

<div>LATE PAYMENT CHARGES:</div>	<div>1.5% per month charged to overdue accounts</div>
<div>NSF CHEQUES:</div>	<div>\$15.00 plus bank charges</div>

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW 2018-70

Being a by-law to prescribe a tariff of administrative fees and charges for the Town of Tecumseh

WHEREAS Section 391 of *The Municipal Act, 2001 S.O. 2001, c. M.25* authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control;

AND WHEREAS *The Municipal Act, 2001 S.O. 2001, c. M.25* grants a municipality the power to pass by-laws that impose specific fees for licensing, services, permits and other reasons;

AND WHEREAS Section 69 of *The Planning Act, R.S.O. 1990, c.P.13* grants a Council of a municipality, by by-law, and a planning board, by resolution, authority to establish a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS Section 446(1) of *The Municipal Act 2001 S.O. 2001, c. M.25* authorizes a municipality under this or any other Act or under a bylaw under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

AND WHEREAS the Council of The Corporation of the Town of Tecumseh deems it desirous to prescribe administrative fees and charges for The Corporation of the Town of Tecumseh, not otherwise prescribed by by-law;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF TECUMSEH ENACTS AS FOLLOWS:

1. In this By-law:
 - (a) "Council" means the municipal Council of The Corporation of the Town of Tecumseh;
 - (b) "Month" means any consecutive thirty day time period;
 - (c) "Town" means The Corporation of the Town of Tecumseh;
 - (d) "Treasurer" means the Treasurer of The Corporation of the Town of Tecumseh.
2. Schedules "A" to "H" attached hereto and forming part of this By-law shall be adopted and prescribed as the administrative fees or charges for the Town.
3. Any person who makes an application to, or a request for services of, or enters into an agreement with, or obtains an approval from, the Town, in respect of the things or matters set out in this By-law, shall pay to the Treasurer the applicable administrative fees or charges set out in the Schedules "A" to "H" of this By-law unless otherwise provided for in this By-law, and such administrative fees and charges are not refundable and are payable upon the person making such application or request for services or entering into such agreement or obtaining such approval.

- 4. The administrative fees and charges listed in Schedules “A” to “H” attached to this By-law will be subject to applicable taxes including but not limited to Harmonized Sales Tax (HST).
- 5. Interest on all amounts due and unpaid shall be charged at the rate of 2.0 percent per Month.
- 6. Any administrative fees or charges imposed under this By-law constitute a debt of the person to the Town and may be added by the Treasurer, together with interest, to the tax roll for any real property in the municipality all of the owners of which are responsible for paying such administrative fees and charges to be collected in like manner as municipal taxes.
- 7. Nothing in this By-law shall be so construed as to prevent the Council from reducing or waiving any administrative fee or charge set under this By-law.
- 8. Should any section, subsection, clause or provision of this By-law or its Schedules “A” to “H” be declared by a court of competent jurisdiction to be invalid, the said section, subsection, clause or provision shall not affect the validity of this By-law or its Schedules “A” to “H” as a whole or any part thereof, other than the part so declared to be invalid.
- 9. That any by-law(s) inconsistent with this by-law are hereby repealed.
- 10. This by-law may be cited as the “Administrative Fees and Charges By-law”.
- 11. This By-law shall come into force and take effect on January 1, 2019.

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

Gary McNamara, Mayor

Laura Moy, Clerk

SCHEDULE A
By-Law No. 2018-70

General Administration

TYPE OF FEE	2019 FEES	2018 FEES	HST
Archival Research - per hour or part thereof with a minimum fee of one hour plus cost of photocopying or plotting	\$ 153.42	\$ 150.12	Y
Photocopies (per page)			
a) 11inch X 17 inch	\$ 0.64	\$ 0.63	Y
b) 8-1/2 inch x 11 inch	\$ 0.33	\$ 0.32	Y
c) 8-1/2 inch x 14 inch	\$ 0.58	\$ 0.57	Y
d) Bound publications	\$ 6.00	\$ 5.87	Y
Maps, plans on plotter - per square foot	\$ 3.33	\$ 3.26	Y
Large Format Scanning - per square foot	\$ 2.34	\$ 2.29	Y
Geo-referenced data (reference Policy #43)			
a) Each Segment (layer)	20% of cost	20% of Cost	Y
b) Per parcel/entity	\$ 0.20	\$ 0.20	Y
c) Data production service fee	\$ 53.38	\$ 52.23	Y
Digital data on CD/DVD	\$ 53.38	\$ 52.23	Y
Compliance Reports			
a) Building	\$ 76.00	\$ 74.00	N
b) Fire	\$ 66.00	\$ 64.00	N
c) Public Works	\$ 66.00	\$ 64.00	N
d) Tax Certificates	\$ 70.00	\$ 64.00	N
Municipal Paraphernalia			
a) Town pins - each	\$ 0.44	\$ 0.44	Y
b) Town golf shirts - each	\$ 22.79	\$ 22.79	Y
c) Fleece Blanket	\$ 18.36	\$ 18.36	Y
d) Baseball Caps	\$ 9.29	\$ 9.29	Y
e) Coffee mugs	\$ 4.69	\$ 4.69	Y
f) Town of Tecumseh flags	\$ 33.76	\$ 128.32	Y
g) Canadian flags	\$ 34.20	\$ 47.79	Y
h) Ontario flags	\$ 53.54	\$ 47.79	Y
Return Cheque	\$ 28.00	\$ 27.50	N
Burial permit	\$ 15.00	\$ 15.00	N
Marriage License	\$ 130.00	\$ 130.00	N
Marriage Solemnization - Weekends & Holidays	\$ 350.00	\$ 350.00	Y
Marriage Solemnization - Weekdays	\$ 250.00	\$ 250.00	Y
Marriage Rehearsal	\$ 50.00	\$ 50.00	Y
Reprint Tax Bills	\$ 10.00	\$ 10.00	N
Tax Registration administration fee	\$250 plus costs	\$215 plus costs	N

SCHEDULE B
By-Law No. 2018-70

Fire Department

TYPE OF FEE	2019 FEES	2018 FEES	HST
Property Inspection by request; Determination of occupancy; New construction (Ontario Building Code); Licensing (Liquor Licensing Board of Ontario); Change in property use			
a) Sq. Ft from 0 to 2,500	\$ 68.75	\$ 67.27	Y
b) Sq. Ft from 2,501 to 5,000	\$ 100.48	\$ 98.32	Y
c) Sq. Ft. from 5,001 to 10,000	\$ 148.13	\$ 144.94	Y
d) Sq. Ft. from 10,001 to 20,000	\$ 264.53	\$ 258.84	Y
e) Sq. Ft. from 20,001 and over	\$ 396.80	\$ 388.26	Y
Fire assistance for private standby beyond normal fire protection at Commercial or industrial premises: per hour per manned apparatus	\$ 444.41	\$ 434.84	Y
Risk & Safety Management Plan Review - Level 1 Propane Facility	\$ 227.47	\$ 222.57	Y
Risk & Safety Management Plan Review - Level 2 Propane Facility ** Note 1	\$ 1,735.24	\$ 1,697.89	
Engineering Peer Review of RSMP Submits	at cost	at cost	
Daycare Inspection License approval	\$ 68.75	\$ 67.27	Y
Daycare Inspection License approval follow-up	\$ 26.44	\$ 25.87	Y
Fire Inspection of apartments, boarding and lodging houses made under retrofit apartments in single family dwelling			
a) Owner's Request	\$ 264.53	\$ 258.84	Y
b) From Complaint	\$ 396.80	\$ 388.26	Y
c) Orders Issued	\$ 396.80	\$ 388.26	Y
Fire flow testing private hydrants or request for flow test information	\$ 68.75	\$ 67.27	Y
Fire Scene photographs on disc	\$ 9.53	\$ 9.32	Y
Room Rental	\$ 142.84	\$ 139.77	Y
Training Tower Rental			Y
a) Building rental	\$ 338.58	\$ 331.29	Y
b) Staffing (Other duties rate)	2 FF	2 FF	Y
Smoke House Rental			
a) Building rental	\$ 444.36	\$ 434.79	Y
b) Staffing (Other duties rate)	2 FF	2 FF	Y
c) Materials	\$ 111.07	\$ 108.68	Y
Confined Space Rental			
a) Building rental	\$ 449.69	\$ 440.01	Y
b) Staffing (Other duties rate)	2FF	2 FF	Y
c) Fire Vehicle Standby with 4 Firefighters	\$ 467.72	\$ 457.65	Y

**** Note 1** - Legal and/or engineering/consulting fees, if required, will be added to the base fee

SCHEDULE C
By-Law No. 2018-70

Police Services

TYPE OF FEE	2019 FEES	2018 FEES	HST
Criminal Record, Police Record & Vulnerable Sector Check (Employment)	\$ 25.00	\$ 25.00	N
Duplicate Copy of Criminal & Police Record Check	\$ 4.43	\$ 4.43	Y
Criminal Record, Police & Vulnerable Sector Check (Volunteer)	no charge	no charge	n/a
Occurrences Confirmation/Incident Reports	\$ 37.39	\$ 37.39	Y
Technical Traffic Collision Reports	\$ 500.00	\$ 500.00	Y
Reconstructionist Report	\$ 1,000.00	\$ 1,000.00	Y
Alarm Registration Fee	\$ 25.00	\$ 20.00	N

SCHEDULE D
By-Law No. 2018-70

Planning Department

TYPE OF FEE		2019 FEES	2018 FEES	HST
Application for Consent per severed lot See Note 1		\$ 600.00	\$ 575.00	N
Change a Conditional approval		\$ 150.00	\$ 150.00	N
Special Meeting Fee		\$ 600.00	\$ 575.00	N
Application Fee Minor Variance		\$ 600.00	\$ 575.00	N
Application Fee Official Plan Amendment	Fee	\$ 2,120.00	\$ 2,075.00	N
	Deposit	\$ 500.00	\$ 500.00	
	Total	\$ 2,620.00	\$ 2,575.00	
Application Fee Zoning By-law Amendment Regulation	Fee	\$ 2,120.00	\$ 2,075.00	N
	Deposit	\$ 500.00	\$ 500.00	
	Total	\$ 2,620.00	\$ 2,575.00	
Application Fee Zoning By-law Amendment Minor See Note 2	Fee	\$ 1,075.00	\$ 1,050.00	N
	Deposit	\$ 250.00	\$ 250.00	
	Total	\$ 1,325.00	\$ 1,300.00	
Application Fee Holding removal By-law		\$ 750.00	\$ 725.00	N
Application Fee Temporary Use By-law	Fee	\$ 1,075.00	\$ 1,050.00	N
	Deposit	\$ 250.00	\$ 250.00	
	Total	\$ 1,325.00	\$ 1,300.00	
Application Fee Renewal Temporary Use By-law		\$ 750.00	\$ 725.00	N
Application Fee Plan of Sub-division/Condominium	Fee	\$ 2,120.00	\$ 2,075.00	N
	Deposit	\$ 500.00	\$ 500.00	
	Total	\$ 2,620.00	\$ 2,575.00	
Application Fee Part Lot Control By-law		\$ 750.00	\$ 725.00	N
Application Fee Development Control Agreement New	Fee	\$ 2,120.00	\$ 2,075.00	N
	Deposit	\$ 3,500.00	\$ 3,500.00	
	Total	\$ 5,620.00	\$ 5,575.00	
Application Fee Development Control Agreement Amendment	Fee	\$ 1,075.00	\$ 1,050.00	N
	Deposit	\$ 500.00	\$ 500.00	
	Total	\$ 1,575.00	\$ 1,550.00	
Application Fee Site Plan Control Agreement new	Fee	\$ 2,120.00	\$ 2,075.00	N
	Deposit	\$ 500.00	\$ 500.00	
	Total	\$ 2,620.00	\$ 2,575.00	
Application Fee Site Plan Control Agreement Major	Fee	\$ 1,075.00	\$ 1,050.00	N
	Deposit	\$ 500.00	\$ 500.00	
	Total	\$ 1,575.00	\$ 1,550.00	
Application Fee Site Plan Control Agreement Minor See Note 3	Fee	\$ 750.00	\$ 725.00	N
	Deposit	\$ 500.00	\$ 500.00	
	Total	\$ 1,250.00	\$ 1,225.00	

Note 1: Where multi-lot development is proceeding by consent, one application and \$600 fee will be required per each new, individual lot proposed to be created.

Note 2: A minor zoning by-law amendment application is proposed to include the following: For sites currently zoned Agricultural - any addition to the permitted range of users; for sites already zoned - any change to existing regulations.

Note 3: Upon the depletion of the \$500 deposit amount required to cover the costs for outside technical services (including but not limited to, engineering and legal services), the applicant will be required to submit an additional deposit of \$500. All costs incurred by the Town for outside technical services over and above the deposit will be reimbursed to the Town by the applicant

SCHEDULE E
By-Law No. 2018-70

Public Works

TYPE OF FEE		2019 FEES	2018 FEES	HST
Sanitary Sewer Inspections				
a) within road and 5 ft back of curb	Fee	\$ 140.00	\$ 134.24	N
	Indemnity	\$ 2,000.00	\$ 1,000.00	
	Total	\$ 2,140.00	\$ 1,134.24	
b) beyond 5 ft back of curb	Fee	\$ 140.00	\$ 134.24	N
	Indemnity	\$ 1,000.00	\$ 500.00	
	Total	\$ 1,140.00	\$ 634.24	
Storm Sewer Inspections				
a) within road and 5 ft back of curb	Fee	\$ -		N
	Indemnity	\$ 140.00	\$ 134.24	
	Total	\$ 2,140.00	\$ 1,134.24	
b) beyond 5 ft back of curb	Fee	\$ 140.00	\$ 134.24	N
	Indemnity	\$ 1,000.00	\$ 500.00	
	Total	\$ 1,140.00	\$ 634.24	
Curb Cuts	Fee	\$ 70.00	\$ 67.12	N
	Indemnity	\$ 500.00	\$ 500.00	
	Total	\$ 570.00	\$ 567.12	
Road Crossings	Fee	\$ 275.00	\$ 264.42	N
	Indemnity	\$ 2,000.00	\$ 1,000.00	
	Total	\$ 2,275.00	\$ 1,264.42	
Culverts	Fee	\$ 140.00	\$ 134.24	N
	Indemnity	\$ 500.00	\$ 500.00	
	Total	\$ 640.00	\$ 634.24	
Weed cutting		\$ -		
a) minimum charge		\$ 300.00	\$ 257.30	Y
b) hourly rate		\$ 345.00	\$ 298.33	Y
Construct a paved driveway entrance	Fee	\$ 140.00	\$ 134.24	N
	Indemnity	\$ 1,000.00	\$ 500.00	
	Total	\$ 1,140.00	\$ 634.24	
Construct an unpaved driveway entrance	Fee	\$ 140.00	\$ 134.24	N
	Indemnity	\$ 500.00	\$ 500.00	
	Total	\$ 640.00	\$ 634.24	
Signs		\$ -		
a) Handicap, Fire Route & No Parking		\$ 60.00	\$ 57.00	N
b) Sign Posts		\$ 60.00	\$ 57.00	N
General labour charges per hour		\$ 75.00	\$ 64.33	Y
Drainage Tiles Inspection		\$ 65.00	\$ 62.00	N
Municipal Drain Apportionment Agreement		\$ 182.00	\$ 178.00	N

SCHEDULE F
By-Law No. 2018-70

Parks and Recreation

TYPE OF FEE	2019 FEES	2018 FEES	HST
Pavilion Rental			
a) Private Use	\$ 119.00	\$ 117.00	Y
b) Commercial Corporations	\$ 204.00	\$ 200.00	Y
c) School Use	\$ 60.00	\$ 59.00	Y
d) Lacasse Pavillion/Leisure Pool Rental Combo	\$ 60.00	\$ 59.00	Y
Room Rentals - Arena			
a) Affiliated Comm. Organizations (Local Non-profit) (Flat)	\$ 41.00	\$ 40.00	Y
b) Private use - Horwood Room (Flat)	\$ 138.00	\$ 135.00	Y
c) Private use - Horwood Room (Hourly)	\$ 28.50	\$ 28.00	Y
d) Private use - Centre Ice Room (Flat)	\$ 158.00	\$ 155.00	Y
e) Private use - Centre Ice Room (Hourly)	\$ 33.50	\$ 33.00	Y
f) Private use - Centre Ice Room Seasonal Contract (Hourly)	\$ 31.00	\$ 30.50	Y
g) Private use - Boardroom (Hourly)	\$ 15.00	\$ -	Y
h) Lobby (Flat)	\$ 25.00	\$ 25.00	Y
i) Kitchen (Flat)	\$ 25.00	\$ 25.00	Y
j) Security Deposit for Alcohol Rentals	\$ 100.00	\$ 100.00	N
k) Facility Staff Set-Up & Clean-Up	\$ 30.00	\$ 25.00	Y
Audio Visual Equipment			
a) Overhead Projector & screen / DVD Player	\$ 25.00	\$ 23.00	Y
b) Podium/Sound System	\$ 25.00	\$ 23.00	Y
c) Movie Screen System (4-hours)	\$ 250.00	\$ 250.00	Y
Room Rentals - Optimist Club			
a) Affiliated Comm. Organizations (Local Non-profit) (Flat)	\$ 41.00	\$ 40.00	Y
b) Private use - 1 Room (Flat)	\$ 145.00	\$ 142.50	Y
c) Kitchen	\$ 25.00	\$ 25.00	Y
d) Private Use - 1-Room (Hourly)	\$ 31.50	\$ 31.00	Y
e) Private Use - 2-Room (Hourly)	\$ 50.00	\$ -	Y
f) Entire Building - All Day Use	\$ 265.00	\$ 260.00	Y
g) Security Deposit for Alcohol Rentals	\$ 100.00	\$ 100.00	N
Parks Commemorative Program			
a) Park Bench with new concrete pad	\$ 2,000.00	\$ -	N
b) Park Bench existing	\$ 1,600.00	\$ 1,600.00	N
c) Tree Planting donation	\$ 500.00	\$ 500.00	N
Court Keys			
a) Tennis Court	\$ 26.00	\$ 25.50	Y
b) Tennis Court (1/2 season starting Sept. 1st)	\$ 13.00	\$ 12.75	Y
c) Pickleball/per person	\$ 26.00	\$ 25.50	Y
d) Pickleball/per person (1/2 season starting Sept. 1st)	\$ 13.00	\$ 12.75	Y
e) Tennis/Pickleball Combo Key/per person	\$ 41.00	\$ 40.00	Y
f) Tennis/Pickleball Combo Key/per person (1/2 season)	\$ 20.50	\$ 20.00	Y
g) Lost Key Replacement	\$ 10.00	\$ -	Y
Special Event - Lakewood Park			
Special Event 1 day (Non-Paid Admission Events)*	\$ 500.00	\$ 500.00	Y
Special Event 1 day	\$ 1,000.00	\$ 1,000.00	Y
Special Event 2 day	\$ 1,750.00	\$ 1,750.00	Y
Special Event 3 day	\$ 2,250.00	\$ 2,250.00	Y
Special Event 4 day	\$ 2,750.00	\$ 2,750.00	Y
Wedding Ceremonies (Lakewood South)	\$ 250.00	\$ 250.00	Y
Wedding Receptions (Lakewood South)	\$ 750.00	\$ 750.00	Y

SCHEDULE F
By-Law No. 2018-70

Parks and Recreation

TYPE OF FEE	2019 FEES	2018 FEES	HST
Special Event - Lacasse Park/McAuliffe Park			
Special Event 1 day (Non-Paid Admission Events)	\$ 500.00	\$ 500.00	Y
Special Event 1 day	\$ 750.00	\$ 750.00	Y
Non-profit Triathlon/Cross country/Walkathon Park			
Rental (per hour - maximum 5 hours)	\$ 86.00	\$ 85.00	Y
School (per hour - maximum 5 hours)	\$ 51.00	\$ 50.00	Y
Additional Special Event Charges			
Special Event - Hosted in Municipal Parking Lot	\$ 195.00	\$ 195.00	Y
Building Key Deposit	\$ 200.00	\$ 200.00	Y
Security Deposit for Noise Bylaw Exemptions	\$ 500.00	\$ 500.00	N
Mapping services (IT Department) - 3 hours	\$ 135.00	\$ 135.00	Y
Food/Beverage Sales	\$ 255.00	\$ 255.00	Y
Greenspace Parking	\$ 1,000.00	\$ 1,000.00	Y
Greenspace Parking - damage deposit	\$ 500.00	\$ 500.00	N
Special Event Hydro (Per day)	\$ 200.00	\$ 200.00	Y
Garbage collection Town Staff (per can/per day)	\$ 3.00	\$ 3.00	Y
Special Event Set-up & Take down (per day)	\$ 315.00	\$ 315.00	Y
Special Event Tent rental (15'x15' - 1 - 3 days)	\$ 225.00	\$ 225.00	Y
Temporary Stage	\$ 300.00	\$ -	Y
Security Fencing:			
8ft high x 6ft wide Panels			
4ft high x 7ft wide Panels			
a) Per Panel (1 - 5 day event) delivered only	\$ 3.65	\$ 3.55	Y
b) Per Panel (1 month) delivered only	\$ 6.75	\$ 6.60	Y
c) Per Panel (1 - 5 day event) installed	\$ 5.75	\$ 5.60	Y
d) Per Panel (1 month) installed	\$ 9.00	\$ 8.65	Y
Sports Fields rental (Max 4 hr block)			
Ball Diamond - Adult	\$ 35.00	\$ 34.00	Y
Ball Diamond - Youth	\$ 20.50	\$ 20.00	Y
Ball Diamond with lights - Adult	\$ 55.00	\$ 54.00	Y
Ball Diamond with lights - Youth	\$ 34.00	\$ 33.00	Y
Soccer Pitch - Adult	\$ 35.00	\$ 34.00	Y
Soccer Pitch - Youth	\$ 20.50	\$ 20.00	Y
User Group: per registrant (Ball/Soccer)	\$ 5.00	\$ 5.00	N
Ice Rental - hourly			
Ice Rental - Prime Time (effective April 1)	\$ 171.50	\$ 170.00	Y
Ice Rental - Non- Prime Time (Starting April 1)	\$ 136.50	\$ 135.00	Y
1-8 people: Non-Prime 6am-3pm (Party / small group instruction)	\$ 116.50	\$ 115.00	Y
1/3 Ice: Ice barriers mandatory (max 5 players excluding coaches)	\$ 62.00	\$ 61.00	Y
1/2 Ice: Ice barriers mandatory (max 8 players excluding coaches)	\$ 77.50	\$ 76.00	Y
Summer Weekend Sat/Sun	\$ 116.50	\$ 115.00	Y
Tournament/Event booking 35 hrs or more April - Aug	\$ 116.50	\$ 115.00	Y
Municipal or Municipal partnership program Apr - Aug	\$ 116.50	\$ 115.00	Y
Lifecycle Hourly Capital Surcharge	\$ 5.00	\$ 5.00	Y
Lifecycle Hourly Capital Surcharge for 1/3 and 1/2 ice	\$ 2.50	\$ 2.50	Y

SCHEDULE F
By-Law No. 2018-70

Parks and Recreation

TYPE OF FEE	2019 FEES	2018 FEES	HST
Public Skating (price increase effective September)			
Open/Parent & Tot/Adult Skate	\$ 3.54	\$ 3.54	Y
Open/Parent & Tot/Adult Skating Card (10 skates + 5 bonus)	\$ 35.40	\$ 35.40	Y
Family rate (up to 5)	\$ 11.06	\$ 11.06	Y
Figure Skating Practice (day use if available)	\$ 8.85	\$ 6.19	Y
Sponsorship (per hour)	\$ 255.00	\$ 249.00	Y
Weekend Public Skating - Individual	\$ 4.42	\$ 4.42	Y
Weekend Public Skating - Family (up to 5 people)	\$ 13.27	\$ 13.27	Y
Weekend Public Skating - Individual Season Pass	\$ 70.80	\$ -	Y
Weekend Public Skating - Family Season Pass	\$ 212.39	\$ -	Y
Shinny Hockey (per person)	\$ 7.08	\$ 6.19	Y
Shinny Weekday Card	\$ 70.80	\$ 61.95	Y
Senior Shinney Hockey	\$ 4.42	\$ 4.42	Y
Arena Floor (Non ice rentals)			
a) Special Events (Not for Profit per hour)	\$ 97.00	\$ 95.00	Y
b) Lacross/ball hockey/inline skating etc (per hour)	\$ 67.00	\$ 66.00	Y
c) Commercial Rental (per day)	\$ 1,500.00	\$ 1,500.00	Y
d) Multiple Day Rental (to be negotiated)	Negotiated	Negotiated	Y
Program/Rental Administration Fees			
a) Program Transfer/Withdrawal Fee	\$ 10.62	\$ 10.18	Y
b) Rental Cancellation Fee	\$ 26.00	\$ 25.50	Y
c) Re-print Receipts	\$ 6.64	\$ 6.64	Y
Marketing and Advertising			
a) Ice Resurfacer Wrap - 3 year (Fee plus cost of wrap production/installation)	\$ 5,000.00	\$ 5,000.00	Y
b) In-Ice Advertising	\$ 1,000.00	\$ 1,000.00	Y
c) Rink Boards	\$ 600.00	\$ 600.00	Y
d) 2nd Rink Board	\$ 500.00	\$ 500.00	Y
e) Illuminated Wall Panel 3' X 15'	\$ 1,600.00	\$ 1,600.00	Y
f) Illuminated Wall Panel 5' x 9'	\$ 1,200.00	\$ 1,200.00	Y
g) Illuminated Wall Panel 5' x 5' (A-Side) / '4x8' (B-Side)	\$ 1,000.00	\$ 1,000.00	Y
h) Activity Guide Ad - Full Page Outside Back Cover	\$ 500.00	\$ 500.00	Y
i) Activity Guide Ad - Full Page Inside	\$ 300.00	\$ 300.00	Y
j) Activity Guide Ad - 1/2 page	\$ 200.00	\$ 200.00	Y
k) Activity Guide Ad - 1/4 page	\$ 100.00	\$ 100.00	Y
l) Activity Guide Ad - Full Page - Inside Cover	\$ 400.00	\$ -	Y

SCHEDULE F
By-Law No. 2018-70

Parks and Recreation

TYPE OF FEE	2019 FEES	2018 FEES	HST
Pool Rentals			
a) Pool with max 24 persons	\$ 70.00	\$ 66.00	Y
b) Pool with max 49 persons	\$ 115.00	\$ 125.00	Y
c) Pool with max 74 persons	\$ 140.00	\$ 175.00	Y
d) Pool with max 100 persons	\$ 175.00	\$ 205.00	Y
e) Pool & Slide with max 24 persons	\$ 120.00	\$ 117.00	Y
f) Pool & Slide with max 49 persons	\$ 165.00	\$ 171.00	Y
g) Pool & Slide with max 74 persons	\$ 190.00	\$ 230.00	Y
h) Pool & Slide with max 100 persons	\$ 225.00	\$ 270.00	Y
i) Pool & Tot Pool with max 24 persons	\$ 110.00	\$ 92.00	Y
j) Pool & Tot Pool with max 49 persons	\$ 150.00	\$ 150.00	Y
k) Pool & Tot Pool with max 74 persons	\$ 185.00	\$ 211.00	Y
l) Pool & Tot Pool with max 100 persons	\$ 205.00	\$ 238.00	Y
m) Pool, Tot Pool and Slide with max 24 persons	\$ 160.00	\$ 150.00	Y
n) Pool, Tot Pool & Slide with max 49 persons	\$ 200.00	\$ 206.00	Y
o) Pool, Tot Pool & Slide with max 74 persons	\$ 235.00	\$ 261.00	Y
p) Pool, Tot Pool & Slide with max 100 persons	\$ 250.00	\$ 293.00	Y
q) Pool, Tot Pool & Slide full capacity (224)	\$ 305.00	\$ 300.00	Y
r) Training Room (Hourly)	\$ 28.50	\$ -	Y
Leisure Pool Birthday Party Packages (additional fees will be applied for food & beverages)			
a) One Pool with Party Room & Staff	\$ 117.00	\$ 115.00	Y
b) One Pool & Slide with party Room & Staff	\$ 170.00	\$ 168.00	Y
c) Two Pools with Party Room & Staff	\$ 155.00	\$ 143.00	Y
d) Two Pools & Slide with Party Room & Staff	\$ 205.00	\$ 200.00	Y
e) Recreation Swim with Party Room & Staff	\$ 102.00	\$ 100.00	Y
f) Recreation Swim & Slide with Party Room & Staff	\$ 125.00	\$ 127.00	Y
Public Swim			
a) Tot Time - Adult and 1 child	\$ 3.98	\$ 3.98	Y
b) Tot Time - each additional child	\$ 1.77	\$ 1.77	Y
c) Open Rec Swim - Individual	\$ 3.10	\$ 3.10	Y
d) Open Rec Swim - Family (max 5)	\$ 9.74	\$ 9.74	Y
e) Adult Length	\$ 3.98	\$ 3.98	Y
f) Aquafit	\$ 3.98	\$ 3.98	Y
g) Waterslide	\$ 1.77	\$ 1.77	Y
h) Sponsorship (per hour)	\$ 300.00	\$ 250.00	Y
Swim Card Passes Access to Recreation Swim Programs (12 ticket entries per card)			
a) Tot Time - Adult and 1 Child	\$ 39.82	\$ 39.82	Y
b) Open Rec Swim (Individual)	\$ 30.97	\$ 30.97	Y
c) Open Rec Swim (Family) (max 5)	\$ 97.35	\$ 97.35	Y
d) Adult Lengths	\$ 39.82	\$ 39.82	Y
e) Aquafit	\$ 39.82	\$ 39.82	Y
f) Waterslide	\$ 17.70	\$ 17.70	Y

SCHEDULE F
By-Law No. 2018-70

Parks and Recreation

TYPE OF FEE	2019 FEES	2018 FEES	HST
Seasonal Swim Passes			
Access to all Rec Swims for the summer (Tot Time, Adult Length, Aquafit, Open)			
a) Individual Pass	\$ 61.06	\$ 60.00	Y
b) Individual Pass (1/2 season starting August 1st)	\$ 30.53	\$ 30.00	Y
c) Family Pass (max 5)	\$ 137.17	\$ 135.00	Y
d) Family Pass (max 5) (1/2 season starting August 1st)	\$ 68.58	\$ 67.50	Y
Aquatic Programs - "Learn to Swim" (Fee assumes 10 classes)			
a) Parent & Tot	\$ 72.50	\$ 70.00	N
b) Preschool	\$ 75.00	\$ 72.00	N
c) Rookie/Ranger/Star	\$ 72.50	\$ 70.00	N
d) Swimmer (Swimmer 1-2: 30 min. class)	\$ 72.50	\$ 70.00	N
e) Swimmer (Swimmer 3-6: 45 min. class)	\$ 75.00	\$ 72.00	N
f) Swimmer H40 ratio 1:4	\$ 95.00	\$ 92.00	N
g) Bronze Star	\$ 88.50	\$ 84.07	Y
h) Bronze Medallion	\$ 181.42	\$ 181.42	Y
i) Bronze Cross	\$ 119.47	\$ 110.62	Y
j) Swim Teams	\$ 200.00	\$ 200.00	N
k) NLS Lifeguard	\$ 265.49	\$ 265.49	Y
l) Semi-Private Swim Lessons (3 persons, each pay) per 30 min. session	\$ 8.85	\$ 8.85	Y
m) Semi-Private Swim Lessons (2 persons, each pay) per 30 min. session	\$ 12.39	\$ 12.39	Y
n) Private Swim Lessons per 30 min. session	\$ 23.89	\$ 23.89	Y
o) Adult Swim Lessons Level 1	\$ 64.16	\$ 61.95	Y
p) Adult Swim Lessons - Level 2/3	\$ 66.37	-	Y
q) Assistant Instructor	\$ 115.04	-	Y
r) Instructor School	\$ 265.49	-	Y
Day Camp			
a) Weekly Rate (5 days)	\$ 140.00	\$ 138.00	N
b) Holiday Week Rate (4 days)	\$ 120.00	\$ 118.00	N
c) Daily Rate	\$ 35.00	\$ 35.00	N
d) 1/2 Day Rate	\$ 20.00	\$ 20.00	N
e) Field Trip	\$ 15.00	\$ 15.00	N
f) Specialty Camps (negotiated)	Negotiated	Negotiated	

SCHEDULE G
By-Law No. 2018-70

Water Department

TYPE OF FEE	2019 FEES	2018 FEES	HST
Unauthorized Hydrant Use	100 + cost	\$100 + cost	Y
Private Hydrant Maintenance	At cost or \$300	At cost or \$300	Y
Flow Testing Public Hydrants per call - Regular Hours	\$ 70.00	\$ 65.00	Y
Flow Testing Public Hydrants per call - After Hours	\$ 85.00	\$ 80.00	Y
Water meter frozen	At cost	At cost	N
Turn Water On/Off	At cost	At cost	N
After hours callout	At cost	At cost	N
Alterations/Repairs of Distribution System for All Customers (examples include watermain lowering/cut in tee/valave/hydrant relocation)	Cost plus burden	Cost plus burden	N
Watermain Tap - 25 mm to 50 mm diameter watermain	Cost plus burden	Cost plus burden	N
Boil Water Advisory per event	\$ 750.00	\$ 750.00	N
Subdivision Development Fees			
a) Subdivision Development	\$ 1,200.00	\$ 1,200.00	N
b) Service Inspection Fee per water service connection	\$ 50.00	\$ 50.00	N
Inspection of Private Development - watermain equal to or greater than 100 mm (4")			
a) Minimum charge	\$ 250.00	\$ 250.00	N
b) per metre of service pipe installed	\$ 10.00	\$ 10.00	N
Water Service Charge	At cost	At cost	N
Abandonment Deposit in concrete	\$ 5,000.00	\$ 5,000.00	N
Abandonment Deposit in asphalt	\$ 3,000.00	\$ 3,000.00	N
Abandonment Deposit in the boulevard	\$ 1,500.00	\$ 1,500.00	N
Service Call regular hours	\$ 65.00	\$ 65.00	N
Service Call after hours	\$ 80.00	\$ 80.00	N

SCHEDULE H
By-Law No. 2018-70

Tecumseh Transit

TYPE OF FEE	2019 FEES	2018 FEES	HST
Adult Transit Fare	\$ 2.00	\$ 2.00	N
Senior Transit Fare	\$ 1.50	\$ 1.50	N
Student Transit Fare	\$ 1.00	\$ 1.00	N
Child Transit Fare (under 5)	\$ -	\$ -	N
Veteran Transit Fare	\$ -	\$ -	N
Blind Person Transit Fare	\$ -	\$ -	N
Person Accompanying Disabled Rider Fare	\$ -	\$ -	N
Adult Monthly Bus Pass	\$ 35.00	\$ 35.00	N
Adult 6 Month Bus Pass	\$ 175.00	\$ 175.00	N
Adult 12 Month Bus Pass	\$ 350.00	\$ 350.00	N
Senior Monthly Bus Pass	\$ 30.00	\$ 30.00	N
Senior 6 Month Bus Pass	\$ 150.00	\$ 150.00	N
Senior 12 Month Bus Pass	\$ 300.00	\$ 300.00	N
Student Monthly Bus Pass	\$ 25.00	\$ 25.00	N
Student 6 Month Bus Pass	\$ 125.00	\$ 125.00	N
Student 12 Month Bus Pass	\$ 250.00	\$ 250.00	N

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW NUMBER 2018-72

Being a by-law to impose late payment charges for non-payment of taxes or any installment of taxes by due date.

WHEREAS under the provision of *The Municipal Act 2001*, S.O. 2001, c.25, Section 345 (1), a municipality may impose late payment charges for the non-payment of taxes or any installment by the due date;

AND WHEREAS under the provision of *The Municipal Act 2001*, S.O. 2001, c.25, Section 345 (2), a percentage charge, not to exceed 1-1/4% of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default or such later date as may be prescribed;

AND WHEREAS under the provision of *The Municipal Act 2001*, S.O. 2001, c.25, Section 345 (3) interest charges, not to exceed 1-1/4% each month of the amount of taxes due and unpaid, may be imposed for the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default;

AND WHEREAS the Council of the Corporation of the Town of Tecumseh deems it expedient to impose such a penalty charge on overdue taxes and interest charge on tax arrears;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF TECUMSEH ENACTS AS FOLLOWS:

1. **That** overdue taxes are those taxes that have been levied in 2019 and have not been paid on or before the last day of the month payment is due.
2. **That** tax arrears are taxes that are due and unpaid after December 31st of the year in which they are levied.
3. **That** the penalty charge to be imposed on overdue taxes and the interest charge to be added to tax arrears shall be 1-1/4% per month, being 15% per annum.
4. **That** the penalty charge for overdue taxes shall be imposed on the first day of each calendar month following default, but not after December 31, 2019.
5. **That** the Treasurer shall give notice of this by-law in accordance with Section 348(2) of *The Municipal Act 2001*.
6. **That** the Treasurer shall add to the amount of all tax arrears due and unpaid, interest at the rate specified in paragraph 3 of this by-law effective January 1, 2019, and thereafter on the first day of each calendar month.
7. **That** no interest or penalty added to taxes shall be compounded.
8. **That** all by-laws or sections of by-laws inconsistent with this by-law be and are hereby repealed.
9. **That** this by-law shall come into force and take effect on January 1, 2019.

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

Gary McNamara, Mayor

Laura Moy, Clerk

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW NUMBER 2018-73

Being a by-law to provide for an
Interim Tax Rate for the Year 2019.

WHEREAS Section 342(1)(a) of *The Municipal Act 2001*, S.O. 2001 c.25 provides that a local municipality may pass a by-law providing for the payment of taxes in one amount or by installments and the date or dates in the year for which taxes are imposed on which the taxes or installments are due;

AND WHEREAS Section 342(1)(b) of *The Municipal Act 2001*, S.O. 2001 c.25 provides that a local municipality may pass a by-law providing for alternative installments and due dates in the year for which the taxes are imposed other than those established under Section 342(1)(a) to allow taxpayers to spread the payment of taxes more evenly over the year;

AND WHEREAS Section 342(3) of *The Municipal Act 2001*, S.O. 2001 c.25 provides that a taxpayer shall pay taxes in accordance with the installments and due dates established, unless the municipality has established alternative installments and due dates, and the Treasurer receives and approves the taxpayer's request to use the alternative installments and due dates;

AND WHEREAS Section 342(4) of *The Municipal Act 2001*, S.O. 2001 c.25 provides that where the Treasurer has approved a request for payment of taxes in alternative installments established by a municipality, the taxes of the taxpayer are payable in accordance with the alternative installments and due dates;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF TECUMSEH ENACTS AS FOLLOWS:

1. **That** an interim tax rate will be made for the Year 2019.
2. **That** an interim rate of 50% of the previous year's billed amount is hereby imposed and levied on all classes, less write-offs and supplementary adjustments.
3. **That** the interim tax rate on real property assessments will be due in two (2) installments; the first installment due February 26, 2019, and the second installment due April 26, 2019.
4. **That** taxpayers may apply to the Treasurer for payment of taxes in 10 equal installments on the 15th day in each of the months of February through to and including November, and that each of the said installments to be withdrawn directly from the ratepayers bank account and deposited directly into the Town's bank account.
5. **That** this by-law shall come into force and take effect upon and after the final reading thereof.
6. **That** all by-laws not consistent with this by-law be and are hereby repealed.
7. **That** the Treasurer shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which taxes are payable [Section 343 (6)].
8. **That** this by-law shall come into force and take effect upon the third and final reading thereof.

READ a first, second and third time and finally passed this 11th day of December, 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	In Progress
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
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/CAO	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	In progress
21/18	June 26, 2018		By-Law Enforcement	It is requested that a communication plan be developed to inform residents of property standards.	PBS/CAO	In progress
22/18	August 14, 2018		Cannabis Legislation	A report on the provincial and federal legislative regulation of cannabis is requested.	CS	December 11, 2018
25/18	August 14, 2018		McAuliffe Park	It is directed that Administration investigate additional washroom facilities at McAuliffe Park.	PRS	2019 Budget
26/18	September 11, 2018		Insurance Companies	Administration is directed to send a letter to the Insurance Bureau of Canada and insurance companies to increase awareness on the Town's flood mitigation efforts.	CAO	In progress.
28/18	September 25, 2018		Municipal Tree Cutting	Administration is asked to look into a tree cutting and trimming policy for municipal trees that includes provisions for residents who wish to cost share in tree maintenance.	PWES/CS	In Progress
29/18	November 13, 2018		Customer Service Policy	A request for a Customer Service Policy	CS	
31/18	November 13, 2018		Veteran's Parking	A request is made for a veteran's dedicated parking spot at the Legion.	PWES	

The Corporation of the Town of Tecumseh

By-Law Number 2018 - 74

Being a by-law to confirm the proceedings of the December 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** 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 December 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 December 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 December, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk