

Regular Council Agenda AGENDA

Tuesday, May 8, 2018, 7:00 pm
Tecumseh Town Hall
www.tecumseh.ca

Pages

1. Order
2. Moment of Silence
3. National Anthem
4. Roll Call
5. Disclosure of Pecuniary Interest
6. Minutes
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7. Supplementary Agenda Adoption
8. Delegations
 - a. Festival and Events Ontario Recognition
Re: Tony Corona, 2017 Corn Festival Committee Member
 - b. St. Clair College Men's Baseball 2017 National Championship
Re: Ron Seguin, Vice President, International Relations, Training and Campus Development
Dave Cooper, Head Coach – Men's Baseball
Ted Beale, Athletic Coordinator
Bernie Laute, Manager, Special Events/Athletic Advancement
Christy Gatto, Director of Athletics & Sports Development
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b. Confirmatory By-law

1. By-law 2018-37

114 - 114

Being a by-law to confirm the proceedings of the May 8, 2018 regular meeting of the Council of The Corporation of the Town of Tecumseh

17. Notices of Motion

18. Next Meeting

Tuesday, May 22, 2018

7:00 pm Regular Meeting of Council

19. Adjournment

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

Tecumseh Council meets in regular public session on April 24, 2018, in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 7:00 pm.

1. Order

The Mayor calls the meeting to order at 7:40 pm.

2. Moment of Silence

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

3. National Anthem

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

4. Roll Call

Present:

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

Also Present:

Chief Administrative Officer	Tony Haddad
Director Corporate Services & Clerk	Laura Moy
Director Financial Services & Treasurer	Luc Gagnon
Director Planning & Building Services	Brian Hillman
Director Parks & Recreational Services	Paul Anthony
Director Public works & Environmental Services	Daniel Piescic
Director of Fire Services & Fire Chief	Doug Pitre
Deputy Clerk & Manager Legislative Services	Jennifer Alexander
Deputy Treasurer & Tax Collector	Tom Kitsos
Manager Strategic Initiatives	Lesley Racicot
Manager Recreation Programs & Events	Kerri Rice
Manager Water & Wastewater	Denis Berthiaume
Manager Committee & Community Services	Christina Hebert

5. Disclosure of Pecuniary Interest

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

6. Minutes

- a. Public Council Minutes - April 10, 2018
- b. Regular Council Minutes - April 10, 2018

Motion: RCM - 125/18

Moved By Councillor Tania Jobin
Seconded By Deputy Mayor Joe Bachetti

That the minutes of the April 10, 2018 Regular Meeting of Council, and the minutes of the April 10, 2018 Public Meeting of Council, as were duplicated and delivered to the members, are adopted.

Carried

7. Supplementary Agenda Adoption

There are no supplementary agenda items.

8. Delegations**Rotary Club Annual Fish Fry Event on July 20, 2018**

Ms. Kim Spirou, President of the Rotary Club of Essex, thanks Council for the opportunity to host the Club's Annual Fish Fry at Lakewood Park. The funds raised will help to provide clean water in Ghana.

Motion: RCM - 126/18

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Brian Houston

That Report No. PRS-2018-04 Rotary Club Fish Fry be brought forward on the agenda for discussion and consideration.

Carried

PRS-2018-04 Rotary Club Fish Fry

Motion: RCM - 127/18

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Brian Houston

That the Rotary Club of Essex be authorized to sell and serve alcoholic beverages for consumption by patrons at Lakewood Park on Friday, July 20, 2018 during the hours of 4:00 pm to 8:00 pm, subject to compliance with the provisions of the Town's Municipal Alcohol Risk Management Policy 31, for the purposes of hosting a Fish Fry be approved;

And that the Rotary Club of Essex be granted relief from Noise By-law No. 2002-07, as amended, in order to permit the Rotary Club of Essex to operate loud speakers or sound amplifying equipment during the Fish Fry event for the purposes of musical entertainment and event announcements on Friday, July 20, 2018 during the hours of 4:00 pm to 8:00 pm, be approved.

Carried

Cada Library Complex Renovations

Ms. Greenall, Chief Executive Officer of the Essex County Library, presents proposed renovations to the Cada Library Complex. She provides conceptual drawings of the two options for the building. The first option provides a refresh of the existing building, including improved washrooms, new carpet and painting. A second option is a comprehensive renovation to enhance the facility, including a fireplace at the entrance, new adult space, altered seating arrangements and accessible kiosks. In addition, the building's exterior will be upgraded with a more contemporary appearance. The financial implications of both options are presented with financial comparisons of similar projects in other area municipalities. Council is asked to enter in to an agreement to refresh or renovate the Cada Library Branch whereby the Town will contribute to the capital upgrades to the facility and the Board will contribute to the installation of new equipment, furnishings and computer hardware to meet the service needs of the community.

A member notes the Town's agreement with the Library Board regarding the renovation proposal. She advises that the same agreement is in place with surrounding municipalities outlining the Board's and Municipalities' responsibilities.

The Director Parks & Recreational Services advises that the agreement did not take into consideration a new build, as compared to the presentation with surrounding municipalities such as the library branches at the Towns of LaSalle and Lakeshore.

The Chief Administrative Officer explains, in response to a query, that Ms. Greenall was invited to address Council so that the Members may consider options to improve the current library and availability of funding. Administration will review the presentation, in addition to potential funding and the agreements.

Motion: RCM - 128/18

Moved By	Councillor Brian Houston
Seconded By	Councillor Bill Altenhof

That Administration provide a report on the proposed options for the Cada Library including consultations with users of the library, Youth Advisory Committee, Senior Advisory Committee, Cultural and Arts Advisory Committee and Tecumseh Accessibility Advisory Committee and research on potential opportunities for grant funding.

Carried

Senior Advisory Committee and Youth Advisory Committee

The representatives of the Youth Advisory Committee and Senior Advisory Committee introduce their respective committee members. They each explain their respective roles in representing the needs of area youth and local seniors. Each of the Committees discuss the accomplishments of 2017 and projects forecasted for the coming 2018 year. The Members thank the delegation for their dedication to the community and ongoing efforts.

Motion: RCM – 129a/18

Moved By Councillor Brian Houston
Seconded By Councillor Rita Ossington

That during the April 24, 2018 Regular Meeting of Council, Council reconvened in closed session at 8:56 pm in accordance with Section 239(2)(e)(f) of the *Municipal Act, 2001*, which permits a meeting or part of a meeting convene in closed session when the subject matter to be considered is advice that is subject to solicitor-client privilege, and/or litigation.

Carried

Motion: RCM – 129b/18

Moved By Councillor Tania Jobin
Seconded By Councillor Bill Altenhof

That the April 24, 2018 Regular Meeting of Council reconvene in public session at 9:41 pm.

Carried

9. Communications - For Information

- a.** Town of Lakeshore Notice, dated April 3, 2018
 Re: Notice of Open Public House - Proposed Amy Croft Secondary Plan.
- b.** Ministry of the Environment and Climate Change, dated April 5, 2018
 Re: Regulatory Decisions - Clean Water Act and Safe Drinking Water Act
- c.** Environment and Land Tribunals, dated April 6, 2018
 Re: OMB Case No. PL160967 - Request for review
- d.** Township of Baldwin, dated April 9, 2018
 Re: Bill C-71
- e.** Office of the Prime Minister, dated April 9, 2018

A member brings forward Item 9a -Town of Lakeshore Notice of Open Public House – proposed Amy Croft Secondary Plan. The Town needs to work together with the Town of Lakeshore to ensure proposed development meets the service needs of both communities for residents that frequent the area. The Director Planning & Building Services advises that a meeting with the Town of Lakeshore is scheduled in the near future regarding this matter.

Motion: RCM - 130/18

Moved By Councillor Tania Jobin
Seconded By Councillor Brian Houston

That Communications - For Information A through E as listed on the Tuesday, April 24, 2018 Regular Council Agenda be received.

Carried

10. Communications - Action Required

- a. Ernie Hardeman, M.P.P, dated March 26, 2018

Motion: RCM - 131/18

Moved By Councillor Rita Ossington
Seconded By Councillor Brian Houston

Whereas municipal governments in Ontario do not have the right to approve landfill projects in their communities, but have authority for making decisions on all other types of development;

And whereas this outdated policy allows private landfill operators to consult with local residents and municipal Councils, but essentially ignore them;

And whereas municipalities already have exclusive right for approving casinos and nuclear waste facilities within their communities, and further that the province has recognized the value of municipal approval for the siting of power generation facilities;

And whereas the recent report from Ontario's Environmental Commissioner has found that Ontario has a garbage problem, particularly from Industrial, Commercial and Institutional (ICI) waste generated within the City of Toronto, where diversion rates are as low as 15%;

And whereas municipalities across Ontario are quietly being identified and targeted as potential landfill sites;

And whereas municipalities should be considered experts in waste management, as they are responsible for this within their own communities, and often have decades' worth of in-house expertise in managing waste, recycling, and diversion programs;

And whereas municipalities should have the right to approve or reject these projects, and assess whether the potential economic benefits are of sufficient value to offset any negative impacts and environmental concerns;

Therefore be it resolved that the Town of Tecumseh supports *Bill 16, Respecting Municipal Authority Over Landfilling Sites Act*, introduced by MPP Ernie Hardeman and calls upon the Government of Ontario, and all political parties, to formally grant municipalities the authority to approve landfill projects in or adjacent to their communities;

And further that the Town of Tecumseh send copies of this resolution to MPP Ernie Hardeman and all municipalities, be approved.

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Carried

11. Committee Minutes

- a. **Heritage Committee – March 19, 2018**

Motion: RCM - 132/18

Moved By Councillor Rita Ossington
Seconded By Councillor Tania Jobin

That the March 19, 2018 minutes of the Heritage Advisory Committee, as was duplicated and delivered to the Members of Council, are accepted.

Carried

b. Police Services Board – April 12, 2018**Motion: RCM - 133/18**

Moved By Councillor Brian Houston
Seconded By Councillor Tania Jobin

That the April 12, 2018 minutes of the Police Services Board, as was duplicated and delivered to the Members of Council, are accepted.

Carried

12. Reports**a. Chief Administrative Officer****1. CAO-2017-07 NAFTA Recommendations from Windsor-Essex****Motion: RCM - 134/18**

Moved By Councillor Rita Ossington
Seconded By Councillor Bill Altenhof

That CAO Report 2018-07 regarding NAFTA Recommendations from Windsor-Essex be received.

Carried

b. Corporate Services & Clerk**1. CS-2018-09 Regulate Election Signs in the Town of Tecumseh****Motion: RCM - 135/18**

Moved By Councillor Brian Houston
Seconded By Councillor Bill Altenhof

That Report CS-2018-09 regarding the Regulation of Election Signs in the Town of Tecumseh, be received.

Carried

2. CS-2018-08 Use of Corporate Resources for Election Purposes**Motion: RCM - 136/18**

Moved By Councillor Bill Altenhof
Seconded By Councillor Andrew Dowie

That Report CS-2018-08 Use of Corporate Resources Policy for Election Purposes, be received;

And that the amended Policy No. 69 Use of Corporate Resources for Election Purposes be approved.

Carried

c. Financial Services**1. FS-2018-04 Water Sanitary In-House Billing**

The Director Financial Services & Treasurer and Manager Water & Wastewater Services gives a PowerPoint presentation on the proposed Water Sanitary In-House Billing, including a summary of the benefits and improved customer services that could be offered and financial savings.

Motion: RCM - 137/18

Moved By Councillor Brian Houston
Seconded By Councillor Tania Jobin

That report FS-2018-04 Water & Sanitary In-House Billing be deferred to the May 8, 2018 Regular Council Meeting for consideration and approval;

And that Essex Power be invited to the May 8, 2018 Regular Meeting of Council.

Carried

d. Fire & Emergency Services

1. FIRE-2018-05 Tecumseh Fire Services Q1 2018 Update

Motion: RCM - 138/18

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Brian Houston

That the Tecumseh Fire Services Q1 2018 update presented in the Fire & Rescue Services Department Report FIRE-2018-05 be received.

Carried

e. Parks & Recreation Services

1. PRS-2018-09 Annual Outdoor Bonfire and Fireworks Event
2. PRS-2018-08 Tecumseh Corn Festival 2018
3. PRS-2018-10 Optimist Club's Family Fun Fair
4. PRS-2018-11 Tecumseh BIA's Fall Into Health Day Event
5. PRS-2018-12, Etsy In The Park Event

Motion: RCM - 139/18

Moved By Councillor Bill Altenhof
Seconded By Councillor Brian Houston

That the Tecumseh Parks and Recreation Department be approved to coordinate a community event on Saturday, September 1, 2018, at Lakewood Park that includes supervised bonfires and a fireworks display;

And that relief be granted from Noise By-law No. 2002-07, as amended, in order to permit the operation of loud speakers or sound amplifying equipment during the 2018 Tecumseh Corn Festival during the following time periods: Friday, August 24, 2018, from 12:00 pm - 11:00 pm; Saturday, August 25, 2018, from 11:00 am - 11:00 pm; and Sunday, August 26, 2018, from 12:00 pm – 7:00 pm;

And that relief be granted from Noise By-law 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 following time period: Saturday, September 22, 2018 from 12:00

pm to 5:00 pm for background and event announcements at McAuliffe Park for the purposes of hosting the Family Fun Fair;

And that relief be granted from Noise By-law 2002-07, as amended, in order to permit the Tecumseh Business Improvement Area to operate loud speakers or sound amplifying equipment for the purpose of hosting the Fall Into Health Day event during the following time period: Sunday, September 23, 2018 from 11:00 am to 5:00 pm for background music and event announcements in Lakewood Park,

And that relief be granted from Noise By-law 2002-07, as amended, in order to permit the operation of loud speakers or sound amplifying equipment during the following time period for the Etsy In The Park Event: Saturday, September 29, 2018 from 11:00 am to 4:00 pm for background music and event announcements in Lacasse Park, be approved.

Carried

f. Planning & Building Services

1. PBS-2018-15 Town New Sign By-law, Results of Public Engagement and Adoption of By-law

Motion: RCM - 140/18

Moved By	Councillor Rita Ossington
Seconded By	Councillor Brian Houston

That report PBS-2018-15, Town New Sign by-law, Results of Public Engagement and Adoption of By-law, be received.

Carried

13. By-Laws

Motion: RCM - 141/18

Moved By	Councillor Brian Houston
Seconded By	Councillor Tania Jobin

That By-Law No. 2018-13 being a by-law to provide for the repair and improvements to the 7th Concession Drain;

Be given a third and final reading.

Carried

Motion: RCM - 142/18

Moved By Deputy Mayor Joe Bachetti

Seconded By Councillor Rita Ossington

That By-law No. 2018-31 being a By-Law to amend By-law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South;

And that By-Law No. 2018-32 being a By-law of The Corporation of the Town of Tecumseh to regulate Election Signs;

And that By-Law No. 2018-33 being a by-law to regulate and govern signs within the municipality;

And that By-Law No. 2018-34 being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh with Carter Shows Ltd.

Be given first, second, third and final readings.

Carried

14. Unfinished Business – April 24, 2018

The Members receive the Unfinished Business listing.

15. New Business**Notice to Residents**

The Mayor notes that the Town needs to do a better job in communicating with the public. It is requested that Administration review their communication procedures and improve on the delivery, timeliness, and quality of information to improve resident awareness on various projects for Council's consideration.

Suggestions include providing a standing list of re-zoning applications on the Town's website for residents to access and gather information on the potential changes to their neighbourhoods, larger signage and print posted at development sites for change in land-use notices; and alternate Tuesday evening meeting times that do not conflict with Regular Meetings of Council.

Power Outages

A Member discusses the recent power outages occurring within the Town. It is requested that Administration investigate the cause of the frequent power outages. The Mayor advises that the outages are due to squirrel contact with transformers.

Edgewater Road

Administration has been asked to look into the condition of Edgewater Road. A Council Member notes he received a call from a resident whose daughter tripped and fell in a 'crater'.

Signal Timing at Manning Road

Concern is expressed for the slow timing sequence of traffic lights at the E.C. Row Expressway and Manning Road intersection, especially for the northbound, left turning lane onto Manning Road. In addition, the traffic lights at Manning Road for vehicles turning left at Amy Croft should be reviewed as wait times are causing traffic congestion in the immediate area.

It is requested that Administration contact the County regarding the Signal timing during high traffic times on Manning Road.

Slow Ride Tecumseh

The first Slow Ride will be coming to Tecumseh starting Thursday, April 26 and every other Thursday thereafter until the fall.

Professional Engineers Ontario

Congratulations are extended to Councillor Dowie on receiving the 2018 Order of Honour Award from the Association of Professional Engineers Ontario.

16. Motions**a. In-Camera Meeting****Motion: RCM - 143/18**

Moved By Councillor Rita Ossington
Seconded By Councillor Andrew Dowie

That the direction given to Legal Counsel at the April 24, 2018 Closed Meeting of Council held in accordance with Section 239(2)(e)(f) of the *Municipal Act*, which permits a meeting, or part of a meeting of council, to convene in closed session when the subject matter to be considered is advice that is subject to solicitor-client privilege, and/or litigation regarding the lottery fee litigation be confirmed.

Carried

b. Confirmatory By-law**Motion: RCM - 144/18**

Moved By Councillor Andrew Dowie
Seconded By Councillor Tania Jobin

That By-Law 2018-35 being a by-law to confirm the proceedings of the Tuesday, April 24, 2018, regular meeting of the Council of The Corporation of the Town of Tecumseh be given first, second, third and final reading.

Carried

17. Notices of Motion

There are no notices of motion by any member of Council.

18. Next Meeting

The next Regular Council meeting will be held at 7:00 pm on Tuesday, May 8, 2018.

19. Adjournment

Motion: RCM - 145/18

Moved By Councillor Rita Ossington
Seconded By Councillor Bill Altenhof

That there being no further business, the Tuesday, April 24, 2018 meeting of Regular Council now adjourn at 10:37 pm.

Carried

Gary McNamara, Mayor

Laura Moy, Clerk

Essex Powerlines Corporation

YOUR COMMUNITY PARTNER

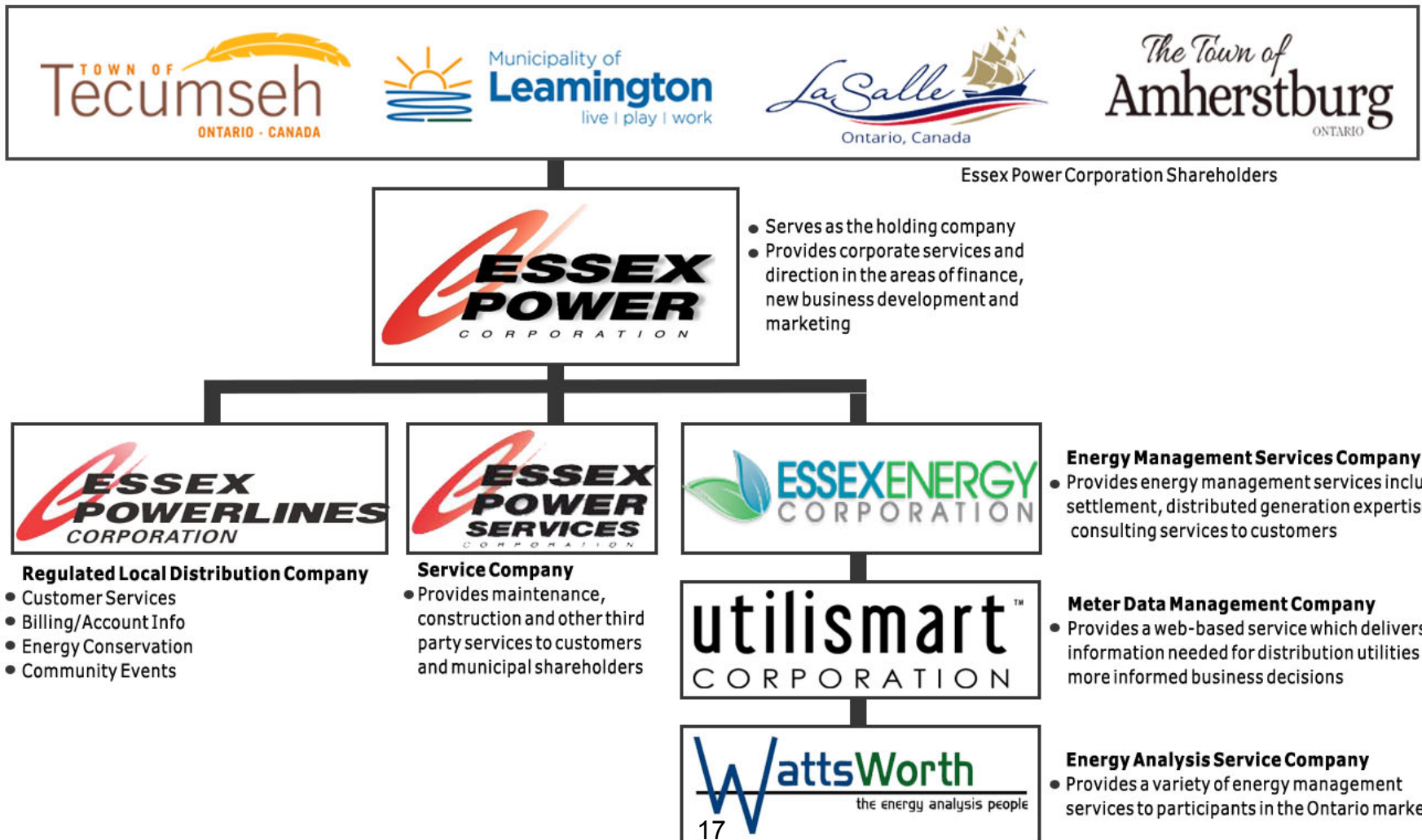
2018 Council Presentation



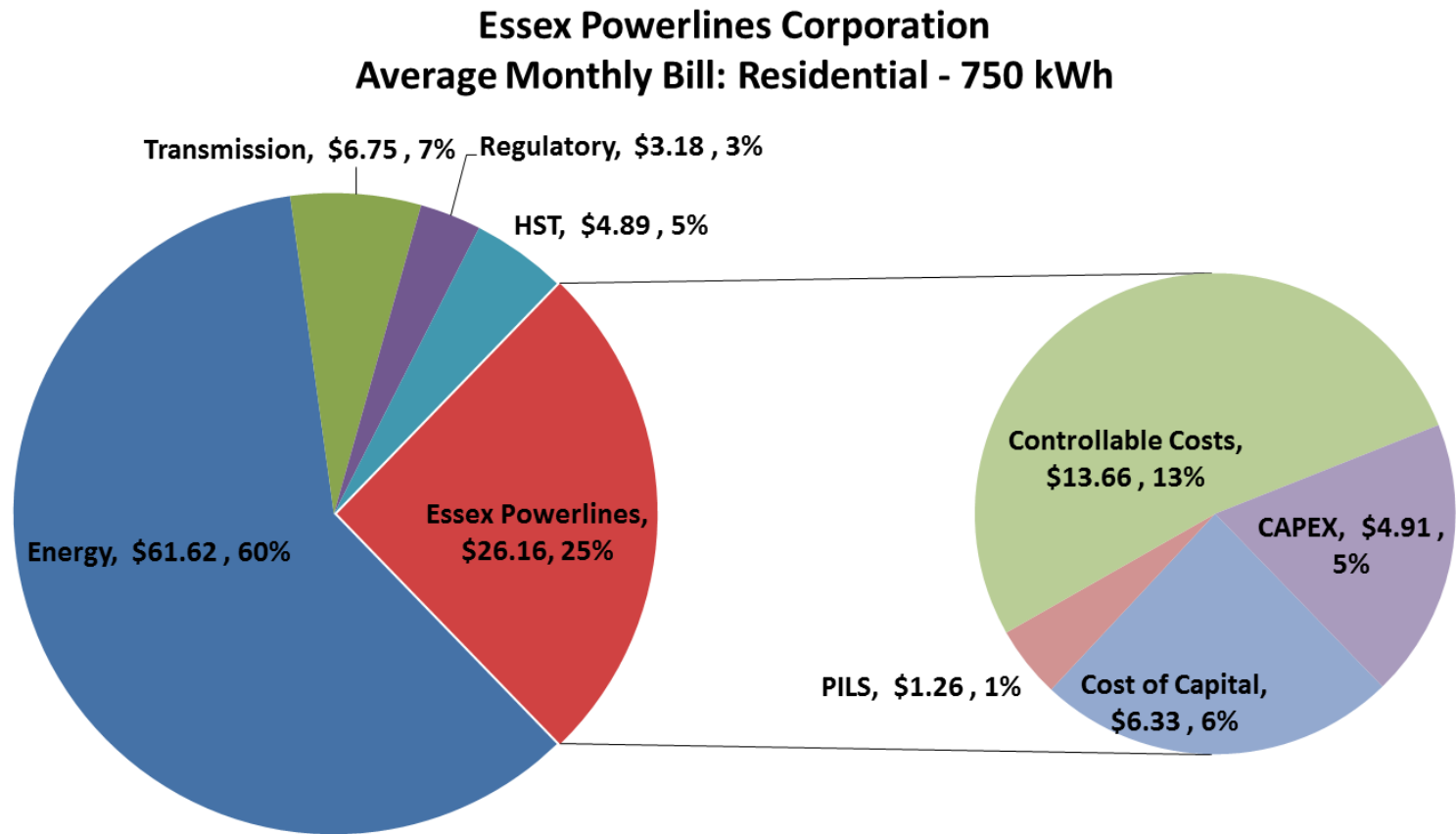
Intro Video

Q:\Community Meeting\essex_powerlinesv2.mp4

Who We Are

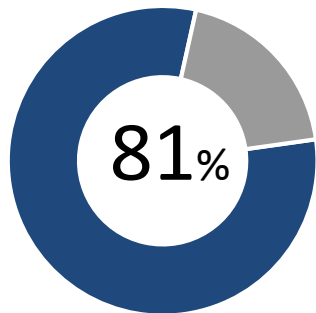


What Makes Up EPL's Portion of the Bill?

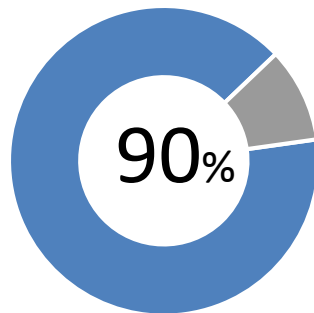


Customer Value: Perception of Overall Service

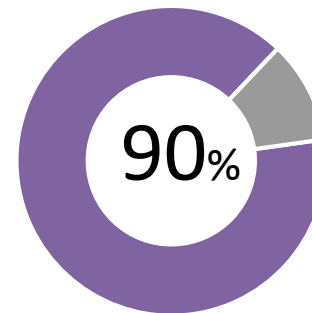
**Overall
Satisfaction**



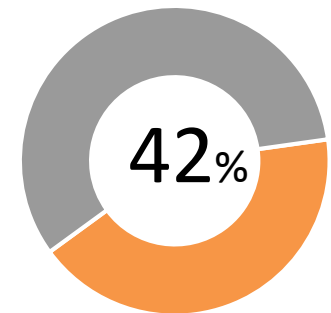
**Quality of Power
Service**



**Quality of
Customer Service**



**Affordability of
Service**



Source: Convergys Survey 2017

Operational Excellence: Single Voltage Utility

- EPLC has been working on converting its 4kV & 8kV systems for more than a decade;
- Results are a significant saving to EPLC customers;
- Affects the total bill and not just EPLC portion

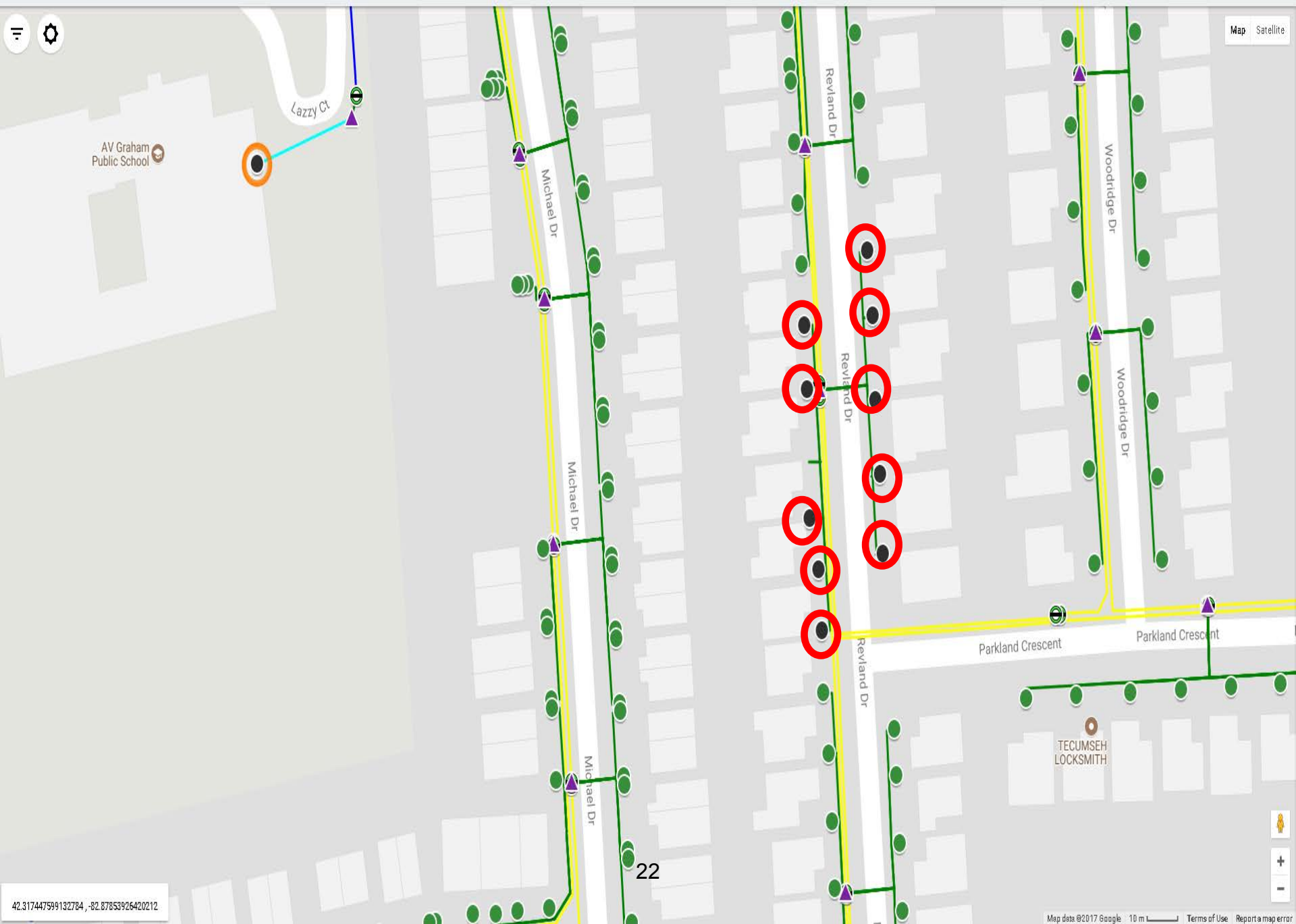
Line Loss Category	2017 (Actual)	2018 (Proposed)	Variance
Secondary Metered Customer	1.0602	1.0355	-0.0247
Primary Metered Customer	1.0496	1.0251	-0.0245

Rate Class	Total Reduction	Reduction as % of Total Bill
Residential	\$ (0.86)	-0.68%
GS<50	\$ (2.25)	-0.70%
GS>50	\$ (31.84)	-0.51%
USL	\$ (0.55)	-0.42%
Sentinel Light	\$ (0.03)	-0.29%
Streetlight	\$ (0.03)	-0.29%

Operational Excellence: Best-In Class Solutions

- EPLC strives to use Best-In Class solutions to provide cost effective value to its customers;
- One such example is SmartMAP

SMART MAP



Map Satellite

AV Graham
Public School

Lazy Ct

Michael Dr

Michael Dr

Michael Dr

Revland Dr

Revland Dr

Revland Dr

Woodridge Dr

Woodridge Dr

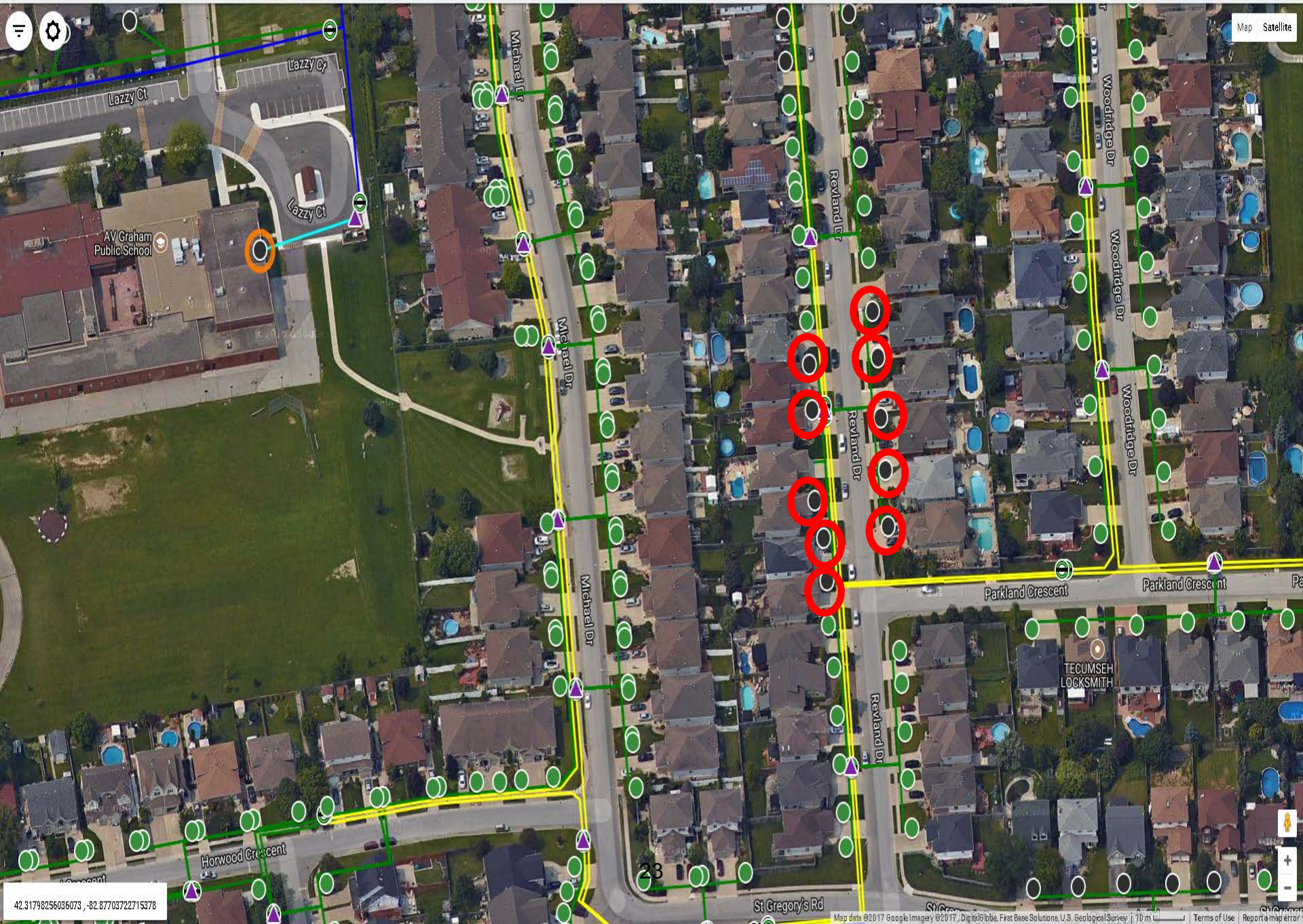
Parkland Crescent

Parkland Crescent

TECUMSEH
LOCKSMITH

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Michael Dr

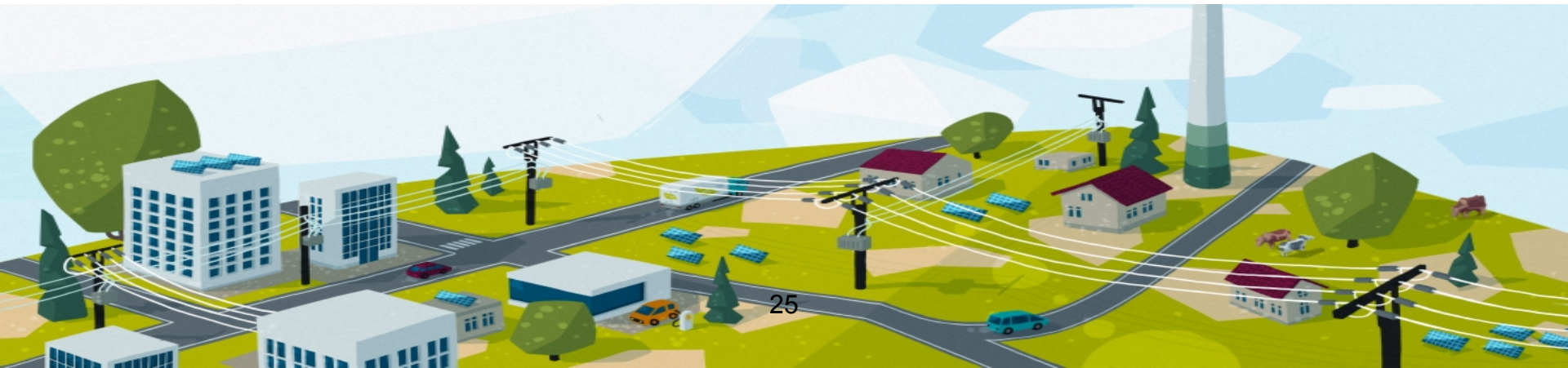


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Operational Excellence: Self-Healing Grid

- Over 75% of EPLC outages are Loss of Supply related;
- This means that outage root causes are outside of EPLC control;
- EPLC is installing Line Monitors, Reclosers & upgrading Wholesale Meters to reduce the impacts of Loss of Supply events;
- These devices will allow EPLC's Smart Grid to automatically attempt to resolve outages and isolate/minimize the impact of outages;



Operational Excellence: Cyber Security & Control Room Services

Cyber Security Compliance



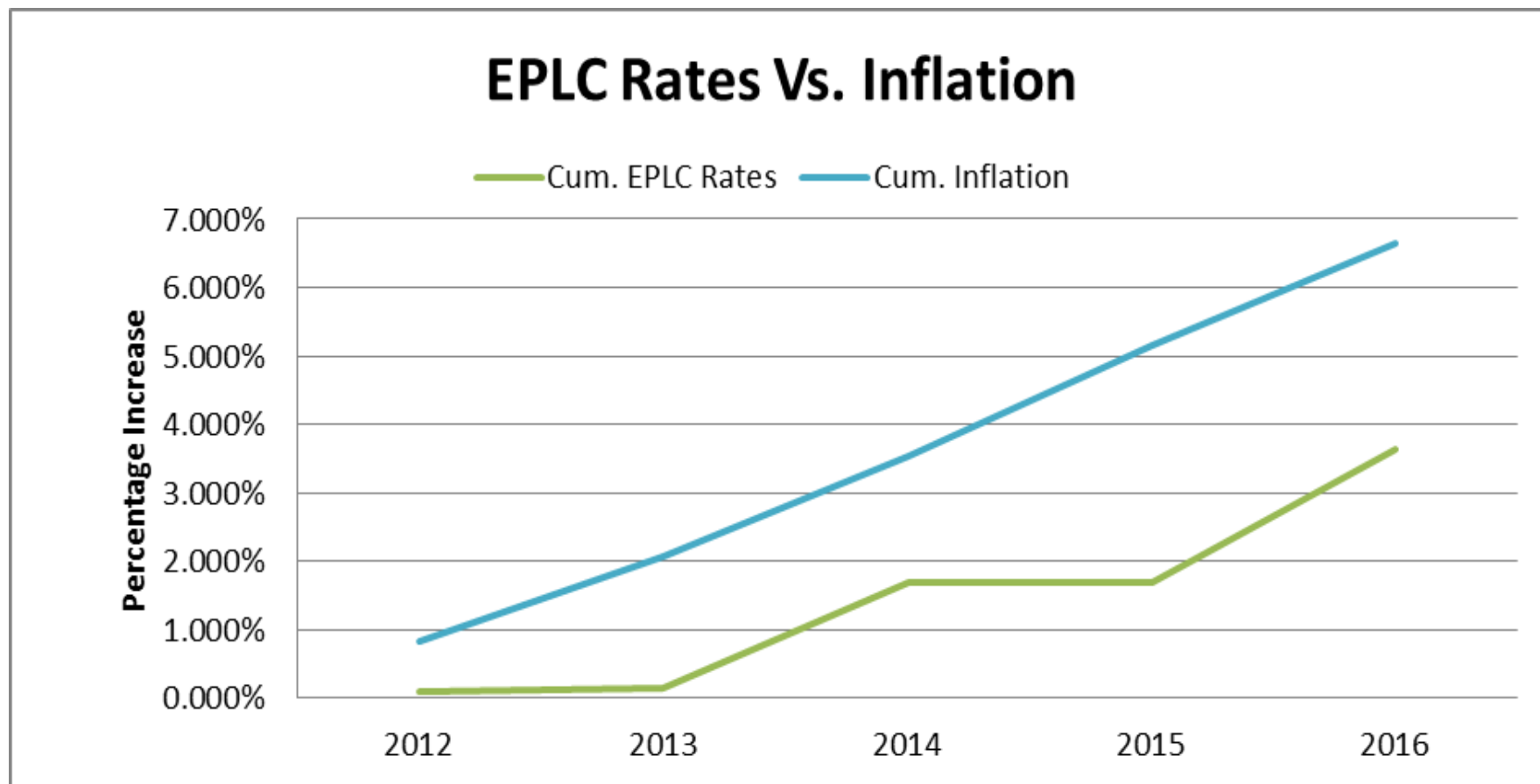
Customer Value: Data integrity

24/7 Control Room Services



Customer Value: Enhanced
24/7 customer service

Reasonable Rates: Distribution Rate Impacts –Historical



Reasonable Rates: Bill Impacts – By Customer Class

Distribution Rate Impacts

Rate Class	\$ Increase (Decrease)	% Increase (Decrease)
Residential	\$ 0.90	3.35%
General Service Less Than 50 kW	\$ 1.61	2.70%
General Service 50 to 4,999 kW	\$ 11.99	2.65%
Unmetered Scattered Load	\$ (1.60)	-5.30%
Sentinel Lighting	\$ (0.12)	-2.80%
Street Lighting	\$ 0.11	2.53%
Embedded Distributor	\$ (179.99)	-13.45%

Total Bill Impacts

Rate Class	\$ Increase (Decrease)	% Increase (Decrease)
Residential	\$ (0.51)	-0.40%
General Service Less Than 50 kW	\$ (2.14)	-0.66%
General Service 50 to 4,999 kW	\$ (390.64)	-5.92%
Unmetered Scattered Load	\$ (9.50)	-6.80%
Sentinel Lighting	\$ (0.39)	-3.81%
Street Lighting	\$ (0.11)	-1.07%
Embedded Distributor	\$ (342.63)	-0.68%

Reasonable Rates: OEB OM&A Provincial Ranking

Lowest Cost Per Customer

LDC Name	OM&A per Customer	Customer Count
Hydro Hawkesbury Inc.	\$ 182.91	5,531
Kitchener-Wilmot Hydro Inc.	\$ 186.10	94,058
Hydro One Brampton Networks Inc.	\$ 197.76	158,630
E.L.K. Energy Inc.	\$ 216.77	11,794
Newmarket-Tay Power Distribution Ltd.	\$ 218.43	35,465
Oshawa PUC Networks Inc.	\$ 220.83	56,811
Wasaga Distribution Inc.	\$ 228.90	13,346
Veridian Connections Inc.	\$ 229.61	119,533
Lakefront Utilities Inc.	\$ 231.50	10,214
London Hydro Inc.	\$ 233.81	155,496
Essex Powerlines Corporation	\$ 235.44	29,327
Waterloo North Hydro Inc.	\$ 236.41	56,230
North Bay Hydro Distribution Limited	\$ 241.69	24,070
Westario Power Inc.	\$ 249.61	23,168
PowerStream Inc.	\$ 251.71	364,505
Peterborough Distribution Incorporated	\$ 251.79	36,574
Horizon Utilities Corporation	\$ 252.61	244,114
Hydro Ottawa Limited	\$ 252.97	327,880
Entegrus Powerlines Inc.	\$ 257.89	40,833
Kingston Hydro Corporation	\$ 259.57	27,549

Highest Cost Per Customer

LDC Name	OM&A per Customer	Customer Count
Algoma Power Inc.	\$ 1,020.32	11,707
Atikokan Hydro Inc.	\$ 667.53	1,639
Chapleau Public Utilities Corporation	\$ 602.27	1,247
Sioux Lookout Hydro Inc.	\$ 549.11	2,790
West Coast Huron Energy Inc.	\$ 478.96	3,829
Wellington North Power Inc.	\$ 470.06	3,739
Fort Frances Power Corporation	\$ 467.12	3,746
Hydro One Networks Inc.	\$ 431.35	1,307,544
Espanola Regional Hydro Distribution Corporation	\$ 422.35	3,283
Northern Ontario Wires Inc.	\$ 417.52	6,007



Environmental Sustainability: Conservation & Demand Management



Essex Powerlines was one of 32 LDCs (out of 76) to accomplish their 2011-2014 targets;



Essex Powerlines is on pace to meet its conservation targets for the 2015-2020 framework;



Essex Powerlines on track to spend **\$8.4M** between 2015-2020 to help its customers conserve energy and lower their electricity bills;



Environmental Sustainability: Go Green, Plant a Tree Campaign

MyAccount



- New and improved online customer portal launched late 2017
- Customers can view and pay their bills anywhere, anytime from any device
- Track usage in real time
- Convenient and secure

Go Green, Plant a Tree

- January 29 – March 31, 2018
- 1 paperless customer = 1 tree planted in your community
- Tree planting events will be held at the end of April



Environmental Sustainability: Go Green, Plant a Tree Campaign

GREENER T  GETHER



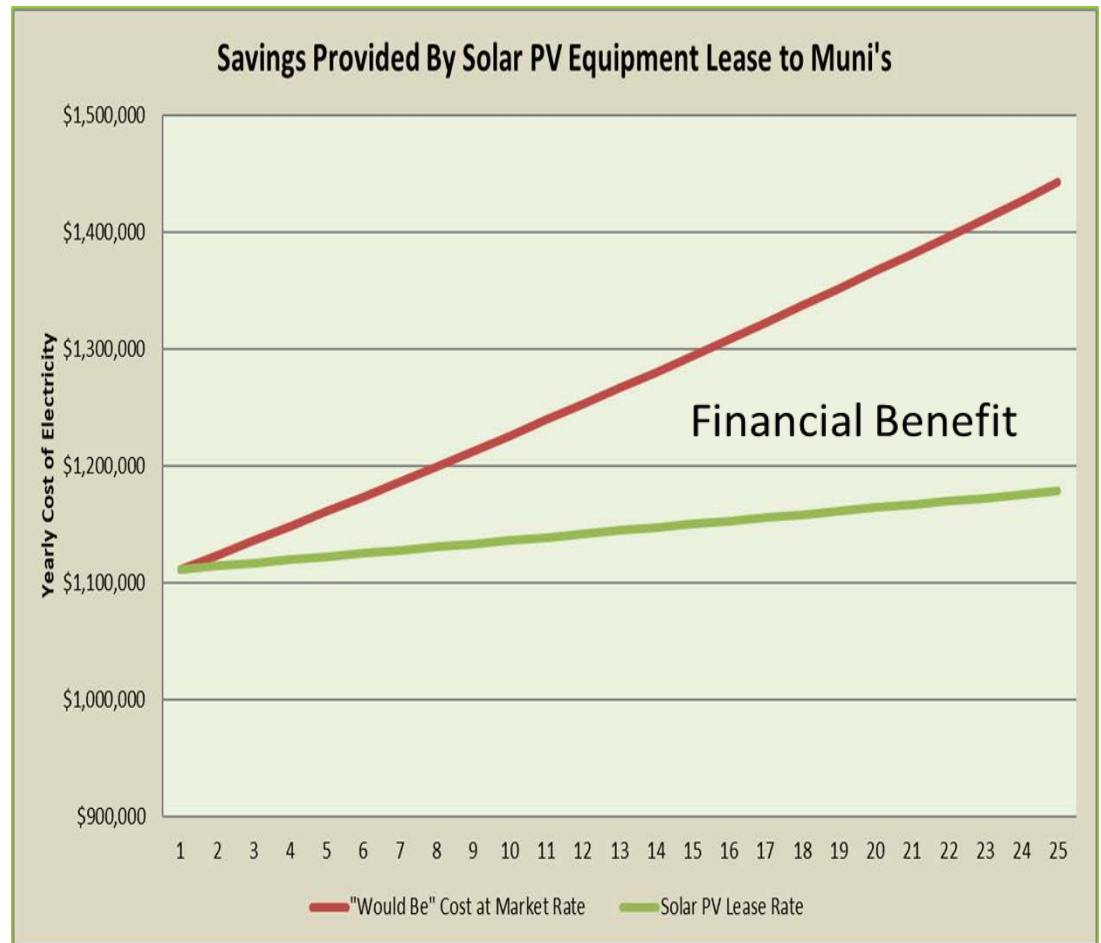
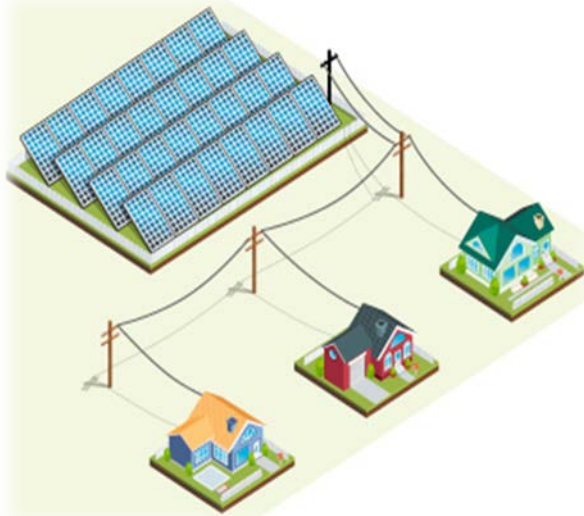
THANK YOU FOR A SUCCESSFUL GO GREEN, PLANT
A TREE CAMPAIGN! BECAUSE OF YOUR SUPPORT, A
TOTAL OF 1,000 TREES WILL BE PLANTED!

Environmental Sustainability: Municipal Sustainable Energy Cells (“MSEC”)



- 6MW Solar PV Capacity
- Brownfield Site
- Partners:
 - Essex Powerlines
 - Essex Energy
 - Municipality of Leamington
 - Town of Tecumseh
 - Town of LaSalle
 - Town of Amherstburg
- 25% of Muni Load Offset
- Electric Vehicle – Added Component

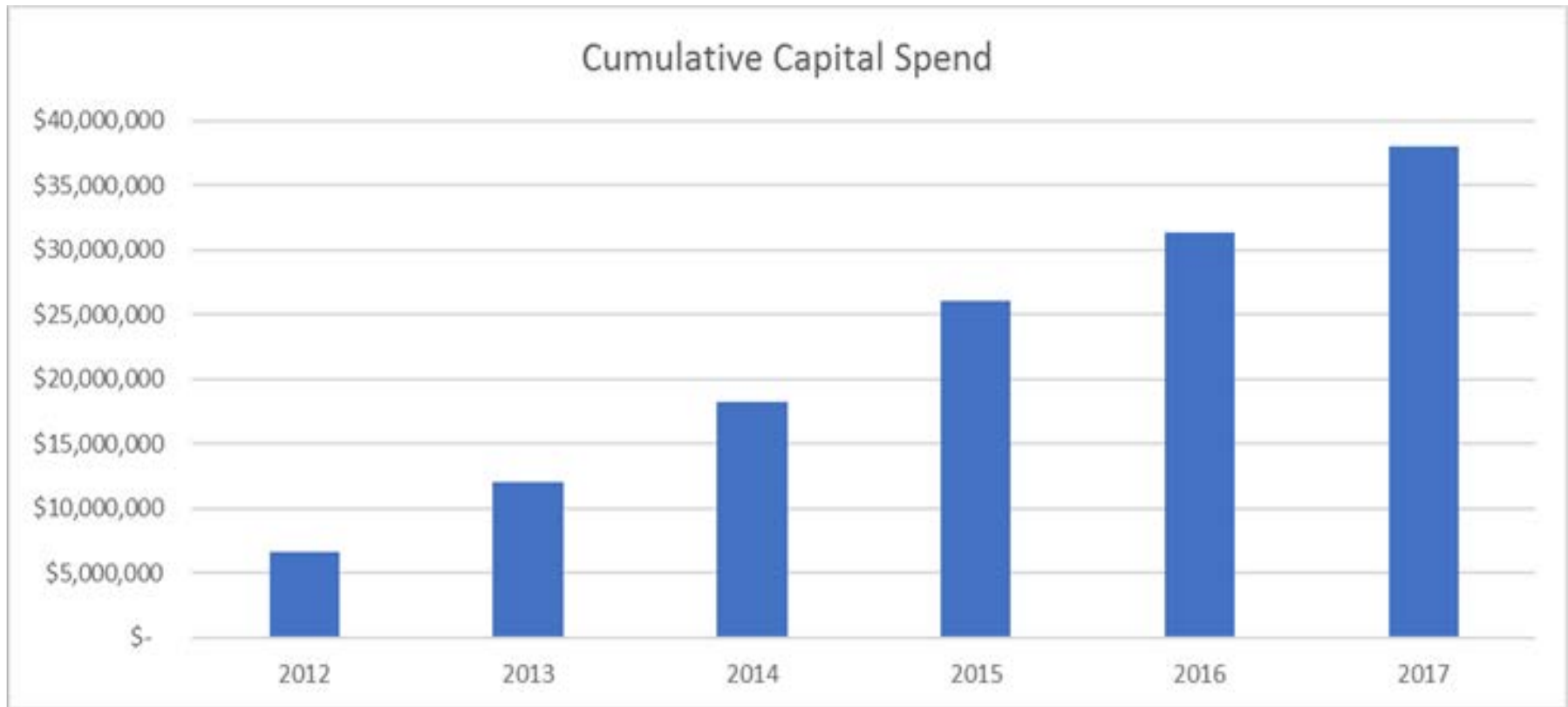
Virtual Net Metering – Financial Benefits



Virtual Net Metering – GHG Benefits

Municipality	Solar PV Annual kWh's Consumed	Resulting GHG Emissions Reduction (kg CO₂e)
Amherstburg	1,695,198	72,894
LaSalle	1,695,198	72,894
Leamington	1,695,198	72,894
Tecumseh	1,695,198	72,894
TOTAL	6,780,792	291,574

Financial Sustainability: Re-Investing In Our Infrastructure



Essex Powerlines Supporting Community Youth



Essex Power continues to donate **\$40,000** annually, divided equally amongst each municipality. **To date \$200,000** has been given to the youth initiatives throughout EPL's distribution area.

Some of the Youth events and organizations the fund helped are:

- Essex Power Energy Zone
- Amherstburg Wildcats Gymnastics Program
- Jingle Bell Rock Youth Dance
- Free Youth swims
- Free Youth skates
- The Essex Empowerment Corporation Girls Group



Essex Powerlines Your Community Partner



- Essex Power and staff have donated over \$5000 yearly to each community that we proudly serve.



- Essex Power has been a proud sponsor of our Community Festivals such as the annual Rib Fest, Strawberry Fest, Corn Fest, Harvest Fest and more



Thank You! Questions?





Town of LaSalle

Notice of Public Meeting

New Official Plan

Public Meeting: Tuesday May 22nd, 2018 at 7:00 pm

Council Chambers, LaSalle Civic Centre

5950 Malden Road, LaSalle

TAKE NOTICE that the Council of the Corporation of the Town of LaSalle will be holding a public meeting to consider a proposed new Official Plan. The new Official Plan is LaSalle's long-term planning document. It provides a vision and policies to guide planning and development in LaSalle over the next 20 years, and it introduces policies and designations that are consistent with the Provincial Policy Statement and conform to the approved Upper-Tier County of Essex Official Plan.

As part of the Town's new Official Plan, new policies are being introduced that will guide how this community addresses growth, affordable housing, urban structure, neighbourhood design, commercial and employment lands, infrastructure, waterfront development, community improvement, rural commercial development, roads, natural heritage features, liveable and greenway initiatives, active transportation, climate change and financial resources. The new Official Plan will replace the existing approved Plan, and it will apply to the entire municipality.

ANY PERSON may attend the Public Meeting, and/or make written or verbal representation either in support of or in opposition to the proposed official plan. The County of Essex is the approval authority for the Town's new Official Plan. If a person or public body that files an appeal of a decision of the County of Essex in respect of the proposed Official Plan does not make oral submissions at a public meeting or does not make written submissions to the Town of LaSalle before the proposed new Official Plan is adopted, the Local Planning Appeal Tribunal may dismiss all or part of the appeal. If you wish to be notified of the adoption of the proposed new Official Plan, you must make a written request to the Clerk of the Town of LaSalle, 5950 Malden Road, LaSalle, Ontario. If you wish to be notified of the decision of the County of Essex in respect of the proposed new Official Plan, you must make a written request to the County of Essex (Att: B. King, Manager of Planning Services), 360 Fairview Avenue West, Essex, Ontario, N8M 1Y6.

ADDITIONAL INFORMATION relating to the proposed new Official Plan is available for inspection between 8:30 and 4:00 in the **Municipal Planning Office at the LaSalle Civic Centre, 5950 Malden Road** or you may contact the Planning Division at (519) 969-7770 Ext 1252. You can also visit the Town of LaSalle website to view a copy of the new Official Plan — www.lasalle.ca and click on the Quick Links tab — Official Plan.

Dated at the Town of LaSalle
April 23, 2018

Clerk
Town of LaSalle
5950 Malden Road
LaSalle, Ontario
N9H1S4

RECEIVED

APR 27 2018

Town of Tecumseh

From: noreply@salesforce.com

Sent: May-01-18 12:00 PM

To: Laura Moy

Subject: 2018 Premier's Award for Agri-Food Innovation Excellence / Prix de la première ministre pour l'excellence en innovation agroalimentaire 2018

This communication is in both English and French. The French-language message can be found immediately after the English-language message.

****Note: May 25, 2018 is the deadline***

I am writing to remind you and your colleagues of the May 25, 2018 application deadline for the Premier's Award for Agri-Food Innovation Excellence program and to encourage you to share this information.

The Premier's Award for Agri-Food Innovation Excellence program was created to recognize and foster the spirit of innovation that thrives in Ontario's agricultural sector. It encourages the development of rural communities, farms, agri-food processors and agri-food organizations by adding value to existing products, creating jobs and driving economic growth.

Each year the program recognizes up to 45 innovations across the province. Award recipients will receive \$5,000, a plaque, gate sign and various promotional materials. In addition, there will be a Premier's Award valued at \$75,000, a Minister's Award valued at \$50,000 and three Leaders in Innovation Awards valued at \$25,000 each.

Primary producers, processors and agri-food organizations are invited to submit applications. Details on eligibility, innovation categories, assessment criteria, and the application and selection process can be found in the 2018 Program Guidebook and Application Form at:
www.ontario.ca/agrifoodinnovation.

Your support in encouraging outstanding agriculture and agri-food innovators to submit an application by the deadline of **11:59 p.m. on May 25, 2018** is appreciated. Questions can be directed to the Agricultural Information Contact Centre (AICC) at 1-877-424-1300 or
ag.info.omafra@ontario.ca.

A description of the award winning innovations by year (2006 through 2017) can be viewed at www.ontario.ca/agrifoodinnovation.

****Nota: Le 25 mai 2018 est la date limite***

Je vous écris pour vous rappeler et rappeler à vos membres que la date limite pour présenter une demande dans le cadre du Programme des prix de la première ministre pour l'excellence en innovation agroalimentaire est le 25 mai 2018. Je vous encourage de plus à diffuser cette information.

Ce programme a été créé afin d'honorer et de favoriser l'esprit d'innovation au sein du secteur agricole de l'Ontario. Il encourage le développement des collectivités rurales, des exploitations agricoles, des entreprises de transformation agroalimentaires et des organismes agroalimentaires en ajoutant de la valeur à des produits existants, en créant des emplois et en stimulant la croissance économique.

Chaque année, le programme honore jusqu'à 45 innovations à l'échelle de la province. Les lauréats recevront jusqu'à 5 000 \$, une plaque, un écriteau et différents documents promotionnels. Il y aura aussi un Prix de la première ministre d'une valeur de 75 000 \$, un Prix ministériel d'une valeur de 50 000 \$ et trois Prix du chef de file en innovation d'une valeur de 25 000 \$ chacun.

Les producteurs primaires, les entreprises de transformation et les organismes agroalimentaires sont invités à présenter leur candidature. Les détails concernant l'admissibilité, les catégories d'innovation, les critères d'évaluation, le processus de demande et de sélection se trouvent dans le guide du programme et dans le formulaire de demande pour 2018 à l'adresse suivante : www.ontario.ca/innovationagroalimentaire.

Nous vous remercions de votre soutien pour encourager les innovateurs exceptionnels agricoles et agroalimentaires à présenter une demande d'ici la date limite du **25 mai 2018 23 h 59**. Si vous avez des questions, communiquez avec le Centre d'information agricole au 1 877 424-1300 ou à l'adresse ag.info.omafra@ontario.ca.

Il est possible de consulter une description des innovations lauréates d'un prix par année (de 2006 à 2017) au www.ontario.ca/innovationagroalimentaire.

Respectfully yours,

George Borovilos
Director
Regional Economic Development Branch
Ontario Ministry of Agriculture, Food and Rural Affairs

4th Floor
1 Stone Road West
Guelph, Ontario N1G 4Y2
Tel: 519-826-3419
Fax: 519-826-3398

4^e étage
1 Stone Road West
Guelph (Ontario) N1G 4Y2
Tél. : 519-826-3419
Télééc. : 519-826-3398



Tony Haddad, Chief Administrative Officer
Town of Tecumseh
917 Lesperance Road
Tecumseh, Ontario
N8N 1W9
thaddad@tecumseh.ca

Dear Mr. Haddad:

I am writing with regard to your Ontario Community Infrastructure Fund (OCIF) formula funding.

Last fall you received a formula allocation notice setting out your proposed OCIF formula funding allocations for 2018 to 2020. As noted in your allocation notice, over the next two years your community will benefit from up to \$2,252,692 in formula funding as the fund ramps up to \$200 million per year by 2019. This increase in funding is a result of the program expansion announced in 2016, which provides municipalities like yours with access to more stable, predictable OCIF funding and provides flexibility to prioritize and plan for critical local infrastructure projects such as the rehabilitation of the Sanitary Sewer Collection System.

Your 2017 allocation notice also indicated that the formula component of the enhanced OCIF was supplemented with a "top-up" component targeted towards communities receiving less than \$2 million in formula funding over two years. This letter is to inform you that since your two-year formula allocation exceeds \$2 million, you will not be eligible to apply for the 2018 intake of the top-up application component.

We will be in touch in the coming months to provide you with an updated formula allocation notice setting out your allocation for 2021. For more information about OCIF, please visit: www.ontario.ca/municipalinfrastructure or, contact your project analyst Mary Wyga at (519) 826-4943 or via email at Mary.Wyga@ontario.ca.

Sincerely,

Brent Kennedy
Director, Rural Programs Branch





May 2, 2018

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

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

Dear Mr. Haddad

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

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

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

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

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



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

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

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

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

Respectfully submitted,

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

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

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

Gary McNamara
Chair, Essex Power Corp Board of Directors

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

**Minutes of a Meeting of
The Joint Health and Safety Advisory Committee
For The Corporation of the Town of Tecumseh**

A meeting of the Joint Health & Safety Advisory Committee (JHSAC) for the Town of Tecumseh was held on Tuesday, April 24, 2018 in the Tecumseh Meeting Room at Town Hall, 917 Lesperance Rd., Tecumseh, Ontario at 2:00 pm.

1. Call to Order

The Chair calls the meeting to order at 2:20 pm

2. Roll Call

Members Present:

Sam Paglia, Drainage Superintendent/Engineering Technologist
Denis Laforet, Landscape Technician/Groundskeeper
Casey Colthurst, Manager Parks & Horticulture
Ray Hammond, Manager Facilities
Scott Willoughby, Facility Attendant
Chad Mactier, Deputy Fire Chief
Melisa Doetzel, Human Resources Officer

Absent:

Shaun LaPorte, Water Employee
Denis Berthiaume, Manager Water & Wastewater
Laura Moy, Director Corporate Services & Clerk

Also Present:

Sue White, Administrative Assistant to the Director Corporate Services & Clerk

3. Disclosure of Pecuniary Interest

None

4. Delegations

None.

5. Communications

a. Minutes

Motion: JHSAC- 5/18

Moved By Casey Colthurst

Seconded By Denis Laforet

That the minutes of the January 23, 2018 Joint Health and Safety Committee meeting be approved.

Carried

b. Communications for Information

- 1) Ministry of Labour Initiative dated April 6, 2018 Re: Focus on Ergonomics

Committee members were urged to let Corporate Services know if they would be attending the May 10, 2018 webinar scheduled for 11 am in the Tecumseh Room.

Motion: JHSAC- 6/18

Moved By Chad Mactier
 Seconded By Ray Hammond

That Communications - For Information 5.b.1) as listed on the April 24, 2018 Joint Health and Safety Committee Agenda be received.

Carried

c. Communications - Requiring Action

- 1) Health and Safety Inspection Sheet

Motion: JHSAC- 7/18

Moved By Denis Laforet
 Seconded By Chad Mactier

That the revised Health and Safety Inspection Sheet form be approved for use during inspections.

Carried

d. Workplace Inspections

- Arena, 12021 McNorton - February 9, 2018
- Maintenance, 2391 St Alphonse - January 19, 2018
- Maintenance, 2391 St Alphonse - February 27, 2018
- Maintenance, 2391 St Alphonse - March 26, 2018
- Parks, 300 Manning - January 15, 2018
- Parks, 300 Manning - February 22, 2018
- Town Hall, 917 Lesperance - January 29, 2018
- Town Hall, 917 Lesperance - February 28, 2018
- Town Hall, 917 Lesperance - March 27, 2018
- Public Works, 1189 January 19, 2018
- Public Works, 1189 - February 27, 2018
- Public Works, 1189 - March 26, 2018
- Public Works, 2495 McCord - January 19, 2018
- Public Works, 2495 McCord - March 26, 2018
- Water, 1189 Lacasse - January 19, 2018
- Water, 1189 Lacasse - February 27, 2018
- Water, 1189 Lacasse - March 26, 2018
- Fire & Rescue Services, Fire Station #1, 985 Lesperance Rd. - January 2, 2018
- Fire & Rescue Services, Fire Station #1, 985 Lesperance Rd. - February 20, 2018
- Fire & Rescue Services, Fire Station #1, 985 Lesperance Rd. - March 6, 2018
- Fire & Rescue Services, Fire Station #1, 985 Lesperance Rd. - April 3, 2018

- Fire & Rescue Services, Fire Station #2, 5520 Walker Road - January 25, 2018
- Fire & Rescue Services, Fire Station #2, 5520 Walker Road - February 28, 2018
- Fire & Rescue Services, Fire Station #2, 5520 Walker Road - March 21, 2018

Motion: JHSAC- 8/18

Moved By Chad Mactier
Seconded By Casey Colthurst

That the Workplace Inspections as listed on the April 24, 2018 Joint Health and Safety Committee Agenda be received.

Carried

e. Monthly Maintenance Packages

- Dunk and Associates Implementation Package - February 2018
- Dunk and Associates Implementation Package - March 2018
- Dunk and Associates Implementation Packages - April 2018

It was suggested that the assignments noted with the February 2018 Dunk and Associates Implementation package be attached to the May Workplace Inspection.

Motion: JHSAC- 9/18

Moved By Chad Mactier
Seconded By Ray Hammond

That the Monthly Maintenance Packages as listed on the April 24, 2018 Joint Health and Safety Committee Agenda be received.

Carried

6. Reports

- a) Accident Incident Report 2018-03
- b) Accident Incident Report 2018-04

Motion: JHSAC- 10/18

Moved By Ray Hammond
Seconded By Casey Colthurst

That Reports a) through b) as listed on the April 24, 2018 Joint Health and Safety Committee Agenda be received.

Carried

7. Unfinished Business

8. New Business

Committee members were advised that the Summer Students – Parks Maintenance were being trained using an online landscape training module. All summer students were also going to commence their training.

There was a question whether or not ATVs required an off-road vehicle license and if only licensed drivers could drive the vehicle. Staff advised that they would look into this matter.

9. Next Meeting

The next Joint Health and Safety Committee meeting will be held at 2:00 pm on Tuesday, September 11, 2018.

10. Adjournment**Motion: JHSAC- 11/18**

Moved By Casey Colthurst

Seconded By Ray Hammond

That there being no further business, the April 24, 2018 meeting of the Joint Health and Safety Committee now adjourn at 2:40 pm.

Carried

Sam Paglia, Co-Chair

Melissa Doetzel, Human Resources Officer

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

A meeting of the Senior Advisory Committee for the Town of Tecumseh was scheduled to be held on April 26, 2018, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 6:00 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:

Chair

Douglas Drouillard

Vice Chair

Paul Morand

Member

Dara Pfiefer O'Connor

Also Present:

Manager Committee & Community Services

Christina Hebert

Absent:

Member

Suzanne Beneteau

Member

Michelle Phillion

Member

Nancy Tennant

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

5. Communications

- a. Senior Advisory Committee Minutes held March 22, 2018

Motion: SAC- 10/18

That the Minutes of the Senior Advisory Committee meeting held March 22, 2018, be approved.

Carried

6. Reports

7. Unfinished Business

- a. Seniors Community Grant
b. Education Workshop
c. Age Friendly Presentation

8. New Business

9. Next Meeting

The next meeting of the Senior Advisory Committee will be held May 24, 2018.

10. Adjournment

Motion: SAC- 11/18

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

Doug Drouillard, Chair

Paul Morand, Vice Chair

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 April 16, 2018, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at 4:30 pm.

1. Call to Order

The Chairperson calls the meeting to order at 4:32 pm.

2. Roll Call

Present:

Vice Chair
Secretary
Member
Treasurer
Member
Chair

Maria Giorlando
Ava Ruuth
Jacob Altenhof
Michael Altenhof
Brendan Froese
Kristi Koutros

Also Present:

Manager Committee & Community Services

Christina Hebert

Absent:

Member

Andre Ducharme

3. Disclosure of Pecuniary Interest

None reported.

4. Delegations

None.

5. Communications

a. Youth Advisory Committee Minutes held February 12, 2018

b. Youth Advisory Committee Minutes held March 19, 2018

Motion: YAC - 11/18

Moved By	Member Brendan Froese
Seconded By	Vice Chair Maria Giorlando

That the Minutes of the Youth Advisory Committee meeting held February 12, 2018 and March 19, 2018, be approved.

Carried

6. Reports

None.

7. Unfinished Business

a. Earth Day

The Members are apprised the clay pots and painting supplies have been purchased for the 'hands-on' activity and the Parks Department is arranging for the seedlings to plant.

The Committee is reminded to kindly meet at Lakewood Park at 8:30 am on Sunday, April 22, 2018 for set up. The Earth Day Celebration will conclude at 11:30 am and assistance for cleanup is appreciated.

b. Outdoor Movie Night

The Manager Committee & Community Services confirms the YAC sponsored Outdoor Movie Night has been scheduled for Saturday, July 7, 2018 at the Town Centre Park. The movie Ferdinand was selected by the Members.

The Committee views the pages from the Summer Activity Guide which acknowledges their sponsorship.

Assistance is appreciated to prepare the complimentary popcorn and set up for the evening. Further details will be provided by the Recreation Department closer to the date.

c. Youth Career Fair

The Manager Committee & Community Services reviews the feedback received from the survey conducted with the participating vendors in last year's Youth Career Fair.

Positive comments were received regarding the venue location, set up, accessibility, etc. The vendors also concurred that Fall is the most relevant time to host the event. Most felt the duration of the event from 9:00 am to 5:00 pm was too long and suggested a shortened time period.

The Manager Committee & Community Services will inquire into the availability of the l'Essor Auditorium for this year's event.

d. Presentation to Council

The Members are reminded that the annual presentation to Council by the YAC and Senior Advisory Committee regarding the Committee's accomplishments from the prior year and initiatives for the current year, is scheduled for Tuesday, April 24, 2018. The Chair and Vice Chair will be presenting on behalf of the Committee. All Members are encouraged to attend.

8. New Business

a. Soirée Coffee House

The Manager Committee & Community Services advises the Tecumseh Cultural and Arts Advisory Committee, in partnership with l'Essor High School, will be hosting a 'Soirée Coffee House' event on Friday, May 11, 2018, from 7:00 pm to 10:00 pm. The Soirée Coffee House will take place in the Tecumseh – l'Essor Arts Centre.

The Committee is excited to be hosting this community event for individuals to share their stage talents with area residents in a coffee house setting. A diverse range of local talent, – vocals, instrumental, dance, poetry reading, etc. – will be showcased during the evening.

The Members are encouraged to help promote the event on the YAC social media.

b. Social Media Contest

Secretary Ava Ruuth shares the details for the YAC social media contest to help generate followers. Persons who 'like' and 'follow' the YAC Facebook and Twitter pages for the month of April will be entered to win a Town of Tecumseh prize pack.

c. Michael Rohrer Heart and Soul Walk

Treasurer Michael Altenhof advises of the upcoming Michael Rohrer Heart and Soul Walk on May 19, 2018. He will circulate further details regarding the walk via email to the Members.

9. Next Meeting

The next meeting of the Youth Advisory Committee will be held on Monday, May 28, 2018.

10. Adjournment

Motion: YAC - 12/18

Moved By Treasurer Michael Altenhof

Seconded By Member Jacob Altenhof

That there being no further business, the April 16, 2018 meeting of the Youth Advisory Committee now adjourn at 5:20 pm.

Carried

Kristi Koutros, Chair

Maria Giorlando, Vice Chair



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: March 13, 2018

Report Number: CS-2018-01

Subject: 2017 Open and Closed Council Meetings

Recommendations

It is recommended:

That Corporate Services & Clerk Report No. CS-2018-01 with respect to Open and Closed Council Meetings held in 2017 **be received** for information.

Background

The purpose of this report is to provide information on the number and length of open and closed meetings Council holds annually and to ensure the Town's actions are transparent to the public. It is similar to reports prepared by other municipalities (i.e.: City of Windsor and Municipality of Leamington).

This report is written in accordance with Section 270 of the *Municipal Act, 2001* (Act) and the Transparency and Accountability Policy No. 61, to ensure accountability to the public for their actions and to ensure that the manner in which the Town conducts its actions is transparent to the public.

With respect to the transparency of Council meetings, Section 239 of the Act states that all meetings shall be open to the public. A meeting, or part of a meeting, may be closed to the public if the subject matter being considered is:

- a) the security of the property of the municipality or local board;
- b) personal matters about an identifiable individual, including municipal or local board employees;

- c) a proposed or pending acquisition or disposition of land by the municipality or local board;
- d) labour relations or employee negotiations;
- e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;
- f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
- g) a matter in respect of which a council, board, committee or other body may hold a closed meeting under another Act.

Section 239 of the Act also allows for closed meetings when the subject matter being considered is a request under the *Municipal Freedom of Information and Protection of Privacy Act*, or when the meeting is being held for the purpose of educating or training the Members and no discussion is held on matters that in any way materially advances the business, or decision-making of the Council.

In accordance with Section 239.2 of the Act, the Town has appointed Local Authority Services (LAS) as its Closed Meeting Investigator for a further one-year term ending December 31, 2018.

The Town's Council Proceedings By-law No. 2017-62 (Procedural By-law) also confirms that closed meeting obligations are met. The Procedural By-law was updated in 2017 to be consistent with and in compliance with the Act, which was recently amended under Bill 68 - *Modernizing Ontario's Municipal Legislation Act, 2017*, and for housekeeping matters.

The Act now also permits meetings to be closed to the public when the subject matter being considered is:

- h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- j) a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Comments

The following information has been compiled on open and closed Council meetings for 2017. The meetings are presented in three open categories:

1. Regular Council Meetings (RCM)
2. Public Council Meetings (PCM), and
3. Special Council Meetings (SCM)

The meetings held in closed sessions (In-Camera Council Meetings) are also shown.

Table A below provides a summary of the number of meetings, number of agenda items, total duration of meetings and average duration of meetings for each type of meeting held in 2017.

The agenda items include: delegations, communication motions, reports, one item representing all by-laws, and motions passed under unfinished business, new business and motions.

Table A - 2017 Council Meetings

Meeting Type	# of Meetings	# of Agenda Items	Total Duration	Average Duration
RCM	20	335	34 hrs. 16 min.	1 hr. 42 min.
PCM	14	53	8 hrs. 9 min.	34 min.
SCM	9	21	16 hrs. 44 min.	1 hr. 51 min.
In-Camera	7	23	5 hrs. 31 min.	0 hr. 47 min.

Table B gives a summary of the 2016 meetings, including the number of meetings, number of agenda items, total duration of meetings and average duration of meetings for each type of meeting.

Table B - 2016 Council Meetings

Meeting Type	# of Meetings	# of Agenda Items	Total Duration	Average Duration
RCM	20	331	29 hrs. 33 min.	1 hrs. 28 min.
PCM	13	53	7 hrs. 41 min.	0 hrs. 35 min.
SCM	7	19	10 hrs. 40 min.	1 hrs. 31 min.
In-Camera	10	23	6 hrs. 40 min.	0 hrs. 40 min.

Table C gives a summary of the 2015 meetings, including the number of meetings, number of agenda items, total duration of meetings and average duration of meetings for each type of meeting.

Table C - 2015 Council Meetings

Meeting Type	# of Meetings	# of Agenda Items	Total Duration	Average Duration
RCM	20	329	34 hrs. 28 min.	1 hrs. 43 min.
PCM	14	68	09 hrs. 18 min.	0 hrs. 39 min.
SCM	13	35	33 hrs. 51 min.	2 hrs. 36 min.
In-Camera	10	21	07 hrs. 25 min.	0 hrs. 44 min.

Table D shows the average number of meetings, number of agenda items, total duration of meetings and average duration of meetings held thus far during the current term of Council.

Table D - 2015-2017 Term of Council Meeting Averages

Meeting Type	# of Meetings	# of Agenda Items	Total Duration	Average Duration
RCM	20	332	32 hrs. 45 min.	1 hr. 38 min.
PCM	14	58	8 hrs. 22 min.	0 hr. 36 min.
SCM	10	25	20 hrs. 25 min.	1 hr. 59 min.
In-Camera	9	22	6 hrs. 32 min.	0 hr. 43 min.

Analysis

The number of 2017 RCMs, including the number of agenda items and the average duration are fairly consistent with the averages over the last term of Council.

Council normally meets on the second and fourth Tuesday of each month. This schedule is amended annually by eliminating two (2) meetings during the summer, as well as meetings which conflict with annual holidays or other municipal business, events and activities.

The number of PCMs in 2017 was greater by one meeting from 2016, but consistent with the average number. PCMs are generally held to receive public comment on drainage and planning matters, as required under the *Drainage Act* and *Planning Act*.

SCMs typically include annual recurring meetings for the purposes of:

- strategic planning and priority;
- a capital projects road tour;
- awards and committee appointments; and
- draft budget reviews for the following year.

There was a greater number of SCMs held in 2017 over 2016. The greater number of SCMs in 2017 is generally related to the Ward Boundary and Council Structure Review. In 2015, there was an even greater number of SCMs due, in part, to the 2014 Municipal Election for orientation and training of Council, in addition to the OPP Contract, Manning Road Secondary

Plan Area, Solar Projects, Minister of Municipal Affairs and Housing Building Bridges tour, the BIA Boundary Review and the Tecumseh Road Main Street Community Improvement Plan.

In 2017, the most common reasons for meetings to be called In-Camera (closed to the public) were to consider matters regarding litigation and solicitor-client privilege, as well as matters regarding the acquisition or disposition of land. The number of closed meetings will fluctuate each year depending on current issues, various circumstances and events that have taken place. There were 7 meetings held in closed session in 2017, less than the average of 9 for the current term of Council.

Consultations

None

Financial Implications

There are no financial implications relating to this report.

Link to Strategic Priorities

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

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	None



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: May 8, 2018

Report Number: CS-2018-10

Subject: Restricted Acts of Council after Nomination Day
Lame Duck Provisions – Delegation of Authority

Recommendations

It is recommended:

That the acts stated in Section 273(3)(a)(b) and (c) of the *Municipal Act, 2001 S.O. 2001 c.25 (Municipal Act, 2001)* be delegated jointly to the Chief Administrative Office and the Director Corporate Services & Clerk; and the acts stated in subsection (d) **be delegated** jointly to the Chief Administrative Officer and Director Financial Services & Treasurer;

And That By-law No. 2018-36 being a by-law to delegate certain authorities during the period which Council may be restricted from certain acts, as set out in Section 275 of the *Municipal Act, 2001*, **be adopted**.

Background

At the February 13, 2018, Regular Meeting of Council, consideration was given to Corporate Services & Clerk Report No. CS-2018-05 Restricted Acts of Council after Nomination Day – Lame Duck Provisions. The Report explained that:

1. After Nomination Day, Friday, July 27, 2018, should less than 75% (6 members or less) of the incumbent Members of Council be certified as candidates in the upcoming election and be acclaimed to office, the current Tecumseh Council will be restricted from the acts set out in Section 275 of the *Municipal Act, 2001*; and that

2. After Election Day, Monday, October 22, 2018, should less than 75% (6 members or less) of the incumbent Members of Council be declared elected to the incoming Council, either through the declaration of the election results or through declarations of election by acclamation, the current Tecumseh Council will continue to be restricted from the acts set out in Section 275 of the *Municipal Act, 2001*.

Comments

Nominations for Council positions opened on Tuesday, May 1, 2018. As of the date of writing this Report, five (5) of the incumbent Members of Council have filed a Nomination Form for a position in the 2018 Municipal Election.

Section 275 of the *Municipal Act, 2001*, sets out the actions of Council which can be restricted as early as after Nomination Day.

The restricted acts are found under Section 275(3), and include:

- a) appointment or removal from office of any officer of the municipality;
- b) hiring or dismissal of any employee of the municipality;
- c) disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) making any expenditures or incurring any other liability which exceeds \$50,000.

It is important to note, subsections (3)(c) and (d) do not apply if the disposition or liability was included in the approved 2018 budget [Section 275(4)].

Nothing in Section 275 prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to Nomination Day [Section 275(6)].

Notwithstanding the provisions of Section 275, nothing in this section of the *Municipal Act, 2001* prevents a municipality from taking any action in the event of an emergency [Section 275 (4.1)].

Given the likelihood that Council will be in a Lame Duck position, as early as Nomination Day, Friday, July 27, 2018, it is recommended that the acts stated above in Section 273(3)(a)(b) and (c) of the *Municipal Act, 2001* be delegated jointly to the Chief Administrative Officer and the Director Corporate Services & Clerk; and the acts stated in subsection (d) be delegated jointly to the Chief Administrative Officer and Director Financial Services & Treasurer.

In the event there becomes a need for these Administrative Officials to exercise any of the authorities delegated to them, an Administrative Report on the particular matter will be given to the current Council at their next following meeting.

By-law No. 2018-36 has been prepared for adoption by Council to formally delegate the authorities as recommended and requiring a report from Administration should they need to exercise any of the authorities delegated to them.

Consultations

Chief Administrative Officer
Financial Services

Financial Implications

There are no financial implications.

Link to Strategic Priorities

There is no direct link to the Town's Strategic Priorities; however the delegation of authority to Administration for the restricted acts of Council, during the Lame Duck period, will ensure the continuation of certain matters should the need arise.

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

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

1	By-Law No. 2018-36 Re: Delegation of Authority – Lame Duck Period
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The Corporation of the Town of Tecumseh

By-Law Number 2018 - 36

Being a by-law to delegate certain authorities during a “Lame Duck” Council Period.

Whereas Section 275 of the Municipal Act S.O. 2001, S.O. c.25, as amended, (Municipal Act, 2001) provides that if three-quarters of the members of the outgoing council of the municipality will not be returning, the following authorities of the council will cease on Nomination Day (July 27, 2018) or Election Day (October 22, 2018), also known as the ‘Lame Duck’ period:

- a) the appointment or removal from office of any officer of the municipality;
- b) the hiring or dismissal of any employee of the municipality;
- c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) making any expenditures or incurring any other liability which exceeds \$50,000;

And Whereas the Council for The Corporation of the Town of Tecumseh (Council), pursuant to Section 268 of the Municipal Act, 2001 adopted By-law No. 2003-09 establishing procedures for the transfer of surplus real property;

And Whereas Section 23.1 of the Municipal Act, 2001 states that a Council is authorized to delegate certain powers and duties;

And Whereas Council deems it expedient and necessary to delegate the restricted acts of Council set out Section 275(3) of the Municipal Act, 2001 during the Lame Duck period, if it applies, between July 27, 2018, and November 30, 2018;

And Whereas Section 5 of the Municipal Act, 2001 provides that a municipality's power shall be exercised by by-law;

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

- 1. **That** “jointly delegated authority” means an authority that shall be exercised together by both persons specified. Authority is not granted to one person.
- 2. **That** the Director Financial Services & Treasurer and Chief Administrative Officer are hereby jointly delegated authority as the financial signing authority for expenditures, outside the current approved budgets, exceeding \$50,000, but not greater than \$150,000.
- 3. **That** the Chief Administrative Officer and Director Corporate Services & Clerk are hereby jointly delegated authority, including authority to execute an agreement of purchase and sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.
- 4. **That** the Chief Administrative Officer and Director Corporate Services & Clerk are jointly delegated authority to:
 - A) repeal by-laws appointing Officers of the Corporation which have ceased employment, and

- B) appointment or removal from office of any officer of the municipality,
and
 - C) hire or dismiss any employee of the Corporation if the authority is not
otherwise granted to them under the Town’s Hiring Policy.
5. **That** the sitting Council shall be informed by way of an information report at
the next Regular Meeting of Council or a Special Meeting of Council should
a delegated authority be exercised.
6. **That** this by-law shall come into force and take effect on the date of the third
and final reading thereof and expire on December 1, 2018.

Read a first, second and third time and finally passed this 8th day of May, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk



The Corporation of the Town of Tecumseh

Corporate Services & Clerk

To: Mayor and Members of Council

From: Laura Moy, Director Corporate Services & Clerk

Date to Council: April 24, 2018

Report Number: CS-2018-07

Subject: Request for Noise By-Law Exemption
Beach Grove Golf and Country Club

Recommendations

It is recommended:

That Beach Grove Golf and Country Club, located at 14134 Riverside Drive, be granted an exemption from the Town's Noise By-law No. 2002-07, as amended, on Friday, July 27, 2018, and Friday, August 31, 2018, to permit music entertainment until 11:30 pm;

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

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

Background

By way of correspondence dated April 5, 2018, Beach Grove Golf and Country Club (Beach Grove) has requested an exemption from the Town's Emission of Sounds By-law No. 2002-07, as amended (Noise By-law). The exemption has been requested to permit outdoor music entertainment overlooking the water on Friday, July 27 and Friday, August 31, 2018.

[Appendix 1.](#)

Comments

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

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

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

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

Beach Grove is seeking an exemption from Council to permit music entertainment during two special events being planned in their outside area overlooking Lake St. Clair. The exemption requested is until 11:30 pm.

Council has approved requests from Beach Grove for summer music entertainment in prior years.

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

It is recommended that an exemption to the Noise By-law be granted to Beach Grove for Friday, July 27 and Friday, August 31 to permit music entertainment until 11:30 pm; and that the area residents are to be informed by Beach Grove of this exemption from the Noise By-law.

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

Consultations

Tecumseh OPP

Financial Implications

There are no financial implications.

Link to Strategic Priorities

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

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

1	Beach Grove Golf and Country Club, April 5, 2018 Re: Exemption to the Emission of Sound By-Law
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Beach Grove Golf & Country Club

April 5, 2018

RE: Emission of Sound By-Law

The Honourable Mayor Gary McNamara and the Town Council of Tecumseh

Please accept this letter as a request to have an exemption to the Emission of Sound By-Law 2002-07 for two dates, July 27th, 2017 and August 31st, 2017. In past, you were gracious enough to permit us with this exemption. Our Club has two events scheduled where we would like to use the outside property overlooking the water.

Our intention is to have the Entertainment set in the back deck area. We would stop the music at 11:30 pm. We appreciate your consideration of this request and we would be happy to answer any questions that you may have.

Respectfully,



Salvatore Licata
Event Manager



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Luc Gagnon, Director Financial Services & Treasurer

Date to Council: April 24, 2018

Report Number: FS-2018-04

Subject: Water & Sanitary In-House Billing

Recommendations

It is recommended:

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

Background

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

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

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

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

EPL Collection Costs - Historical				
	Water	Sanitary	Total	% Increase
2008	\$ 107,500	\$ 70,200	\$ 177,700	2.80%
2009	\$ 123,400	\$ 82,300	\$ 205,700	* 9.5%
2010	\$ 134,000	\$ 89,400	\$ 223,400	8.60%
2011	\$ 146,500	\$ 97,700	\$ 244,200	9.31%
2012	\$ 147,200	\$ 98,100	\$ 245,300	0.45%
2013	\$ 147,200	\$ 98,100	\$ 245,300	0.00%
2014	\$ 150,100	\$ 100,100	\$ 250,200	2.00%
2015	\$ 150,100	\$ 100,100	\$ 250,200	0.00%
2016	\$ 150,100	\$ 100,100	\$ 250,200	0.00%
2017	\$ 150,100	\$ 100,100	\$ 250,200	0.00%
10 year total	<u>\$ 1,406,200</u>	<u>\$ 936,200</u>	<u>\$ 2,342,400</u>	
* % increase was adjusted to reflect increase in billings as a result of assuming billing for Oldcastle customers formerly billed by Enwin Utilities				

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

Comments

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

Service User Needs

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

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

Other benefits of bringing this function in-house include:

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

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

The LaSalle Experience

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

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

Upon taking back the billing function LaSalle discovered:

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

Alternatives

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

EPL Proposal for Operational Matters

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

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

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

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

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

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

Consultations

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

Financial Implications

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

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

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

All prices are subject to HST.

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

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

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

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

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

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

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

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

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

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

Other benefits of bringing this function in-house include:

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

Impact on EPL

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

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

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

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

Financial Summary

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

Conclusion

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

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

Link to Strategic Priorities

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

Communications

Not applicable ☒

Website ☐

Social Media ☐

News Release ☐

Local Newspaper ☐

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

Prepared by:

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

Prepared by:

Denis Berthiaume, ORO
Manager Water & Wastewater Services

Reviewed by:

Shaun Fuerth, BCS
Director Information & Communication Services

Reviewed by:

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

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

**Attachment
Number**

**Attachment
Name**

1

Essex Powerlines – Town of Tecumseh Water Billing Proposal



February 16, 2018

Mr. Tony Haddad

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

Dear Tony,

Re: Essex Powerlines - Town of Tecumseh Water Billing Proposal

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

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

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

OPERATIONAL MATTERS

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

With respect to OPERATIONAL matters we propose the following:

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

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

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

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

II. Getting accurate and timely data for requested Reports

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

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

III. Improving Service Order Process

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

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

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

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

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

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

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

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

FINANCIAL MATTERS

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

Year 1- \$175,000.00

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

Year 3 - \$160,000.00

Year 4 - \$155,000.00

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

All prices above are subject to HST.



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

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

OVERALL CORPORATE IMPACT

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

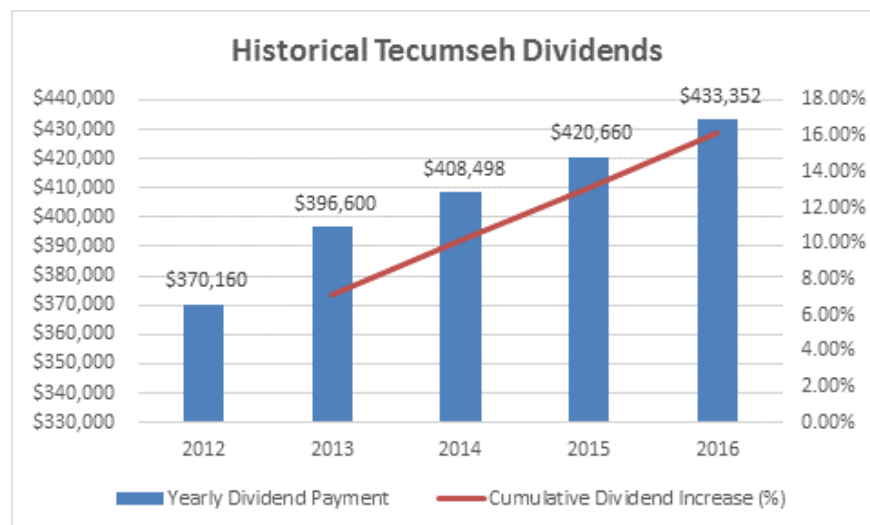
The analysis below attempts to show the potential impact to Essex Powerlines if it were to lose Tecumseh water billing services:

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

CONCLUSION

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

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





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

Trusting that the within meets to your satisfaction.

With regards

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

Joe Barile, General Manager
Essex Powerlines Corporation



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

From: Tom Kitsos, Deputy Treasurer & Tax Collector

Date to Council: May 8, 2018

Report Number: FS-2018-06

Subject: 2018 Asset Management Plan

Recommendations

It is recommended:

1. **That** the 2018 Asset Management Plan, as presented before Council at the Regular Council Meeting of April 10, 2018, **be adopted**.

Background

The Town of Tecumseh's Asset Management Plan (AMP) is a long-range, holistic planning tool for the care of existing and new infrastructure assets. The AMP will guide investment decisions to maximize benefits, manage risk and provide satisfactory levels of service to the public in a financially sustainable manner.

Administration presented Council with the Town's 2018 Asset Management Plan at the Regular Council Meeting (RCM) of April 10, 2018. This AMP represents the Town's first update to the 2013 AMP, which was adopted by Council in December 2013.

Council was asked to review the 2018 AMP in preparation for Administration's recommendation to adopt the plan at the May 8, 2018 RCM.

Provincial Requirements

The Ontario provincial government released *Building Together*, a long-term infrastructure plan for Ontario, in June 2011. The plan sets out a strategic framework that will guide future investments in ways that support economic growth, are fiscally responsible, and respond to

changing needs. A key element of this framework is ensuring good stewardship through proper asset management.¹

In *Building Together*, the province required that:

- Municipalities seeking provincial capital funding must submit a detailed asset management plan
- Asset management plans must include condition assessments, desired levels of service, asset management strategies and financing strategies
- Council receive and approve the asset management plan
- Council consider the plan during budget deliberations
- The plan be updated as needed over time

Subsequently, the province announced authority for Ontario Regulation of AMP's within *Infrastructure for Jobs and Prosperity Act, 2015*. The purpose of the regulation was to implement best practices throughout the municipal sector, provide consistency among AMP's and to promote collaboration. *O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure* passed in late 2017.

The regulation includes additional requirements of municipalities and their AMP's. These requirements are to be completed in a multi-phase approach that extends out to 2024, beginning with the development and adoption of an AMP Policy by July 1, 2019. Post 2024, municipalities will be required to update their AMP at least every five years and provide annual updates to Council.

Comments

The Town's 2018 Asset Management Plan covers a 20-year timeframe - from 2018 to 2037 - and includes the vast majority of Town assets having a current replacement value of \$691 million or \$78,000 per household.

Asset categories in the 2018 AMP include:

- Water
- Wastewater

¹ *Building Together: Guide for Municipal Asset Management Plans*

- Stormwater
- Roadways
- Streetlights
- Traffic signals
- Bridges and culverts
- Culverts less than 3m
- Fleet
- Town buildings/facilities

Some notable asset categories not in the current AMP update include:

- Parks - playground equipment, small structures, fields and pathways
- Information technology assets
- Community trails

Asset categories are analysed with respect to state of local infrastructure, desired levels of service, asset management strategy, 20-year rehabilitation/replacement/growth plan and annual funding requirement.

State of local infrastructure includes asset type, financial accounting valuation and replacement cost, asset age distribution and as a percentage of useful life and asset condition assessed according to standard engineering practices.

Desired levels of service are defined through performance measures. Performance measures compare current performance to desired targets.

Asset management strategy details planned actions that will enable the assets to deliver the desired level of service in a sustainable way at the lowest lifecycle cost while managing risk.

Expenditure requirements for the next 20-years' timeframe are detailed by asset category. Corporate strategic priorities, engineering studies, department five-year capital plans and asset category integration are among the factors considered.

The annual funding requirement is the average annual expenditure by asset category over the next 20 years. Expenditures are based on current costs plus an annual inflationary factor of 2%.

AMP Financing

The following chart summarizes average annual funding by asset category as compared to the average annual requirement.

General Tax & Rates funding includes:

- Average annual budget allocations to specific asset categories from the Town's Lifecycle program (held static throughout the 20-year plan timeframe at 2018 approved budget levels)
- Average annual budget allocations from the Town's New Infrastructure Levy (NIL) – some of which has not yet been allocated to a specific asset category, i.e. "Unallocated" (2018 approved budget level plus recommended increases for 2019-2021 to achieve annual target)
- User rates revenue for Water and Wastewater asset categories

One-time funding sources are excluded from this summary. Specifically, OCIF² Top-up grant and CWWF³ grant, both used towards Wastewater projects and applicable to 2018 only, have been excluded in this summary.

	2018 Average Annual Funding						
	Avg Annual Requirement	General Tax & Rates	Federal Gas Tax	Provincial OCIF	Debt	Total	Deficit
Roadways	6,100,566	3,428,316	1,182,693	-	-	4,611,009	1,489,557
Bridges & Culverts	1,025,010	431,200	-	-	-	431,200	593,810
Stormwater	2,100,710	864,700	-	-	-	864,700	1,236,010
Facilities	970,610	693,840	-	-	-	693,840	276,770
Fleet	906,050	799,000	-	-	-	799,000	107,050
Water	2,353,940	2,516,609	-	-	-	2,516,609	-162,669
Wastewater	4,741,532	4,159,183	-	-	-	4,159,183	582,349
Unallocated	-	800,000	-	699,909	-	1,499,909	-1,499,909
Total	18,198,417	13,692,847	1,182,693	699,909	-	15,575,449	2,622,968

In total, the Town's AMP annual funding requirement is approximately 86% achieved.

This assumes that water and wastewater user rates will be adjusted in accordance with the 2015 Water and Wastewater Rate Study (2015-2024). User rates from 2025-2037 are held static at 2024 levels.

Increasing the annual allocation to the Lifecycle Program by 0.75% per year for each of the twenty years in the AMP planning period will further improve the average annual funding requirement to approximately 90%.

² Ontario Community Infrastructure Fund (OCIF)

³ Clean Water and Wastewater Fund (CWWF)

Other financing considerations such as the use of debt, Development Charge revenues, senior government grant opportunities and project deferral can affect the annual funding deficit and are discussed in the plan.

The Town's Lifecycle program, New Infrastructure Levy and 2015 Water and Wastewater Rate Study are well established programs. The success of these programs has put the Town in a healthy financial position. There are, however, some ambitious mega-projects planned within the 20-year timeframe that will necessitate funding increases if they are to be completed when and as planned.

Consultations

Public Works & Environmental Services

Financial Implications

The 2018 AMP identifies an annual funding deficit of \$2.6 million and projects reserve balances to be in a significant deficit position by the end of the 20-year planning period.

The methodology used in developing the AMP incorporates funding levels based on 2018 approved budget allocations and the 2015 Water and Wastewater Rate Study and does NOT assume any additional increases to those allocations.

By contrast, the expenditure amounts are based on current costing models plus an annual inflation factor of 2% throughout the planning period.

This approach will generally produce a deficit.

The annual budget process will reference this AMP, along with many other factors, when determining capital expenditures, appropriate budget levels and funding options.

Link to Strategic Priorities

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

Communications

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

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

Prepared by:

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

Reviewed by:

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

Reviewed by:

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

Recommended by:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	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: May 8, 2018

Report Number: PRS-2018-07

Subject: Essex Power Youth in Community Fund

Recommendations

It is recommended:

That Parks and Recreation Report No. PRS-2018-07, regarding the Essex Power Youth in Community Fund, **be received** for information.

Background

In 2014 Essex Power Corporation approved the “Youth in Community” [YIC] Fund policy that, distributes funding equally amongst the Shareholders of Essex Power Corporation in order for Essex Power Corporation to support its communities by supporting organizations that offer activities and projects geared toward youth. In accordance with the funding requirements, the Town of Tecumseh is responsible for administering the allocation of the YIC funding and each group that receives funding agrees to identify Essex Power as the sponsor through acknowledgement on various promotional materials including signage, flyers and websites.

The YIC funding program has continued annually since 2014, and throughout the years has supported the following Tecumseh programs and organizations:

Christmas in Tecumseh
Outdoor Movie Night
Canada Day Celebration
Earth Day Celebration
Summer Concert Series
Elementary School Skating
In Motion 12 o'clock Walk

Public Recreational Swims
St. Mary's Sports
McAuliffe Park Sports
Tecumseh Minor Baseball
Tecumseh OPP Fun Day for VIP Program
Tecumseh Shoreline Minor Hockey Association
Tecumseh Skateboarding Competition
Tecumseh Skating Club
Tecumseh Soccer
Tecumseh Summer Day Camp
Breakfast with Santa

Comments

Administration has received confirmation that the Essex Power Corporation Board of Directors has once again approved funding for its Shareholders in order to continue to support its communities in 2018 by supporting organizations that offer activities and projects geared towards youth. As an Essex Power Corporation Shareholder, the Town of Tecumseh will be receiving a payment of \$10,000 that is to be allocated as YIC funding.

According to the funding requirements:

- Fund allocations will be restricted by the Corporate Shareholder to a maximum of \$2,500 for each youth organization activity/event/project
- Special consideration for funding requests above \$2,500 may be given only upon request
- The Corporate Shareholder shall be the sole administrator and distributor of funds

The Guidelines and Eligibility Requirements of the Program include:

- Youth organization activities/events/projects must take place within the shareholder community which is serviced by Essex Power Corporation
- Must be youth driven; eighteen (18) years of age or under
- Must include an element of education, fitness, art/culture, or social responsibility
- Projects benefitting a larger number of youth shall be given greater consideration
- Essex Power shall be prominently acknowledged as the source of the funding through the placement of Essex Power Corporation's logo on the various promotional items whenever possible

The Town will be required to provide the Essex Power Board of Directors a bi-annual report detailing fund recipients and amount received.

The Recreation Department will continue to manage the Town of Tecumseh's allotment of YIC funding by coordinating activities throughout the year through direct programming and partnerships with community user groups.

Consultations

Financial Services

Financial Implications

Administration expects no additional costs as a result of operating this program. Internal resources will be responsible to ensure compliance with program requirements.

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:

Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

Attachment Number	Attachment Name
None	



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: May 8, 2018

Report Number: PBS-2018-16

Subject: Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
12350 Tecumseh Road – Tecumseh Historical Society
Mural/Public Art Grant Program
OUR FILE: D18 CIPFIP - CIP-02/18

Recommendations

It is recommended:

1. **That** the Grant Application for the Tecumseh Road Main Street Community Improvement Plan Financial Incentive Program, for the property located at 12350 Tecumseh Road (Roll No. 374415000004300), **be approved and deemed eligible** for the following Financial Incentive(s) in accordance with Section 11.3 (5):
 - i) Mural/Public Art Grant Program, for a total amount of \$1,000.00 towards the construction costs associated with the historical display proposed by the Tecumseh Historical Society

all of which is in accordance with the Tecumseh Road Main Street Community Improvement Plan and PBS-2018-16.

Background

On January 12, 2016, Council adopted the Tecumseh Road Main Street Community Improvement Plan (CIP) in accordance with Section 28(2) of the Planning Act. The CIP applies to an area that represents the historical commercial core of the Town and comprises an approximate 1.2 kilometre corridor centred on Tecumseh Road from the VIA Railway on the east to the Town's border with the City of Windsor just beyond Southfield Drive on the west

(see CIP Area in Figure 1). The area encompasses 96 acres and approximately 115 properties with a mix of commercial and residential along with many tracks of underutilized land.

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



Comments

Proposal

In April of 2018, Town Administration met with representatives of the Tecumseh Historical Society, which rents the Town-owned lands located at 12350 Tecumseh Road (see Attachments 2 and 2A for location). The subject property is currently occupied by a museum and various historical displays that are owned and managed by the Tecumseh Historical Society. The Tecumseh Historical Society is proposing to construct an approximate 100 square foot outdoor historical display consisting of a gazebo that will cover a restored 1950's motorized railway jigger. Railway jiggers were formerly used on railroads around the world by track inspectors and work crews to move quickly to and from work sites. The railway jigger will be placed under the proposed gazebo on a section of railroad ties/rails as part of the display (see images below of the proposed gazebo and the restored railway jigger).



The Tecumseh Historical Society met with Town Administration to determine whether the proposed works would qualify for financial incentives under the CIP. Mural/Public Art that promotes community spirit and vibrancy within the CIP area is contemplated by the CIP subject to meeting the design guidelines established in the CIP.

In addition, the Tecumseh Historical Society consulted with the Parks and Recreation Department to confirm the proposed works and the proposed location of the display on the Town-owned lands was acceptable. The Tecumseh Historical Society is proposing to locate the display between the existing museum and workshop building (see Attachment 3). The Parks and Recreation Department has confirmed it has no concerns with the proposed works or the proposed location of the display.

Proposed Grant Details

Based on the foregoing, the Owner has submitted a Financial Incentive Program Grant Application seeking financial incentives under the Mural/Public Art Grant Program in the amount of \$1,000 (Note: HST is not included as part of the grant). The requested grant will be used towards the costs of the materials associated with the construction of the aforementioned gazebo. As required by the CIP, the Owner has provided two reliable cost estimates for the preparation of Architectural drawings, as identified below:

1. Tecumseh Home Hardware - \$1,247.28
2. Windsor Building Centre - \$1,234.90

The requested amount of \$1,000 represents the maximum amount of grant available through the Mural/Public Art Grant Program.

The Mural/Public Art Grant Program application has been reviewed/evaluated by Town Administration against the requirements of the CIP. Town Administration has no concerns with the application and recommends that the application be approved and be deemed eligible in accordance with Section 11.3 (5) of the CIP.

Next Steps

Upon Council approval, a letter from the Town to the Applicant advising of Council's approval will represent a grant commitment. The CIP established the following:

- i) the Applicant will have a period of six months to start the project and one year to complete the proposed works from the date of Council approval;
- ii) extensions will be considered on a case by case basis;
- iii) an application may be cancelled if work does not commence within the six-month period or if the approved works are not completed within a one-year period from the date of Council approval.

Upon completion of the proposed works, Administration will conduct a review of the work to ensure all requirements of the CIP have been complied with. Once it has been determined that the CIP requirements have been met and, upon the receipt of invoices from the Applicant and proof of payment, the Grant will be issued.

Consultations

Planning & Building Services
Financial Services
Parks & Recreation Services

Financial Implications

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

The 2018 budget includes CIP grant funding of \$125,000. An additional \$88,631 of uncommitted budget allocation from prior period budgets was carried forward, thus totalling \$213,631 in funds available for 2018. To date, one CIP grant fund application has been approved during 2018, thus the current available funding total is \$210,631.

Upon approval of the recommendations of this report, remaining available program funds for 2018 will be \$209,631 as referenced in the table in Attachment 4.

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:

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

Reviewed by:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services

Reviewed by:

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

Reviewed by:

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

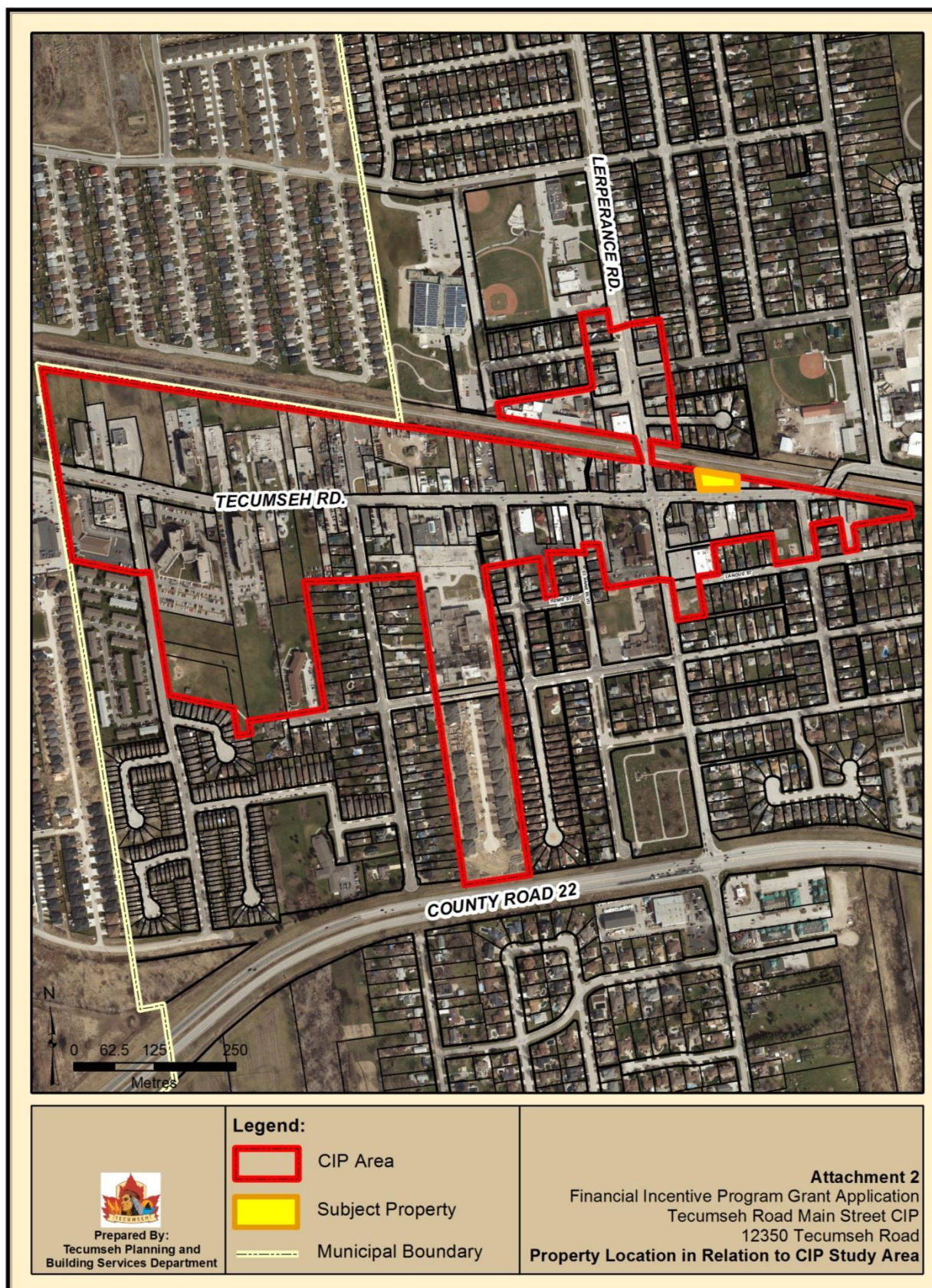
Recommended by:

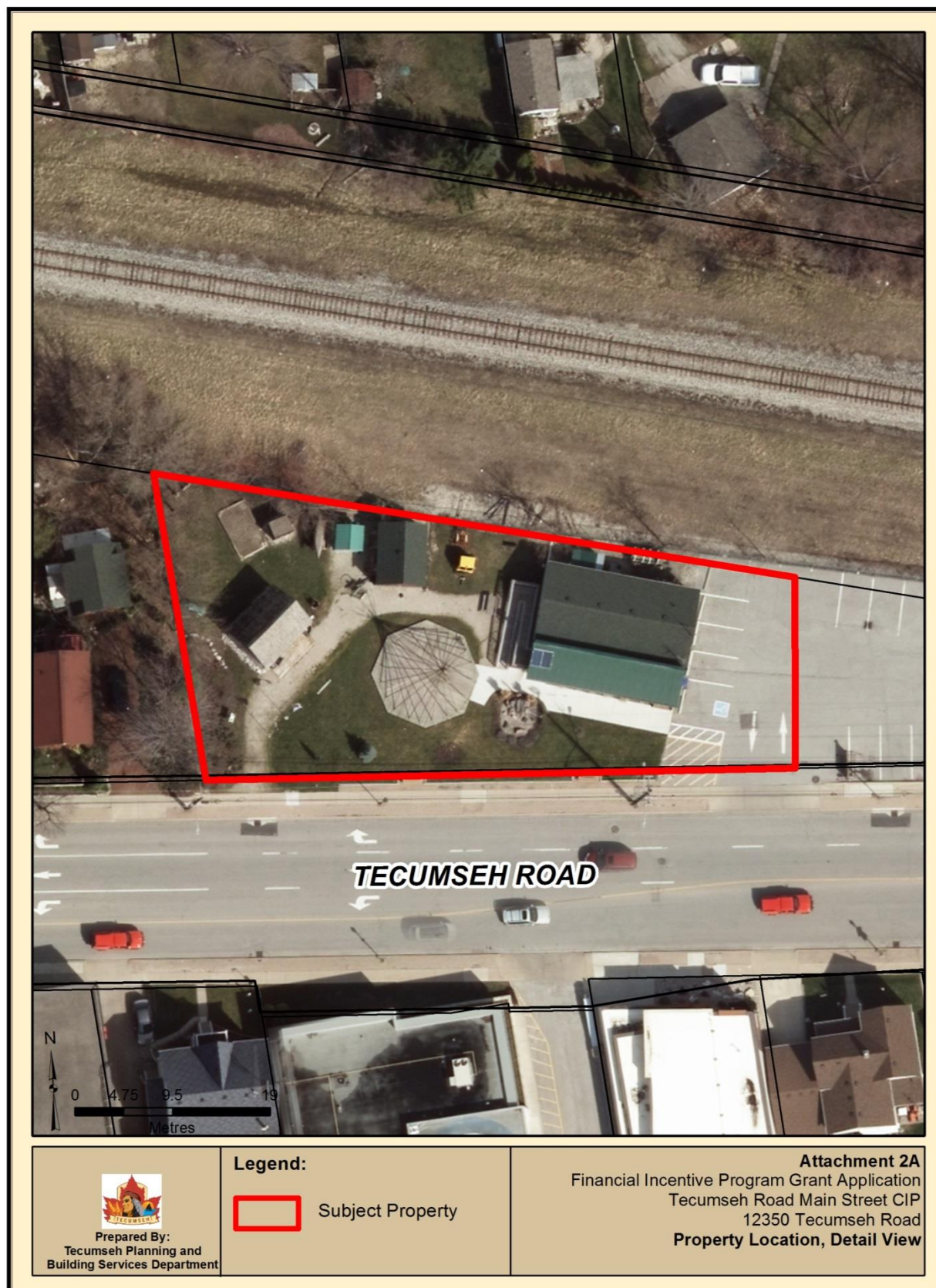
Tony Haddad, MSA, CMO, CPFA
Chief Administrative Officer

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

Attachment 1
Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
12350 Tecumseh Road – Tecumseh Historical Society
CIP Support Programs and Incentives Summary

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







Attachment 4
Financial Incentive Program Grant Application
Tecumseh Road Main Street Community Improvement Plan
12350 Tecumseh Road – Tecumseh Historical Society
CIP Incentives Financial Summary Charts

CIP Incentives Summary - Year-to-Date May 1, 2018				
Grant Program	Annual Program Allocation Limit	Projects Committed	Projects Proposed	Paid
1. Planning, Design, and Architectural Grants	\$ 15,000	\$ 3,000		\$ -
2. Planning Application and Permit Fee Grant Program	\$ 10,000	\$ -	\$ -	\$ -
3. Development Charges Grant Program	\$ 200,000	\$ -	\$ -	\$ -
4. Building Façade Improvement Grant Program (BFIP)	\$ 45,000	\$ -	\$ -	\$ -
5. Residential Grant Program (RGP)	\$ 100,000	\$ -	\$ -	\$ -
6. Parking Area Improvement Program (PAIP)	\$ 30,000	\$ -	\$ -	\$ -
7. Sidewalk Café Grant Program	\$ 12,000	\$ -	\$ -	\$ -
8. Mural/Public Art Program	\$ 5,000	\$ -	\$ 1,000	\$ -
	\$ 417,000	\$ 3,000	\$ 1,000	\$ -
Actual Budget Allocations:				
2018	\$ 125,000			
Prior Years - Carry-forward	\$ 88,631			
Total Available for 2018	\$ 213,631			
2018 Annual Funding Shortfall including carry-overs	\$ (203,369)			
Total Available for 2018 less Projects Committed		\$ 210,631		
Remaining Available less Projects Proposed			\$ 209,631	

CIP Approved Projects and Funding Since Inception										
Project Code / Year	Project Name	1	2	3	4	5	6	7	8	Total
CIP-01/16	Buckingham Realty	\$ 1,475								\$ 1,475
CIP-02/16	Frank Brewing Co.							\$ 2,000		\$ 2,000
CIP-03/16	1614840 Ontario Ltd.		\$ 2,000	\$ 80,784						\$ 82,784
CIP-04/16	Valente Development Corp.			\$ 80,003						\$ 80,003
CIP-02/17	Valente Development Corp.			\$ 78,120						\$ 78,120
CIP-03/17	Lesperance Plaza Inc				\$ 15,000					\$ 15,000
CIP-04/17	St. Anne Church				\$ 15,000					\$ 15,000
CIP-05/17	Carrots N Dates							\$ 2,000		\$ 2,000
CIP-06/17	Buckingham Realty				\$ 15,000					\$ 15,000
CIP-01/18	1071 Lesperance Road – c/o Lesperance Square Inc.	\$ 3,000								\$ 3,000
Total		\$ 4,475	\$ 2,000	\$ 238,907	\$ 45,000	\$ -	\$ -	\$ 4,000	\$ -	\$ 294,382

The Corporation of the Town of Tecumseh

By-Law Number 2018 - 36

Being a by-law to delegate certain authorities during a “Lame Duck” Council Period.

Whereas Section 275 of the Municipal Act S.O. 2001, S.O. c.25, as amended, (Municipal Act, 2001) provides that if three-quarters of the members of the outgoing council of the municipality will not be returning, the following authorities of the council will cease on Nomination Day (July 27, 2018) or Election Day (October 22, 2018), also known as the ‘Lame Duck’ period:

- a) the appointment or removal from office of any officer of the municipality;
- b) the hiring or dismissal of any employee of the municipality;
- c) the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal; and
- d) making any expenditures or incurring any other liability which exceeds \$50,000;

And Whereas the Council for The Corporation of the Town of Tecumseh (Council), pursuant to Section 268 of the Municipal Act, 2001 adopted By-law No. 2003-09 establishing procedures for the transfer of surplus real property;

And Whereas Section 23.1 of the Municipal Act, 2001 states that a Council is authorized to delegate certain powers and duties;

And Whereas Council deems it expedient and necessary to delegate the restricted acts of Council set out Section 275(3) of the Municipal Act, 2001 during the Lame Duck period, if it applies, between July 27, 2018, and November 30, 2018;

And Whereas Section 5 of the Municipal Act, 2001 provides that a municipality's power shall be exercised by by-law;

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

- 1. **That** “jointly delegated authority” means an authority that shall be exercised together by both persons specified. Authority is not granted to one person.
- 2. **That** the Director Financial Services & Treasurer and Chief Administrative Officer are hereby jointly delegated authority as the financial signing authority for expenditures, outside the current approved budgets, exceeding \$50,000, but not greater than \$150,000.
- 3. **That** the Chief Administrative Officer and Director Corporate Services & Clerk are hereby jointly delegated authority, including authority to execute an agreement of purchase and sale, pertaining to the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal.
- 4. **That** the Chief Administrative Officer and Director Corporate Services & Clerk are jointly delegated authority to:
 - A) repeal by-laws appointing Officers of the Corporation which have ceased employment, and

- B) appointment or removal from office of any officer of the municipality, and
 - C) hire or dismiss any employee of the Corporation if the authority is not otherwise granted to them under the Town’s Hiring Policy.
5. **That** the sitting Council shall be informed by way of an information report at the next Regular Meeting of Council or a Special Meeting of Council should a delegated authority be exercised.
6. **That** this by-law shall come into force and take effect on the date of the third and final reading thereof and expire on December 1, 2018.

Read a first, second and third time and finally passed this 8th day of May, 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. A further update will be given on May 22, 2018.
3/17	Mar 14, 2017		Alley Closing Policy	An alley closing policy is requested to establish a uniform process for closing alleys.	Clerks	Next Policies & Priorities Committee
4/17	Mar 28, 2017		Oldcastle Hamlet	The presentation and requests made by FOOD is referred to Administration for a report and recommendation.	Planning	OMB Hearing Nov. 17-17, 2017 OMB Decision Jan. 17, 2018 Section 43 Review Feb 13, 2018
13/17	May 23, 2017		Signage on Manning Road	Administration is requested to approach the Town of Lakeshore and the County of Essex in regards to establishing a gateway policy with a common standard for regulating urbanized areas and signs for Manning Road.	CAO	Tecumseh and Lakeshore Administration have met and a response is pending from Lakeshore.
18/17	July 25, 2017		Urban Chickens	Zoning Order issued to Dan Beaulieu relating to the keeping of chickens at 2380 Lesperance Road, be deferred pending further discussion and decision-making by Council on the matter of the keeping of urban chickens based on further research and reporting by Administration.	Clerks/ Planning	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 for April-May
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 action could 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 a County road
8/18	March 13, 2018		Air Quality Standards and Enforcement	Administration is requested to send a letter to the Ministry of the Environment and Climate Change to seek clarification on responsibility for enforcement of air quality standards in residential areas.	Clerks	Draft letter being prepared
10/18	March 27, 2018		Noise By-law Exemptions	Administration is asked to look into delegation of authority for exemptions from the noise by-law for non-alcohol related special events on Town property.	PRS/Clerks	
11/18	April 10, 2018		Lakeview Montessori School	PWES is to look into designating a Community Safety Zone on St. Marks Rd. and is asked to meet with representatives of Lakeview Montessori School and St. Mark's Church to discuss scheduling of events to mitigate parking concerns.	PWES	
15/18	April 24, 2018		Town Communications	A request has been made to improve communications with residents regarding town events and planning initiatives	CAO	
16/18	April 24, 2018		Edgewater Road Condition	It is requested that PWES investigate the road condition of Edgewater Road.	PWES	
17/18	April 24, 2018		Signal Timing	It is requested that Administration contact the County regarding the Signal timing during high traffic times on Manning Road.	PWES	
18/18	April 24, 2018		Cada Library Renovations	It is requested that Administration provide a report on the Cada library to include consultations with TAAC, SAC, YAC, CAC, and other stakeholders on the current options proposed to refresh or renovate the current library building.	PWES/Clerks	

The Corporation of the Town of Tecumseh

By-Law Number 2018-37

Being a by-law to confirm the proceedings of the **May 8, 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 **May 8, 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 **May 8, 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 8th day of May, 2018.

Gary McNamara, Mayor

Laura Moy, Clerk