

Regular Council Agenda
AGENDA

Tuesday, March 27, 2018, 7:00 pm
Tecumseh Town Hall
www.tecumseh.ca

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18.	Next Meeting	
	6:00 pm Public Council Meeting Re: 7095 Manning Road	
	7:00 pm Regular Council Meeting	
19.	Adjournment	



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 TECUMSEH ON N8N 1W9
 CANADA

Ship to/Expéditeur à:

(A 11109370)

LAURA MOY
 TOWN OF TECUMSEH
 917 LESPERANCE RD
 TECUMSEH ON N8N 1W9
 CANADA

Net	112.25
GST/PST - TVQ/TVP	.00
GST/HST - TPS/TVH	5.61
TOTAL	117.86

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CUSTOMER ACCOUNT NUMBER NUMÉRO DE COMPTE DU CLIENT	SHIP VIA MODE D'EXPÉDITION	TERMS CONDITIONS	DATE M/D/Y M/J/A	INVOICE NUMBER NUMÉRO DE FACTURE	PAGE
102165		30 DAYS	11/23/17	11109370	1 of 1

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	1	1			SHIPPING AND HANDLING	SHIPPING.	12.25		12.25
***** EFFECTIVE AUGUST 1, 2016 ***** NEW RETURNS ADDRESS CITILOGISTICS ATTN: RETURNS 970 VERBENA RD MISSISSAUGA, ON L5T 1T6									
<div style="border: 2px solid blue; padding: 5px;"> TECUMSEH - DEPT: Corporate Services ACCT # 11-5-1250-5330 SUB # ACCT # SUB # RE: Ontario/Bygon Act - Publication APPROVED: [Signature] </div>									
TOTAL SHIPPED TOTAL EXPÉDIÉE		1							

REMITTANCE ADVICE - BORDEREAU DE PAIEMENT

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DATE 11/23/17
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 TOTAL 117.86

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

Tecumseh Council meets in public session on Tuesday, March 13, 2018, in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 5:30 pm.

1. Call to Order

The Mayor calls the meeting to order at 5:34 pm.

2. Roll Call

Present:

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

Absent:

Councillor	Tania Jobin
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Also Present:

Director Corporate Services & Clerk	Laura Moy
Director Planning & Building Services	Brian Hillman
Director Public Works & Environmental Services	Daniel Piescic
Director Fire Services & Fire Chief	Doug Pitre
Director of Information & Communication Services	Shaun Fuerth
Deputy Clerk & Manager Legislative Services	Jennifer Alexander
Manager Planning Services	Chad Jeffery

3. Introduction and Purpose of Meeting

The purpose of this meeting is to consider the applications for Official Plan and Zoning By-law Amendments for a 1.4 hectare (3.6 acre) parcel of land located on the north side of Tecumseh Road, 14328 & 14346 Tecumseh Road. The subject property is currently designated "Commercial" in the St. Clair Beach Official Plan. The purpose of the proposed Official Plan amendment is to redesignate the subject property to a "Medium Density Residential" designation with a site-specific policy that would allow for the construction of a five-storey, 71-unit condominium apartment building, accessory marina and limited ground-floor commercial uses, along with associated on-site surface and underground parking.

The purpose of the associated Zoning By-law Amendment is to change the zoning from "General Commercial Zone (C1-5)" to a site-specific "Residential Type Three Zone (R3-13)". The proposed R3-13 zone would permit the proposed condominium apartment building development and establish site-specific zone provisions, such as minimum yard and maximum height requirements.

4. Disclosure of Pecuniary Interest

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

5. Delegations

The Mayor advises there are a number of scheduled Delegations this evening. He asks Delegates to keep their presentations short in order to permit everyone

to address Council, recognizing there is also a Regular Meeting of Council scheduled for 7:00 pm this evening.

He calls upon the Manager Planning Services to provide a summary of the proposed Official Plan and Zoning By-law amendments as more detailed in PBS Report 2018-03, and to explain the 71-unit condominium apartment building, accessory marina and limited ground-floor commercial uses, along with associated on-site surface and underground parking.

The purpose of this meeting is to hear from affected area property owners, and to hear from the Applicant, Petretta Construction.

Petretta Construction

Mr. David Petretta, Owner, is accompanied by his Engineer, Rick Patterson and Planner, Aaron Blata. He explains the proposed development is intended to address the needs of the community. He noted that he and his team held a public meeting with area residents to also address any concerns they may have. As a result, the initial size of the marina was reduced and the number of storeys of the apartment building were reduced from 6 to 5 storeys, with underground parking further reducing the building's height.

The commercial uses initially thought to be of interest for this property, have been significantly reduced from the original proposal, as it was not economically viable.

To date Mr. Petretta has 98 deposits for this condominium development, without any marketing, as yet.

Mr. Berrill has provided conceptual sketches to show what the development may look like, including landscaping. In general, the building has a modern contemporary look, based on the current market demands.

Mr. Berrill explains the design and construction. The marina will have 32 slips and will meet the requirements of the Ministry of Natural Resources and Forestry and Essex Region Conservation Authority.

Resident, Fiona Bryden

Ms. Bryden reads aloud her written submission included on the meeting Agenda.

Resident, John Fase

Mr. Fase states for the record he is opposed to this particular development and expresses concern for the impact that this development will have on his property and view from his backyard. He highlights concerns about basement flooding and the density of the proposed development. He lives in the community because it is a small community. The height of the building is unrealistic.

He is not opposed to development in general. He explains his concerns regarding the traffic that will be generated and how it will affect the roads in the area.

Resident, Peter Bziuk

Mr. Bziuk thanks the members for the opportunity to provide input. He is opposed to the development and the proposed density. There is a policy already in place for the Town, which he feels if not followed will have an adverse impact on the community.

Town of Lakeshore Resident, Bernie Kelly

Mr. Kelly is a member of Royal Canadian Legion. He lives on East Pike Creek Road, off of Tecumseh Road, not far from the proposed development. His concern is in regards to traffic. There is already difficulty in getting from East Pike Creek onto Tecumseh Road and he suggests a traffic signal at this intersection.

It is noted that Mr. Kelly resides in the Town of Lakeshore and that the Town of Tecumseh has no jurisdiction in other municipalities.

Resident, Radu Neculau

Mr. Neculau has prepared written comments which he reads aloud. A copy of his written comments are submitted to the Clerk for the record.

Resident, Gary Switzer

Mr. Switzer agrees with everything that has already been stated. He notes however, the issue of sound has not yet been mentioned. The added density will add traffic which will increase noise. He asks that the engineer conduct a study on the impact of sound in the area.

Resident, Carol Reader

In response to a query, the Mayor advises that her letter was received and is included on the Meeting Agenda.

Resident, Dave Severs

Ms. Severs agrees with the comments already stated and thanks Mr. Fase for the photos shared. He is opposed to the view that this development will create.

Resident, Kevin Hartman

Mr. Hartman also agrees with the comments shared already. Feels that the 'ball was dropped' and that the property should have been acquired for parkland. He explains the marina was seasonal and the tree cover helped to block the noise and view. During the winter, the property is used for boat storage and is not noisy, nor did he have people looking down over his backyard.

Resident, Maureen Harris

Ms. Harris speaks on behalf of the residents of Caritas Court. She explains the difficulty of her vehicle exiting Caritas Court currently. The residents would like some form of noise cancelation measures included with the development.

Resident, Linda Rosik

Ms. Rosik has resided on Brighton Road for over 40 years. She currently experiences difficulty exiting her driveway. The increased traffic from this development will create further difficulty. She comments on the sound of increased vehicles in the area and basement flooding.

Resident, Richard Moy

Mr. Moy states his concern regarding the view, but he is also concerned with the existing law and the abandonment of these laws. The proposed amendments abandon the laws put in place to protect residents.

Resident, Diana Webb

Ms. Webb states her neighbour has had sewer back-ups and she is concerned about water pressure.

Resident, Leon Dupuis

Mr. Dupuis states his major concern to be the density of the proposed development. He wants his family to feel safe. The proposed development and density will have impact on traffic volumes.

Petretta Construction

Mr. Petretta states a Traffic Study was conducted and prepared for the Town. The results indicate that the current development will generate less traffic than what would be generated by commercial uses currently permitted. He has the right to develop the property.

The Traffic Engineer for Petretta, Aaron Blata, explains the study and the evaluation measures conducted. The proposed development will generate less traffic at peak periods than other uses. The level of traffic does not warrant a

traffic signal. He also states that development opportunities in both Lakeshore and Tecumseh are limited.

In response to the concerns stated regarding density, Mr. Petretta states he is not trying to re-invent the wheel. There has already been site specific approvals on Manning Road for high density developments.

A Storm Water Study and a Sanitary Sewer Study have been submitted and the results indicate little to no impact to the existing system.

In response to a query regarding the Traffic Study, Mr. Blata further explains the trips generated in the afternoon peak period and that 60-70 vehicles are expected to be generated from this type of condominium development

Mr. Fase states the amendment on Manning Road was on an arterial road, not a collector road such as Tecumseh Road. Lakeshore is also seeing multi-unit development and to say that development has come to a halt is not accurate, and will have an impact on traffic.

Mrs. Webb suggests no right turns past the bridge.

A Member asks for clarity on whether this application would be appealable and what the Province would see through its lens when a project seeks increased density as directed by the Ministry. The Manager Planning Services explains that not all development must be affordable and that this application is appealable, and that conformity with the Provincial Policy Statement (PPS), particularly with respect to intensification, will be an important consideration.

A Member asks for comments on the density of this development as compared to other areas in the community. The Manager Planning Services explains that the density threshold in the Official Plan is policy not law. The Policy document can be amended and there is criteria measured when considering such amendments. The criteria are outlined in the PBS-2018-03 report.

In reply to a question from the Deputy Mayor, the Manager Planning explains the Official Plan established a maximum of 5-storeys. The setback is in excess of 120-300 feet from neighbouring dwellings depending on what side of the property.

The Architect, Stephen Berrill, explains the pictures represent what the proposed development might look like and the accuracy of them geographically.

The Deputy Mayor notes there are 71 units proposed and that the developer is responding to community needs, however that needs to be balanced with the needs of the community.

Resident, Shannon Hind

Mr. Petretta was invited to view the proposed development site from her property on Aloha Drive. The pictures he has provided do not accurately represent what the view will be from her property. The pictures submitted by Richard Moy show that the existing foliage is not what is shown in the renderings.

In response to a query, Mr. Petretta notes that there is no exact figure at this time as to the height.

In response to a question regarding water pressure, the Director Public Works & Environmental Services explains limited information on water supply was provided in the developer's functional servicing plan. Therefore, further evaluation of the developer's proposal must be carried out to determine the potable water demand and fire flow requirements, and the ability of the Town's municipal water supply to meet these water demands, along with the corresponding impact on the Town's water network.

A Member states that this development may not be appropriate as proposed, but acknowledges development is needed. He suggests incorporating public access to the water.

Mr. Petretta reminds the members that this is private property and he cannot imagine anyone giving up privacy for the public. He does what he does for a profit and cannot get away with developing this property with less density. He is not taking advantage of the situation, but he does want to improve the area for the benefit of both the community and himself.

The Director Planning & Building Services acknowledges the sensitivity of density. He notes there were decades of conflicts and disputes before the development that has occurred on Manning Road. If you go there today, those developments appear as normal.

A Member notes there is opportunity for development in the Town of Lakeshore, just east of the East Pike Creek. Tecumseh can only control the development that occurs within its boundaries.

In response to a question from the delegation, the Mayor explains the benefits of development to the community economically both through taxes and commerce.

6. Communications

- a. Resident Letter, dated March 8, 2018 from Fiona Bryden
- b. Resident Letter, dated March 10, 2018 from John Fase
- c. Resident Letter, dated March 1, 2018 from Mark Sylvester and Judy Girard
- d. Resident Letter, dated March 5, 2018 from Graham T. and Carol A. Reader
- e. Resident email, dated March 11, 2018 from Richard Moy
- f. Essex Region Conservation Authority dated March 9, 2018
- g. Notice of Public Meeting

Motion: PCM - 11/18

Moved By	Councillor Rita Ossington
Seconded By	Councillor Brian Houston

That Communications - For Information A to G as listed on the Tuesday, March 13, 2018 Public Council Meeting Agenda, be received.

Carried

7. Reports

- a. PBS-2018-03 Official Plan Amendment and Zoning By-Law Amendment 2593430 Ontario Limited (Petretta Construction) 14328 and 14346 Tecumseh Road (Former Pud's Marina)

Motion: PCM - 12/18

Moved By	Councillor Rita Ossington
Seconded By	Councillor Brian Houston

That PBS_2018-03 Official Plan Amendment and Zoning By-law Amendment 2593430 Ontario Limited (Petretta Construction) 14328 and 14346 Tecumseh Road (Former Pud's Marina), be received

Carried

8. Adjournment

Motion: PCM - 13/18

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Andrew Dowie

That there being no further business, the Tuesday, March 13, 2018 meeting of Public Council now adjourn at 7:20 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 Tuesday, March 13, 2018,
in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 7:00 pm.

1. Order

The Mayor calls the meeting to order at 7:37 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

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

Absent:

Councillor

Tania Jobin

Also Present:

Director Corporate Services & Clerk
Director Parks & Recreation Services
Director Information & Communication Services
Director Financial Services & Treasurer
Director Planning & Building Services
Director Public Works & Environmental Services
Director Fire Services & Fire Chief
Deputy Clerk & Manager Legislative Services
Manager Planning Services

Laura Moy
Paul Anthony
Shaun Fuerth
Luc Gagnon
Brian Hillman
Daniel Piescic
Doug Pitre
Jennifer Alexander
Chad Jeffery

5. Disclosure of Pecuniary Interest

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

6. Minutes

Motion: RCM - 73/18

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Andrew Dowie

That the minutes of the February 27, 2018 Regular Meeting of Council, and the minutes of the February 27, 2018 Public Meeting of Council, as duplicated and delivered to the members, are adopted.

Carried

7. Supplementary Agenda Adoption

Motion: RCM - 74/18

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Bill Altenhof

That the supplementary agenda on the March 13, 2018, Regular Meeting Agenda, be accepted.

Carried

8. Delegations

Town of Tecumseh Business Improvement Area

The Tecumseh BIA is represented by the Chair, Candice Denis; Treasurer, Paul Bistany and Member, Linda Proctor. They present the proposed budget for 2018. No increase is requested, however some of the funds have been re-allocated.

It is noted the paper directory has been eliminated and the funds re-allocated to other promotional opportunities. Two night markets are anticipated for 2018. Dates have been set at two different locations for the markets. Business incentives are being developed to encourage business participation.

Administration is being relied upon to organize events, and the BIA is well within its means for staff based on strategic plans.

The national conference is the Ontario BIA Association conference which provides the greatest networking benefits.

In the future a levy increase may be necessary, however at present there is still funds in the reserve.

Motion: RCM - 75/18

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Brian Houston

That the 2018 budget of the Town of Tecumseh Business Improvement Area be accepted.

Carried

Essex Region Conservation Authority

The Essex Region Conservation Authority 2017 Annual Report is presented to the Members and the projects anticipated for 2018.

Motion: RCM - 76/18

Moved By Councillor Brian Houston
Seconded By Councillor Bill Altenhof

That the Essex Region Conservation Authority 2017 Annual report, be received.

Carried

9. Committee Minutes**a. Cultural & Arts Advisory Committee**

In response to a query, Councillor Houston explains the proposed 100th Anniversary recognition for the former Town of Tecumseh based on a request put to the Committee. It is also noted that the Tecumseh Fire Services will be celebrating its 100th Anniversary in 2021, which serviced both Tecumseh and former Village of St. Clair Beach.

The 20th Anniversary of the amalgamated Town of Tecumseh is in 2019, which may be more appropriately celebrated, rather than parts of the community.

Motion: RCM - 77/18

Moved By Councillor Brian Houston
Seconded By Councillor Rita Ossington

That the February 12, 2018 minutes of the Cultural and Arts Advisory Committee, as was duplicated and delivered to the Members of Council, are accepted.

Carried

b. Senior Advisory Committee**Motion: RCM - 78/18**

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Brian Houston

That the February 22, 2018 minutes of the Senior Advisory Committee, as was duplicated and delivered to the Members of Council, are accepted.

Carried

c. Town of Tecumseh Business Improvement Area**Motion: RCM - 79/18**

Moved By Councillor Brian Houston
Seconded By Deputy Mayor Joe Bachetti

That the December 13, 2017 minutes of the Town of Tecumseh Business Improvement Area, as was duplicated and delivered to the Members of Council, are accepted.

Carried

d. Police Services Board

Motion: RCM - 80/18

Moved By Councillor Bill Altenhof
Seconded By Councillor Andrew Dowie

That the February 8, 2018 minutes of the Police Services Board, as was duplicated and delivered to the Members of Council, are accepted.

Carried

10. Reports

a. Chief Administrative Officer

CAO-2018-05 Town Hall Temporary Office Space

Motion: RCM - 81/18

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Andrew Dowie

That Report CAO-2018-05 Town Hall Temporary Office Space be received;

And that costs associated with the temporary office space be funded from Lifecycle – Strategic Issues One-Time reserve.

Carried

b. Fire & Emergency Services

FIRE-2018-02 Proposed Amendments to the Fire Protection and Prevention Act: Mandatory Training and Community Risk Assessment

Letter Submitted to Ministry of Community Safety and Correctional Services on the proposed regulations for mandatory training and certification and conduction community risk assessments.

Motion: RCM - 82/18

Moved By Councillor Bill Altenhof
Seconded By Councillor Brian Houston

That report FIRE-2018-02 regarding the proposed draft regulations affecting the delivery of municipal fire services be received;

And that the comments by the Ontario Association of Fire Chiefs regarding the proposed draft regulations from the Ministry of Community Safety and Correctional Services be supported.

Carried

FIRE-2018-03 Proposed Amendments to the Fire Protection and Prevention Act: Mandatory Public Reporting

Motion: RCM – 83/18

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Bill Altenhof

That report FIRE-2018-03 regarding the proposed draft regulation affecting the delivery of municipal fire services be received;

And that the comments by the Ontario Association of Fire Chiefs regarding the proposed draft regulation from the Ministry of Community Safety and Correctional Services be supported.

Carried

c. Planning & Building Services

PBS-2018-08 Zoning By-law Amendment 7095 Manning D19
7095MAN

Motion: RCM - 84/18

Moved By Councillor Rita Ossington
Seconded By Councillor Brian Houston

That the scheduling of a public meeting, to be held on Tuesday, April 10, 2018 at 6:00 p.m., in accordance with the *Planning Act* for a Zoning By-law Amendment application seeking to amend the Sandwich South Zoning By-law 85-15 by rezoning a 1.8 hectare (4.4 acre) parcel of land situated on the west side of Manning Road, approximately 300 metres south of its intersection with South Talbot Road (7095 Manning Road), from "Agricultural Zone (A)" to a site specific "Agricultural Zone (A-28)" to permit a poultry processing and repackaging facility as an additional permitted use on the subject property, be authorized;

And that a zoning by-law amendment be prepared for Council's consideration at a subsequent regular Council meeting, subject to the satisfactory resolution of any/all concerns/issues identified through the public consultation process.

Carried

PBS-2018-09 Conservation Agreement, 8th. Con.-Cty. Rd. 8
Intersection

Motion: RCM - 85/18

Moved By Councillor Bill Altenhof
Seconded By Deputy Mayor Joe Bachetti

That a by-law authorizing the execution of a Conservation Easement Agreement with the future Owners of Parts 1 and 6, 12R-27295 and Part 1, 12R-14598, being an agricultural property situated on the northeast corner of the 8th Concession/County Road 8 intersection, as drafted by Mr. Edwin Hooker, Solicitor, which will facilitate the preservation of the existing woodlot on the northeast corner of the parcel, be adopted, in accordance with Condition 9 of Consent Applications B-13&14/17, subject to the future Owners executing the Conservation Easement Agreement prior to the Town's execution of the Agreement;

And that the Mayor and Clerk be authorized to execute the Conservation Easement Agreement, as attached hereto and/or in such modified version as may be approved by the Town's solicitor prior to execution, and such further documents as are called for by the Conservation Easement Agreement approved above including, but not limited to, the execution of the acknowledgement/direction required to register the Conservation Easement Agreement on title to the lands and such other acknowledgement/directions for any related transfers or real property registrations contemplated by the Conservation Easement Agreement.

Carried

PBS-2018-10 New Building By-law and Permit Fee Schedule

Motion: RCM - 86/18

Moved By	Deputy Mayor Joe Bachetti
Seconded By	Councillor Brian Houston

That By-law No. 2018-19 being a by-law regarding permit applications, permits, inspections, the establishment of permit fee rates and related matters, be adopted.

Carried

11. By-Laws

Motion: RCM - 87/18

Moved By	Councillor Bill Altenhof
Seconded By	Councillor Brian Houston

That By-law 2018-18 being a by-law to amend By-law 1746, the Town's comprehensive Zoning By-law for those lands in the former Town of Tecumseh (Lot 40, Plan 279-12334 Arbour Street-Semi Detached Dwelling);

And that By-law 2018-19 being a by-law respecting construction, demolition, change of use permits, inspections and related matters;

And further that By-law 2018-20 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Augustine Theodore Revenberg and Gaynia Revenberg;

Be given first and second reading.

Carried

Motion: RCM - 88/18

Moved By Councillor Rita Ossington
Seconded By Councillor Brian Houston

That By-law 2018-18 being a by-law to amend By-law 1746, the Town's comprehensive Zoning By-law for those lands in the former Town of Tecumseh (Lot 40, Plan 279-12334 Arbour Street-Semi Detached Dwelling);

That By-law 2018-19 being a by-law respecting construction, demolition, change of use permits, inspections and related matters;

That By-law 2018-20 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Augustine Theodore Revenberg and Gaynia Revenberg;

Be given third and final reading.

Carried

12. Unfinished Business

The Members receive the Unfinished Business listing.

13. New Business**Air Quality Enforcement**

A Member commends Administration for assistance on an issue regarding air quality. The resident believes there is contaminated air reaching their intake. He asks that a letter be sent to the Ministry of the Environment and Climate Change, regarding the enforcement of air quality and to ask if there is real issues, who is responsible for enforcement air standards in residential areas.

Essex County Library – Tecumseh Branch

A Member advises that the Essex County Library Board will be sending a proposal for a refresh renovation of the Tecumseh Branch. He asks the Clerk to invite the Board to present this proposal as soon as possible in order that Council may consider it before the end of July, when Council may be in a "Lame Duck."

14. Motions**Motion: RCM - 89/18**

Moved By Councillor Rita Ossington
Seconded By Councillor Brian Houston

That By-law 2018-21 being a by-law to confirm the proceedings of the March 13, 2018 regular meeting of the Council of The Corporation of the Town of Tecumseh be given a first, second, third and final reading.

Carried

Motion: RCM - 90/18

Moved By Councillor Rita Ossington
Seconded By Councillor Brian Houston

That the advice regarding a Sanitary Sewer by-law from the Town's Solicitor at the Closed Meeting of Council held in accordance with Section 239(f) of the *Municipal Act, 2001* which permits a meeting to be closed to the public when consideration is being given to advice that is subject to solicitor-client privilege, be acknowledged.

Carried

15. Notices of Motion

There were no notices of motions presented at this time.

16. Next Meeting - March 27, 2018

5:30 pm Public Council Meeting Re: ZBA 154 Hayes Ave

6:00 pm Court of Revision Re: 7th Concession Drain

7:00 pm Regular Council Meeting

17. Adjournment

Motion: RCM - 91/18

Moved By Councillor Brian Houston
Seconded By Councillor Bill Altenhof

That there being no further business, the Tuesday, March 13, 2018 meeting of Regular Council now adjourn at 9:05 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk

MAR 19 2018



NOTICE OF OPEN HOUSE AND COMPLETE APPLICATION

FILE: Zoning By-law Amendment ZBA-6-2018
UNDER THE PLANNING ACT

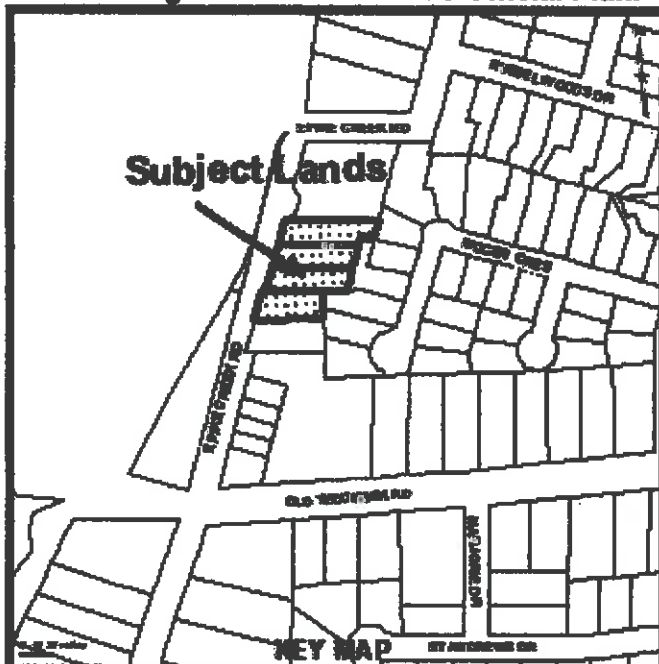
March 9, 2018

The Town of Lakeshore has received a zoning by-law amendment application by 1403439 Ontario Limited o/a King Homes & Developments (File No: ZBA-6-2018) for subject lands located at 36, 38, 40 and 42 E. Pike Creek Road (Part of Lot 1, Conc. EPC BF, Parts 1, 2 & 3, Plan 12R-18680 and Part 1, Plan 12R-20887), which has the effect of the following:

Proposal:

- To rezone the lands identified as the "Subject Lands" in the key map below, from the current "R1, Residential – Low Density" to a "R2, Residential – Medium Density, to permit **two (2) buildings consisting each of a 3-unit townhouse with a maximum total of 6 dwelling units to be divided on the common walls.** The applicant is also proposing to demolish the existing dwellings/ accessory structures at 36 and 42 E. Pike Creek Road as part of the proposal. The applicant has also applied for site plan approval (File #SPC-1-2018) for the proposed development and once the townhouses are erected, consent applications to sever the units on the common walls will also be required.
- (See key map and proposed site plan /elevations below)

The municipality will be processing the application in accordance with the Planning Act and has scheduled an Open House to obtain feedback from area landowners and receive comments from municipal departments and public agencies. Town Council may not make a decision for approval of an application until a Public Meeting has been held in accordance with the Planning Act. **Notice of a Public Meeting to receive comments on the application will be provided in the future in accordance with the Planning Act and the Town's Official Plan.**



Following is a brief description of the application:

Location

The subject lands are located on the east side of E. Pike Creek Rd, west of the Pike Creek, north of Old Tecumseh Road and as depicted within the Key Map, in the Town of Lakeshore (former Community of Maidstone).

An OPEN HOUSE will be held on:

Date: Tuesday, March 27, 2018
Time: 5:00 pm to 7:00 pm
Location: Atlas Tube Centre
(Renaud Room)
447 Renaud Line Rd, Lakeshore

Access to the "Comprehensive Zoning By-law" can be viewed on the municipality's website at www.lakeshore.ca. Click "Build Lakeshore / Planning Overview" and select "Zoning By-law".

ANY PERSON may attend the **Open House** to discuss their comments and concerns with the applicant and municipal planning staff on **March 27, 2018**, or by calling directly to **519-728-1975 ext. 286**.

ALL PERSONS RECEIVING NOTICE of this **Open House** will also receive a Notice of Public Meeting and a Notice of Passing of a By-law including appeal procedures. Any other person who wishes to receive a Notice of Public Meeting and a Notice of Passing in respect of the proposed zoning by-law amendment must make a written request to the **Municipal Clerk, Town of Lakeshore, 419 Notre Dame Street, Belle River ON, N0R 1A0**.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting or make written submissions to the Municipal Clerk of the Town of Lakeshore before the by-law is passed, the person or public body is not entitled to appeal the decision of Council to the Ontario Municipal Board.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting or make written submissions to the Municipal Clerk of the Town of Lakeshore before the by-law is passed, the person or

public body may not be added as a party to the hearing of an appeal before the Ontario Municipal Board unless, in the opinion of the Board, there are reasonable grounds to do so.

ADDITIONAL INFORMATION relating to this matter is available for review at the Municipal Office (Town of Lakeshore), Development Service Department, Planning Division, during regular office hours (8:30 a.m. to 4:30 p.m.).

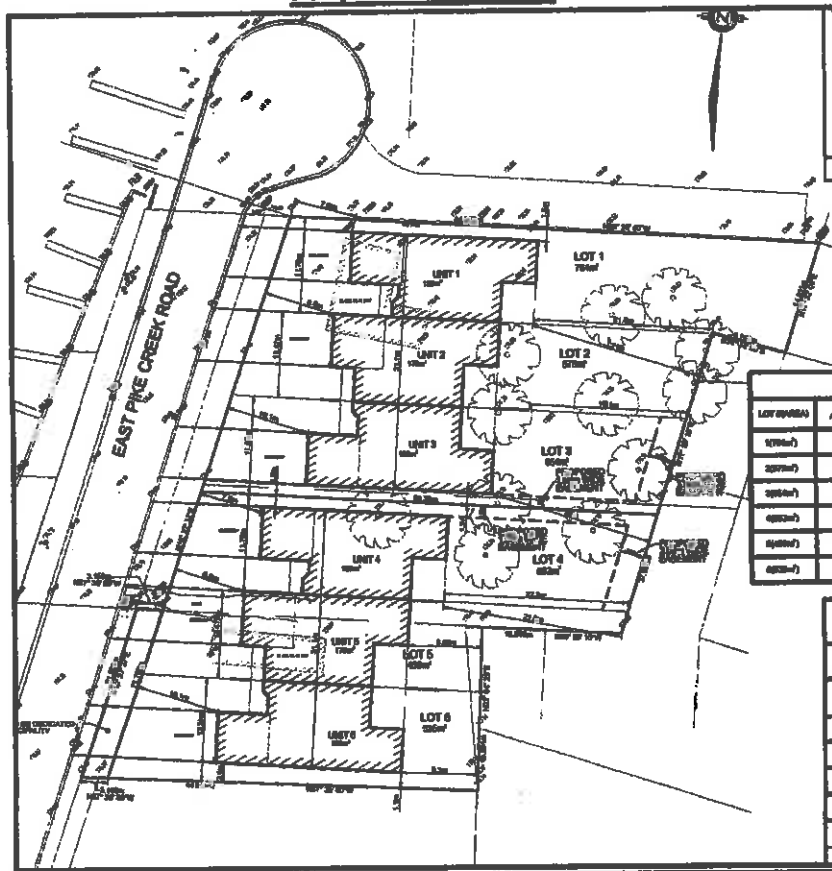
If you would like to forward your views on this application, please do so in writing to Maureen Emery Lesperance, Planning Coordinator at 419 Notre Dame Street, Belle River Ontario N0R 1A0, or by email (please include your mailing address) at mlesperance@lakeshore.ca. Written submissions will become part of the public record.

DATED AT THE TOWN OF LAKESHORE THIS 9th DAY OF MARCH 2018.

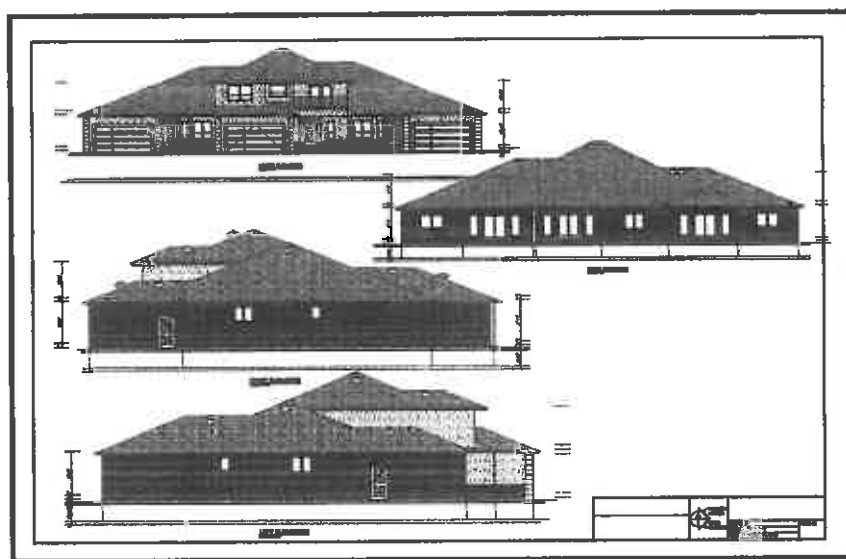
Information or questions may be directed to:

Maureen Emery Lesperance, CPT
Planning Coordinator
Town of Lakeshore
419 Notre Dame Street
Belle River ON, N0R 1A0
PHONE: 519-728-1975 x 286
FAX: 519-728-4577
EMAIL: mlesperance@lakeshore.ca

Proposed Site Plan



Elevations





March 12, 2018

Via Email

Dear Mayor and Council:

**Re: 2018 National Public Works Week
May 20 – 26, 2018
"The Power of Public Works"**

Since 1960, public works officials in Canada and the United States have celebrated National Public Works Week. This annual observance, which takes place during the third full week in May, is designed to educate the public regarding the importance of our nation's public infrastructure and services. It serves, moreover, as a time to recognize the contributions of public works professionals who work in the public interest to build, manage and operate the essential infrastructure and services of our communities. The week is organized by the Canadian Public Works Association (CPWA) and the American Public Works Association (APWA) and is being celebrated for its 58th year in 2018.

The theme for the 2018 National Public Works Week is **"The Power of Public Works."** This theme gives voice to the impact the many facets of public works have on modern civilization. From providing clean water to disposing of solid waste, to building roads and bridges or planning for and implementing mass transit, to removing snow on roadways or devising emergency management strategies to meet natural or manmade disasters, public works services determine a society's quality of life.

As a steward of your municipality's public interest, we appeal to you to lend your support to our efforts by issuing a proclamation officially recognizing May 20–26, 2018 as National Public Works Week. Enclosed for your consideration is a draft proclamation. We hope to have all proclamations in our possession by April 13, 2018.

Together, the more than 30,000 members of CPWA and APWA in North America design, build, operate, and maintain the transportation, water supply, sewage and refuse disposal systems, public buildings, and other structures and facilities essential to our economy and way of life. Their dedication and expertise at all levels of government are a capital investment in the growth, development, economic health—and ultimate

stability—of the nation. Therefore, we believe it is in the national interest to honour those who devote their lives to its service.

An effective public works program requires the confidence and informed support of all our citizens. To help public works professionals win that confidence and support, it is the mission of CPWA and APWA to promote professional excellence and public awareness through education, advocacy and the exchange of knowledge.

Through a variety of public education activities conducted by CPWA, its chapters and individual public works agencies—particularly during National Public Works Week—tens of thousands of adults and children have been shown the importance of the role of public works in society. The program also seeks to enhance the prestige of the professionals, operators and administrators serving in public works positions and to arouse the interest of young people to pursue careers in the field.

We respectfully request that you join other Canadian and U.S. Municipalities in proclaiming the importance of public works to the quality of life in our nations and affirm the contributions of public works professionals.

Should you have questions, please contact me at:

Ed Dujlovic
President, Ontario Chapter
Canadian Public Works Association
Director of Infrastructure and Development Services
City of Stratford
82 Erie Street, 3rd Floor
Stratford ON N5A 2M4
edujlovic@stratford.ca
519-271-0250 ext. 224

Sincerely,

A handwritten signature in black ink, appearing to read 'Ed Dujlovic', with a stylized flourish at the end.

Ed Dujlovic
President
Ontario Chapter, Canadian Public Works Association

National Public Works Week
May 20–26, 2018
"The Power of Public Works"

Municipal Proclamation

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Ontario; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from provincial and municipal governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in Canada to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities,

WHEREAS, the year 2018 marks the 58th annual National Public Works Week sponsored by the American Public Works Association and Canadian Public Works Association be it now,

RESOLVED, We, the Mayor and Council of *MUNICIPALITY* do hereby designate the week May 20–26, 2018 as National Public Works Week; I urge all our people to join with representatives of the Canadian Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Municipality to be affixed,

DONE at the _____, Ontario this _____ the day of _____ 2018.

Mayor



March 12, 2018

To: Association of Municipalities of Ontario (AMO)
200 University Avenue, Suite 801
Toronto, Ontario M5H 3C6

Federation of Canadian Municipalities (FCM)
24 Clarence Street
Ottawa, Ontario K1N 5P3

And To: All Ontario Municipalities

Re: User Pay Childcare Services at AMO and FCM Conferences

Dear Sir/Madam,

At its regular council meeting of March 5, 2018, Essex Town Council discussed the issue of ensuring access to childcare services for elected and municipal officials when they attend with their families at AMO and FCM conferences.

As a result of the discussion the following resolution was passed by Essex Town Council at its March 5, 2018 regular meeting:

Moved by Councillor Bondy
Seconded by Councillor Voakes

(R18-03-096) That the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM) be requested to offer user pay childcare services at conferences during conference hours;

And that this resolution be circulated to all Ontario municipalities.

Carried



On behalf of Essex Town Council we accordingly ask the Association of Municipalities of Ontario and the Federation of Canadian Municipalities to respectfully give consideration to this request. Should you have any questions or comments regarding this matter, please feel free to contact the undersigned.

Yours truly

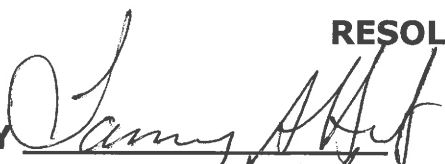
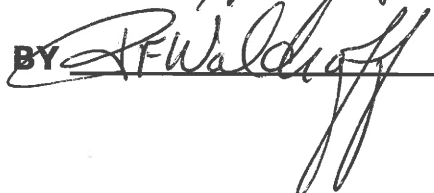
A handwritten signature in black ink, appearing to read "Robert Auger", written in a cursive style.

Robert Auger, L.L.B.
Clerk, Legal and Legislative Services
Town of Essex
Email: rauger@essex.ca

RA/Im

TOWNSHIP OF SOUTH STORMONT

RESOLUTION

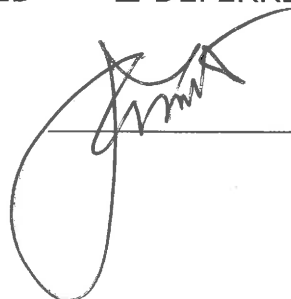
MOVED BY  **RESOLUTION NO** 048/2018
SECONDED BY  **DATE** March 14, 2018

That Council supports the Township of Norwich and requests that the Province ensure that the intent of the legislation and regulations relative to the Ontario Building Code continue to be principally for the protection of the public and occupant health and safety.

☒ CARRIED

☐ DEFEATED

☐ DEFERRED


Chairperson

Recorded Vote:

Councillor Primeau	_____
Councillor Smith	_____
Councillor Waldroff	_____
Deputy Mayor Hart	_____
Mayor Bancroft	_____

March 22, 2018

DELIVERED VIA EMAIL

Dear Sir / Madame:

The City of Windsor is excited to inform you that we are launching a Sewer Master Plan for the City of Windsor.

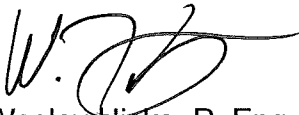
Following recent flooding events in 2016 and 2017, which had major impact on the Windsor community, Mayor Dilkens, issued an 8-point plan to reduce flood risk. This Sewer Master Plan is an important piece of this 8-point plan. It will take a system-wide approach to identify specific improvement projects that can be undertaken by the City to improve efficiency and reduce the risk of flooding caused by wet weather.

The attached Notice of Commencement provides you with information on how to get involved and participate in the Sewer Master Plan. We are also very excited to share our project website with you, which is your source for project updates, information about events and interactive opportunities to engage with the project. Please visit the website ***weatheringthestorm.ca*** to take a survey and tell us your flooding story.

If you have any questions or would like to be added to the mailing list, please email us at: info@weatheringthestorm.ca

Join us in weathering the storm and creating a plan that we can implement together.

Sincerely,



Wesley Hicks, P. Eng.

Senior Manager, Infrastructure & Geomatics/Deputy City Engineer

 AMG/mb
attachment



SEWER MASTER PLAN

The City of Windsor is initiating a Sewer Master Plan to confirm the risk of flooding across Windsor and look at ways to make the city more resilient.

Your participation in the Sewer Master Plan process will improve the results and help us create a plan that we can implement together. Consultation is an integral part of this process and members of the public, agencies, Indigenous communities and other interested persons are encouraged to participate in the master planning process:

- ▶ Find out more about the project and tell us your flooding story by visiting the project web site: weatheringthestorm.ca
- ▶ Come talk to us at the *weathering the storm* booth at the **Earth Day 2018 event on April 22nd at Malden Park**
- ▶ Sign up to the project contact list for future information through our website or by contacting one of our team members on the back of this notice
- ▶ Apply by April 13, 2018 to be a member of the project Stakeholder Advisory Committee (*application on the project website or contact team representatives on back of this notice*)

Over the past few years, thousands of Windsor residents were impacted by flooding both in and around their homes. In early fall 2017, the Mayor released an 8-Point Plan aimed to assist the Windsor community to address flooding issues. A key element of the plan is completing the City's Sewer Master Plan. The Master Plan will confirm the areas that are vulnerable to flooding, identify reasons for the flooding, generate and evaluate short and long-term alternative solutions, and develop a long-range implementation strategy to manage flooding in the City.

Public Information Centres (PIC) will also be held to present information and obtain your input. The first PIC is anticipated for spring 2018.

This study will be carried out over a 24 month period and will be conducted in accordance with the Master Plan Approach No. 2 of the Municipal Class Environmental Assessment (EA) (Municipal Engineers Association, 2015) process. Work will fulfill EA requirements for Schedule B projects and complete Phases 1 and 2 of the process for Schedule C projects.

All comments and information received from individuals, stakeholder groups and agencies regarding this study are being collected to assist the City of Windsor in completing the Sewer Master Plan. Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and with the exception of personal information, all information provided will become part of the public record. This notice is also available on the City's website at: <https://www.citywindsor.ca/residents/Construction/Environmental-Assessments-Master-Plans>, under 'Environmental Assessment Studies and Master Plans'.

If you are interested in being placed on the project contact list to receive future information, or if you have any questions, please contact either of the project representatives:

Flavio Forest, P.Eng.

Project Manager
3200 Deziel Drive, Suite 608
Windsor, ON, N8W 5K8
519.948.4243 ext. 3233
info@weatheringthestorm.ca

Anna M. Godo, P. Eng.

Senior Engineer, City of Windsor
350 City Hall Square West, 3rd Floor
Windsor, Ontario, N9A 6S1
519.255.6100 ext. 6508
info@weatheringthestorm.ca



From: Ontario Good Roads Association

Sent: March-22-18 9:06 AM

Subject: Be in the know with new Asset Management training.

Problems Viewing this Email? [Click Here](#)



[OGRA Home](#) [Milestones](#) [Career Hub](#)

Elected Officials

***Be in the know with new
municipal asset
management training.***



Offered in partnership with the Federation of Canadian Municipalities



This initiative is offered through the Municipal Asset Management Program, which is delivered by the Federation of Canadian Municipalities and funded by the Government of Canada.

[Introduction to Asset Management A Workshop for Elected Officials](#)

\$25 (includes lunch)

This workshop is for **Elected Officials** only. Increase your awareness of asset management and your related responsibilities. Hot topics:

- The new O.Reg. 588/17 and your obligations as a member of municipal council
- Establishing your local level of service
- Asset management decision making
- Financial support for asset management

March 27 9:30 - 12:00 [London, Delta Hotel Armouries](#)

April 4 9:30 - 12:00 [Barrie, Monte Carlo Inn](#)

April 10 9:30 - 12:00 [Perth, Best Western Plus Perth Parkside Inn & Spa](#)

May 3 12:30 - 3:00 [Sudbury, Radisson Hotel Sudbury](#)

May 23 12:30 - 3:00 [Dryden, Best Western Plus Dryden Hotel & Conference](#)

June 11 12:30 - 3:00 [Kapuskasing, Regional Centre for Cultural Recreation Kapuskasing](#)

Please click here to [register online](#).

Have a look at the [OGRA Career Hub](#). Where you look for a career, not just a job.

Join the conversation at [the OGRA Interchange](#)

The mandate of the Ontario Good Roads Association is to represent the transportation and public works interests of municipalities through advocacy, consultation, training and the delivery of identified services.



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

A meeting of the Cultural & Arts Advisory Committee for the Town of Tecumseh was scheduled to be held on Monday, March 19, 2018, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 7:00 pm.

1. Call to Order

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

2. Roll Call

Present:

Councillor	Rita Ossington
Chair	Marian Drouillard
Member	Ian Froese

Also Present:

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

Absent:

Councillor	Brian Houston
Vice Chair	Rhonda Dupuis
Member	Dwayne Ellis
Member	Phil Kane
Member	Christopher McNamara

3. Disclosure of Pecuniary Interest

4. Delegations

- a. Director Parks & Recreation Services
Re: Outdoor Recreation Games

5. Communications

- a. Cultural and Arts Advisory Committee Minutes held February 12, 2018

Motion: CAAC- 10/18

That the Minutes of the Cultural & Arts Advisory Committee meeting held February 12, 2018, be approved.

Carried

6. Reports

7. Unfinished Business

- a. Street Name Recognition
- b. Soirée Coffee House
- c. 2021 100th Anniversary

8. New Business

9. Next Meeting

10. Adjournment

Motion: CAAC- 11/18

That there being no further business, the March 19, 2018 meeting of the Cultural and Arts Advisory Committee be adjourned at pm.

Carried

Marian Drouillard, Chair

Rhonda Dupuis, Vice-Chair

Minutes of the Tecumseh Accessibility Advisory Committee

For the Corporation of the Town of Tecumseh

A meeting of the Tecumseh Accessibility Advisory Committee for the Town of Tecumseh was scheduled to be held on Tuesday, March 20, 2018, in the Council Chambers at Town Hall, 917 Lesperance Road, Tecumseh, Ontario at 12:00 pm.

1. Call to Order

The Chairperson calls the meeting to order at 12:10 pm.

2. Roll Call

Present:

Chair

Ron Matysek

Member

Mary Ann Askin

Member

Terry England

Member

Linda Stanczak

Member

David Golden

Absent:

Councillor

Tania Jobin

Member

Ron Doherty

Also Present:

Director Corporate Services & Clerk

Laura Moy

Director Parks & Recreation Services

Paul Anthony

Deputy Clerk & Manager Legislative Services

Jennifer Alexander

Director Public Works & Environmental Services

Daniel Piescic

Director Planning & Building Services

Brian Hillman

3. Disclosure of Pecuniary Interest

There is no pecuniary interest declared by a Member.

4. Delegations

Lacasse Park Playground Equipment

The Director Parks & Recreation explains to the members the replacement costs of the Lacasse Playground Equipment, as a result of it being vandalized last year.

The Town's insurer will replace the equipment in the original place, including the rubber floor. The new equipment will be equivalent to or better than the original equipment and will meet CSA and AODA standards. He explains the claim process that the insurer follows in tendering the replacement equipment and the approximate timelines. He anticipates the replacement will occur in early June, weather permitting to allow for the floor to be poured.

A member inquired if there is any opportunity to select the replacement equipment. The Director Parks & Recreation explains that this is a complete insurance loss. The insurance company is responsible for replacing the equipment with today's equivalence, subject to compliance with CSA and AODA regulations. All companies are under strict regulations themselves under the CSA, AODA such as fall height, set backs, etc.

This claim process is completely different from the process that the Town would follow in replacing or installing new equipment.

5. Communications

- a. Minutes - November 21, 2018 TAAC Meeting

Motion: TACC - 01/18

Moved By Member David Golden

That the Minutes of the November 21, 2017, be approved as amended to reflect that the edges of the steps in front of Town Hall be painted yellow.

Carried

- b. Windsor Essex County Accessibility Awards
- c. Accessibility Directorate of Ontario - Province Selects the Honourable David C. Onley to Review Ontario's Accessibility Laws
- d. Accessibility Directorate of Ontario - Design Exchange Connect Design Competition
- e. Accessibility Directorate of Ontario-Request for Innovative Accessibility Pictures

Motion: TACC - 02/18

Moved By Member Mary Ann Askin
Seconded By Member Terry England

That Communications items B and C on the Agenda, as well as the letter dated March 5, 2018, from the Accessibility Directorate of Ontario regarding Design Exchange Posters and the letter dated March 16, 2018 from the Accessibility Directorate of Ontario regarding Innovative Accessibility Pictures, be received.

Carried

6. Reports

- a. 2017 Accessibility Compliance Report

The members discuss the report and acknowledge the Town's accomplishments on accessibility measures.

7. Unfinished Business

None.

8. New Business

- a. **Accessibility Plan for the 2018 Municipal Elections – Draft**

The Members reviewed the draft Accessibility plan for the upcoming municipal elections.

- b. **Municipal Accessibility Advisory Committees**

The Chair notes he has reached out to the Chairs of other Committees in Essex County to gather information on how they approach accessibility in their communities and to learn about best practices.

c. **Google Maps**

The Chair informs the Members that Google maps has introduced accessibility routes in the United States and he hopes to see the same accessible initiative for Canada.

9. **Next Meeting**

Tuesday, June 26, 2018, at 12:00 pm.

10. **Adjournment**

Motion: TAAC - 03/18

Moved By	Member Mary Ann Askin
Seconded By	Member Terry England

That there being no further business, the Tuesday, March 20, 2018 meeting of the Tecumseh Accessibility Advisory Committee now adjourn at 12:50 pm.

Carried

Ron Matysek, Chairperson

Laura Moy, Clerk

TOWN OF TECUMSEH BUSINESS IMPROVEMENT AREA (TOTBIA)

BOARD OF MANAGEMENT MEETING

Wednesday, December 13, 2017 at the hour of 6:00 PM held at 1189 Lacasse Blvd., Tecumseh, ON | BIA
Office Phone: 519-735-3795

AGENDA

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **DISCLOSURE OF PECUNIARY INTEREST**
4. **DELEGATIONS** (15-20 minutes)
5. **COMMUNICATIONS** (5 minutes)
 - 5.1. Minutes
 - 5.1.1. Board of Management Minutes: November 8, 2017
 - 5.1.2. OBIAA letter to **The Minister Responsible for Small Business and the Minister of Agriculture, Food and Rural Affairs**
6. **REPORTS** (5-10 minutes for each report)
 - 6.1. Chair
 - 6.2. Treasurer's Report
 - 6.2.1. Month End Financial Reports: November 30, 2017
 - 6.3. Coordinator Report
 - 6.4. Council Report
 - 6.5. Committee Reports
 - 6.5.1. Christmas Events
 - 6.5.2. 2018 Proposed Budget
 - 6.5.3. Communications
 - 6.5.4. BIA Sponsored 2018 Events
7. **UNFINISHED BUSINESS** (5 minutes for each item)
 - 7.1. Town of Tecumseh BIA Constitution
 - 7.2. BIA Parkette Gazebo
8. **NEW BUSINESS** (5 minutes for each item)
 - 8.1. CPTED Workshop for Business Owners
9. **NEXT MEETING**
 - 9.1. January 10, 2018 at 6:00 PM
10. **ADJOURNMENT**

Board Members:

Candice Dennis, Chair
Tony Nehme, Vice Chair
Paul Bistany, Treasurer
Linda Proctor, Director
Maureen Harris, Director
Daniel Hofgartner, Director
Joseph Fratangeli, Director
Bill Altenhof, Councillor
Jules Champoux, Director
Brian Houston, Councillor





NOTE: These minutes have been amended; see section 6.5 COMMITTEE REPORTS in the IN CAMERA DISCUSSION as approved by a motion made at the February 21, 2018 regular TOTBIA Board meeting; amendments made by Paula Rorai on February 26, 2018.

The meeting was called to order at 6:15 p.m. by Paul Bistany, Treasurer

Present:	Chair	Candice Dennis
	Treasurer	Paul Bistany
	Director	Jules Champoux
	Director	Maureen Harris
	Director	Linda Proctor
	Director	Daniel Hofgartner
	Councillor	Brian Houston
Regrets:	Vice Chair	Tony Nehme
	Director	Joseph Fratangeli
	Councilor	Bill Altenhof
Guest:	Admin	Anne Rigo
Minute Taker:	Coordinator	Paula Rorai

5.1 BIA BOARD OF MANAGEMENT MEETING MINUTES:

APPROVED.
CARRIED.

5.2.2 OBIAA Meets With The Minister Responsible for Small Business and the Office of The Premier - On October 26, 2017 Sue Nicholson (OBIAA Board Member and Collingwood BIA General Manager) and Kay Matthews (OBIAA Executive

Director) met with Minister Leal | Minister Responsible For Small Business and Minister of Agriculture, Food and Rural Affairs, Daniel Skilleter | Office of the Premier and Jason Easton | Chief of Staff for the Minister Responsible For Small Business. The goal of the meeting was to bring awareness of the needs and economic impact of Ontario's BIA's, both traditional and non-traditional BIAs.

Some key discussion points were:

- Vacant Units - The Vacant Unit Rebate and Property Standards
- Municipal Act - BIAs as a key Private-Public partnership
- Small Infrastructure Funding for BIAs
- Alignment with Government Ministries Provincially
- Support for a second ROI Project
- Creation of a Main Street 'Class' for BIAs

Motion: (BBM-48/17) Moved by: M. Harris
Second by: L. Proctor

THAT the OBIAA letter to the Minister Responsible for Small Business and the Minister of Agriculture, Food and Rural Affairs dated October 30, 2017 be approved as received.

**APPROVED.
CARRIED.**

(TOTBBM – 6-12)

REPORTS

6.1 CHAIR REPORT:

- C. Dennis asks the Board to be prepared for each meeting with the new meeting format by reading the reports and previous meeting minutes that are being forwarded a week before the Board meeting and reminds that there will still be a need for discussions on specific items/issues.

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

6.2.1 Month End Financial Report as of November 30, 2017

BIA Operating Account (8111130)	Bank Balance stands at:	\$	40,997.30
Outstanding Payables	See Detail Page	\$	7,950.66
BIA Ledger Balance stands at:	See Detail Page	\$	33,046.64
BIA Reserve Account	Balance last month:	\$	13,168.11
	Transfer from Operating (see NOTE)	\$	
(Opened September 20, 2012)	Interest	\$	34.63
		\$	13,202.74
BIA Petty Cash stands at:		\$	275.18
BIA Liabilities and Equity at:	November 30, 2017	\$	47,789.02
Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2017	\$	27,472.00
	2nd Quarter @ June 30, 2017	\$	27,028.00
	3rd Quarter @ September 30, 2017	\$	27,250.00
	4th Quarter @ December 31, 2017	\$	
	Total to Date;	\$	81,750.00

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

Total Tax Levy received for the **2016** fiscal year **\$107,125.54**

Total Tax Levy received for the **2015** fiscal year **\$117,883.89**

Total Tax Levy received for the **2014** fiscal year **\$119,496.93**

Total Tax Levy received for the **2013** fiscal year **\$105,270.54**

Motion: (BBM-49/17)

Moved by: M. Harris

Second by: J. Champoux

THAT the Month End Treasurer's Report as of November 30, 2017, be accepted as distributed and filed for audit.

**APPROVED.
CARRIED.**

6.3 CO-COORDINATOR REPORT – No report at this time.

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

November 14, Council Meeting:

Public Meeting:

Santarossa Industrial Park

North-east corner of the 8th Concession Road/County Road 46 intersection within the Oldcastle Business Park

Creation of nine industrial lots/blocks

Purpose of meeting was to hear from any parties wishing to express their position on the requested

Plan of Subdivision and

By-law amendment

Appointment of Drainage Engineers

Administration required approval from Council on the appointment of drainage engineers for work to be completed on the following drains:

Antaya Drain

Gouin Drain

Desjardins Drain

Lachance Drain

Repair and improvements required on all above drains

Drainage Act requires Council to appoint a Professional Engineer to:

Examine and

Prepare a Drainage Report

Dillon Consulting appointed in all cases

Electric Truck Pilot Program

Council approved a supporting document for the implementation of electric (EVs) or hybrid electric vehicles (HEVs) over a six month period

Free and very good opportunity to test and examine EVs and HEVs within the fleet of Tecumseh vehicles.

Program will run for next 3 years

Town is responsible for providing insurance and basic maintenance

Backwater Valve Inspector

Public Works sought Council's approval for a backwater valve inspector (BVI)

Current Drainage Superintendent has been acting in this role, but significant demand has resulted in a negative impact in productivity

BVI position is for 9 months to help address significant backlog (6 weeks waiting period) of inspections

Position approved and budgeted for 2018

2018 Budget

Public Council Meeting occurred on Nov/21/2018 to deliberate proposed 2018 Budget as presented by Town Administration

Tax levy of \$22.3M for 2018

Representing 2.2% increase in the tax levy

Service level enhancements:

Water/Wastewater billing

Staffing resources to reduce backlog in drain and backflow valve work

Parks/Rec physical and staff resources

\$100k increase towards the New Infrastructure Levy

\$115k increase towards Lifecycle items

Generally well received by Council

Approved with only minor changes, by-law pending

Marriage Licenses and Civil Marriage Ceremonies

Council has approved:

Town issuance of marriage license

\$130/license

Available starting January/2018 during regular hours

Civil Marriage Ceremonies will be available

Commencing March/1/2018

Clerk/Deputy Clerk/local officiant

\$250+HST during regular hours, in Council Chambers

Evening/weekend service - \$350+HST, travel/mileage charges additional

Skate Pro Lease Agreement Renewal

Council approved:

Five year lease agreement with 'The Skate Pro'

The company provides ice skate sharpening and sporting goods at the Tecumseh Arena

Commencing May/1/2018, ending April/30/2023

Site Plan Control Home Hardware Stores Limited

Council approved:

By-law – site plan control amending agreement to:

Allow demolition of existing storage building

Allow construction of new 22,550 ft² addition

Number of parking spots will increase by 26

Will enhance a well known and contributing business of the Town

OMB Decision – Ward Boundaries

Council previously approved Ward Boundary changes for the 2018 election through passage of by-law 2017-22

An appeal to the OMB was considered on Oct/25/2017

A decision from the OMB was provided on Nov/30/2017 indicating the dismissal of the appeal, thus the By-Law and Ward Boundary changes, are in effect

6.5 COMMITTEE REPORTS

6.5.1 2017 Christmas Events

6.5.1.1 BIA Christmas Party – L. Proctor reports that the party was a success; attendance was 127, down due to two Members who on average purchase 20-30 tickets had conflicted schedules and could not attend the party this year.

6.5.1.2 Santa Parade Entry – Horse and Carriage entry was a great success; thank you to the Directors and volunteers who helped walk and distribute candy canes along the parade route.

6.5.2 2018 Proposed Budget – Chair asked for a motion to go in camera and both Coordinator and Administrative Assistant leave the conference room.

IN CAMERA DISCUSSION

The Chair calls for a motion to convene in-camera.

Motion: (BBM-50/17)

Moved by: P. Bistany

Second by: J. Champoux

THAT the December 13, 2017 meeting of the Tecumseh BIA Board of Management convene in closed session in accordance with Section 239(2)(b) of the Municipal Act, 2001, which permits a meeting to

be closed to the public when the subject matter being considered is about personal matters about an identifiable individual, including municipal or local board employees, in order to discuss the staff/wages for the 2018 TOTBIA proposed budget.

**APPROVED.
CARRIED.**

P. Rorai and A. Rigo leave the conference room at 6:45 PM.

Motion: (BBM-51/17)

Moved by: P. Bistany

Second by: J. Champoux

THAT the BIA Board goes out of camera and resumes the regular Board meeting at 7:00 PM.

**APPROVED.
CARRIED.**

- 6.5.3 Communication Committee** – J. Champoux requests that Survey Monkey be purchased by TOTBIA. Councillor B. Houston will inquire if the TOTBIA can use the Town's Survey Monkey.

Motion: (BBM-52/17)

Moved by: J. Champoux

Second by: M. Harris

THAT the BIA purchase Survey Monkey Advantage Plus at \$35/month or \$408 annually for future Members surveys, should the TOTBIA not be able to utilize the Town's Survey Monkey application, be approved.

**APPROVED.
CARRIED.**

- 6.5.4 BIA Sponsored 2018 Events** – Manager of Parks & Rec responded back with the following information regarding the Tecumseh Night Market events and the Fall Into Health Day event:

1. Tecumseh Night Markets -
 - a. Request for Noise & Sign By-Law Waivers for two TNM: – *If these events are taking place on private property, you will have to coordinate with the Clerks Department the requests related to the Noise & Sign Bylaws.*
 - i. Friday, June 22, 2018 – 8:00 am – Midnight
 - ii. Friday, July 27, 2018 – 8:00 am – Midnight
 - b. Request for pricing on security fencing for both events – *As these events are scheduled on private property, you will have to contact a supplier for this equipment (our equipment is for events scheduled in our parks/facilities)*
 - i. Will provide square footage once location and area is established
 - ii. Will provide copy of SOP for both events – *As this is taking place on private property, I do not require a copy of the SOP. You just need to complete the requirements outlined in the AGCO application.*
2. Fall Into Health Day (FIHD) – *I've made note of the event date and will forward you the rental agreement in the New Year and will prepare the corresponding reports for council's consideration related to the noise and sign bylaw waivers*
 - a. Request to reserve Lakewood Park, picnic tables, garbage bins, hydro, and water, key to park building
 - i. Event will be on Sunday, September 23, 2018
 - ii. Will need to install tents on Saturday, September 22, 2018
 - b. Request for Noise & Sign By-Law Waiver

(TOTBBM – 7-12)

UNFINISHED BUSINESS

7.1 BIA Parkette Landscaping

- 7.1.1 Contractor agrees the 2016 quote of \$4,500 plus tax, will still be honored and the work will start in the spring of 2018.

- 7.2 **TOTBIA Constitution Draft** –Three areas required the Board’s consent on verbiage and have been forwarded to the Clerk for inclusion in the first draft of the constitution. The goal is to have the first draft completed and available for the Members to read and review at the next AGM along with the 2018 Budget.

(TOTBBM – 8-12)

NEW BUSINESS

- 8.1 **CPTED Workshop for Business Owners** - Crime Prevention Through Environmental Design Workshop - On May 26, 2017 the police services boards of all OPP policed municipalities in Essex County held their annual joint meeting, where a presentation on CPTED was given by the OPP. The boards were impressed by the potential of this approach to assist all business owners in protecting their properties and assets from criminal activity, for relatively little cost in most cases. It was proposed that a regional workshop be offered to area BIAs and their members to promote the principles of CPTED, with the ultimate goal of decreasing property crimes at businesses in our communities. A workshop has been scheduled for Monday, January 22, 2018 at 8:00 a.m. to noon at the Ciociaro Club. The cost of \$40 would include breakfast and a workshop to be presented by CPTED Ontario (cptedontario.ca/) and the OPP.

Motion: (BBM-53/17) Moved by: D. Hofgartner
Second by: M. Harris

THAT the TOTBIA offers to pay half of the \$40.00 CPTED Workshop registration fee to Members who are interested in attending; the first 25 Members who send a copy of their registration to the BIA Coordinator for validation will be reimbursed, be approved.

**APPROVED.
CARRIED.**

- 8.2 **2018 AGM** – Date for the TOTBIA Annual General Meeting will be held on Wednesday, February 14, 2018 in Town Chambers at 6:00 pm.

(TOTBBM – 9-12)

NEXT MEETING

The next regular BIA Board meeting is scheduled on Wednesday, January 10, 2018 at 6:00 PM in the Lacasse Conference Room

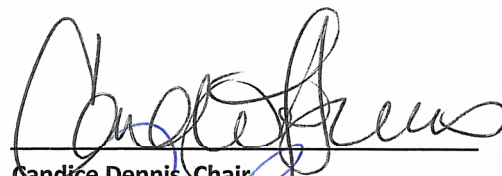
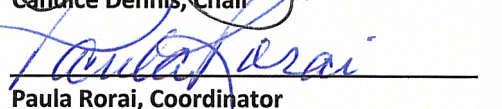
(TOTBBM – 10-12)

ADJOURNMENT

Motion: (BBM- 54/17) Moved by: J. Champoux
Second by: D. Hofgartner

THAT there being no further business, the December 13, 2017 meeting of the BIA Board of Management be adjourned at 8:15 PM

**CARRIED.
APPROVED.**


Candice Dennis, Chair

Paula Rorai, Coordinator

A Regular General Meeting of the Town of Tecumseh BIA (TOTBIA) Members held as of Wednesday, **February 21, 2018** at Town Hall, 917 Lesperance Rd., Tecumseh, ON, at the hour of 6:30 PM.

(TOTBBM-1-2)

CALL TO ORDER

The meeting was called to order at 6:50 p.m. by Candice Dennis, Chair

(TOTBBM -2-2)

ROLL CALL

Present:	Chair	Candice Dennis
	Vice Chair	Tony Nehme
	Treasurer	Paul Bistany
	Director	Jules Champoux
	Director	Maureen Harris
	Director	Linda Proctor
	Director	Daniel Hofgartner
	Councilor	Bill Altenhof
	Councillor	Brian Houston
Guest:	Admin	Anne Rigo, Claudia Sylvestre, Laszio Hajdu, Goran Todorovic
Minute Taker:	Coordinator	Paula Rorai

(TOTBBM – 3-2)

DISCLOSURE OF PECUNIARY INTEREST - No disclosures were declared.

(TOTBBM - 4-2)

DELEGATIONS – No delegations at this time.

The Chair informs the Board that she received a letter of resignation from Joseph Fratangeli as of January 28, 2018. The replacement of Mr. Fratangeli's position was raised and since there are no Members' letter of interest to be on the Board at this time on file and there is only seven months left until the next term nominations will commence, it is the recommendation from the Coordinator that this position remain vacant; the Chair agrees and asks the Board for concerns or conflicts and none were stated.

(TOTBBM – 5-2)

BOARD EXECUTIVE NOMINATIONS

5.1 Selection of Chair, Vice Chair and Treasurer – P. Rorai asks if the Board wants to nominate Chair, Vice-Chair and Treasurer or remain status quo until the new term nominations begin in October, 2018. The Board agrees to remain status quo.

(TOTBBM – 6-2)

COMMUNICATIONS

6.1 The Board was reminded that due to no quorum, the January 10, 2018 Boar of Management meeting was canceled and asks for any comments or changes. Councillor Brian Houston informs that in the December 13, 2017 minutes under the In-Camera Session must be amended.

Motion: (BBM-6/18) Moved by: Candice Dennis
Second by: Paul Bistany

THAT the minutes of the Town of Tecumseh TOTBIA Regular Board of Management Meeting held on December 13, 2017 be amended in the IN-CAMERA DISCUSSION section **THAT** the December 13, 2017 meeting of the Tecumseh BIA Board of Management convene in closed session in accordance with Section 239(2)(b) of the Municipal Act, 2001, which permits a meeting to be closed to the public when the subject matter being considered is about personal matters about an identifiable individual, including municipal or local board employees, in order to discuss the staff/wages for the 2018 TOTBIA proposed budget be approved as distributed.

APPROVED.
CARRIED.

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

5.2.1 None at this time.

(TOTBBM – 7-2)

REPORTS

7.1 CHAIR REPORT:

- None at this time.

7.2 TREASURER REPORT: P. Bistany reports on the following year end financials:

7.2.1 Year End Financial Report as of December 31, 2017

BIA Operating Account (8111130)	Bank Balance stands at:	\$	52,795.21
Outstanding Payables	See Detail Page	\$	6,319.63
BIA Ledger Balance stands at:	See Detail Page	\$	46,475.58
BIA Reserve Account	Balance last month:	\$	13,202.74
	Transfer from Operating (see NOTE)	\$	
(Opened September 20, 2012)	Interest	\$	35.88
		\$	13,238.62
BIA Petty Cash stands at:		\$	715.46
BIA Liabilities and Equity at:	December 31, 2017	\$	65,416.62
Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2017	\$	27,472.00
	2nd Quarter @ June 30, 2017	\$	27,028.00
	3rd Quarter @ September 30, 2017	\$	27,250.00
	4th Quarter @ December 31, 2017	\$	27,662.38
	Total to Date;	\$	109,412.38

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

Total Tax Levy received for the 2017 fiscal year \$109,412.38

Total Tax Levy received for the 2016 fiscal year \$107,125.54

Total Tax Levy received for the 2015 fiscal year \$117,883.89

Total Tax Levy received for the 2014 fiscal year \$119,496.93

Total Tax Levy received for the 2013 fiscal year \$105,270.54

7.2.2 Year End Financial Report as of January 31, 2018

BIA Operating Account (8111130)	Bank Balance stands at:	\$ 43,913.70
Outstanding Payables	See Detail Page	\$ 1,186.93
BIA Ledger Balance stands at:	See Detail Page	<u>\$ 42,726.77</u>

BIA Reserve Account	Balance last month:	<u>\$ 13,238.62</u>
	Transfer from Operating (see NOTE)	<u>\$</u>
(Opened September 20, 2012)	Interest	<u>\$ 37.16</u>
		<u>\$ 13,275.78</u>

BIA Petty Cash stands at: \$ 550.41

BIA Liabilities and Equity at: December 31, 2017 \$ 65,416.62

Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2018	\$
	2nd Quarter @ June 30, 2018	\$
	3rd Quarter @ September 30, 2018	\$
	4th Quarter @ December 31, 2018	<u>\$</u>
	Total to Date;	<u>\$</u>

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

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

Councillor Bill Altenhof states that BIA Liabilities and Equity for December 31, 2017 does not total to \$65,416.62, P. Rorai recommends that both December 31, 2017 and January 31, 2018 Month End Reports be referred so staff can re-calculate and confirm accuracy at the March 14th Board meeting. Board is in agreement.

7.3 COORDINATOR REPORT – P. Rorai reports that the computer back up system has been purchased and installed and the total cost is \$519.12. This year's OBIAA conference is in Collingwood April 15-18 and both Paula and Linda Proctor will attend. Paula will contact the landscaper who will complete the stonescaping on the gazebo this spring for an exact date. Did not receive any feedback from Windsor Star regarding pricing for 'Ask The Experts' feature so the decision was to remain with Shoreline Week Tecumseh; which gave us a \$10.00 discount on each feature (\$360 to \$350).

7.4 COUNCIL REPORT - Councillor Altenhof reports on items from previous Council's meetings:

Public Meeting – Jan. 30, 2018:

- New Building By-Law and Permit Fee Report was received by Council
- Public meeting held on Jan/30/2018 to receive input and comments from public regarding the proposed building permit fee increases
- 10 year average deficit associated with permits was noted to be \$34,587

- To eliminate such deficit proposed increases in permit fees, ranging from 16% to 25%, proposed
- Council requested Town Administration to evaluate financial implications of a one year moratorium to attract potential commercial development(s)

Citizen Satisfaction Survey:

- Telephone survey completed by Probe Research Inc. (independent consultant) in all four Wards between November 9-29, 2017
- 400 surveys completed focusing on:
 - Public opinion on quality of life, taxation and municipal service delivery in Tecumseh
- 96% of those surveyed stating the quality of life in Tecumseh is classified either as excellent or good
- 80% of residents who say the Town is going in the right direction
- 97% of residents were satisfied with Town services
- More than one-third of residents desire additional recreation programs and facilities, namely pools and sports facilities
- Considerable public support for a Sportsplex, even one that entails a modest tax increase was noted
- Very strong awareness of several marquee Town events such as the Corn Festival, Taste of Tecumseh and Christmas in Tecumseh was identified
- However, less awareness of other events such as Movie Night or annual community bonfire
- There was significant interest in accessing some Town services online, including recreation registration and parking ticket payment.
- There was less interest in obtaining a residential building permit online or purchasing a dog license.
- Concerns about flooding as well as water and sewer infrastructure are top-of-mind for Tecumseh residents in 2017

Del Duca OMB Decision:

- In Sept/2016 Council passed ZBA 2016-67 which adopted the OPA to allow the industrial development of the lands north of N. Talbot Rd. bound between the 8th Concession Rd. and Weston Park
- This ZBA was appealed to the OMB by a residents of the Oldcastle Hamlet (the appellants)
- On January 17th the OMB issued its decision on the appeal to allow the parties involved to explore a mixed commercial-residential development, consistent to the request of the appellants.
- The appeal was approved for a period of one year to explore an alternative development proposal

Heritage Day

- Council has approved that February 19th 2018 be proclaimed as Heritage Day in the Town of Tecumseh
- Designation of this day comes from the encouragement of the National Trust for Canada

Canada Post Addressing Initiative

- Administration brought forth recommendation to Council for:
 - Resolution to be sent to Canada Post requesting the Town of Tecumseh is placed in the Addressing Initiative Schedule for Tecumseh to be the single municipal name for postal mail purposes.
- Will result in 'Tecumseh' being used as Town/City in mailing addresses
- Timeframe for implementation is approximately one year
- Council approved recommendation

Tecumseh Fire Service

- Tecumseh Fire Service presented its annual (final) report for 2017
- # of calls increasing over years 2013-2017
 - Resulting from increase in rescues
 - False alarms
 - Medical calls
- Other contributions include:
 - Defibrillator installation at Golden Age Club
 - Distribution of information to the public
 - Other Town initiatives, toy drive, Goodfellows, grocery bagging

Tecumseh Transit Service

- Tecumseh Transit Service (TTS) generally noting consistent ridership over 2016 to 2017
- TTS implemented new low floor accessible transit bus in 2017
 - Very well received by riders
- TTS initiatives for 2018:
 - Route changes
 - Timing changes (from 6a-6p to 6:30a-6:30p)

- Public input through open house and ridership surveys on both items
- 50% reduction in fare for Ontario Works Recipients
- Senior Ride for Free in June/2018
- Purchase 2nd low floor accessible transit bus
- Advertising panels on new bus

Official Plan/Zoning By-Law amendments 14328 & 14346 Tec. Rd.

- Administration has received proposals for the development of the lands formerly known as Pud's Marina (west side of Pike Creek)
- 5 story, 71 unit condominium apartment building proposed
- Planning Act, requires public input for such development
- Public Council Meeting approved for March 13th, 2018 at 5:30pm to receive input from all neighbours, stakeholders, etc.

7.5 COMMITTEE REPORTS

- 7.5.1** Banner Contest – P. Rorai reports that this years' theme: "Your Favorite Year-Round Outdoor Activity". Deadline for all original drawings and/or photographs is April 9, 2018 and Awards Ceremony will be held on May 11, 2018. Board asks for the PDF file of the Entry Form and BIA website link to be emailed.
- 7.5.2** Sign Survey – J. Champoux reports the survey was sent out mid-January and currently there are 49 responses out of 300; there are 8 incorrect emails that the Coordinator will contact Members and obtain the correct and current address. He will send another reminder than start visiting the Members door to door who have not submitted a response. Jules' goal is to obtain 100 responses (25%) of membership and close the survey by the end of March and have a report for the April Board meeting.
- 7.5.3** Tecumseh Night Market – C. Dennis reports that the first Committee meeting will be on Tuesday, February 27, 2018 and asks if anyone would like to join please attend the meeting at the Lacasse Conference Room at 3:00 pm.

(TOTBBM – 8-2)

UNFINISHED BUSINESS

- 8.1 TOTBIA Constitution Draft –The final draft will be completed and ready for the Board to review at the April 11th meeting.

(TOTBBM – 9-2)

NEW BUSINESS

- 9.1 Associated Membership – P. Rorai will have a draft program ready for the Board to discuss.
- 9.2 Tecumseh Dollar Discount – P. Rorai presents a discount policy on the public purchasing Tecumseh Dollars. After discussion it was mutually agreed to start selling Tecumseh Dollars at a discount and to create a special Christmas promotion to sell Tecumseh Dollars. Further discussion will be required to create the promotion.

Motion: (BBM- 7/18)

Moved by: Linda Proctor

Second by: Paul Bistany

THAT a discount of 20% on all purchases of \$40.00 or more Tecumseh Dollars will go into effect immediately and with the understanding that there will be no expiration date on all Tecumseh Dollars purchased.

**CARRIED.
APPROVED.**

- 9.3 Bike Racks – During the break between the AGM and the regular general meeting this evening, BIA Member, Claudia Sylvestre inquired whether the BIA would install bike racks in front of her store on Riverside Dr. since customers stop on their bikes along the Ganatchio Trail but have nowhere to stand them up or lock them. P. Rorai will inquire with Town Planning & Building and Parks & Recs Directors on the specific models, styles, sizes, etc. that has been recommend in the CIP for bike racks. This item will be placed on the next TOTBIA Board meeting agenda for further discussion.
- 9.4 Farmers Market – Bill Altenhoff received an email from a resident in his Ward inquiring if consideration of a Tecumseh Farmers Market possibly held in Lakewood Park has been discussed. It was noted that that there is a road way farmers market on

Riverside Dr. in Tecumseh and very close is the Riverside Sportsman Club Farmers Market. It was recommended to place this item on the next regular Board meeting agenda for further discussion.

(TOTBBM – 10-2)

NEXT MEETING

The next TOTBIA Regular General Meeting is scheduled on **Wednesday, March 14, 2018** at 6:00 PM in the Lacasse Conference Room.

(TOTBBM – 11-2)

ADJOURNMENT

Motion: (BBM- 5/18)

Moved by: Maureen Harris

Second by: Bill Altenhof

THAT there being no further business, the February 21, 2018 regular general meeting of the BIA Board of Management be adjourned at
8:00 PM

**CARRIED.
APPROVED.**

Candice Dennis, Chair

Paula Rorai, Coordinator

TOWN OF TECUMSEH BUSINESS IMPROVEMENT AREA (TOTBIA)

Wednesday, February 21, 2018 at the hour of 6:00 PM held in Council Chambers at Town Hall

Located at 917 Lesperance Rd. Tecumseh, ON | BIA Office Phone: 519-735-3795

ANNUAL GENERAL MEETING AGENDA

1. CALL TO ORDER
2. WELCOME & INTRODUCTIONS
3. DECLARATION OF CONFLICT OF INTEREST
4. MINUTES OF PREVIOUS MEETING AGM - February 8, 2017
5. MAJOR ACCOMPLISHMENTS IN 2017
6. AUDITORS 2016 REPORT
7. 2017 TECUMSEH DOLLAR REPORT
8. PRESENTATION & ADOPTION OF PROPOSED 2018 BUDGET
9. LOOKING FORWARD TO 2018
10. SPECIAL THANKS
11. ADJOURNMENT

A meeting of the Town of Tecumseh BIA (TOTBIA) Annual General Meeting held on
Wednesday, February 8, 2017 at Town Hall, 917 Lesperance Rd., Tecumseh, ON, at the hour of 6:00 PM.

1. CALL TO ORDER

Candice Dennis, Chairperson of the Board of Management, opened the annual AGM of the Town of Tecumseh Business Improvement Area as of 6:01 p.m. and members were asked if they wished to declare a conflict of interest. No conflicts were declared.

BIA Members and Guests:

Candice Dennis, Paul Bistany, Brian Houston, Bill Altenhof, Jules Champoux, Joseph Fratangeli, Maureen Harris, Daniel Hofgartner, Linda Proctor, Paula Rorai, Anne Rigo

Candice acknowledged TOTBIA Members Don Lappan, owner of Excelsior Moments and Steven Wilder, Diamond & Diamond

2. INTRODUCTION OF BOARD, STAFF AND GENERAL MEMBERSHIP – Candice Dennis

Candice introduced Board members and TOTBIA staff. Acknowledgement was given to Councillor Mike Rohrer, a valuable member of the board and Town Council who passed away last year and asks for a moment of silence.

3. APPROVAL OF THE ANNUAL GENERAL MEETING MINUTES 2016 – Candice Dennis

MOTION TO APPROVE THAT the minutes of the Town of Tecumseh BIA Annual General Meeting minutes held on March 2, 2016 as presented.

Motion: (TOTBAGM-1/17)

Moved by: Maureen Harris

Second by: Linda Proctor

APPROVED.

CARRIED.

4. ACCOMPLISHMENTS IN 2016 – Candice Dennis

Candice reported on the major accomplishments and completed projects of the previous year.
See TOTBIA 2016 Major Accomplishments on page 3.

5. LOOKING FORWARD TO 2017

Candice announced various ideas and projects that the Board is considering to plan and implement in 2017 and 2018.

The meeting was then turned over to Paul Bistany, Treasurer of the Board of Management and owner of the Paul Bistany Real Estate Broker, to present the 2015 Audit Report, 2016 Tecumseh Dollar Report and the 2017 TOTBIA Proposed Budget.

6. FINANCIAL REPORTS – Paul Bistany

2015 AUDITOR'S REPORT

Year End Report was audited by KPMG LLP and approved by the Board of Management and by the Town of Tecumseh. Paul explained 2015 year end financials; Actual Revenue \$129,042 - \$117,834 for BIA Levy which was received from the Town. Actual Expenses \$135,900. Deficit of \$6,858, due to professional fees for BIA boundary study. Accumulated surplus; at beginning of year \$62,010 and Accumulated surplus; end of year \$55,152.

See 2015 Financial Statements of TECUMSEH B.I.A. on page 5.

Maureen Harris asked why there is a major difference between 2014 and 2015 revenue and Paula Rorai informed that the difference is due to surplus of funds from the 2014 Art of Eating Food & Wine Festival that is no longer active.

Dan Hofgartner asks why are we looking at the 2015 audit and not 2016. Anne Rigo informs that year end audits are not completed until end of March or April of the next year; thereby, 2016 will not be completed until March or April, 2017.

TECUMSEH DOLLAR 2016 REPPORT – Paul Bistany

Paul reviews were all of the 2016 Tecumseh Dollar program was distributed and used.

Bill Altenhof suggests that since there is \$6,930.00 dollars still in circulation as of January 31, 2017; that an expiration date be posted on all Tecumseh Dollars that are donated; no expiration date on those that are sold. It was agreed to discuss this at the next regular Board meeting. See 2016 Tecumseh Dollars Report on page 13.

PROPOSED 2017 BUDGET – Paul Bistany

P. Bistany reviews the 2017 proposed budget. Bill Altenhof asks why the difference between Advertising and Marketing. Paul explains that to accurately track expenses between advertising as the BIA and marketing for the Members it shows that there should be significant allocations for Marketing for our members and minor funds for advertsing as a BIA. Increase in budget is due to significat cost increases for both advertsing and marketing.

Brian Houston asked if Facebook ads are being used. Candice Dennis responded that not as a general practice or for generic branding as of yet, but yes we are using for specific events.

See 2017 BIA Propsed Budget on page 14.

MOTION TO APPROVE THAT the 2017 Proposed TOTBIA Budget be adopted and submitted to Town Council for approval.

Motion: (TOTBAGM-2/17)

Moved by: Dan Hofgartner

Second by: Jules Champoux

APPROVED.

CARRIED.

7. SPECIAL THANKS – Candice Dennis

Candice Dennis gave special thanks to the 2016/2017 Board of Management, BIA Staff, the Town of Tecumseh, TOTBIA Members and volunteers. See Special Thanks on page 16.

8. Q & A – NEW BUSINESS - ADJOURNMENT

Candice Aasked if there were any questions. None were declared.

THAT there being no further business, the February 8, 2017 Annual General meeting of the TOTBIA adjourned at 6:30 PM.

Motion: (TOTBAGM-3/17)

Moved by: Jules Champoux

Second by: Paul Bistany

APPROVED.

CARRIED.


CHAIR, Candice Dennis.


COORDINATOR, Paula Rorai

MAJOR ACCOMPLISHMENTS – TOTBIA 2017

Membership

- **As of December 31, 2016**
 - Property Owners – 133
 - Businesses - 405
- **As of December 31, 2017**
 - Property Owners – 133
 - Businesses – 405
 - Membership by Sectors

▪ Arts/Entertainment	3	1%
▪ Dining	57	14%
▪ Health & Wellness	127	31%
▪ Home/ Commercial Services	15	4%
▪ Professional Services	68	17%
▪ Retail	135	33%

Programs

- **BIZ_TO_BIZ Display at Windsor Family Credit Union**
 - 17 Members reserved 2-3 weeks in 2017
 - The entire year was reserved by the end of February 2017
- **Ask The Experts Feature**
 - TOTBIA exclusive feature in Tecumseh Shoreline
 - The BIA subsidized \$4,844 for the full page feature through 9 months in 2017
 - 27 Members were featured
- **Tecumseh Dollars**
 - The BIA issued \$3,125 throughout 2017 as door prizes for various community events, Members' Grand Openings, and BIA sponsored events i.e. Banner Contest, Fall Into Health Day, BIA Christmas Party.
 - Town staff and residents have purchased \$1,145 Tecumseh Dollars
 - The BIA has reimbursed \$2,075 Tecumseh Dollars for our Members
- **Grand Openings**
 - 3 new Members and 1 Open House
 - Cost \$30
 - Issued \$150 Tecumseh Dollars as Door Prizes
 - 5 new Members in 2016
 - 6 new Members in 2015

Events

- **11th Annual BIA Street Pole Banner Contest**
 - 2017 Theme was “Canada 150”
 - Over 175 original drawings and photographs were submitted
 - 15 submissions were chosen to digitize their artwork on 5’x2’ banners on both sides
 - Financial Report:
 - BIA Sponsorship - \$2,500.00
 - Total Expenses - \$2,557.29
 - Total Profit(Loss) - (\$57.29)
 - Tecumseh Dollar Prizes - \$540.00

- **Tecumseh BIA Night Market**
 - 23 vendors, 19 BIA Members, 1 band, 5 demonstrations, 800 attendees
 - Great success; Members, vendors and guests wanted to know if there will be a Christmas TNM and when will the next TNM be in 2018
 - Financial Report:
 - BIA Sponsorship - \$3,000.00
 - Total Revenue - \$5,577.50
 - Total Expenses - \$8,332.56
 - Total Profit(Loss) = \$ 244.94
 - TOTBIA Board has approved two TNM in June and July 2018 and wants to fence the entire event with a Special Occasion Permit to sell wine and beer.
 - Will require additional sponsors to help with Marketing, Rental Equipment, Security and other costs for both events

- **3rd Annual Fall Into Health Day**
 - 42 vendors, 23 activities & demonstrations, 500 attendees
 - Two requests for grants were denied and one sponsorship was cancelled
 - Attendance down due to extreme hot weather
 - The Rock Wall and Bouncy Castle was a success and everyone who attended enjoyed the variety of vendors, activities and demonstrations
 - The Board did approve for a 4th Health Day in 2018 and have all activities on the south side of Lakewood Park
 - Financial Report:
 - BIA Sponsorship - \$2,000.00
 - Total Revenue - \$1,120.00
 - Total Expenses - \$3,585.17
 - Total Profit(Loss) – (\$465.17)

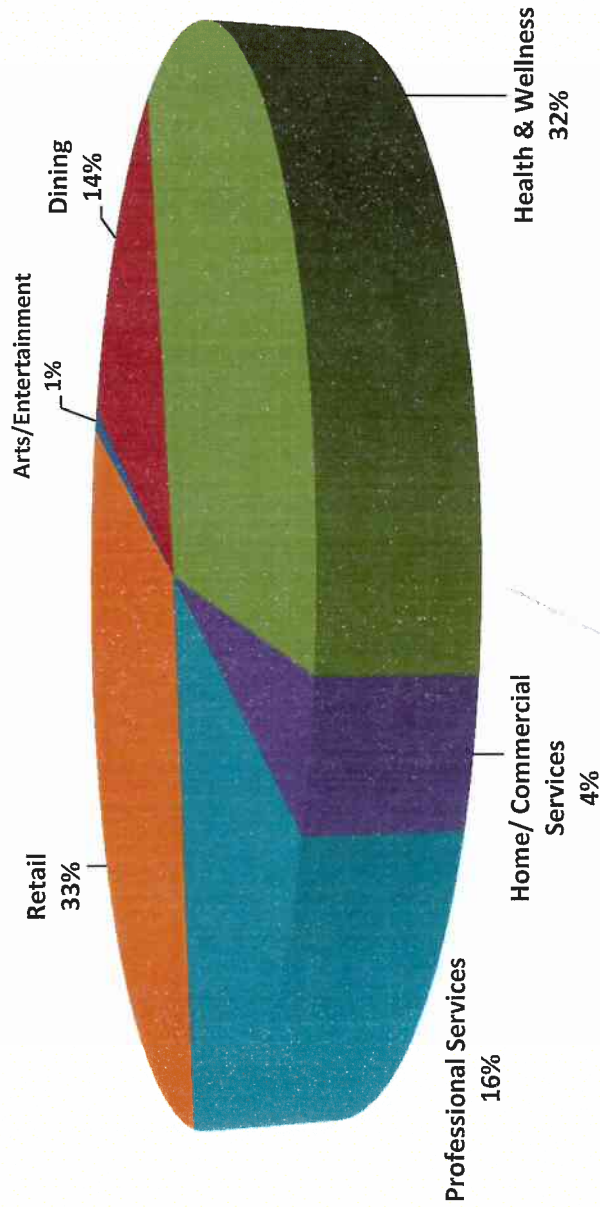
- **53rd Annual BIA Members’ Christmas Party**
 - Torino’s Banquet Hall - 127 attended; 11 various Members
 - Last year attendance was 165
 - Many Members had other commitments which on average purchase 50+ tickets
 - Entertainment by Stiletto Fire and Photo Booth by DDM

- Volunteer of the Year Award
 - One (1) Fall Into Health Day volunteer and One (1) Member acknowledged for outstanding efforts, skills and numerous hours helping with various events, projects, tasks.
- Financial Report
 - BIA Sponsorship - \$8,000.00
 - Total Revenue - \$3,540.00
 - Total Expenses - \$8,969.58
 - Total Profit(Loss) – \$2,570.42
- **Tecumseh Corn Festival**
 - Entry in the parade – 1948 Red Chevy Truck
 - Distributed over 1,300 Canada 150 tattoos, pens, Fall Into Health Day “Save The Date” Postcards and Tecumseh Life magazines
 - Need more volunteers to help distribute give-a-ways along parade route
 - Rose Rennie (committee member on the Fall Into Health Day) dressed up as Rosie the Clown; she photo bombed tons of pictures and put smile on faces all along the parade route
 - Cost \$225
 - \$500 Sponsorship
- **Christmas In Tecumseh & Santa Parade**
 - 5th year sponsoring the Santa Parade – Cost \$4,000
 - Entry in the parade – Horse and Carriage
 - Distributed over 1,300 candy canes along parade route
 - Cost \$808.80
 - 10th year sponsoring the Christmas In Tecumseh activities after the parade
 - \$500 Sponsorship

Marketing

- **11th Annual Christmas Tecumseh Dollar Contest**
 - \$1,000 Tecumseh Dollar – 3 Names Drawn
 - 6 pairs of Spitfire Tickets in Windsor Star Suite – 5th year donated by The Windsor Star
 - 17 pairs of Spitfire Tickets - donated by Dan Hofgartner, Buckingham Realty
 - 900 Ballots Submitted
- **Tecumseh Life Magazines**
 - *Summer & Winter Issues*
 - Glossy magazines inserted in the Windsor Star and The Star Review to 40,000 households for each issue
 - Provided a discount rate to any BIA Member who chose to advertise in issues and in The Windsor Star
 - 1000 copies for BIA members distribution for each issue
 - Cost \$6,106 (total for both issues)

2017 Town of Tecumseh Business Improvement Area (TOTBIA) Membership by Sectors



405 Businesses	Arts/Entertainment	3
23 Plazas	Dining	57
15 Empty Lots/Buildings/Units	Health & Wellness	127
104 property owners (no duplicates)	Home/ Commercial Services	15
547	Professional Services	68
	Retail	135
		<u>405</u>

As at December 31, 2017

Financial Statements of

TECUMSEH B.I.A.

Year ended December 31, 2016

TECUMSEH B.I.A.

Financial Statements

Year ended December 31, 2016

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KPMG LLP
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Fax (519) 251-3530
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INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Ratepayers of the B.I.A. of the Corporation of the Town of Tecumseh

We have audited the accompanying financial statements of the B.I.A. of the Corporation of the Town of Tecumseh, which comprise the statement of financial position as at December 31, 2016 and the statements of operations and accumulated surplus and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform an audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on our judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, we consider internal controls relevant to the Entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the B.I.A. of the Corporation of the Town of Tecumseh as at December 31, 2016, and the results of operations and accumulated surplus and cash flows for the year then ended in accordance with Canadian public sector accounting standards.

KPMG LLP

Chartered Professional Accountants, Licensed Public Accountants

January 29, 2018

Windsor, Canada

TECUMSEH B.I.A.

Statement of Financial Position

December 31, 2016, with comparative information for 2015

	2016	2015
Financial assets		
Cash	\$ 48,505	\$ 56,472
Accounts receivable	2,944	1,858
Prepaid expenses	735	4,476
	<u>\$ 52,184</u>	<u>\$ 62,806</u>
Liabilities		
Accounts payable and accrued liabilities	\$ 684	\$ 7,654
Net financial assets	51,500	55,152
Accumulated surplus (note 2)	<u>\$ 51,500</u>	<u>\$ 55,152</u>

See accompanying notes to financial statements.

TECUMSEH B.I.A.

Statement of Operations and Accumulated Surplus

Year ended December 31, 2016, with comparative information for 2015

	2016 Budget	2016 Actual	2015 Actual
Revenue:			
Sponsors and special events	\$ 10,000	\$ 8,663	\$ 8,924
Annual levy	111,000	106,875	117,834
Bank interest	900	994	1,144
Other	-	407	1,140
	121,900	116,939	129,042
Expenses:			
Special events	12,500	16,799	15,471
Wages and benefits	50,461	53,522	59,938
Advertising and promotion	24,500	27,711	24,787
Administration and office	8,000	5,642	10,486
Beautification projects	16,500	-	-
Christmas lights	-	9,982	12,242
Conferences/travel	-	1,143	1,957
Tecumseh Bucks	3,000	3,420	2,490
Professional fees	800	814	5,778
Memberships	500	741	473
Travel deliveries and mileage	1,700	573	1,956
Dinner meetings	-	244	322
	117,961	120,591	135,900
Annual surplus (deficit)	3,939	(3,652)	(6,858)
Accumulated surplus, beginning of year	55,152	55,152	62,010
Accumulated surplus, end of year	\$ 59,091	\$ 51,500	\$ 55,152

See accompanying notes to financial statements.

TECUMSEH B.I.A.

Statement of Cash Flows

Year ended December 31, 2016, with comparative information for 2015

	2016	2015
Cash provided by (used in):		
Operations:		
Annual surplus (deficit)	\$ (3,652)	\$ (6,858)
Items not involving cash:		
Decrease (increase) in accounts receivable	(1,086)	966
Decrease (increase) in prepaid expenses	3,741	(2,792)
Increase (decrease) in accounts payable and accrued liabilities	(6,970)	4,855
Increase (decrease) in cash	(7,967)	(3,829)
Cash, beginning of year	56,472	60,301
Cash, end of year	\$ 48,505	\$ 56,472

See accompanying notes to financial statements.

TECUMSEH B.I.A.

Notes to Financial Statements

Year ended December 31, 2016

Tecumseh B.I.A. was designated by the Corporation of the Town of Tecumseh in order to ensure the improvement and beautification of Municipality owned lands, buildings, structures in the Tecumseh Improvement Area beyond such improvement and beautification as is provided at the expense of the Municipality at large and the promotion of the Tecumseh Improvement Area as a business or shopping area.

1. Significant accounting policies:

(a) Use of estimates:

The preparation of financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

(b) Revenue recognition and accrual basis of accounting:

Revenue and expenditures are reported on the accrual basis of accounting for both annual tax levies and other revenues. The accrual basis of accounting recognizes revenues as they are available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

2. Accumulated surplus:

	2016	2015
Surplus:		
BIA reserve fund	\$ 51,500	\$ 55,152
Art of Eating reserve fund	-	-
	<u>\$ 51,500</u>	<u>\$ 55,152</u>

Town of Tecumseh BIA

Tecumseh Dollars Outstanding Issue Report

Year Issued	Issued	Sponsored	Sold	Reimbursed	Outstanding
2017 - \$10.00	\$ 4,030.00	\$ 2,990.00	\$ 1,040.00	\$ 1,790.00	\$ 2,240.00
2017 - \$5.00	\$ 330.00	\$ 225.00	\$ 105.00	\$ 50.00	\$ 280.00
2016 - \$10.00	\$ 3,370.00	\$ 2,820.00	\$ 550.00	\$ 2,160.00	\$ 1,210.00
2015 - \$10.00	\$ 4,600.00	\$ 3,550.00	\$ 1,050.00	\$ 2,990.00	\$ 1,610.00
2014 - \$10.00	\$ 3,170.00	\$ 3,170.00	\$ -	\$ 2,260.00	\$ 910.00
2013 - \$10.00	\$ 2,860.00	\$ 2,860.00	\$ -	\$ 2,370.00	\$ 490.00
2011-2012 -\$10.00	\$ 5,900.00	\$ 5,900.00	\$ -	\$ 4,680.00	\$ 1,220.00
TOTALS	\$ 24,260.00	\$ 21,515.00	\$ 2,745.00	\$ 16,300.00	\$ 7,960.00

TOTBIA
21-Feb-18

Town of Tecumseh Business Improvement Area

2018 PROPOSED BUDGET

Account		as of Jan. 11, 2017		as of Jan 3, 2018				
		Budget 2016	Actuals 2016	Budget 2017	Actuals 2017	Budget 2018	Budget 2019	Budget 2020
	REVENUE							
40100	Levy ¹ *	\$ 109,000	\$ 109,887	\$ 109,000	\$ 109,000	\$ 109,000	\$ 109,000	\$ 109,000
	1st Quarter				\$ 27,472	\$ 27,500	\$ 27,500	\$ 27,500
	2nd Quarter				\$ 27,028	\$ 27,000	\$ 27,000	\$ 27,000
	3rd Quarter				\$ 27,250	\$ 27,500	\$ 27,500	\$ 27,500
	4th Quarter				\$ 27,250	\$ 27,000	\$ 27,000	\$ 27,000
	Levy Adjustments ²	\$ 2,000	\$ (3,012)	\$ 2,000	\$ 413	\$ 700	\$ 700	\$ 700
40150	Supplementary				\$ 2,283	\$ 2,000	\$ 2,000	\$ 2,000
40180	(Writer-Offs)				\$ (326)	\$ (300)	\$ (300)	\$ (300)
	(Vacancies)				\$ (1,544)	\$ (1,000)	\$ (1,000)	\$ (1,000)
10500	Transfer from Reserve **				\$ -	\$ -	\$ -	\$ -
	Events & Sponsor Revenue ⁴	\$ 9,000	\$ 8,664	\$ 9,000	\$ 9,694	\$ 10,500	\$ 11,000	\$ 11,500
41500	Christmas Party - Tickets Purchased				\$ 3,540	\$ 4,000	\$ 4,200	\$ 4,400
41700	Fall Into Health Day - Vendor Space Rental				\$ 3,102	\$ 3,500	\$ 3,800	\$ 4,000
41000	Fall Into Health Day - Sponsors				\$ 2,050	\$ 2,250	\$ 2,500	\$ 2,750
41700	Tecumseh Night Market - Vendor Space Rental				\$ 1,002	\$ 2,000	\$ 2,500	\$ 2,500
41000	Tecumseh Night Market - Sponsors				\$ -	\$ 1,500	\$ 2,000	\$ 2,000
49300	Tecumseh Dollars Revenue	\$ 1,000	\$ 495	\$ 600	\$ 1,073	\$ 1,200	\$ 2,000	\$ 2,500
49200	Misc. Revenue	\$ -	\$ -	\$ -	\$ 53	\$ 50	\$ 50	\$ 50
	Art of Eating Wine Glasses				\$ 28	\$ -	\$ -	\$ -
	Misc. Items				\$ 20	\$ -	\$ -	\$ -
	Stamps Sold				\$ 4	\$ -	\$ -	\$ -
12550	HST Rebate Recoverable	\$ -	\$ -	\$ -	\$ 2,664	\$ 2,650	\$ 2,750	\$ 2,825
	1st Quarter				\$ 647	\$ 650	\$ 675	\$ 700
	2nd Quarter				\$ 1,194	\$ 1,200	\$ 1,250	\$ 1,275
	3rd Quarter				\$ 823	\$ 800	\$ 825	\$ 850
	4th Quarter				\$ -	\$ -	\$ -	\$ -
	Election Reserve Account (Every 4th Year)				\$ -	\$ 2,500	\$ 500	\$ 500
49100	Interest Revenue	\$ 900	\$ 994	\$ 1,000	\$ 1,199	\$ 1,200	\$ 1,200	\$ 1,200
	TOTAL	\$ 121,900	\$ 117,028	\$ 121,600	\$ 124,094	\$ 125,300	\$ 126,700	\$ 127,775

EXPENSE ALLOCATIONS								
ADMINISTRATION								
50350	Permits/Licenses	\$ 1,000	\$ 667	\$ 1,000	\$ 939	\$ 950	\$ 950	\$ 950
	Town Permits				\$ 939	\$ 950	\$ 950	\$ 950
55100	Professional Fees	\$ 800	\$ 778	\$ 850	\$ -	\$ 800	\$ 800	\$ 800
	Audit				\$ -	\$ 800	\$ 800	\$ 800
50500	Clothing Expense (Board & Volunteers)				\$ -	\$ 250	\$ 500	\$ 500
56320	Lunch-Dinner Meetings (Board)				\$ 433	\$ 500	\$ 500	\$ 500
58500	Education/Seminars/Conferences	\$ 1,500	\$ 1,238	\$ 1,800	\$ 1,362	\$ 1,500	\$ 1,500	\$ 1,500
56600	Memberships/Associations	\$ 500	\$ 481	\$ 500	\$ 505	\$ 505	\$ 535	\$ 535
	OBIAA				\$ 240	\$ 240	\$ 260	\$ 260
	FEO				\$ 265	\$ 265	\$ 275	\$ 275
	Office Supplies⁶	\$ 3,000	\$ 1,303	\$ 1,700	\$ 2,148	\$ 2,400	\$ 1,750	\$ 1,750
56700	Miscellaneous				\$ 25	\$ 50	\$ 50	\$ 50
56800	Office Supplies				\$ 2,025	\$ 1,500	\$ 1,500	\$ 1,500
56825	Postage				\$ 87	\$ 800	\$ 150	\$ 150
56850	Freight				\$ 11	\$ 50	\$ 50	\$ 50
	Office Equipment⁷	\$ 1,000	\$ 257	\$ 1,800	\$ -	\$ 2,100	\$ 100	\$ 100
57000	Office Equipment (i.e. phones, calculators, etc.)				\$ -	\$ 100	\$ 100	\$ 100
57025	Computers, Printers, Copier				\$ -	\$ 2,000	\$ -	\$ -
57050	Office Furniture, Cabinets,				\$ -	\$ -	\$ -	\$ -
	Telecommunications ⁸	\$ 2,500	\$ 2,443	\$ 2,100	\$ 2,472	\$ 2,100	\$ 2,100	\$ 2,100
58400	Office Phone		66		\$ 977	\$ 1,000	\$ 1,000	\$ 1,000
58420	Cell Phone				\$ 509	\$ 600	\$ 600	\$ 600
58440	Website/Social Media - design, maintenance	\$ 1,500	\$ 1,347	\$ 2,000	\$ 986	\$ 500	\$ 500	\$ 500

Account		Budget 2016	Actuals 2016	Budget 2017	Actuals 2017	Budget 2018	Budget 2019	Budget 2020
	REVENUE							
55540	Signage				\$ 500	\$ -	\$ 500	\$ 500
	BIA Notifications (AGM, Elections, Director Openings)			\$ 800	\$ 104	\$ 800	\$ 400	\$ 400
55600	Membership Marketing ⁹	\$ 3,000	\$ 4,213	\$ 18,000	\$ 15,554	\$ 13,400	\$ 13,400	\$ 13,400
55400	Acknowledgement/Recognition				\$ 1,305	\$ 800	\$ 800	\$ 800
55560	Promo Items/Materials/Ads/Radio				\$ 3,279	\$ 2,500	\$ 2,500	\$ 2,500
	Ask The Experts				\$ 4,844	\$ 5,000	\$ 5,000	\$ 5,000
	Tecumseh Life - Spring & Winter				\$ 6,106	\$ 5,000	\$ 5,000	\$ 5,000
	Grand Openings				\$ 20	\$ 100	\$ 100	\$ 100
55620	Community Sponsorships ¹⁰	\$ 1,000	\$ 2,024	\$ 1,500	\$ 5,000	\$ 2,500	\$ 2,500	\$ 2,500
	Christmas in Tecumseh & Santa Parade			\$ 4,000	\$ 4,500	\$ 2,000	\$ 2,000	\$ 2,000
	Corn Festival & Parade				\$ 500	\$ 500	\$ 500	\$ 500
	Other				\$ -	\$ -	\$ -	\$ -
55520	Printing/Publications (directory, newsletters)	\$ 5,500	\$ 5,479	\$ 800	\$ -	\$ -	\$ -	\$ -
55690	Tecumseh Dollars Reimbursed	\$ 3,000	\$ 3,390	\$ 3,500	\$ 2,075	\$ 3,000	\$ 2,500	\$ 3,000
55830	Meet & Greet - Guest Speakers				\$ -	\$ -	\$ -	\$ -
	Sub Total	\$ 27,500	\$ 30,524	\$ 34,600	\$ 24,653	\$ 37,400	\$ 37,100	\$ 37,600
	BEAUTIFICATION & EVENTS							
59150	Streetscaping/Beautification Projects⁴	\$ 10,000	\$ 8,654	\$ 10,000	\$ 4,820	\$ 3,025	\$ 9,800	\$ 9,900
59200	Banner Contest ¹³	\$ 2,500	\$ 1,328	\$ 2,500	\$ 2,205	\$ 2,225	\$ 2,300	\$ 2,400
59100	Christmas Lights & Decorations				\$ 217	\$ -	\$ 5,000	\$ 5,000
59150	Beautification				\$ 2,398	\$ 800	\$ 2,500	\$ 2,500
59300	BIA Special Projects ¹⁵	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
59350	BIA Parkette					\$ 5,200	\$ -	\$ -
53800	BIA Events	\$ 4,000	\$ 2,062	\$ 14,000	\$ 19,964	\$ 13,000	\$ 13,000	\$ 13,000
	Tecumseh Night Market			\$ 1,000	\$ 3,162	\$ 5,000	\$ 5,000	\$ 5,000
	Fall Into Health Day			\$ 3,000	\$ 7,837	\$ 3,000	\$ 3,000	\$ 3,000
	Other (Corn Festival & Santa Parades)				\$ 450	\$ 500	\$ 500	\$ 500
59400	Christmas Party ¹²	\$ 10,000	\$ 8,829	\$ 10,000	\$ 8,516	\$ 4,500	\$ 4,500	\$ 4,500
	Sub Total	\$ 26,500	\$ 20,873	\$ 26,500	\$ 24,784	\$ 21,225	\$ 22,800	\$ 22,900
	EXPENDITURES TOTAL	\$ 117,961	\$ 114,004	\$ 130,350	\$ 110,867	\$ 124,584	\$ 124,731	\$ 126,237
	YEAR END SURPLUS / DEFICIT	\$ 3,939	\$ 3,024	\$ (8,750)	\$ 13,227	\$ 716	\$ 1,969	\$ 1,538
	Transfer from/(to) Operating Reserve			\$ (8,750)	\$ 13,227	\$ 716	\$ 1,969	\$ 1,538
	Actual BIA Operating Reserve		\$ 50,980	\$ 59,730	\$ 46,503	\$ 45,787	\$ 43,818	\$ 42,280
	Transfer (from)/to Special Project Reserve		\$ -	\$ 32,730	\$ 19,503	\$ 18,787	\$ 16,818	\$ 15,280
	Actual BIA Special Project Reserve Account			\$ 3,132	\$ 13,239	\$ 33,457	\$ 54,213	\$ 72,569
	Year End BIA Special Project Reserve Account				\$ 32,741	\$ 52,244	\$ 71,031	\$ 87,849
	Year End Total BIA Operating Reserve Account			\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000	\$ 27,000

*NOTE: Levy - Change in the 2016 levy due to amended geographical boundary in 2015.

**NOTE: Transfer of Reserve - Goal is to maintain a reserve of 25% of levy (\$27,000) for operating expenses every 1st QTR.

***NOTE: Reserve Account is to hold surplus of funds that are earmarked for BIA Special Project(s)

See overleaf for Account Descriptions and additional 2018 budget comments

Board prepare first draft for AGM:

1st draft forwarded to membership

At AGM; review and discuss by members and Board:

Submitted to Town Council for approval at RCM

Approved by Council:

TOTBIA Budget

13-Dec-2017

30-Jan-2018

21-Feb-2018

SPECIAL THANKS

Sincere and heartfelt thanks to our current Board of Management for volunteering their time to be on the Town of Tecumseh BIA Board of Management:

Candice Dennis	On The Dark Side
Vice Chair	Tony Nehme, The Job Shoppe
Treasurer	Paul Bistany, Paul Bistany Real Estate Brokerage
Representative	Brian Houston, Town Council Representative
Director	Bill Altenhof, Town Appointed Councillor
Director	Jules Champoux, Desjardin Financial Security Independent
Director	Joseph Fratangeli, Three Lambs Baby Boutique
Director	Maureen Harris, Lakeview Montessori
Director	Daniel Hofgartner, Buckingham Real Estate
Director	Linda Proctor, Kim Deane, Lawyer

Special thanks to the following:

TOTBIA Staff: Paula Rorai, Coordinator
Anne “Cookie” Rigo, Administrative Assistant

Town of Tecumseh and its employees for the partnership and cooperation provided in all of the TOTBIA undertakings, including installation of the hanging baskets, street pole banners (summer and winter), installation of the existing and new Christmas decorations.

TOTBIA Volunteers who participated in the Night Market, Fall Into Health Day, Tecumseh Corn Festival Parade, Christmas in Tecumseh & Santa Parade events for their hours, hard work and dedication to making all of the TOTBIA events and programs successful and most importantly, fun for everyone!

**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 March 19, 2018, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 4:30 pm.

1. Call to Order

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

2. Roll Call

Present:	
Secretary	Ava Ruuth
Member	Andre Ducharme

Also Present:	
Manager Committee & Community Services	Christina Hebert

Absent:	
Chair	Kristi Koutros
Vice Chair	Maria Giorlando
Treasurer	Michael Altenhof
Member	Jacob Altenhof
Member	Brendan Froese

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

5. Communications

a. Youth Advisory Committee Minutes held February 12, 2018

Motion: YAC- 11/18

That the Minutes of the Youth Advisory Committee meeting held February 12, 2018, be approved.

Carried

6. Reports

7. Unfinished Business

- a. Earth Day
- b. Outdoor Movie Night
- c. Youth Career Fair

8. New Business

- a. Soirée Coffee House

9. Next Meeting

10. **Adjournment**
 Motion: YAC- 12/18

That there being no further business, the March 19, 2018, meeting of the Youth Advisory Committee be adjourned at pm.

Carried

Kristi Koutros, Chair

Maria Giorlando, Vice-Chair

MINUTES OF A MEETING OF THE HERITAGE COMMITTEE FOR THE TOWN OF TECUMSEH

A meeting of the Heritage Committee for the Town of Tecumseh was held on Monday, February 12, 2018, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 6:00 pm.

(HC 2-1)

ORDER

The Chair called the meeting to order at 6:04 pm.

(HC 2-2)

ROLL CALL

Members Present:	Chair	- Ian Froese
	Councillor	- Brian Houston
	Councillor	- Rita Ossington
	Member	- Chris Carpenter
	Member	- Terry England
	Member	- Dwayne Ellis
	Member	- Rhonda Dupuis
	Member	- Charlie Gray
Absent:	Vice-Chair	- Marian Drouillard
	Member	- John Levesque
Also Present:	Manager Committee & Community Services	- Christina Hebert

(HC 2-3)

DISCLOSURE OF PECUNIARY INTEREST

None reported.

(HC 2-4)

DELEGATIONS

None.

(HC 2-5)

COMMUNICATIONS

Minutes

A. Heritage Committee Meeting held January 15, 2018

Motion: (HC-08/18) Moved by Member Dwayne Ellis
Seconded by Member Terry England

That the Minutes of the Heritage Committee meeting held January 15, 2018 be approved.

Carried

Communications for Information

B. 2018 CHO Membership Renewal

Motion: (HC-09/18) Moved by Councillor Rita Ossington
Seconded by Member Rhonda Dupuis

That the Community Heritage Ontario Membership be renewed for 2018.

Carried

(HC 2-6)
REPORTS

None.

(HC 2-7)
UNFINISHED BUSINESS

Heritage Property Listing & Location Map

Chair Ian Froese updates the Members regarding the teleconference scheduled with Bert Duclos, Municipal Heritage Committees Advisor on February 8, 2018.

Mr. Duclos advised the current Heritage Property Listing contains sufficient detailed information in order to proceed with making recommendations to move properties forward to the 'Listing'. He further suggested selecting a small grouping of properties, at a time, to bring forward to Council for recommendation.

It is noted in accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, names of property owners must be omitted from the 'Listing' made available to the public.

Once properties have been designated as having cultural heritage value or interest, the recommended practice is to establish a process to notify and educate property owners on the heritage designation process and property owner responsibilities.

The Members review the Heritage Property Listing and concur with adding St. Mary's Church and deleting the Ure Century Farm, which is now located in the City of Windsor.

Discussion ensues regarding the initial selection of properties to move forward to the 'Listing'. It is noted that further research is needed on the Century Farms prior to consideration for inclusion on the 'Listing'.

Motion: (HC-10/18) Moved by Member Chris Carpenter
Seconded by Member Terry England
That the Heritage Committee recommends consideration be given to adding the following properties to the 'Listing': St. Anne's Cemetery, Lacasse Park, 13028 Tecumseh Road, 13754 Tecumseh Road and Tecumseh Area Historical Society [including Log Cabin and Sheds].

Administration will prepare a report respecting the recommendation of the above-noted properties for Council's consideration. It is suggested the Committee attend the Regular Council Meeting in which the report is being considered should Members of Council have questions regarding the property selections.

Heritage Committee Terms of Reference

The Members review the Heritage Committee Terms of Reference and advise no amendments are necessary.

Tecumseh Heritage Articles

Chair Ian Froese advises on Vice Chair Marian Drouillard's behalf, that the Vice Chair has contacted the Shoreline Week regarding the potential to coordinate monthly articles featuring stories on the history of Tecumseh. A further update will be provided at the next meeting.

It is suggested that the Tecumseh Area Historical Society and Sandwich South Historical Society may also be able to assist with the articles.

(HC 2-8)

NEW BUSINESS

Town Anniversary Publications

Councillor Rita Ossington reminds the Members of 'The St. Clair Beach Story: Celebration of Seventy-Five Years' and the '50 Years Tecumseh' publications available which are useful resources for research.

(HC 2-9)

NEXT MEETING

The next meeting of the Heritage Committee will be held Monday, March 19, 2018 at 6:00 pm.

(HC 2-10)

ADJOURNMENT

Motion: (HC-11/18) Moved by Member Chris Carpenter
Seconded by Councillor Brian Houston

That there being no further business the February 12, 2018 Heritage Committee be adjourned at 7:03 pm.

Carried

Ian Froese, Chair

Christina Hebert, Manager
Committee & Community Services



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: March 27, 2018

Report Number: FIRE-2018-04

Subject: Amendment to the 2018 Fire Five (5) Year Capital Projects Plan 2018 - 2022

Recommendations

It is recommended:

That the following additional equipment purchases for 2018 **be approved**,
Equipment purchases:

3 sets of firefighter bunker gear	\$7,800
-----------------------------------	---------

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

And further that Appendix A: Town of Tecumseh 2018-2022 Fire Five (5) Year Capital Project Expenditure Forecast as amended **be approved**.

Background

At the December 12, 2017 Regular Council Meeting, Council approved the recommendations (Motion RCM-431/17) of Fire & Emergency Services Report No. 09/17 titled 2018 Fire Five (5) Year Capital Projects Plan 2018 – 2022 that authorized equipment purchases in the amount of \$20,200 as follows:

Equipment purchases:

a) 4 Swiss Phone pagers	\$ 3,000
b) 5 firefighter helmets	\$ 2,100
c) 4 pair leather boots	\$ 2,100
d) 5 sets of firefighter bunker gear	\$ 13,000
	\$ 20,200

Comments

The National Fire Protection Association (NFPA) 1851 is a standard that establishes requirements for the selection, care, and maintenance of fire fighting protective ensembles to reduce health and safety risks associated with improper maintenance, contamination, or damage. The standard states that all Firefighter gear used for interior firefighting as well as helmets, boots and gloves must be replaced every ten years or before if such gear does not pass yearly inspections or certification, or if damages occur.

At present, Tecumseh Fire Rescue Services maintains 42 sets of active fire bunker gear. The NFPA standard requires that on an annual basis bunker gear is inspected, cleaned and tested. Three sets of gear at a time are shipped offsite for approximately a week for this purpose annually at which time the spare sets are brought into active use until all sets have been completed. In addition, when necessary, bunker gear is cleaned 'in house', which is usually a one-day process, again bringing spare gear into active use.

In 2018, five sets of firefighter bunker gear have been approved and ordered which will provide that all active firefighters be outfitted with equipment manufactured less than 10 years ago. The issue that arises is when front line gear may be sent for repairs or yearly certification, at which time firefighters must wear spare gear that is more than 10 years old and cannot be used for interior firefighting as all of the spare gear is considered expired. The purchase of three additional sets of bunker gear will add into inventory 3 sets of spare gear that will fall under the 10-year expiry date. The addition of three sets of gear will also allow future gear purchases to be moved to an 8-year replacement cycle instead of the present 10-year cycle building a reasonable bank of gear to operate at full capacity when dealing with the structured cleaning and repairs requirement.

Consultations

Financial Services

Financial Implications

Net funds required are typically funded from the Fire Equipment Lifecycle Reserve. Administration recommends that the additional funding for the aforementioned equipment for \$7,800 be funded as follows:

(a) Fire Equipment Lifecycle Reserve	\$7,800
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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:

Brian Hillman, MA, MCIP, RPP
Acting Chief Administrative Officer

Attachment Number	Attachment Name
1	Amended 2018-2022 Fire Equipment Five (5) Year Capital Project Expenditure Forecast

2018 Fire Five Year Capital Plan (Amended) – March 27, 2018

Fire Equipment Lifecycle Reserve

	2018	2019	2020	2021	2022
Opening Balance	\$298,000	\$240,000	\$229,750	\$254,500	\$279,250
Budget allocation	\$45,000	\$45,000	\$45,000	\$45,000	\$45,000
Transfer from capital reserve					
Funds Available	\$343,000	\$285,000	\$274,750	\$299,500	\$324,250
Cascade SCBA Station 2	\$75,000				
Swiss Phone Pagers	\$3,000				
Firefighter Helmets	\$2,100				
Leather Boots	\$2,100				
Firefighter Bunker Gear	\$13,000				
Total Committed	\$95,200	\$0	\$0	\$0	\$0
Balance Uncommitted	\$247,800	\$285,000	\$274,750	\$299,500	\$324,250
Proposed:					
Swiss Phone Pagers		\$3,000	\$3,000	\$3,000	\$3,000
Firefighter Helmets		\$2,250	\$2,250	\$2,250	\$2,250
Leather Boots		\$2,000	\$2,000	\$2,000	\$2,000
Firefighter Bunker Gear	\$7,800	\$13,000	\$13,000	\$13,000	\$13,000
Vehicle Extrication		\$35,000			
Total Proposed	\$7,800	\$55,250	\$20,250	\$20,250	\$20,250
Balance available	\$240,000	\$229,750	\$254,500	\$279,250	\$304,000



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Kerri Rice, Manager Recreation Programs & Events

Date to Council: March 27, 2018

Report Number: PRS-2018-02

Subject: Taste of Tecumseh Festival 2018

Recommendations

It is recommended:

1. **That** the Optimist Club of St. Clair Beach **be authorized** to sell and serve alcoholic beverages for consumption by patrons at Lakewood Park from Friday, June 15, 2018 through to and including Saturday, June 16, 2018, subject to compliance with the provisions of the Town's Municipal Alcohol Risk Management Policy 31 for the purposes of hosting the 2018 Taste of Tecumseh Festival;
2. **And that** relief **be granted** from the Noise By-law No. 2002-07, as amended, in order to permit the Optimist Club of St. Clair Beach to operate loud speakers or sound amplifying equipment during the 2018 Taste of Tecumseh Festival for the purposes of musical entertainment and event announcements on Friday, June 15, 2018 and Saturday, June 16, 2018 from 5:00 p.m. to 1:00 a.m.

Background

Since 2015, the Optimist Club of St. Clair Beach [Optimist Club] has hosted an event titled A Taste of Tecumseh Food and Wine Festival [Taste of Tecumseh Festival] at Lakewood Park. The event is a licensed event that includes live musical entertainment. The Optimist Club restricts entrance to the event to only those ages 19 and over.

The Taste of Tecumseh Festival is the major fundraising initiative for the Optimist Club. The funds raised at this event are used to support community initiatives such as the annual Victoria Day Fireworks display, the Family Fun Fair event, Free Recreational Skates and Swims, as well as contributions towards the Recreational Funding program that assists low-income families with registration fees for sports and recreational programs.

Comments

Administration has met with representatives from the Optimist Club to review its plans for the 2018 Taste of Tecumseh Festival. According to the Optimist Club, the event will proceed as follows:

Wednesday, June 13 and Thursday, June 14, 2018 - Optimist Club will be coordinating volunteers to oversee and conduct the event layout and set-up during which time tents and equipment will be erected, including an entertainment stage and sound system. In addition, various food and beverage vendors will be arriving to set up services for the event operations. Required inspections, including Building, Fire, and Health Unit will be completed prior to the festival's operating hours.

Friday, June 15 and Saturday, 16, 2018 - The Festival operating hours will be:

Friday, June 15, 2018 5:00 p.m. to 1:00 a.m.

Saturday, June 16, 2018 5:00 p.m. to 1:00 a.m.

Sunday, June 17 and Monday, June 18, 2018 – Optimist Club will be coordinating volunteers to clean up Lakewood Park to restore it to its original condition for public use. The Parks Department will inspect the site the afternoon of Monday, June 18, 2018. If during the inspection the condition of the park is deemed to be unacceptable, Parks Department staff will be scheduled to clean the site and the labour will be invoiced to the Optimist Club.

Outdoor Special Events Policy:

Outdoor Special Events Policy No. 85 identifies various types of permitted uses for municipal parks, including festivals and events. This Policy provides Administration with guidelines for the scheduling of events within municipal parks based on scheduled maintenance, programming, and potential impact on the surrounding residents. The Policy addresses factors that impact events such as noise restrictions, road closures, parking, park maintenance and clean-up, use of tents and washroom facilities, electrical requirements, food and alcohol services, smoking and use of smokeless of tobacco restrictions, and the need to complete an Application/Facility Use Agreement.

Administration has reviewed Policy No. 85 as it relates to the request made by the Optimist Club to host the Taste Of Tecumseh Festival and has determined that the event is in accordance with the Policy. Therefore, Administration is prepared to execute the Facility Use Agreement accordingly.

Municipal Alcohol Policy:

According to Policy No. 31, Municipal Alcohol Risk Management Policy:

Section 3.1: Selling or consumption of alcohol on municipal property is ONLY permitted in conjunction with festivals or events where the organizers must:

- I. rent a Town facility and adhere to the Facility Rental Agreement
- II. obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO)
- III. adhere to all terms and conditions in this policy and the Liquor License Act of Ontario and

IV. submit an approved Safety Plan

Section 3.3: The only Town facilities available for events that include the sale or consumption of alcohol include:

Municipal Arena	Mezzanine (Room Capacity 75) Centre Ice Room (Room Capacity 200) Horwood Room (Room Capacity 50)
St. Clair Beach Optimist Community Centre	A Room (Room Capacity 50) B Room (Room Capacity 50)
Tecumseh Golden Age Club	Auditorium (Room Capacity 148)
Note: Tecumseh Town Council may change the designation of any municipal Park, Facility, or Street by resolution at its discretion.	

As part of the 2018 Taste of Tecumseh Festival, the Optimist Club is requesting permission to set up a licensed area within Lakewood Park for the purpose of selling, serving and consuming alcoholic beverages. Town Administration has provided the Optimist Club with a copy of the Municipal Alcohol Risk Management Policy No. 31, as well as information related to obtaining a Special Occasion Permit from the AGCO. The Optimist Club has met with representatives from the AGCO to review opportunities to improve and reduce the risk of the event as it relates to serving alcohol and increase security at the event. The Optimist Club will be incorporating the recommendations discussed at the meeting into the event Security Plan and is prepared to implement the plan at the event.

According to the Municipal Alcohol Risk Management Policy, Council may change the designation of any municipal Park Facility, or Street by resolution at its discretion. Administration recommends that subject to compliance with the provisions of the Town's Municipal Alcohol Risk Management Policy, the Optimist Club be authorized to sell, serve and consume alcoholic beverages at Lakewood Park from Friday, June 15, 2018, through to and including Saturday, June 16, 2018.

Noise By-Law:

According to By-law No. 2002-07, a by-law respecting the emission of sounds (Noise By-law):
Section 4: No person within the municipality shall emit or cause the emission of sound resulting from any act listed in Table 4-1, hereinafter set out, if clearly audible at a Point of Reception located in an area of the municipality within a prohibited time shown for such an area.

	Prohibitions Periods of Time		
	Residential Area	Agricultural Area	Commercial Area
4. The sound from or created by any radio, phonography, tape player, television, public address system, sound equipment, loud speaker, or any musical or sound producing instrument of whatever kind when the same is played or operated in such a manner or with such volume as to disturb the peace,	At all times	At all times	At all times

	Prohibitions Periods of Time		
quiet, comfort or repose of any individual in any office, dwelling house, apartment, hotel, hospital, or any other type of residence.			
5. The operation of any auditory signalling device, including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles, or the production, reproduction or amplification of any similar sounds by electronic means except where required or authorized by law or in accordance with good safety practices.	At all times	10:00 p.m. to 8:00 a.m.	10:00 p.m. to 8:00 a.m.

The Optimist Club requires the use of a sound amplifying system for its evening stage entertainment / music and for event announcements. The Optimist Club has indicated it is aware of the surrounding neighbourhood and will make every effort to maintain the sound at an acceptable level. The Optimist Club is requesting a waiver of the Noise By-law in order that they may utilize sound amplifying equipment throughout the event operating hours. Administration recommends that relief be granted from the Noise By-law No. 2002-07, as amended, in order to permit the Optimist Club to operate loud speakers or sound amplifying equipment during the Taste of Tecumseh Festival during the following time periods: Friday, June 15, 2018 from 5:00 p.m. to 1:00 a.m. and Saturday, June 16, 2018 from 5:00 p.m. to 1:00 a.m.

Consultations

Financial Services
Special Events Resource Team

Financial Implications

In accordance with the Fees and Charges Bylaw, the rental fee for the use of Lakewood Park is \$1,750 (Special Event 2 day). Additional fees for site servicing will be applied according to the Fees and Charges Bylaw.

The Optimist Club is responsible for any costs associated for OPP resources. The Tecumseh OPP will invoice the Optimist Club directly.

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 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:

Kerri Rice
Manager Recreation Programs & Events

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Recommended by:

Brian Hillman, MA, MCIP, RPP
Acting Chief Administrative Officer

**Attachment
Number**

None

**Attachment
Name**

None



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Kerri Rice, Manager Recreation Programs & Events

Date to Council: March 27, 2018

Report Number: PRS-2018-03

Subject: Windsor Sports and Culture Annual Celebration

Recommendations

It is recommended:

1. **That relief be granted** from the Noise By-law No. 2002-07, as amended, in order to permit the Windsor Sports and Culture Club to operate loud speakers or sound amplifying equipment on Saturday, August 4, 2018, from 10:00 a.m. to 8:00 p.m. for live band performances/ entertainment during their annual community event celebration.

Background

The Windsor Sports and Culture Club [Club] is a soccer federation run by the Windsor/Essex Sikh community. The Club has been renting McAuliffe Park since 2011 to host an annual gathering of their community participants. Throughout the years, the Club has coordinated events at the McAuliffe Park location with no issues being raised by area residents or Administration. Furthermore, the Parks Department has acknowledged that the organizers of the event have always ensured that the park facilities are well maintained throughout the event activities and have ensured that the park is restored to its original condition when the event is completed.

Comments

This year, the Club will be coordinating its 14th annual community celebration on Saturday, August 4, 2018 at McAuliffe Park from 10:00 a.m. to 8:00 p.m., including stage entertainment that will showcase cultural music, dancing and performers. Set-up for the event will begin at 7:00 a.m. and clean-up will be completed by 10:00 p.m.

Outdoor Special Events Policy:

Outdoor Special Events Policy No. 85 identifies various types of permitted uses for municipal parks, including festivals and events. This Policy provides Administration with guidelines for the scheduling of events within municipal parks based on scheduled maintenance, programming, and potential impact on the surrounding residents. The Policy addresses factors that impact events such as noise restrictions, road closures, parking, park maintenance and clean-up, use of tents and washroom facilities, electrical requirements, food and alcohol services, smoking and use of smokeless of tobacco restrictions, and the need to complete an Application/Facility Use Agreement.

Administration has reviewed Policy No. 85 as it relates to the request made by the Club to host a community event on August 4, 2018, and has determined that the event is in accordance with the Policy. Therefore, Administration is prepared to execute the Facility Use Agreement accordingly.

Noise By-law:

According to Section 4 of By-law No. 2002-07, a by-law respecting the emission of sounds (Noise By-law):

No person within the municipality shall emit or cause the emission of sound resulting from any act listed in Table 4-1, hereinafter set out, if clearly audible at a Point of Reception located in an area of the municipality within a prohibited time shown for such an area.

	<i>Prohibitions Periods of Time</i>		
	<i>Residential Area</i>	<i>Agricultural Area</i>	<i>Commercial Area</i>
<i>4. The sound from or created by any radio, phonography, tape player, television, public address system, sound equipment, loud speaker, or any musical or sound producing instrument of whatever kind when the same is played or operated in such a manner or with such volume as to disturb the peace, quiet, comfort or repose of any individual in any office, dwelling house, apartment, hotel, hospital, or any other type of residence.</i>	<i>At all times</i>	<i>At all times</i>	<i>At all times</i>
<i>5. The operation of any auditory signalling device, including but not limited to the ringing of bells or gongs and the blowing of horns or sirens or whistles, or the production, reproduction or amplification of any similar sounds by electronic means except where required or authorized by law or in accordance with good safety practices.</i>	<i>At all times</i>	<i>10:00 p.m. to 8:00 a.m.</i>	<i>10:00 p.m. to 8:00 a.m.</i>

The Club has acknowledged that they will be respectful to the surrounding community throughout the scheduled activities in regards to the noise levels and they invite community residents to stop by the park to enjoy the event activities and to embrace their culture.

In consideration of the scheduled activities and the Club's previous rentals with no issues with respect to the park and surrounding community, it is recommended that Noise By-law No. 2002-07 be waived in order that the Windsor Sports and Culture Club's scheduled events outlined above may proceed with the use of loud speakers or sound amplifying equipment on Saturday, August 4, 2018 from 10:00 a.m. to 8:00 p.m.

The relief sought from the Town's Noise By-law is within the time limits previously approved for other private organizations that have hosted special events.

Consultations

None

Financial Implications

In accordance with the Fees and Charges Bylaw, the rental fee for the use of McAuliffe Park is \$750 (Special Event 1 day).

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 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:

Kerri Rice
Manager Recreation Programs & Events

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Recommended by:

Brian Hillman, MA, MCIP, RPP
Acting Chief Administrative Officer

Attachment Number	Attachment Name
None	



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Kerri Rice, Manager Recreation Programs & Events

Date to Council: March 27, 2018

Report Number: PRS-2018-05

Subject: St. Clair College Baseball at Lacasse Park

Recommendations

It is recommended:

1. **That** St. Clair College **be authorized** to sell and serve alcoholic beverages for consumption by patrons at the Lacasse Park Baseball Diamond during home games throughout the 2018 baseball season starting June 9, 2018 through to and including August 31, 2018, subject to compliance with the provisions of the Town's Municipal Alcohol Risk Management Policy 31.

Background

In 2017, St. Clair College's [The College] baseball franchise, *The St. Clair Green Giants*, utilized Lacasse Park ball diamond for all scheduled home games. As typically found at games within the league, the College set up a licensed area within the ball diamond area in Lacasse Park for the purpose of selling and serving alcoholic beverages for consumptions by patrons attending the games. No issues were reported in relation to the licensed area in 2017.

Comments

The College has provided Administration with its 2018 baseball season at Lacasse Park. The current home game schedule for the Giants is noted in the chart below. In the event games are cancelled due to weather conditions or other reasons, games will be rescheduled within the Regular Season timeframe.

Date	Time	Field	Home	Away
09-Jun	7:05 PM	Lacasse Field	St. Clair Green Giants	Lake Erie Monarchs
10-Jun	3:05 PM	Lacasse Field	St. Clair Green Giants	Lake Erie Monarchs
14-Jun	7:05 PM	Lacasse Field	St. Clair Green Giants	Muskegon Clippers
15-Jun	7:05 PM	Lacasse Field	St. Clair Green Giants	Muskegon Clippers
23-Jun	7:05 PM	Lacasse Field	St. Clair Green Giants	Licking County Settlers
24-Jun	3:05 PM	Lacasse Field	St. Clair Green Giants	Licking County Settlers
30-Jun	7:05 PM	Lacasse Field	St. Clair Green Giants	Lake Erie Monarchs
01-Jul	3:05 PM	Lacasse Field	St. Clair Green Giants	Lake Erie Monarchs
05-Jul	7:05 PM	Lacasse Field	St. Clair Green Giants	Grand Lake Mariners
06-Jul	7:05 PM	Lacasse Field	St. Clair Green Giants	Grand Lake Mariners
07-Jul	7:05 PM	Lacasse Field	St. Clair Green Giants	S Ohio Copperheads
08-Jul	3:05 PM	Lacasse Field	St. Clair Green Giants	S Ohio Copperheads
14-Jul	7:05 PM	Lacasse Field	St. Clair Green Giants	Saginaw Sugar Beets
15-Jul	3:05 PM	Lacasse Field	St. Clair Green Giants	Saginaw Sugar Beets
21-Jul	7:05 PM	Lacasse Field	St. Clair Green Giants	Xenia Scouts
22-Jul	3:05 PM	Lacasse Field	St. Clair Green Giants	Xenia Scouts
24-Jul	7:05 PM	Lacasse Field	St. Clair Green Giants	Irish Hills Leprechauns
25-Jul	7:05 PM	Lacasse Field	St. Clair Green Giants	Irish Hills Leprechauns
26-Jul	7:05 PM	Lacasse Field	St. Clair Green Giants	Lima Locos
27-Jul	7:05 PM	Lacasse Field	St. Clair Green Giants	Lima Locos
29-Jul	7:05 PM	Lacasse Field	St. Clair Green Giants	Saginaw Sugar Beets

As part of the 2018 baseball season, the College has requested permission to set up a licensed area within the ball diamond area in Lacasse Park for the purpose of selling and serving alcoholic beverages for consumption by patrons attending the games, as this is a typical service found at games within the league. The College intends to apply for a permit through the Alcohol and Gaming Commission of Ontario [AGCO].

According to Policy No. 31, Municipal Alcohol Risk Management Policy:

Section 3.1: *Selling or consumption of alcohol on municipal property is ONLY permitted in conjunction with festivals or events where the organizers must:*

- I. *rent a Town facility and adhere to the Facility Rental Agreement*
- II. *obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario (AGCO)*
- III. *adhere to all terms and conditions in this policy and the Liquor License Act of Ontario and*
- IV. *submit an approved Safety Plan*

Section 3.3: *The only Town facilities available for events that include the sale or consumption of alcohol include:*

Municipal Arena

*Mezzanine (Room Capacity 75)
Centre Ice Room (Room Capacity 200)
Horwood Room (Room Capacity 50)
A Room (Room Capacity 50)
B Room (Room Capacity 50)
Auditorium (Room Capacity 148)*

St. Clair Beach Optimist Community Centre

Tecumseh Golden Age Club

Note: Tecumseh Town Council may change the designation of any municipal Park, Facility, or Street by resolution at its discretion.

Town Administration has provided the College with a copy of the Municipal Alcohol Risk Management Policy No. 31, as well as information related to obtaining a Special Occasion Permit from the AGCO.

The College will be responsible to adhere to the requirements of the AGCO. In addition, the College will be responsible to adhere to the requirements of the Municipal Alcohol Risk Management Policy including the following:

- Provide the Town with a copy of the AGCO permit
- Provide the Town with a certificate of insurance naming the Town of Tecumseh as an additional named insured in the amount of \$5 million
- Provide the Town with a list of event staff that will be serving the alcoholic beverages
- Provide the Town with copies of the event staff Smart Serve certifications
- Provide the Town with a Safety plan

According to the Municipal Alcohol Risk Management Policy, Council may change the designation of any municipal Park Facility, or Street by resolution at its discretion.

Administration recommends that subject to compliance with the provisions of the Town's Municipal Alcohol Risk Management Policy, the College be authorized to sell and serve alcoholic beverages for consumption by patrons attending Lacasse Park for scheduled home games between June 9, 2018, through to and including August 31, 2018.

Consultations

None

Financial Implications

None

Link to Strategic Priorities

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

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

Kerri Rice
Manager Recreation Programs & Events

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Recommended by:

Brian Hillman, MA, MCIP, RPP
Acting Chief Administrative Officer

Attachment Number	Attachment Name
None	



The Corporation of the Town of Tecumseh

Parks & Recreation Services

To: Mayor and Members of Council

From: Kerri Rice, Manager Recreation Programs & Events

Date to Council: March 27, 2018

Report Number: PRS-2018-06

Subject: Carter Shows Ltd. Contract for the 2018 Corn Festival

Recommendations

It is recommended:

1. **That** an Agreement **be entered** into with Carter Shows Limited for the purposes of providing the Midway Carnival for the 2018 Tecumseh Corn Festival, at the rates set out below:

25% of the Ride Gross less HST
50% of the Concession Revenue or \$5000, whichever is greater
\$2,500 for Advertising
100 VIP Passes
2. **And that** the Clerk **be directed** to prepare a By-Law for Council's consideration at their next regular public meeting to authorize the Mayor and Clerk to execute an Agreement with Carter Shows Limited for the purposes of providing the Midway Carnival for the 2018 Tecumseh Corn Festival, at the rates set out above, satisfactory in form and content to the Town's Solicitor.

Background

Over the years, the Town of Tecumseh has entered into many agreements with Carter Shows Limited [Carter] to supply and operate amusement rides for the Tecumseh Corn Festival.

In 2012, a five-year agreement was entered into under which Carter agreed to supply and operate 15 or more amusement rides and concessions at Lacasse Park on the weekend prior to Labour Day weekend for the years 2007, 2008, 2009, 2010 and 2011. In return, Carter

agreed to give 20% of the ride gross, 50% of the concession rent, plus \$2,500 for advertising. As a signing bonus, Carter also agreed to increase the percentage of ride gross one percent each year (2007 = 21%, 2008 = 22%, 2009 = 23%, 2010 = 24%, 2011 = 25%).

At the Policies & Priorities Committee Meeting on December 13, 2016, the Members directed the following (PPC-16/16):

THAT Parks and Recreation Report No. 29/16 respecting the Transition Timelines for the Tecumseh Corn Festival be received;
AND THAT the Corn Festival remain within the Town's Operating Budget for 2017 whereas the Manager Recreation Programs & Events will continue to provide support to the Committee, similar to the support provided in 2016;
AND THAT the OPP labour for the licensed tent will remain as part of the Town's in-kind contribution to the 2017 Festival;
AND THAT a one-year extension be negotiated with Carter Shows Ltd. for the Midway Carnival for the 2017 Festival;
AND THAT a one-year agreement with the Optimist Club of St. Clair Beach be prepared for the servicing of the Corn Booth for the 2017 Corn Festival;
AND THAT a one-year agreement with the Knights of Columbus Council No. 4375 be prepared for the servicing of the Licensed Tent for the 2017 Corn Festival;
As recommended by the Manager Recreation Programs & Events, under Report No. 29/16.

At the Regular Council Meeting on October 24, 2017, the Members directed the following (RCM-244/17):

That Parks and Recreation Report No. 24/17 respecting the Transition Timelines for the Tecumseh Corn Festival Update be received;
And that the 2018 Tecumseh Corn Festival be managed by the Parks and Recreation Department as a department program and as an alcohol-free 3-day event;
And that upon Council's approval of this proposal, a 2018 Corn Festival Budget will be drafted for Council's consideration at the 2018 Budget deliberations;
And further that following the 2018 Festival, Administration will prepare a report for Council's consideration on the overall operations of the Festival with recommendations for future years.

Comments

Section 4.8 **Exercise of Contract Renewal Options** of the Town of Tecumseh Purchasing Policy, contains provisions for extending a contract where the contract does not contain an option for renewal.

- a) Where a contract contains an option for renewal, the Department Director may exercise such option provided that all of the following apply:
- i. the supplier's performance in supplying the goods, services or construction is considered to have met the requirements of the contract;
 - ii. The Department Director and the Purchasing Coordinator agree that the exercise of the option is in the best interest of the Town;

- iii. funds are available in appropriate accounts within Town Council approved budget including authorized revisions to meet the proposed expenditure; and
 - iv. a valid business case has been completed.
- b) Where a contract does not contain an option for renewal, the Department Director may consider an extension for no more than the term of the original contract provided that all of the criteria as outlined in 4.8 a) apply. The extension in this case is to be approved by Council.
- c) The business case shall be authorized by the Department Director and shall include written explanation as to why the renewal is in the best interest of the Town and include comment on the market situation and trend.

There is no language in the existing contract that addresses this matter, therefore we must consider Section 4.8 b) which requires that, should the Director of the Department recommend an extension, approval of Council is required in addition to meeting the other requirements of Section 4.8.

Requirements of section 4.8 a):

- i) "...met the requirements of the contract"
Carter has performed as per contract requirements.
- ii) "... exercise of the option is in the best interest of the Town"
Administration agrees that consideration to extending the option is appropriate.
- iii) "funds are available in appropriate accounts"
Administration expects that as a result of current market conditions, rates will be competitive and will meet budget.
- iv) "a valid business case has been completed"
There are a limited number of carnival operators available to provide this service.

Given the Town's satisfaction with the service provided by Carter over the years, it is Administration's opinion that another one-year extension of the contract is warranted based on the negotiations as outlined below.

On November 1, 2017, Administration met with representatives from Carter to review the 2017 agreement and to negotiate appropriate terms for a possible one-year extension of the agreement. As a result of those negotiations, Carter presented Administration with an offer that consisted of:

- 25% of the Ride Gross less HST
- 50% of the Concession Rent or \$5000, whichever is greater
- \$2,500 for Advertising
- 100 VIP Passes

Through research with other festivals of similar size, Administration is of the opinion that the proposed prices represent a competitive fee for this service. In addition, Administration reviewed the schedules of other competitive amusement supplier/operators and has noted that their services are already scheduled for other events the weekend of the Tecumseh Corn Festival.

Furthermore, given the Town's satisfaction with the service provided by Carter throughout the years and the factors noted above, it is recommended that an Agreement with Carter be entered into for the provision of providing a midway carnival for the Tecumseh Corn Festival for the 2018 Tecumseh Corn Festival at the rates set out above.

Consultations

Financial Services
Corporate Services & Clerk

Financial Implications

The chart below reflects annual revenue from the last 3 years as it relates to the contract with Carter:

	Ride Gross	Advertising	Concession	Total
2015	\$ 21,515.49	\$ 2,500.00	\$ 5,000.00	\$ 29,015.49
2016	\$ 13,984.96	\$ 2,500.00	\$ 5,000.00	\$ 21,484.96
2017	\$ 21,334.74	\$ 2,500.00	\$ 3,061.00	\$ 26,895.74

The 2018 Corn Festival budget includes \$25,000 revenue for the carnival.

Link to Strategic Priorities

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

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

Kerri Rice
Manager Recreation Programs & Events

Reviewed by:

Paul Anthony, RRFA
Director Parks & Recreation Services

Recommended by:

Brian Hillman, MA, MCIP, RPP
Acting Chief Administrative Officer



The Corporation of the Town of Tecumseh

Planning & Building Services

To: Mayor and Members of Council

From: Chad Jeffery, Manager Planning Services

Date to Council: March 27, 2018

Report Number: PBS-2018-11

Subject: Scheduling of a Public Meeting
Proposed Official Plan Amendment and Zoning By-Law Amendment
Rosati Construction
North Side of Tecumseh Road, at Dorset Park Intersection
Our File: D19 ROSTEC

Recommendations

It is recommended:

That the scheduling of a public meeting to be held on Tuesday, April 24th, 2018 at 5:00 p.m., for the applications submitted by Rosati Construction to amend the St. Clair Beach Official Plan and Zoning By-law 2065 for a 1.74 hectare (4.29 acre) parcel of land located on the north side of Tecumseh Road at its intersection with Dorset Park, from:

- i) the current Official Plan designation of “Institutional” to a “Medium Density Residential” designation with a site-specific policy that will establish a maximum density of 44 units per hectare and permit multi-unit residential uses; and
- ii) the current “Institutional Zone (I)” to a site-specific “Residential Type Three Zone (R3)”

in order to permit the construction of a residential subdivision consisting of a maximum of 22 townhouse units and one, four-storey apartment building containing a maximum of 55 units, **be authorized**.

Background

Property Location and Surrounding Land Uses

Rosati Construction, “the Applicant”, has filed applications with the Town to amend the St. Clair Beach Official Plan and Zoning By-law 2065 for a 1.74 hectare (4.29 acre) parcel of land located on the north side of Tecumseh Road at its intersection with Dorset Park (see Attachment 1). The proposed amendments would facilitate the construction of a residential subdivision consisting of a maximum of 22 townhouse dwelling units and one, four-storey apartment building containing a maximum of 55 units. The subject property was previously part of the St. André Elementary School lands that abut to the north. As part of a land swap arrangement, the lands were conveyed by the Windsor Essex Catholic District School Board (WECDSB) to the Roman Catholic Diocese of London in exchange for the former Good Shepherd Parish Church lands. The Diocese then sold the subject lands to Rosati Construction.

The lands surrounding the subject property are as follows:

- North: St. André Elementary School and the former Good Shepherd Parish Church that front on St. Gregory’s Road.
- East: Two long/narrow single-unit residential lots fronting onto the north side of Tecumseh Road, beyond which are additional single-unit residential lots fronting on the west side of Arlington Boulevard. Beach Grove Golf and Country Club golf course lies farther to the east.
- South: Tecumseh Road forms the southerly boundary of the subject property. On the south side of Tecumseh Road are single-unit detached dwellings that front a number of local roads located between Tecumseh Road and the Via Rail.
- West: A single tier of single-unit detached dwellings front the north side of Tecumseh Road immediately west of the subject property. Behind these residential lots and also abutting the subject property to the west and northwest is the Green Acres Park/Optimist Community Centre. The Tecumseh Branch Library and L’Essor Secondary School are located farther to the northwest (see Attachment 2).

Public Information Session Held by Applicant

Prior to the formal submission of the proposed Official Plan and Zoning By-law amendment applications to the Town, the applicant organized and held a Public Information Centre (PIC) on October 25, 2017. The intent of the PIC was to introduce the proposed development and receive preliminary comments from neighbouring property owners/residents. The applicant and his consultants were in attendance to answer questions and gather feedback. Town Administration also attended to review what was being proposed and presented to those in

attendance. Primary issues that were identified at the PIC centred on municipal servicing for the development, character and density of the proposal, building height of the proposed apartment building and issues related to site design/buffering.

Proposed Development

After the PIC the applicant formally submitted Official Plan and Zoning By-law amendment applications along with a proposed preliminary site plan and architectural renderings (see Attachments 3A, 3B, 4A and 4B) depicting:

- A new municipal cul-de-sac street (Street 'A') extending north from Tecumseh Road with one six-unit and one 5-unit townhouse on both sides of the proposed new road. Each townhouse unit is proposed to be approximately 1,800 square feet;
- A four-storey, 55-unit apartment building located at the northern end of the property consisting of seven one-bedroom units and 48 two-bedroom units ranging in size from 631 to 932 square feet. Nine of the 48 two-bedroom units are proposed to be of a barrier-free design. In addition, 83 on-site surface parking spaces (1.5 parking spaces per unit) are proposed. The apartment building is proposed to be located a substantial distance from existing residential uses that abut to the subject property to the immediate north, east and west, with distances ranging from approximately 80 metres (262 feet) to 125 metres (410 feet);
- Municipal sidewalks on both sides of the proposed street. The municipal sidewalk on the west side of the street is proposed to be extended through a proposed 6 metre (20 foot) trail connection to Green Acres Park that abuts to the west;

Planning Applications

In order to permit the proposed development, the applicant is requesting that the subject property be:

- i) redesignated from "Institutional" to "Medium Density Residential" with a site-specific policy establishing a maximum density of 44 units per hectare and permitting the aforementioned residential uses; and
- ii) rezoned from "Institutional Zone (I)" to a site-specific "Residential Type Three Zone (R3)". The new site-specific zone would permit the proposed residential uses, establish the maximum number of apartment-style (55) and townhouse-style (22) dwelling units, establish the maximum building height of four-storeys for the proposed apartment-style dwelling, along with other lot/building requirements such as yard setbacks, lot coverage, landscaping requirements and minimum number of parking spaces and parking space sizes.

Additional Planning Approvals

In addition to the aforementioned planning applications, it should be noted that the approval of a Draft Plan of Condominium/Subdivision by the County of Essex, along with Council approval of a development and/or site plan control agreement, will be required prior to the proposed development proceeding. The Draft Plan of Condominium/Subdivision approval process will also require a public review process and a statutory public meeting. This approval process will proceed in the event that the current applications are approved.

Supporting Documents

The following documents have been submitted to the Town in support of the applications:

i) Planning Justification Report, Rosati Construction Inc., Proposed Residential Development – Dillon Consulting, February 2018, Amended March 8, 2018.

During early discussions regarding potential development of the subject property, Town Administration identified that the preparation of a Planning Justification Report (PJR) would be required in order to assist with the assessment of the proposal from a land-use planning perspective. Accordingly, the Owner retained the services of Dillon Consulting to prepare a PJR.

The PJR evaluated the proposed development and land uses against the Provincial Policy Statement (PPS), the County of Essex Official Plan and the Town's Official Plan. In addition, it provided an evaluation of the development with respect to built form, massing/scale, separation from existing land uses, integration with the surrounding area and examples of similar types of developments within the region.

The PJR concluded that:

“Based on an extensive review of the technical planning and policy related issues, the proposed residential development is appropriate for the site and consistent with good planning principles.”

Town Administration has reviewed this study and is satisfied that its analysis and recommendations are sufficient to support consideration of the proposed application and to proceed with a formal public meeting.

ii) Traffic Impact Study, Rosati Construction Inc., Proposed Residential Development – Dillon Consulting, February 2018.

Town Administration also identified that the preparation of a Traffic Impact Study (TIS) would be required in order to assess the impacts of traffic generated from the site on adjacent roads. Again, the Owner retained the services of Dillon Consulting to prepare a TIS.

The study provided an analysis of the existing traffic operations, as well as future traffic conditions with and without the proposed development. The objective of the TIS was to determine the traffic impact of the development and whether any operational issues would arise as a result of the development. The scope of the TIS looked at traffic implications of the proposed development on traffic operations in the area, focussing on:

- the intersection of Tecumseh Road and Dorset Park;
- the proposed new intersection at Tecumseh Road that would result if the development proceeds;
- weekday AM and PM peak hours at a 2024 horizon year (i.e. five years following full build-out and occupancy);
- Traffic generation, movements and distribution to the east and west, along Tecumseh Road and to the south onto Dorset Park.

The TIS concluded that:

“The proposed development is anticipated to generate approximately 41 vehicle trips during the AM peak hour and 60 trips during the PM peak hour. Approximately 35 to 40 trips will be generated in the peak direction.

Given the low volume of traffic generated by the development, traffic analyses have focused on the site access from Tecumseh Road (via Street “A”), as well as the adjacent intersection of Tecumseh Road and Dorset Park.

The Tecumseh Road and Dorset Park intersection currently operates at a good level of service (LOS B for the side street approach; LOS A on Tecumseh Road). The intersection operations are not anticipated to change substantially either as a result of future background traffic growth, or due to traffic generated by the proposed development.

The Tecumseh Road and Street “A” intersection is anticipated to operate at a good level of service (LOS B for the side street approach; LOS A on Tecumseh Road) under two-way stop control and with single-lane approaches for all movements. An eastbound left turn lane is not warranted. The projected operations are not expected to affect operations of the upstream intersection at Dorset Park.

It is possible that a Type D pedestrian crossover may be warranted at Street “A” to provide a connection from the site to the multi-use trail on the south side of Tecumseh Road. It is recommended that pedestrian activity be recorded after build-out of the site to confirm whether pedestrian crossing demand has reached warrant levels.”

Town Administration has reviewed the TIS and is satisfied that its analysis and recommendations are sufficient to support consideration of the proposed application and to proceed with a formal public meeting. Should the pedestrian activity achieved after build-out warrant a Type D pedestrian crossover it is understood that the developer would provide the crossover.

iii) Functional Servicing Report, Rosati Construction Inc., Proposed Residential Development– Dillon Consulting, March 2018.

Town Administration also identified the need to address municipal water, sanitary and stormwater management (quantity and quality) services for the proposed development. Accordingly, the Owner retained Dillon Consulting to prepare a Functional Servicing Report (FSR) for the proposed development.

Town Administration has reviewed the FSR and although some of the assumptions and design criteria used in the study will require further discussion and analysis, sufficient information has been provided to demonstrate that full municipal services (water, sanitary and stormwater) are available or can be made available to the subject property in a manner that gives sufficient information to support the proposed Official Plan and Zoning By-law amendments. Further discussion and analysis will be sought from the Owner's engineering consultant, which could be provided in the short term or at the time the Owner files formal application for the Draft Plan of Condominium/Subdivision and a more detailed review of the development is undertaken. In the interim, it is our opinion that sufficient analysis has been undertaken to support consideration of the proposed Official Plan and Zoning By-law amendment applications and to proceed with a public meeting.

Comments

The following summary of relevant goals and policies is provided to assist Council in understanding the scope of the issues and the matters requiring consideration as this proposal advances through the planning process.

Provincial Policy Statement, 2014

The Planning Act establishes that Council, when making decisions that affect a planning matter, "shall be consistent with" the 2014 Provincial Policy Statement ("PPS") issued under *The Planning Act*. The PPS encourages and supports development on lands identified for urban growth in settlement areas. Relevant excerpts include:

- "1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns
- 1.1.1 Healthy, liveable and safe communities are sustained by:

- b) accommodating an appropriate range and mix of residential, employment, institutional, recreation, park and open space, and other uses to meet long-term needs;
- e) promoting cost-effective development patterns and standards to minimize land consumption and servicing costs;

1.1.3 Settlement Areas

1.1.3.1 Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

1.1.3.2 Land use patterns within settlement areas shall be based on:

- a) densities and a mix of land uses which:
 - 1. efficiently use land and resources;
 - 2. are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;
 - 4. support active transportation;
 - 5. are transit-supportive, where transit is planned, exists or may be developed;
- b) a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

1.1.3.3 Planning authorities shall identify and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas ... and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.

1.1.3.4 Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while maintaining appropriate levels of public health and safety.

1.1.3.6 New development taking place in designated growth areas should occur adjacent to the existing built-up area and shall have a compact form, mix of uses and densities that allow for the efficient use of land, infrastructure and public service facilities.

1.4 Housing

1.4.3 Planning authorities shall provide for an appropriate range of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

b) permitting and facilitating:

1. All forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements; and
2. All forms of residential intensification and redevelopment in accordance with policy 1.1.3.3;

c) directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;

d) promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of alternative transportation modes and public transit in areas where it exists or is to be developed;

e) establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

1.8 Energy Conservation, Air Quality and Climate Change

1.8.1 Planning authorities shall support energy conservation and efficiency, improved air quality, reduced greenhouse gas emissions, and climate change adaptation through land use and development patterns which:

- a) promote compact form and a structure of nodes and corridors;
- b) promote the use of active transportation and transit in and between residential, employment (including commercial and industrial) and institutional uses and other areas;

6.0 Definitions

Residential intensification: means intensification of a property, site or area which results in a net increase in residential units or accommodation and includes:

- a) redevelopment, including the redevelopment of brownfield sites;

- b) the development of vacant or underutilized lots within previously developed areas;
- c) infill development.”

The PPS promotes higher density development that results in compact built form and makes more efficient use of existing services while offering a range of housing forms/types to meet expected needs, such as those of the growing senior cohort of the Town’s population. The PPS supports the development of a broad range of housing types and tenures. It also encourages residential intensification within identified urban areas and where such areas have appropriate levels of servicing. The foregoing policies illustrate the emphasis that the PPS places on intensification in urban areas. Any decision of Council should be consistent with the PPS.

County of Essex Official Plan, 2014

The subject lands are within a Primary Settlement Area of the County of Essex Official Plan (County OP). Any amendment to a local official plan must be in conformity with the policy direction contained in the County OP. The goals and policies of the County OP encourage a range of residential development within identified settlement areas such as the fully serviced urban areas of the Town of Tecumseh. The following goals and policies of the County OP are most relevant in the assessment of the subject proposal:

“1.5 GOALS FOR A HEALTHY COUNTY

The long-term prosperity and social well-being of the County depends on maintaining strong, sustainable and resilient communities, a clean and healthy environment and a strong economy. To this end, the policies of this Plan have been developed to achieve the following goals for a healthy County of Essex:

- c) To direct the majority of growth (including intensification and affordable housing), and investment (infrastructure and community services and facilities) to the County's Primary Settlement Areas. These Primary Settlement Areas will serve as focal points for civic, commercial, entertainment and cultural activities.
- d) To encourage reduced greenhouse gas emissions and energy consumption in the County by promoting built forms and transportation systems that create more sustainable, efficient, healthy, and liveable communities.
- e) To create more mixed use, compact, pedestrian-oriented development within designated and fully serviced urban settlement areas.

- f) To provide a broad range of housing choices, employment and leisure opportunities for a growing and aging population.

3.2 SETTLEMENT AREAS

3.2.2 Goals

The following goals are established for those lands designated as Settlement Areas on Schedule “A”:

- a) Support and promote public and private re-investment in the Primary Settlement Areas;
- b) To support and promote healthy, diverse and vibrant settlement areas within each of the seven Essex County municipalities where all county residents, including special interest and needs groups can live, work and enjoy recreational opportunities;
- c) To promote development within Primary Settlement Areas that is compact, mixed-use, pedestrian oriented, with a broad range of housing types, services and amenities available for residents from all cultural, social and economic backgrounds;
- d) To promote the creation of public places within all neighbourhoods that foster a sense of community pride and well-being and create a sense of place;
- i) Promote residential intensification within Primary Settlement Areas;

3.2.4 Primary Settlement Areas

3.2.4.1 Policies

The following policies apply to Primary Settlement Areas:

- a) Primary Settlement Areas shall be the focus of growth and public/private investment in each municipality;
- b) Primary Settlement Areas shall have full municipal sewerage services and municipal water services and stormwater management services, a range of land uses and densities, a healthy mixture of housing types including affordable housing options and alternative housing forms for special needs groups,

and be designed to be walkable communities with public transit options;

- c) Local municipal Official Plans shall establish appropriate land uses in accordance with the policies of this Plan;
- i) Cost effective development patterns and those which will minimize land consumption and reduce servicing costs are encouraged. Land use patterns which may cause environmental, heritage preservation or public health and safety concerns shall be avoided;

3.2.7 Intensification & Redevelopment

The County encourages well-planned intensification development projects in the “Settlement Areas” to encourage more efficient use of land and municipal infrastructure, renew urban areas and to facilitate economic and social benefits for the community.

The County also specifically encourages residential intensification and redevelopment within Primary Settlement Areas in order to increase their vitality, offer a range of housing choices, efficiently use land and optimize the use of infrastructure and public service facilities.

The County requires that 15 percent of all new residential development within each local municipality occur by way of residential intensification and redevelopment. Implementation and annual reporting to the County on meeting this target will be the responsibility of the local municipalities.”

The subject property is within a Primary Settlement Area, as designated in the County OP. Any decision of Council should be in conformity with the County OP.

St. Clair Beach Official Plan

As noted previously, the subject lands are designated “Institutional” on Schedule “A” of the St. Clair Beach Official Plan (see Attachment 5). An amendment to the Official Plan will be required to designate the subject property into a “Medium Density Residential” designation and to introduce a site-specific policy to permit a total maximum density of 44 units per hectare in order to facilitate the proposed residential development.

The goals and policies of the “Medium Density Residential” designation encourage the development of housing types other than single unit dwellings as a means of increasing the supply of affordable housing and offering a variety of ownership options, such as condominium, that can be appropriately integrated with the existing and proposed development pattern.

However, the “Medium Density Residential” designation currently does not permit the density resulting from the proposed development. Under subsection 4.2.2 a), it is established that residential uses in this designation shall consist primarily of townhouse and apartment style development not exceeding a maximum density of 25 units per hectare or five storeys in height. As noted previously, the proposed development would result in a site-specific density of 44 units per hectare.

Based on the foregoing, an amendment to the Official Plan changing the land use designation and establishing an appropriate site specific policy is required. Subsection 8.13 of the Plan, Amendment Procedures, establishes that, when contemplating an amendment to the Official Plan, due regard shall be had to the following matters:

- i) the physical suitability of the land to be used for the proposed use;
- ii) the adequacy of municipal and utility services;
- iii) the adequacy of the road system to accommodate the projected traffic volume increases;
- iv) the compatibility of the proposed use with existing and potential future uses in the surrounding area.

Any decision of Council regarding the proposed Official Plan Amendment should have adequate regard to the preceding matters.

St. Clair Beach Zoning By-law 2065

The lands are currently zoned “Institutional Zone (I)” on Schedule “A” of the St. Clair Beach Zoning By-law 2065 (see Attachment 6). As noted previously, the I zone permits a range of institutional uses. The proposed rezoning will permit the aforementioned residential dwelling types and establish specific yard and lot provisions.

Subsection 4.2.2 c) of the Official Plan establishes the following items are to be considered when reviewing the appropriateness of applications to amend the Zoning By-law to permit medium density residential uses:

- i) The general compatibility of the proposed use with existing uses in close or adjacent parcels of land;
- ii) The capacity of the roads affected and their ability to handle the expected increases in traffic;
- iii) The adequacy of municipal services, including water and sewage capacity as confirmed by the Ministry of the Environment, to serve the proposed development;

- iv) The adequacy of off-street parking facilities to serve the proposed development;
- v) The provision of landscaping, buffering and building setbacks adequate to protect the privacy of surrounding residential properties;
- vi) The impact the proposed development may have on the Village's long term goal of maintaining the two existing golf courses for golf course use;
- vii) The proposal's conformity with the Provincial Policy Statement on Housing (since replaced by the 2014 Provincial Policy Statement)

Any decision of Council regarding the proposed Zoning By-law Amendment should have adequate regard to the preceding matters.

Summary

In summary, it is the opinion of the writer, along with Town Administration, that the proposal warrants further consideration. A public meeting to consider the proposed official plan and zoning by-law amendments, in accordance with the requirements of the *Planning Act*, will provide an opportunity to hear concerns and comments, if any, of neighbouring owners and other interested stakeholders/agencies. It is important that the concerns and comments of these stakeholders be taken into consideration as part of the full evaluation of the applications.

Upon hearing the comments of the stakeholders, a Planning Report will be prepared having regard to the stakeholder comments and giving full consideration to the various policies and criteria at hand from a professional planning perspective.

Consultations

Planning & Building Services
Public Works & Environmental 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 checked="" type="checkbox"/>	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.
<input type="checkbox"/>	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.
<input type="checkbox"/>	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.
<input type="checkbox"/>	Demonstrate the Town's leadership role in the community by promoting good governance and community engagement, by bringing together organizations serving the Town and the region to pursue common goals.

Communications

Not applicable ☐

Website ☒ Social Media ☐ News Release ☐ Local Newspaper ☐

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

Prepared by:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services

Reviewed by:

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

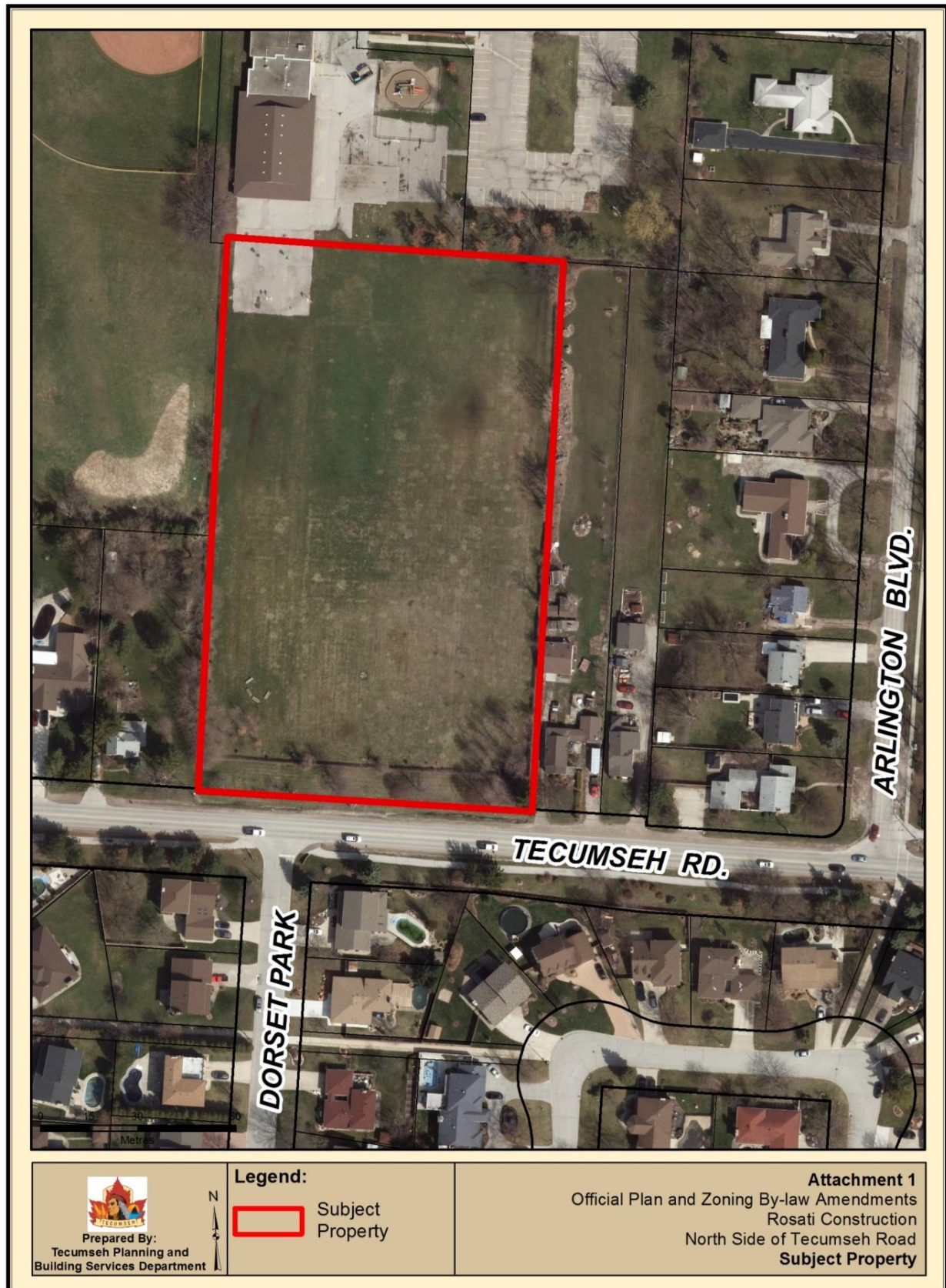
Reviewed by:

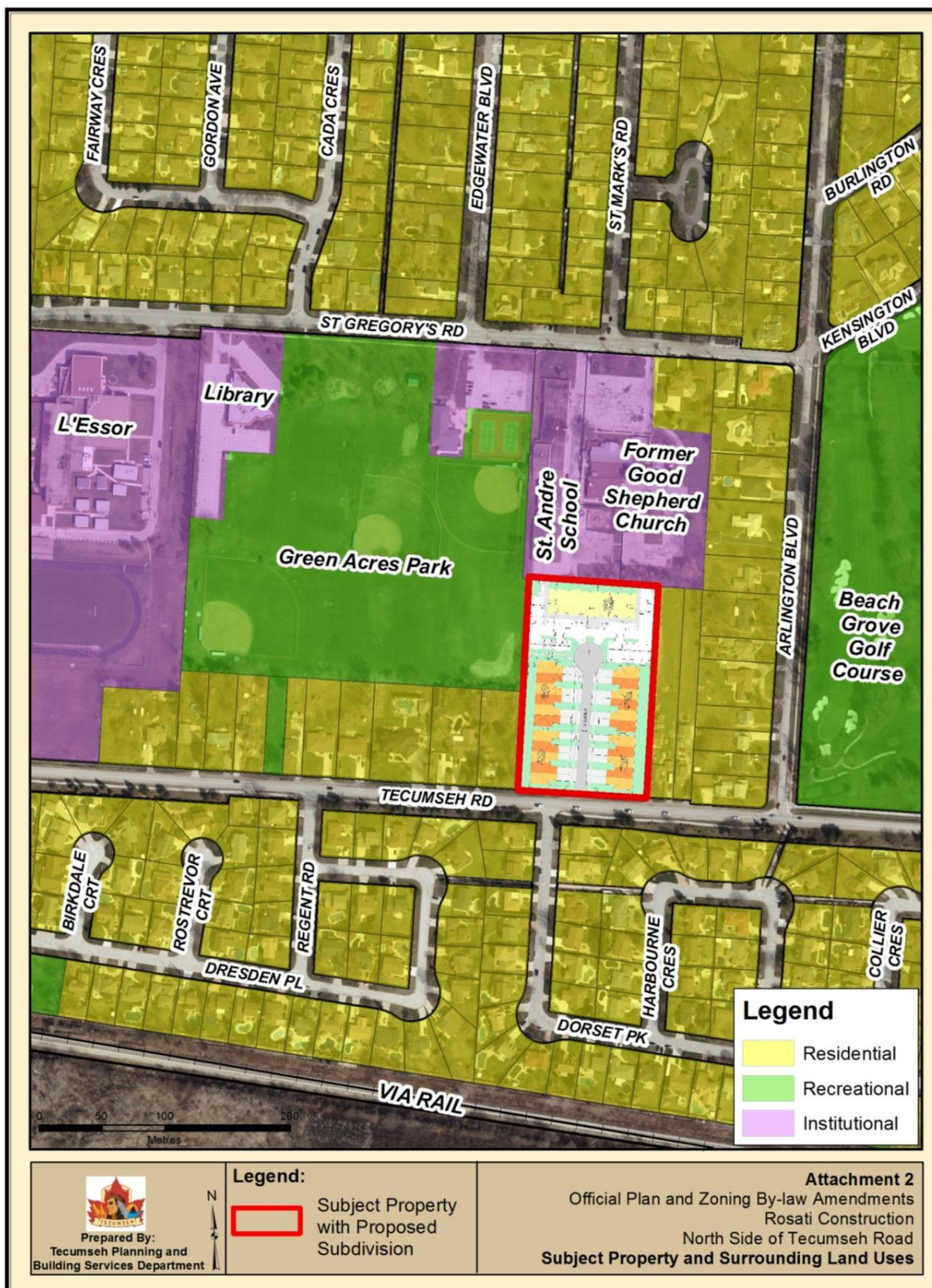
Dan Piescic, P.Eng.
Director Public Works & Environmental Services

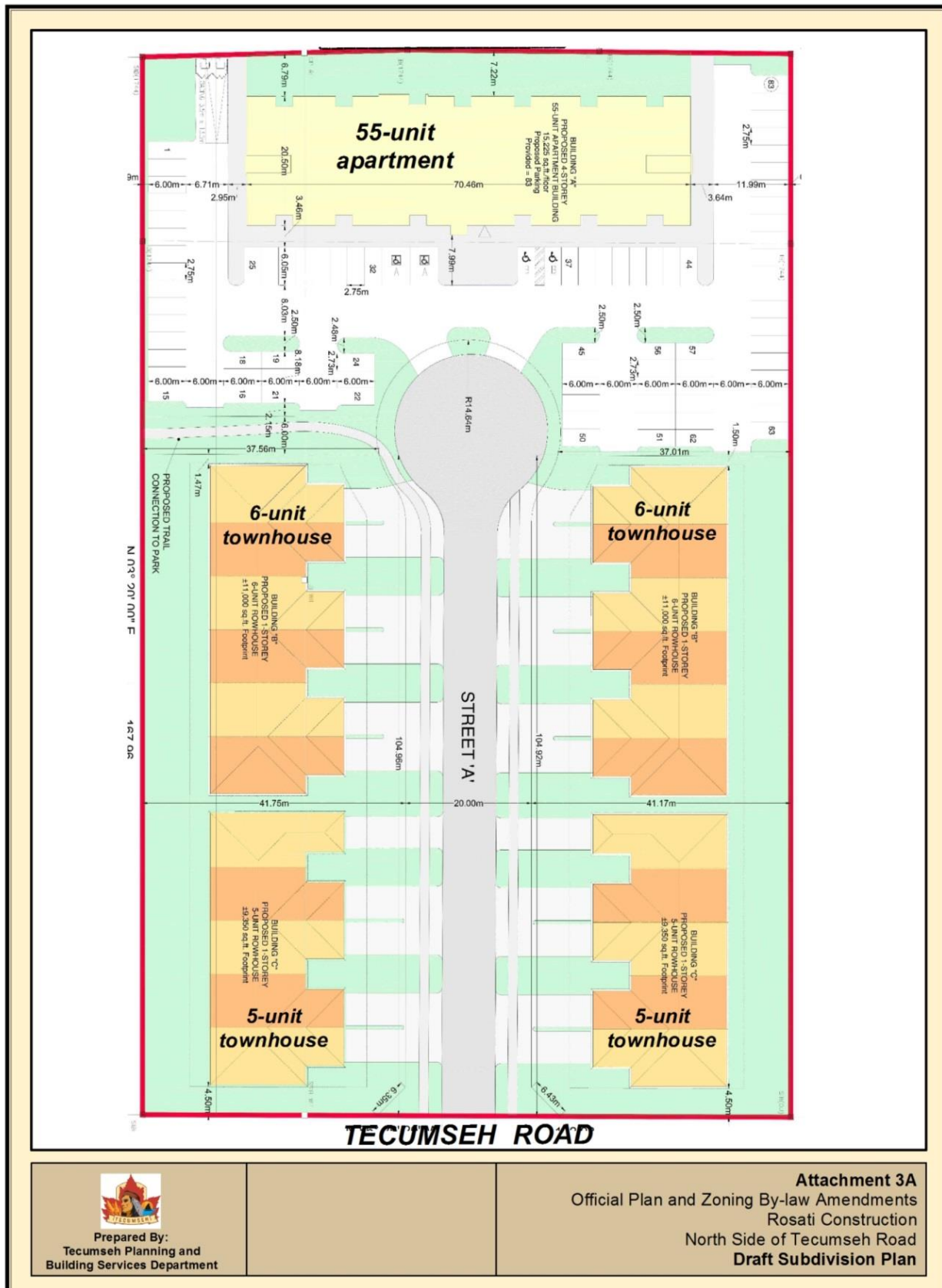
Recommended by:

Brian Hillman, MA, MCIP, RPP
Acting Chief Administrative Officer

Attachment Number	Attachment Name
1	Subject Property Map
2	Subject Property and Surrounding Land Uses Map
3A	Draft Subdivision Plan
3B	Distance of Apartment to Existing Residential Dwellings Map
4A	Conceptual Architectural Renderings 1
4B	Conceptual Architectural Renderings 2
5	Official Plan Map
6	Zoning Map

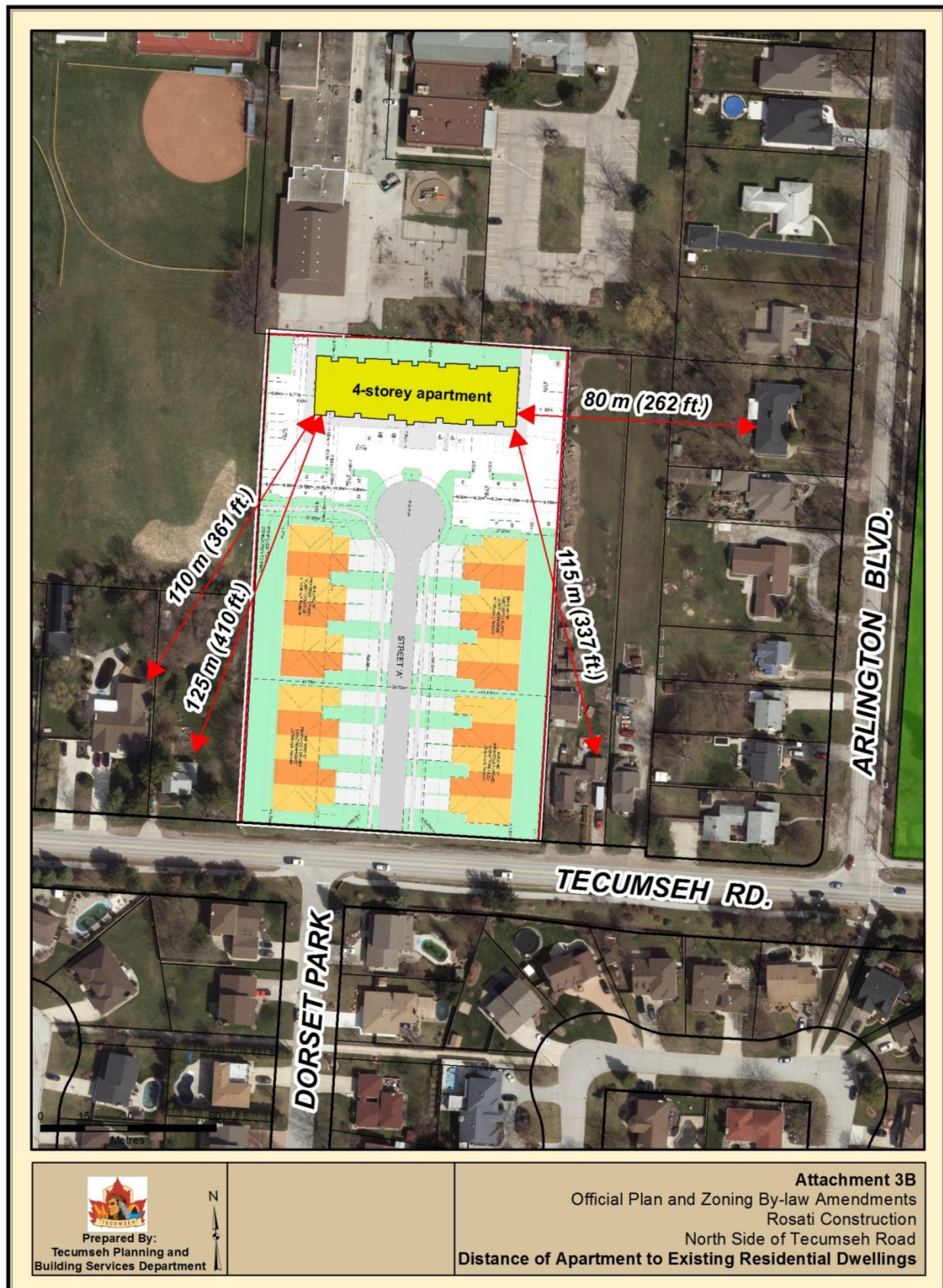






Prepared By:
 Tecumseh Planning and
 Building Services Department

Attachment 3A
 Official Plan and Zoning By-law Amendments
 Rosati Construction
 North Side of Tecumseh Road
Draft Subdivision Plan





Looking north from Tecumseh Road



View of Townhouse Dwellings



Prepared By:
Tecumseh Planning and
Building Services Department

Attachment 4A
Official Plan and Zoning By-law Amendments
Rosati Construction
North Side of Tecumseh Road
Conceptual Architectural Renderings 1



View of Townhomes and Apartment

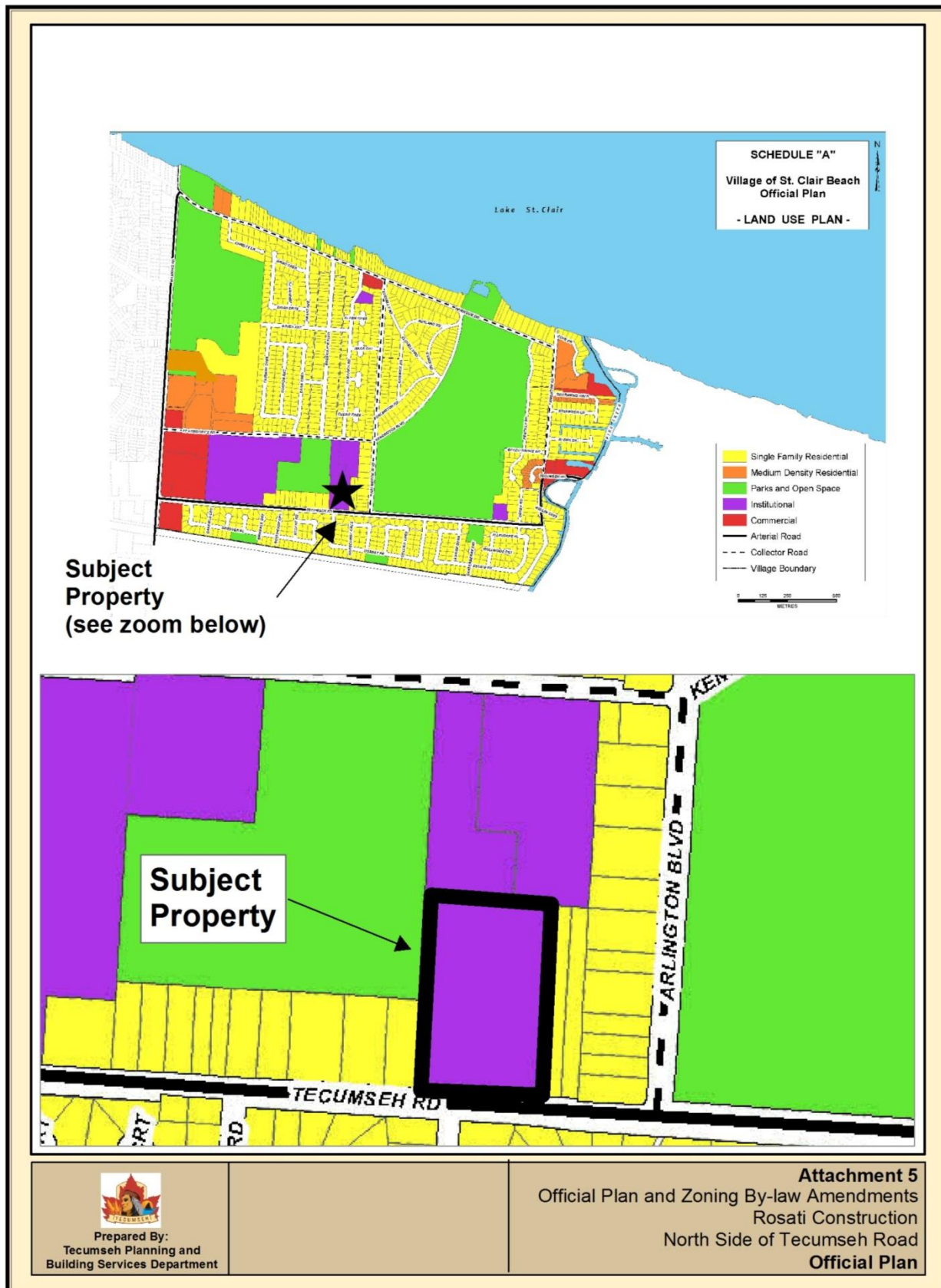


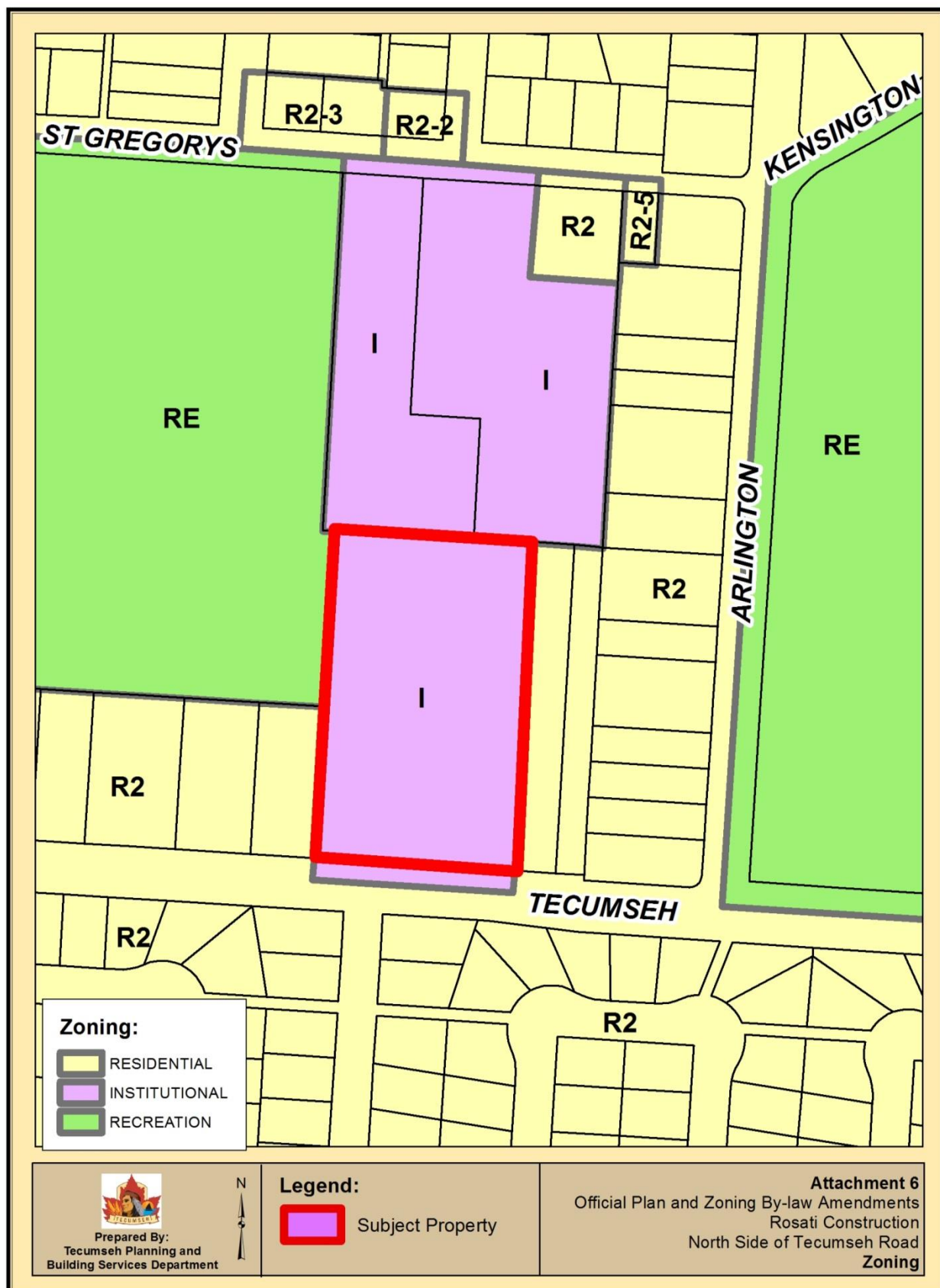
View of Apartment



Prepared By:
Tecumseh Planning and
Building Services Department

Attachment 4B
Official Plan and Zoning By-law Amendments
Rosati Construction
North Side of Tecumseh Road
Conceptual Architectural Renderings 2





THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW NUMBER 2018-22

A by-Law of The Corporation of the Town Of Tecumseh to authorize the borrowing upon amortizing debentures in the principal amount of \$99,200.00 towards the cost of the North Talbot Road Sanitary Sewer.

And Whereas subsection 401 (1) of the *Municipal Act, 2001*, as amended (the “Act”) provides that a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures and prescribed financial instruments and enter prescribed financial agreements for or in relation to the debt;

And Whereas subsection 408 (2.1) of the Act provides that a municipality may issue a debenture or other financial instrument for long-term borrowing only to provide financing for a capital work;

And Whereas the Council of The Corporation of The Town of Tecumseh (the “Municipality”) has passed the By-law or By-laws, as applicable, enumerated in column (1) of Schedule “A” attached hereto and forming part of this By-law authorizing the capital work described in column (2) of Schedule “A” (individually a “Capital Work” and collectively the “Capital Works”, as the case may be), and authorizing the entering into of a Financing Agreement dated effective as of May 01, 2012 for the provision of temporary and long term borrowing from Ontario Infrastructure and Lands Corporation (“OILC”) in respect of the Capital Work(s) (the “Financing Agreement”) and the Municipality desires to issue debentures for the Capital Work(s) in the amount or respective amounts, as applicable, specified in column (5) of Schedule “A”;

And Whereas before authorizing the Capital Work(s) and before authorizing any additional cost amount and any additional debenture authority in respect thereof the Council of the Municipality had its Treasurer calculate an updated limit in respect of its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable regulation and, prior to the Council of the Municipality authorizing the Capital Work(s), each such additional cost amount and each such additional debenture authority, the Treasurer determined that the estimated annual amount payable in respect of the Capital Work(s), each such additional cost amount and each such additional debenture authority, would not cause the Municipality to exceed the updated limit and that the approval of the Capital Work(s), each such additional cost amount and each such additional debenture authority, by the Ontario Municipal Board pursuant to such regulation was not required;

And Whereas the Municipality has submitted an application to OILC for long term borrowing through the issue of debentures to OILC in respect of the Capital Work(s) (the “Application”) and the Application has been approved;

And Whereas to provide long term financing for the Capital Work(s) and to repay certain temporary advances in respect of the Capital Work(s) made by OILC pursuant to the Financing Agreement, it is now deemed to be expedient to borrow money by the issue of amortizing debentures in the principal amount of \$99,200.00

dated April 16, 2018 and maturing on April 16, 2023, and payable in semi-annual instalments of combined principal and interest on the sixteenth day of October and on the sixteenth day of April in each of the years 2018 to 2023, both inclusive on the terms hereinafter set forth;

Now Therefore The Council Of The Corporation Of The Town Of Tecumseh Enacts As Follows:

1. For the Capital Work(s), the borrowing upon the credit of the Municipality at large of the principal amount of \$99,200.00 and the issue of amortizing debentures therefor to be repaid in semi-annual instalments of combined principal and interest as hereinafter set forth, are hereby authorized.
2. The Mayor and the Treasurer of the Municipality are hereby authorized to cause any number of amortizing debentures to be issued for such amounts of money as may be required for the Capital Work(s) in definitive form, not exceeding in total the said principal amount of \$99,200.00 (the "Debentures"). The Debentures shall bear the Municipality's municipal seal and the signatures of Mayor and the Treasurer of the Municipality, all in accordance with the provisions of the Act. The municipal seal of the Municipality and the signatures referred to in this section may be printed, lithographed, engraved or otherwise mechanically reproduced. The Debentures are sufficiently signed if they bear the required signatures and each person signing has the authority to do so on the date he or she signs.
3. The Debentures shall be in fully registered form as one or more certificates in the principal amount of \$99,200.00, in the name of OILC, or as OILC may otherwise direct, substantially in the form attached as Schedule "B" hereto and forming part of this By-law with provision for payment of principal and interest (other than in respect of the final payment of principal and outstanding interest on maturity upon presentation and surrender) by pre-authorized debit in respect of such principal and interest to the credit of such registered holder on such terms as to which the registered holder and the Municipality may agree.
4. In accordance with the provisions of section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011*, as amended from time to time hereafter, as security for the payment by the Municipality of the indebtedness of the Municipality to OILC under the Debentures (the "Obligations"), the Municipality is hereby authorized to agree in writing with OILC that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding the amounts that the Municipality fails to pay OILC on account of the Obligations and to pay such amounts to OILC from the Consolidated Revenue Fund.
5. The Debentures shall all be dated April 16, 2018, and as to both principal and interest shall be expressed and be payable in lawful money of Canada. The Debentures shall bear interest at the rate of 2.62% per annum and mature during a period of 5 year(s) years from the date thereof payable semi-annually in arrears as described in this section. The Debentures shall be paid in full by April 16, 2023 and be payable in equal semi-annual

instalments of combined principal and interest on the sixteenth day of October and on the sixteenth day of April in each of the years 2018 to 2023, both inclusive, save and except for the last instalment which may vary slightly from the preceding equal instalments, as set forth in Schedule "C" attached hereto and forming part of this By-law ("Schedule "C").

6. Payments in respect of principal of and interest on the Debentures shall be made only on a day on which banking institutions in Toronto, Ontario, are not authorized or obligated by law or executive order to be closed (a "**Toronto Business Day**") and if any date for payment is not a Toronto Business Day, payment shall be made on the next following Toronto Business Day.
7. Interest shall be payable to the date of maturity of the Debentures and on default shall be payable on any overdue amounts both before and after default and judgment at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debentures for such amounts plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amounts become overdue for so long as such amounts remain overdue and the Municipality shall pay to the registered holders any and all costs incurred by the registered holders as a result of the overdue payment. Any amounts payable by the Municipality as interest on overdue principal or interest and all costs incurred by the registered holders as a result of the overdue payment in respect of the Debentures shall be paid out of current revenue. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.

"Prime Rate" means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the "**Reference Banks**") as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the "Prime Rate" shall be the arithmetic mean of the rates quoted by those Reference Banks.

8. In each year in which a payment of equal semi-annual instalments of combined principal and interest becomes due in respect of the Capital Work(s) including the last 'non-equal' instalment, there shall be raised as part of the Municipality's general levy the amounts of principal and interest payable by the Municipality in each year as set out in Schedule "C" to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality.

9. The Debentures may contain any provision for their registration thereof authorized by any statute relating to municipal debentures in force at the time of the issue thereof.
10. The Municipality shall maintain a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of the cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.
11. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of the Debentures as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.
12. The Debentures will be transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, the Mayor and the Treasurer shall issue and deliver a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations as directed by the transferee, in the case of a transfer or as directed by the registered holder in the case of an exchange.
13. The Mayor and the Treasurer shall issue and deliver new Debentures in exchange or substitution for Debentures outstanding on the registry with the same maturity and of like form which have become mutilated, defaced, lost, subject to a mysterious or unexplainable disappearance, stolen or destroyed, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case when a Debenture is mutilated, defaced, lost, mysteriously or

unexplainably missing, stolen or destroyed) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.

14. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of this By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
15. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
16. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of any of the principal and interest cheques (if any) that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder.
18. The Mayor and the Treasurer are hereby authorized to cause the Debentures to be issued, one or more of the Clerk and Treasurer are hereby authorized to generally do all things and to execute all other documents and other papers in the name of the Municipality in order to carry out the issue of the Debentures and the Treasurer is authorized to affix the Municipality's municipal seal to any of such documents and papers.

19. The money received by the Municipality from the sale of the Debentures to OILC, including any premium, and any earnings derived from the investment of that money, after providing for the expenses related to their issue, if any, shall be apportioned and applied to the Capital Work(s) and to no other purpose except as permitted by the Act.
20. Subject to the Municipality's investment policies and goals, the applicable legislation and the terms and conditions of the Debentures, the Municipality may, if not in default under the Debentures, at any time purchase any of the Debentures in the open market or by tender or by private contract at any price and on such terms and conditions (including, without limitation, the manner by which any tender offer may be communicated or accepted and the persons to whom it may be addressed) as the Municipality may in its discretion determine.
21. This By-law takes effect on the day of passing.

By-law read a first and second time this 27th day of March, 2018

By-law read a third time and finally passed this 27th day of March, 2018

Gary McNamara
Mayor

Laura Moy
Clerk/Director of Staff Service

The Corporation of The Town of Tecumseh

Schedule “A” to By-law Number 2018-22

(1)	(2)	(3)	(4)	(5)	(6)
By-law	Project Description	Approved Amount to be Financed Through the Issue of Debentures	Amount of Debentures Previously Issued	Amount of Debentures to be Issued	Term of Years of Debentures
	North Talbot Road Sanitary Sewer	\$3,060,250.00	\$0.00	99,200.00	5 year(s)

The Corporation of The Town of Tecumseh

Schedule “B” to By-law Number 2018-22

No. 2018-01

\$99,200.00

C A N A D A
Province of Ontario
The Corporation of The Town of Tecumseh

FULLY REGISTERED INTEREST RATE 2.62% AMORTIZING DEBENTURE

The Corporation of The Town of Tecumseh (the “Municipality”), for value received, hereby promises to pay to

ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (“OILC”)

or registered assigns, subject to the Conditions attached hereto which form part hereof (the “Conditions”), upon presentation and surrender of this debenture (or as otherwise agreed to by the Municipality and OILC) by the maturity date of this debenture (April 16, 2023), the principal amount of

NINETY NINE THOUSAND TWO HUNDRED DOLLARS

----- (\$99,200.00) -----

by equal semi-annual instalments of combined principal and interest on the sixteenth day of October and on the sixteenth day of April in each of the years 2018 to 2023, both inclusive, save and except for the last instalment which may vary slightly from the preceding equal instalments, in the amounts set forth in the attached Amortizing Debenture Schedule (the “Amortization Schedule”) and subject to late payment interest charges pursuant to the Conditions, in lawful money of Canada. Subject to the Conditions: interest shall be paid until the maturity date of this debenture, in like money in semi-annual payments from the closing date (April 16, 2018) or from the last date on which interest has been paid on this debenture, whichever is later, at the rate of 2.62 % per annum, in arrears, on the specified dates, as set forth in the Amortization Schedule; and interest shall be paid on default at the applicable rate set out in the Amortization Schedule both before and after default and judgment. The payments of principal and interest and the outstanding amount of principal in each year are shown in the Amortization Schedule.

The Municipality, pursuant to section 25 of the *Ontario Infrastructure and Lands Corporation Act, 2011* (the “OILC Act, 2011”) hereby irrevocably agrees that the Minister of Finance is entitled, without notice to the Municipality, to deduct from money appropriated by the Legislative Assembly of Ontario for payment to the Municipality, amounts not exceeding any amounts that the Municipality fails to pay OILC on account of indebtedness evidenced by this debenture, and to pay such amounts to OILC from the Consolidated Revenue Fund.

This debenture is subject to the Conditions.

Dated at The Corporation of The Town of Tecumseh as at the 16th day of April, 2018

In Testimony Whereof and under the authority of By-law Number 2018-22 of the Municipality duly passed on the 27th day of March, 2018 (the “By-law”), this debenture is sealed with the municipal seal of the Municipality and signed by the Mayor and by the Treasurer thereof.

Date of Registration: April 16, 2018

Gary McNamara, Mayor

(Seal)_____

Luc Gagnon, Treasurer

OILC hereby agrees that the Minister of Finance is entitled to exercise certain rights of deduction pursuant to section 25 of the OILC Act, 2011 as described in this debenture.

Ontario Infrastructure and Lands Corporation

by: _____
Authorized Signing Officer

by: _____
Authorized Signing Officer

LEGAL OPINION

We have examined the By-law of the Municipality authorizing the issue of amortizing debentures in the principal amount of \$99,200.00 dated April 16, 2018 and maturing on April 16, 2023 payable in equal semi-annual instalments of combined principal and interest on the sixteenth day of October and on the sixteenth day of April in each of the years 2018 to 2023, both inclusive, save and except for the last instalment which may vary slightly from the preceding equal instalments as set out in Schedule "C" to the By-law.

In our opinion, the By-law has been properly passed and is within the legal powers of the Municipality. The debenture issued under the By-law in the within form (the "Debenture") is the direct, general, unsecured and unsubordinated obligation of the Municipality. The Debenture is enforceable against the Municipality subject to the special jurisdiction and powers of the Ontario Municipal Board over defaulting municipalities under the *Municipal Affairs Act*. This opinion is subject to and incorporates all the assumptions, qualifications and limitations set out in our opinion letter.

April 16, 2018

Ed Hooker, Barrister and Solicitor

CONDITIONS OF THE DEBENTURE

Form, Denomination, and Ranking of the Debenture

1. The debentures issued pursuant to the By-law (collectively the “Debentures” and individually a “Debenture”) are issuable as fully registered Debentures without coupons.
2. The Debentures are direct, general, unsecured and unsubordinated obligations of the Municipality. The Debentures rank concurrently and equally in respect of payment of principal and interest with all other debentures of the Municipality except for the availability of money in a sinking or retirement fund for a particular issue of debentures.
3. This Debenture is one fully registered Debenture registered in the name of OILC and held by OILC.

Registration

4. The Municipality shall maintain at its designated office a registry in respect of the Debentures in which shall be recorded the names and the addresses of the registered holders and particulars of the Debentures held by them respectively and in which particulars of cancellations, exchanges, substitutions and transfers of Debentures, may be recorded and the Municipality is authorized to use electronic, magnetic or other media for records of or related to the Debentures or for copies of them.

Title

5. The Municipality shall not be bound to see to the execution of any trust affecting the ownership of any Debenture or be affected by notice of any equity that may be subsisting in respect thereof. The Municipality shall deem and treat registered holders of Debentures, including this Debenture, as the absolute owners thereof for all purposes whatsoever notwithstanding any notice to the contrary and all payments to or to the order of registered holders shall be valid and effectual to discharge the liability of the Municipality on the Debentures to the extent of the amount or amounts so paid. Where a Debenture is registered in more than one name, the principal of and interest from time to time payable on such Debenture shall be paid to or to the order of all the joint registered holders thereof, failing written instructions to the contrary from all such joint registered holders, and such payment shall constitute a valid discharge to the Municipality. In the case of the death of one or more joint registered holders, despite the foregoing provisions of this section, the principal of and interest on any Debentures registered in their names may be paid to the survivor or survivors of such holders and such payment shall constitute a valid discharge to the Municipality.

Payments of Principal and Interest

6. The record date for purposes of payment of principal of and interest on the Debentures is as of 5:00 p.m. on the sixteenth calendar day preceding any Payment Date including the maturity date. Principal of and interest on the Debentures are payable by the Municipality to the persons registered as holders in the registry on the relevant record date. The Municipality shall not be required to register any transfer, exchange or substitution of Debentures during the period from any record date to the corresponding Payment Date.
7. The Municipality shall make all payments in respect of equal semi-annual instalments of combined principal and interest including the last 'non-equal' instalment on the Debentures on the Payment Dates commencing on October 16, 2018 and ending on April 16, 2023 as set out in Schedule "C" to the By-law, by pre-authorized debit in respect of such interest and principal to the credit of the registered holder on such terms as the Municipality and the registered holder may agree.
8. The Municipality shall pay to the registered holder interest on any overdue amount of principal or interest in respect of any Debenture, both before and after default and judgment, at a rate per annum equal to the greater of the rate specified on the Schedule as attached to and forming part of the Debenture for such amount plus 200 basis points or Prime Rate (as defined below) plus 200 basis points, calculated on a daily basis from the date such amount becomes overdue for so long as such amount remains overdue and the Municipality shall pay to the registered holder any and all costs incurred by the registered holder as a result of the overdue payment.
9. Whenever it is necessary to compute any amount of interest in respect of the Debentures for a period of less than one full year, other than with respect to regular semi-annual interest payments, such interest shall be calculated on the basis of the actual number of days in the period and a year of 365 days or 366 days as appropriate.
10. Payments in respect of principal of and interest on the Debentures shall be made only on a day on which banking institutions in Toronto, Ontario, are not authorized or obligated by law or executive order to be closed (a "**Toronto Business Day**"), and if any date for payment is not a Toronto Business Day, payment shall be made on the next following Toronto Business Day as noted on the Amortization Schedule.
11. The Debentures are transferable or exchangeable at the office of the Treasurer of the Municipality upon presentation for such purpose accompanied by an instrument of transfer or exchange in a form approved by the Municipality and which form is in accordance with the prevailing Canadian transfer legislation and practices, executed by the registered holder thereof or such holder's duly authorized attorney or legal personal representative, whereupon and upon registration of such transfer or exchange and cancellation of the Debenture or Debentures presented, a new Debenture or Debentures of an equal aggregate principal amount in any authorized denomination or denominations will be delivered as directed by the

transferee, in the case of a transfer or as directed by the registered holder in the case of an exchange.

12. The Municipality shall issue and deliver Debentures in exchange for or in substitution for Debentures outstanding on the registry with the same maturity and of like form in the event of a mutilation, defacement, loss, mysterious or unexplainable disappearance, theft or destruction, provided that the applicant therefor shall have: (a) paid such costs as may have been incurred in connection therewith; (b) (in the case of a mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed Debenture) furnished the Municipality with such evidence (including evidence as to the certificate number of the Debenture in question) and an indemnity in respect thereof satisfactory to the Municipality in its discretion; and (c) surrendered to the Municipality any mutilated or defaced Debentures in respect of which new Debentures are to be issued in substitution.
13. The Debentures issued upon any registration of transfer or exchange or in substitution for any Debentures or part thereof shall carry all the rights to interest if any, accrued and unpaid which were carried by such Debentures or part thereof and shall be so dated and shall bear the same maturity date and, subject to the provisions of the By-law, shall be subject to the same terms and conditions as the Debentures in respect of which the transfer, exchange or substitution is effected.
14. The cost of all transfers and exchanges, including the printing of authorized denominations of the new Debentures, shall be borne by the Municipality. When any of the Debentures are surrendered for transfer or exchange the Treasurer of the Municipality shall: (a) in the case of an exchange, cancel and destroy the Debentures surrendered for exchange; (b) in the case of an exchange, certify the cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debenture or Debentures issued in exchange; and (d) in the case of a transfer, enter in the registry particulars of the registered holder as directed by the transferor.
15. Reasonable fees for the substitution of a new Debenture or new Debentures for any of the Debentures that are mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed and for the replacement of mutilated, defaced, lost, mysteriously or unexplainably missing, stolen or destroyed principal and interest cheques (if any) may be imposed by the Municipality. When new Debentures are issued in substitution in these circumstances the Municipality shall: (a) treat as cancelled and destroyed the Debentures in respect of which new Debentures will be issued in substitution; (b) certify the deemed cancellation and destruction in the registry; (c) enter in the registry particulars of the new Debentures issued in substitution; and (d) make a notation of any indemnities provided.
16. If OILC elects to terminate its obligations under the financing agreement entered into between the Municipality and OILC, pursuant to which the Debentures are issued, OILC, at its discretion, shall assess any losses that it may incur as a result of the termination as follows: if on the date of termination the outstanding principal balance on the Debentures is less than the net

present value of the Debentures, the Municipality shall pay the difference between these two amounts to OILC.

Notices

17. Except as otherwise expressly provided herein, any notice required to be given to a registered holder of one or more of the Debentures will be sufficiently given if a copy of such notice is mailed or otherwise delivered to the registered address of such registered holder. If the Municipality or any registered holder is required to give any notice in connection with the Debentures on or before any day and that day is not a Toronto Business Day (as defined in section 10 of these Conditions) then such notice may be given on the next following Toronto Business Day.

Time

18. Unless otherwise expressly provided herein, any reference herein to a time shall be considered to be a reference to Toronto time.

Governing Law

19. The Debentures are governed by and shall be construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable in Ontario.

Definitions:

- (a) **"Prime Rate"** means, on any day, the annual rate of interest which is the arithmetic mean of the prime rates announced from time to time by the following five major Canadian Schedule I banks, as of the issue date of this Debenture: Royal Bank of Canada; Canadian Imperial Bank of Commerce; The Bank of Nova Scotia; Bank of Montreal; and The Toronto-Dominion Bank (the **"Reference Banks"**) as their reference rates in effect on such day for Canadian dollar commercial loans made in Canada. If fewer than five of the Reference Banks quote a prime rate on such days, the "Prime Rate" shall be the arithmetic mean of the rates quoted by those Reference Banks.

THE CORPORATION OF THE TOWN OF TECUMSEH

Schedule "C" to By-law Number 2018-22

LOAN AMORTIZATION SCHEDULE

Name: The Corporation of the Town of Tecumseh

Principal: \$99,200.00

Rate: 2.62%

Term: 5 years

Paid: Semi-Annually

Maturity: 04/16/2023

Pay #	Date	Amount Due	Principal Due	Interest Due	Rem. Principal
1	10/16/2018	10,648.69	9,349.17	1,299.52	89,850.83
2	4/16/2019	10,648.69	9,471.64	1,177.05	80,379.19
3	10/16/2019	10,648.69	9,595.72	1,052.97	70,783.47
4	4/16/2020	10,648.69	9,721.43	927.26	61,062.04
5	10/16/2020	10,648.69	9,848.78	799.91	51,213.26
6	4/16/2021	10,648.69	9,977.80	670.89	41,235.46
7	10/16/2021	10,648.69	10,108.51	540.18	31,126.95
8	4/16/2022	10,648.69	10,240.93	407.76	20,886.02
9	10/16/2022	10,648.69	10,375.08	273.61	10,510.94
10	4/16/2023	10,648.63	10,510.94	137.69	0
		106,486.84	99,200.00	7,286.84	

The Corporation of the Town of Tecumseh

By-Law Number 2018 - 23

Being a by-law to amend By-law 2065, the Town's Comprehensive Zoning By-law for those lands in the former Village of St. Clair Beach. (Lot 130, Plan 51 – 154 Hayes Avenue)

Whereas By-law No. 2065 is the Town's comprehensive zoning by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Tecumseh, for lands situated within the former Village of St. Clair Beach;

And Whereas the Council of the Corporation of the Town of Tecumseh deems it necessary and in the best interest of proper planning to further amend By-law No. 2065;

And Whereas this By-law conforms to the Official Plan in effect for the Town of Tecumseh for lands in the former Village of St. Clair Beach, as amended;

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

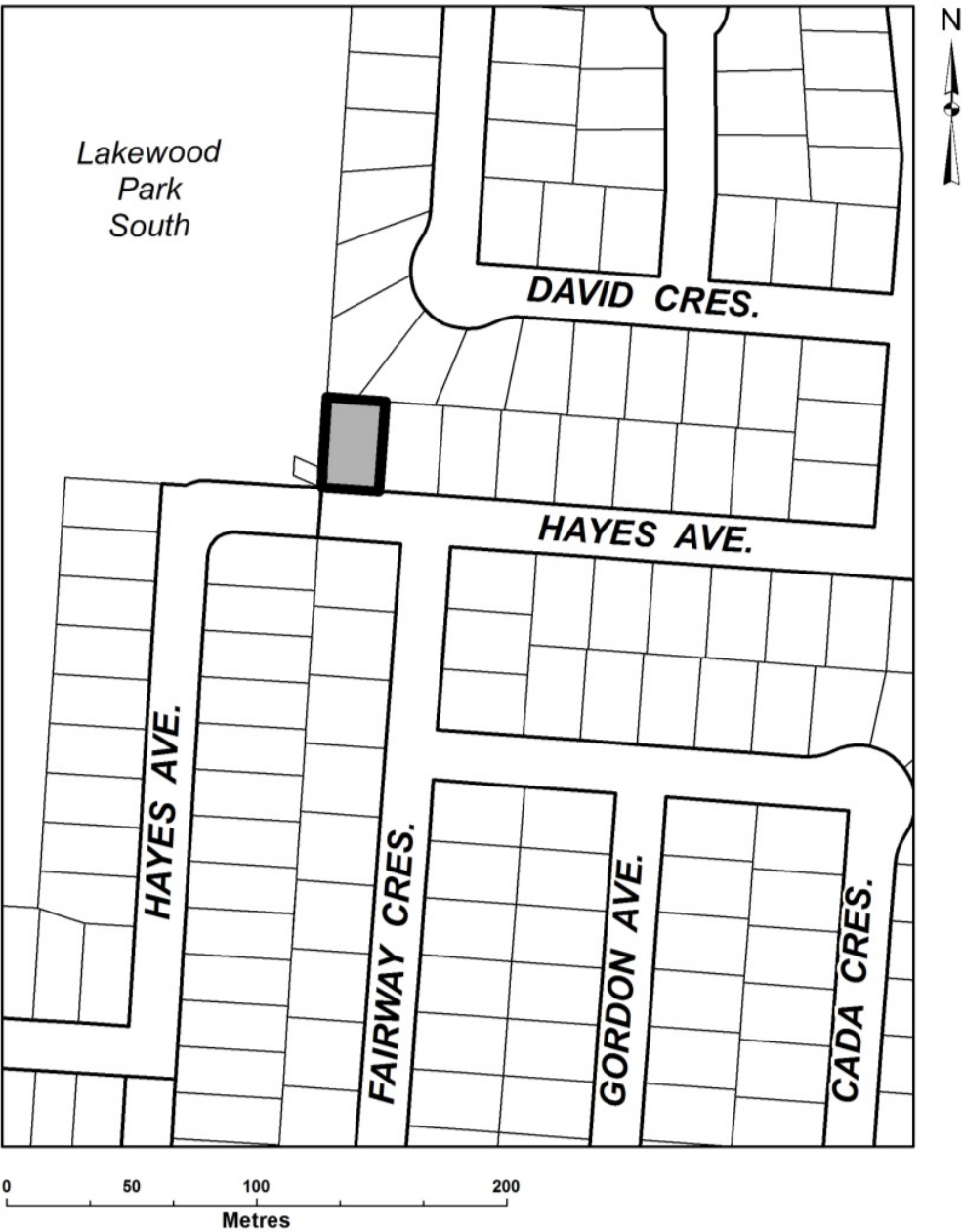
- 1. That Schedule "A" to By-law 2065, as amended, is hereby further amended by changing the zoning classification for those lands as depicted on Schedule "A" attached hereto and forming part of this by-law from "Recreational Zone (RE)" to "Residential Type Two Zone (R2)".
- 2. This By-law shall take effect from the date of passage by Council and shall come into force in accordance with Sections 34 and 39 of the *Planning Act, R.S.O. 1990*.


Read a first, second and third time and finally passed this 27th day of March, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk

SCHEDULE "A"
154 HAYES AVENUE
LOT 130, PLAN 51
TOWN OF TECUMSEH



 Change from "RE" to "R2"

This is Schedule "A" to By-law No. 2018-23.
Passed the 27th day of March, 2018.

Signed

Mayor

Clerk

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW NUMBER 2018-24

Being a by-law to close up and authorize the sale of the alley located between Coronado and Barry and abutting 12600 to 12700 Little River Blvd., 340 to 346 Coronado, 387 Barry, and 12733 to 12765 Mason)

Whereas pursuant to Section 34 of the *Municipal Act* S.O. 2001 Chapter 25, as amended, the Council of a municipality may pass by-laws for permanently closing a highway or part of a highway, subject to giving public notice of its intention to pass the by-law;

And Whereas pursuant to Section 43 of the *Municipal Act* S.O. 2001 Chapter 25, as amended, a municipality that permanently closes a portion of highway may convey the land forming the highway, if it is not covered with water;

And Whereas pursuant to Section 251 of the *Municipal Act* S.O. 2001 Chapter 25, as amended, the Council of the Corporation of the Town of Tecumseh enacted By-law No. 2003-06 establishing procedures for notices as required under the *Municipal Act*, S.O. 2001;

And Whereas notice of intention of the Council of The Corporation of the Town of Tecumseh to pass a by-law to close and convey the alley situate between Coronado and Barry and abutting 12600 to 12700 Little River Blvd., 340 to 346 Coronado, 387 Barry, and 12733 to 12765 Mason (Alley) was published in the Shoreline Week on the following dates: Friday, September 22 and 29, and October 6, 2017; and Thursday, September 21 and 28, and October 5, 2017, in accordance with By-law No. 2003-06;

And Whereas the Council of the Town of Tecumseh deems it desirable to transfer the Closed Alley to the abutting property owners;

Now Therefore The Council Of The Corporation Of The Town Of Tecumseh Hereby Enacts As Follows:

1. **That** the alley, Plan 1183 Tecumseh Abutting Lt. 89 to 103 Plan 1183; Tecumseh being PIN 752260-0191 situate between Coronado and Barry and abutting 12600 to 12700 Little River Blvd., 340 to 346 Coronado, 387 Barry, and 12733 to 12765 Mason (Alley) in the Town of Tecumseh be and the same is hereby stopped-up and closed.
2. **That** the property owners whose lands abut upon the stopped-up and closed Alley shall have the right to purchase a portion of the Alley which abuts his or her lands.
3. **That** the sale price of the closed Alley to the abutting property owners shall be a proportionate share of the survey, advertising, legal and any other costs incurred by The Corporation of the Town of Tecumseh to effect the Alley closing and transfer.
4. **That** the Mayor and the Clerk be and they are hereby authorized to execute on behalf of The Corporation of the Town of Tecumseh, and to seal any and all documents necessary to implement this by-law and the sale of the closed Alley.
5. **That** by-law No. 2017-74 is hereby repealed.
6. **That** this by-law shall come into full force and take effect after its final passing, and upon its registration in the Land Registry Office for the County of Essex.

Read a first, second and third time and finally passed this 27th day of March, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk

THE CORPORATION OF THE TOWN OF TECUMSEH

BY-LAW NUMBER 2018-25

Being a by-law to authorize the sale of 154 Hayes Ave.

Whereas pursuant to Section 268 of the *Municipal Act* S.O. 2001 Chapter 25, as amended, provide that every Council with authority to sell land shall by by-law establish procedures governing the sale of real property, including the giving of notice;

And Whereas pursuant to Section 268 of the *Municipal Act* S.O. 2001 Chapter 25, as amended, the Council of the Corporation of the Town of Tecumseh enacted By-law No. 2003-09 establishing procedures for the sale of surplus property and the notice of sale;

And Whereas notice of intention of the Council of The Corporation of the Town of Tecumseh to pass a by-law to dispose of the lands known municipally as 154 Hayes Avenue was published in Shoreline Week on the Friday, March 16, 2018 an the Essex Free Press on Thursday, March 15, 2018, in accordance with By-law No. 2003-09 September 22 and 29, and October 6, 2017; and Thursday, September 21 and 28, and October 5, 2017, in accordance with By-law No. 2003-06;

And Whereas notice of intention of the Council of The Corporation of the Town of Tecumseh (Corporation) to pass a by-law to dispose of the lands known municipally as 154 Hayes Avenue was posted on the Town's website and declared at the January 30, 2018 Regular Meeting of Council;

Now Therefore The Council Of The Corporation Of The Town Of Tecumseh Hereby Enacts As Follows:

1. **That** the lands legally described at Lot 130, Plan M51, St. Clair Beach being PIN 75270-0098, municipally known as 154 Hayes Ave. in the Town of Tecumseh (subject property) be and the same is hereby declared surplus to the needs of the Corporation;
2. **That** the subject property be offer for sale by way of public tender with a minimum reserve bid as established by Council;
3. **That** the Mayor and the Clerk be and they are hereby authorized to execute on behalf of The Corporation of the Town of Tecumseh, and to seal any and all documents necessary to implement this by-law and the sale of the subject property.
4. **That** this by-law shall come into full force and take effect after its final passing, and upon its registration in the Land Registry Office for the County of Essex.

Read a first, second and third time and finally passed this 27th day of March, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk

UNFINISHED REGULAR COUNCIL BUSINESS

	Meeting Date	Resolution	Subject	Action/Direction	Depart.	Status/Action Taken
20/14	Dec 9, 2014 Feb 14, 2017		County Rd 34 Hamlet	Administration is asked to look into property ownership and to work with the owners on opportunities for alternate service arrangements. Administration is asked to provide an update to the affected property owners.	PWES/ Clerks	Update provided by legal on March 14, 2017
3/17	Mar 14, 2017		Alley Closing Policy	An alley closing policy is requested to establish a uniformed process for closing alleys.	Clerks	Next Policies & Priorities Committee
4/17	Mar 28, 2017		Oldcastle Hamlet	The presentation and requests made by FOOD is referred to Administration for a report and recommendation.	Planning	OMB Hearing Nov. 17-17, 2017 OMB Decision Jan. 17, 2018 Section 43 Review Feb 13, 2018
13/17	May 23, 2017		Signage on Manning Road	Administration is requested to approach the Town of Lakeshore and the County of Essex in regards to establishing a gateway policy with a common standard for regulating urbanized areas and signs for Manning Road.	CAO	Tecumseh and Lakeshore Administration have met and a response is pending from Lakeshore.
18/17	July 25, 2017		Urban Chickens	Zoning Order issued to Dan Beaulieu relating to the keeping of chickens at 2380 Lesperance Road, be deferred pending further discussion and decision-making by Council on the matter of the keeping of urban chickens based on further research and reporting by Administration.	Clerks/ Planning	Research is in progress
24/17	October 28, 2017		Riverside Drive Trail	Administration is asked to provide a report with a quantitative analysis on the location of the Riverside Drive Trail to be on the north or south side of the street.	PWES	A PIC is being planned
25/17	November 14, 2017		Tenanted Farm Tax Class	Administration is requested to provide comments regarding the tenanted farm tax properties being reclassified as a residential tax class (for non-tilled land), and not implementing this change. How this could action financially impact municipalities and property owners.	Finance	
26/17	December 12, 2017		Hill at Green Acres Optimist Park	A request for a report on the environmental history of the hill located at Green Acres Optimist Park. The report should include an option to remove the hill to accommodate a soccer field or other sports related field	Parks	Research is in progress
27/17	December 12, 2017		OMB Hearing Costs	A request is made for the financial costs of the OMB Ward Boundary hearing, in addition to the Del Duca and Oldcastle Hamlet OMB Hearings.	Finance	Final costs are being evaluated

	Meeting Date	Resolution	Subject	Action/Direction	Depart.	Status/Action Taken
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
2/18	January 30, 2018		PIC on Wildlife Control	An educational workshop (PIC) on pesticides and wildlife control.	Clerks	Pending coordination of a date in April with MNR
6/18	February 27, 2018		St. Mary's School	A request is made to amend Bylaw 2012-50, being a bylaw to designate community safety zones within the Town of Tecumseh, to include St. Mary's School on County Road 34 and extend to Malden Road.	PWES/Clerks	Coordinating with the County of Essex as this is County road
7/18	March 13, 2018		Essex County Library Board	The Clerk is requested to invite the Essex County Library Board to provide Council with the Tecumseh library branch renovations before July 2018 for their consideration.	Clerks	Letter mailed on March 20, 2018
8/18	March 13, 2018		Air Quality Standards and Enforcement	Administration is requested to send a letter to the Ministry of the Environment and Climate Change to seek clarification on responsibility for enforcement of air quality standards in residential areas.	Clerks	Draft letter being prepared

The Corporation of the Town of Tecumseh

By-Law Number 2018 -26

Being a by-law to confirm the proceedings of the **March 27, 2018** regular meeting of the Council of The Corporation of the Town of Tecumseh

Whereas pursuant to Section 5(1) of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council; and

Whereas pursuant to Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Tecumseh at this Session be confirmed and adopted by by-law.

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

1. **That** the actions of the Council of The Corporation of the Town of Tecumseh in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other action passed and taken by the Council of The Corporation of the Town of Tecumseh, documents and transactions entered into during the **March 27, 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 **March 27, 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 27th day of March, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk