

Regular Council Meeting  
**AGENDA**

Tuesday, October 25, 2016, 7:00 PM  
Tecumseh Town Hall  
[www.tecumseh.ca](http://www.tecumseh.ca)

	Pages
1. CALL TO ORDER - Mayor	
2. MOMENT OF SILENCE	
3. NATIONAL ANTHEM	
4. ROLL CALL & DISCLOSURE OF PECUNIARY INTEREST	
5. COUNCIL MINUTES	
a. Regular Council October 11, 2016	4 - 11
6. SUPPLEMENTARY AGENDA ADOPTION	
7. DELEGATIONS	
a. Councillor Ward 2 Declaration of Office	
b. Gord Smith 2017 Healthy Workplace & Bike Friendly Workplace Award Recognition	
8. COMMUNICATIONS FOR INFORMATION	
a. Town of Kingsville, September 30, 2016 Re: Beach Water Sampling	12 - 13
b. The Corporation of the Township of Madawaska Valley, October 3, 2016 Re: Resolution Regarding Parole System and Bill 21, Private Members Bill	14 - 14
c. Ministry of Natural Resources and Forestry, October 6, 2016 Re: Introduction of Legislation to Amend the <i>Aggregate Resources Act</i>	15 - 16
d. Grey County, October 11, 2016 Re: Provincial Legislation and Hydro One's Strategy Regarding Hydro Costs	17 - 17
9. COMMUNICATIONS ACTION REQUIRED	
a. Association of Municipalities of Ontario, October 6, 2016 <b>THAT</b> the Town of Tecumseh support the Association of Municipalities of Ontario in its work to close the fiscal gap; so that all municipalities can benefit from predictable and sustainable revenue, to finance the pressing infrastructure and municipal service needs faced by all municipal governments.	18 - 19
b. Association of Municipalities of Ontario, October 14, 2016 <b>THAT</b> the Mayor and Members of Council be authorized to attend the November 3-4, 2016, Energy Now and Into the Future Symposium in Toronto, ON, subject to the Travel and Professional Development Policies and the 2016 Budget	20 - 23
10. COMMITTEE MINUTES	
a. Town of Tecumseh Business Improvement Area Board October 5, 2016	24 - 28

b.	Police Services Board October 12, 2016	29 - 32
c.	Cultural & Arts Advisory Committee October 17, 2016	33 - 34
d.	Heritage Committee October 17, 2016	35 - 36

## 11. REPORTS

a.	Corporate Services & Clerk	
1.	Deputy Clerk, Report No. 38/16, August 31, 2016 Re: Renewal of Cat Intake Agreement with the Windsor Essex County Humane Society for 2017	37 - 40
2.	Director Corporate Services & Clerk, Report No. 41/16, September 27, 2016 Re: Feed-In Tariff (FIT) Program, Municipal Template Resolution Request - DLS Biogas	41 - 63
3.	Deputy Clerk, Report No. 45/16, September 1, 2016 Re: Renewal of Cat Spay & Neuter Voucher Program for 2017	64 - 68
4.	Director Corporate Services & Clerk, Report No. 46/16. October 17, 2016 Re: 2016 By-Election for the Office of Councillor Ward 2 Results	69 - 75
5.	Director Corporate Services & Clerk, Report No. 47/16, October 19, 2016 Re: Travel Policy Amendment	76 - 86
b.	Financial Services	
1.	Director Financial Services & Treasurer, Report No. 18/16, October 15, 2016 Re: Budget Variance Report - August 31, 2016	87 - 96
c.	Parks & Recreation Services	
1.	Manager Parks & Horticulture, Report No. 28/16, October 12, 2016 Re: Design, Supply, & Install Outdoor Exercise Equipment at Lakewood Park RFP Award	97 - 100
d.	Planning & Building Services	
1.	Manager Planning, Report No. 31/16 Re: Zoning By-law Amendment, Summary of Public Consultation and Planning Analysis, V.A.C. Management Inc, 1415 Lesperance Road	101 - 113
2.	Director Planning & Building Services, Report No. 32/16, October 20, 2016 Re: CWATS Plan, Town of Tecumseh 2017 Project, Trail on Riverside Drive from Tecumseh/Windsor Municipal Boundary to Manning Road	114 - 123
3.	Manager Planning, Report No. 33/16, October 20, 2016 Re: Zoning By-law Amendment, JSNC Holdings Inc., 1855 Manning Road/ County Road 19	124 - 134

12. BY-LAWS

    a. By-law 2016-76 135 - 137

        Being a by-law to amend By-law 1746, the Town’s Comprehensive Zoning By-law for those lands in the former Town of Tecumseh. (Lots 3 & 4, Plan 1194 – 1415 Lesperance Road)

13. UNFINISHED BUSINESS

    a. Unfinished Business - October 25, 2016 138 - 138

14. NEW BUSINESS

15. MOTIONS

    a. Bylaw- 2016-77 139 - 139

        Being a by-law to confirm the proceedings of the October 25, 2016 regular meeting of the Council of The Corporation of the Town of Tecumseh

16. NOTICES OF MOTION

17. NEXT MEETING

    Tuesday, November 8, 2016

    7:00 pm Regular Council Meeting

18. ADJOURNMENT

## **MINUTES OF A MEETING OF THE COUNCIL OF THE TOWN OF TECUMSEH**

Tecumseh Council meets in regular public session on Tuesday, October 11, 2016, in the Council Chambers, 917 Lesperance Road, Tecumseh, Ontario at 7:00 p.m.

(RCM 17-1)

### **ORDER**

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

(RCM 17-2)

### **MOMENT OF SILENCE**

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

(RCM 17-3)

### **NATIONAL ANTHEM**

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

(RCM 17-4)

### **ROLL CALL**

Present:	Mayor	- Gary McNamara
	Deputy Mayor	- Joe Bachetti
	Councilor	- Rita Ossington
	Councillor	- Tania Jobin
	Councillor	- Andrew Dowie
Also Present:	Chief Administrative Officer	- Tony Haddad
	Director Corporate Services & Clerk	- Laura Moy
	Deputy Clerk	- Tatiana Dafoe
	Director Information & Communication Services	- Shaun Fuerth
	Director Fire Services & Fire Chief	- Doug Pitre
	Director Public Works & Environmental Services	- Dan Piescic
	Director Parks & Recreation Services	- Paul Anthony
	Director Planning & Building Services	- Brian Hillman
	Deputy Treasurer & Tax Collector	- Tom Kitsos
	Manager Engineering Services	- Phil Bartnik
	Manager Recreation Programs & Events	- Kerri Rice
	Deputy Fire Chief	- Chad Mactier
	OPP Sergeant	- Rick Tonial

Councillor Brian Houston is absent due to personal matters.

### **PECUNIARY INTEREST**

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

The Mayor acknowledged the resilience of Town residents following the heavy rain event of September 29, 2016. Appreciation is expressed to all staff for their efforts in aiding residents and their hard work in recovery from the effects of the storms.



(RCM 17-5)

**MINUTES**

Motion: (RCM-335/16) Moved by Deputy Mayor Joe Bachetti  
 Seconded by Councillor Tania Jobin

**THAT** the minutes of the September 27, 2016, Regular Meeting of Council;

As was duplicated and delivered to the Members, are adopted.

Carried

(RCM 17-6)

**SUPPLEMENTARY AGENDA ADOPTION**

There are no supplementary agenda items.

(RCM 17-7)

**DELEGATIONS****2016 Ontario Baseball Association (OBA) "A" Championship**

The Tecumseh Ranger Rookies Major Baseball Team is presented certificates of recognition for their win of the 2016 Ontario Baseball Association (OBA) "A" Championship.

**Taste of Tecumseh**

Tony Corona, Vice Chair of the St. Clair Beach Optimist Club and Chair of the Taste of Tecumseh festival reminds the Members that one of the primary goals of the Club is to support area youth. He explains their more recent Family Fun Fair event at McAuliffe Park, in Ward 3, was made possible in part through the funds raised during the annual Taste of Tecumseh festival. The success of the 2016 Taste of Tecumseh is stated, along with a brief outline on how the proceeds will be used to support area youth recreation programs and activities.

In response to an inquiry, Mr. Corona advises that to provide future activities at McAuliffe Park improved hydro services would greatly benefit.

Mr. Corona, on behalf of the Club, presents a cheque in the amount of \$2,000 to the Parks & Recreation Services Department, in addition a cheque in the amount of \$10,000 is presented to help support children activities for families in need.

The Mayor thanks the Optimist Club for their generous support and all that their members do for the community.

The Taste of Tecumseh is being planned for June 16 and 17 in 2017.

**2016 Canadian National Championship**

Tecumseh Baseball's President, Jamie Kell, is presented a Certificate of Recognition for Tecumseh Thunder Senior AAA Baseball Club's back-to-back win of the 2016 Canadian National Championship.

Mr. Kell thanks the Town and Council for their support. He advises the team ranges in age from 22-27. The last team to win back-to-back championships was in 2004-2005.

**Windsor-Essex Communities *in motion* All Star Award Presentation**

Cathy Copot-Nepszy, Chair of the Windsor-Essex Communities In Motion presents the 'Windsor-Essex Communities *in motion* All Star Award' to Rob Bondy.

(RCM 17-8)

**COMMUNICATIONS****Communications for Information**

- A. City of Belleville, September 28, 2016, Re: Supporting Agricultural Experts in Their Fields

Motion: (RCM-336/16) Moved by Deputy Mayor Joe Bachetti  
Seconded by Councillor Tania Jobin

**THAT** Communications – *for Information A* as listed on the October 11, 2016, Regular Council Meeting Agenda are received.

Carried

**Communications - Action Required**

- A. County of Essex Accessibility Advisory Committee, September 29, 2016, Re: Essex County Accessibility Advisory Workshop

Motion: (RCM-336/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Tania Jobin

**THAT** Communications – *for Action A*, as listed on the October 11, 2016, Regular Council Meeting Agenda are received.

Carried

Motion: (RCM-337/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Tania Jobin

**THAT** Members of Council and the Tecumseh Accessibility Advisory Committee be authorized to attend the Essex County Accessibility Advisory Workshop, on October 25, 2016, in accordance with the Town's Travel and Professional Development Policies.

Carried

(RCM 17-9)

**COMMITTEE MINUTES**

Motion: (RCM-338/16) Moved by Councillor Tania Jobin  
Seconded by Councillor Andrew Dowie

**THAT** the September 15, 2016 Minutes of the Corn Festival Committee, as were duplicated and delivered to the Members of Council, are accepted.

Carried

Motion: (RCM-339/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Andrew Dowie

**THAT** the September 20, 2016, Minutes of the Senior & Youth Advisory, as were duplicated and delivered to the Members of Council, are accepted.

Carried

Motion: (RCM-340/16) Moved by Councillor Tania Jobin  
Seconded by Deputy Mayor Joe Bachetti

**THAT** the September 22, 2016 Minutes of the Joint Health & Safety Committee, as were duplicated and delivered to the Members of Council, are accepted.

Carried

Motion: (RCM-341/16) Moved by Deputy Mayor Joe Bachetti  
Seconded by Councillor Andrew Dowie  
**THAT** the September 27, 2016 Minutes of the Policies & Priorities Committee, as were duplicated and delivered to the Members of Council, are accepted.

Carried

(RCM 17-10)

## **REPORTS**

Director Corporate Services & Clerk, September 28, 2016, Report No. 36/16 Re:  
2017 December Holiday Schedule

Motion: (RCM-342/16) Moved by Councillor Andrew Dowie  
Seconded by Councillor Tania Jobin  
**THAT** the Tecumseh Town Hall Offices close for the 2017 December Holiday Season from Monday, December 25, 2017 through to and including Monday, January 1, 2018.  
As recommended by the Director Corporate Services & Clerk, under Report No. 36/16, dated September 28, 2016.

Carried

Director Corporate Services & Clerk, September 27, 2016, Report No. 37/16 Re:  
2017 Council Meeting Calendar

Motion: (RCM-343/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Tania Jobin  
**THAT** the following Regular Council Meeting dates in 2017, be cancelled:  
a. Tuesday, January 10;  
b. Tuesday, June 13;  
c. Tuesday, August 22; and  
d. Tuesday, December 26;  
**AND THAT** meetings of the Personnel and Policies & Priorities Committees be held at the call of the Chairperson;  
**AND FURTHER THAT** the alterations to the above dates be included in the 2017 Council Meeting Calendar and EWSWA Collection Calendar;  
**AND FURTHERMORE THAT** notice of the altered meeting dates be posted to the Town's website, Tecumseh App, and linked to its Social Media Pages [Facebook and Twitter], as well as publicized in the local newspaper when practical.  
As recommended by the Director Corporate Services & Clerk, under Report No. 37/16, dated September 27, 2016.

Carried

Director Corporate Services & Clerk, September 27, 2016, Report No. 39/16 Re: IESO Feed-In Tariff Program Version 5 Municipal Template Resolution Request – Essex Energy Corporation

Motion: (RCM-344/16) Moved by Deputy Mayor Joe Bachetti  
Seconded by Councillor Andrew Dowie

**THAT** Corporate Services & Clerk Report No. 39/16 be received;  
**AND THAT** the Independent Electricity Services Operator (IESO) Feed-In Tariff (FIT) Program Template Municipal Council Support Resolution, attached as Appendix A regarding Essex Energy Corporation's Application under the IESO FIT 5.0 Program for a solar rooftop project at 2730 Highway #3, Oldcastle, ON, be adopted.

As recommended by the Director Corporate Services & Clerk, under Report No. 39/16, dated September 27, 2016.

Director Corporate Services & Clerk, September 27, 2016, Report No. 40/16 Re: IESO Feed-In Tariff Program Version 5 Municipal Template Resolution Request - Solar Power Network

Motion: (RCM-345/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Tania Jobin

**THAT** Corporate Services & Clerk Report No. 40/16 be received;  
**AND THAT** the Independent Electricity Services Operator (IESO) Feed-In Tariff (FIT) Program Template Municipal Council Support Resolution, attached as Appendix A, regarding Solar Power Network's Application under the IESO FIT 5.0 Program for a solar rooftop project at 2179 Fasan Dr., Tecumseh, ON, be adopted.

As recommended by the Director Corporate Services & Clerk under Report No. 40/16, dated September 27, 2016.

Carried

Director Fire Services & Fire Chief, September 27, 2016, Report No. 06/16 Re: Fleet Enhancement (1990 Spartan Rescue #1)

Motion: (RCM-346/16) Moved by Councillor Andrew Dowie  
Seconded by Councillor Rita Ossington

**THAT** The Fire Department apparatus fleet be enhanced by the purchase of a replacement for the 1990 Spartan Rescue # 1, which had previously been deemed a "spare";

**AND THAT** a committee be chosen from the Fire Department to determine the specifications for the new apparatus;

**AND THAT** a Request for Quotation be sent out with expected delivery of the apparatus by the end of 2017;

**AND FURTHER THAT** funding/financing of the purchase be referred to the 2017 budget.

As recommended by the Director Fire Services & Fire Chief, under Report No. 06/16, dated September 27, 2016.

Carried

Director Parks & Recreation Services, September 21, 2016, Report No. 26/16 Re: Strategic Master Plan for Parks & Recreation Services 5 Year Update - Consultant Appointment

Motion: (RCM-347/16) Moved by Councillor Andrew Dowie  
Seconded by Councillor Rita Ossington

**THAT** the Terms of Reference and Scope of Study identified in the Parks & Recreation Services Report No. 26/16 that will direct the appointed Consultant in the development and delivery of the Parks, Recreation & Trails Master Plan update;

**AND THAT** the proposal from Bezaire & Associates be accepted to undertake the development of the updating of the Parks, Recreation & Trails Master Plan in the amount of \$71,600 plus HST;

**AND FURTHER THAT** a contingency fund of \$20,000 be approved in excess of the current \$75,000 budget, to ensure that appropriate funding is in place to cover any additional cost if required;

**AND FURTHERMORE THAT** the Mayor and Clerk be authorized to enter into an agreement, satisfactory in form of the Town's Solicitor, with Bezaire & Associates.

As recommended by the Director Parks & Recreation Services, under Report No. 26/16, dated September 21, 2016.

Carried

Manager Recreation Programs & Events, September 26, 2016, Report No. 27/16 Re: 2018 Senior Men's National Baseball Championships

Motion: (RCM-348/16) Moved by Councillor Tania Jobin  
Seconded by Deputy Mayor Joe Bachetti

**THAT** Parks and Recreation Services Report No. 27/16 respecting the Senior Men's National Baseball Championships be received;

**AND THAT** the 2018 Tecumseh Corn Festival be moved to one week earlier (August 16-19, 2018) to accommodate the 2018 Canadian National Championships.

As reported by the Manager Recreation Programs & Events, under Report No. 27/16, dated September 26, 2016.

Carried

(RCM 17-11)

**BY-LAWS**

Motion: (RCM-349/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Tania Jobin

**THAT** By-law No. 2016-72 Being a by-law to authorize the execution of a Funding Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs for the Province of Ontario and The Corporation of the Town of Tecumseh;

**AND THAT** By-law No. 2016-73 Being a by-law to amend By-law No. 2003-40 which establishes a system for the collection and removal of garbage, recyclables, organics, or other refuse;

**AND FURTHER THAT** By-law No. 2016-74 Being a by-law to amend the appointment of members to the Tecumseh Police Services Board for the term of Council 2015-2018.

Be given first and second reading.

Carried

Motion: (RCM-350/16) Moved by Councillor Rita Ossington  
Seconded by Deputy Mayor Joe Bachetti

**THAT** By-law No. 2016-72 Being a by-law to authorize the execution of a Funding Agreement with Her Majesty the Queen in right of Ontario as represented by the Minister of Agriculture, Food and Rural Affairs for the Province of Ontario and The Corporation of the Town of Tecumseh;

**AND THAT** By-law No. 2016-73 Being a by-law to amend By-law No. 2003-40 which establishes a system for the collection and removal of garbage, recyclables, organics, or other refuse;

**AND FURTHER THAT** By-law No. 2016-74 Being a by-law to amend the appointment of members to the Tecumseh Police Services Board for the term of Council 2015-2018.

Be given third and final reading.

Carried

(RCM 17-12)

**UNFINISHED BUSINESS**

The Members receive the Unfinished Business listing.

(RCM 17-13)

**NEW BUSINESS**

Refuse Pick-up Flood Debris

WDS is scheduled to provide pick-up with heavy machinery for larger debris and household items. Three trucks and two back hoes from the Town's Public Works & Environmental Services Department, along with a private contractor with truck and back hoes to handle heavy debris, are out collecting heavy debris. The same collection service is scheduled for Thursday by Town crews, WDS and a private contractor. Regular pick-up will also occur, after which the debris collection will be reassessed for any need for additional heavy equipment.

Open House – Flooding Event

A request is made for an Open House to be held for the purpose of discussing the rain event that occurred on September 29, 2016.

(RCM 17-14)

**MOTIONS**

Motion: (RCM-351/16) Moved by Councillor Rita Ossington  
Seconded by Councillor Tania Jobin

**THAT** By-law 2016-75, Being a by-law to confirm the proceedings of the October 11, 2016 regular meeting of the Council of The Corporation of the Town of Tecumseh;

Be given first, second, third and final reading.

Carried

(RCM 17-15)

**NOTICES OF MOTIONS**

There are no Notices of Motion.

(RCM 17-16)

**NEXT MEETING**

The next Regular Council meeting will be held on Tuesday, October 25, 2016, at 7:00 p.m.

(RCM 17-17)

**ADJOURNMENT**

Motion: (RCM-352/16) Moved by Councillor Andrew Dowie  
Seconded by Councillor Rita Ossington

**THAT** there being no further business the October 11, 2016, regular meeting of Council now adjourn at 8:23 pm.

Carried

\_\_\_\_\_  
Gary McNamara, Mayor

\_\_\_\_\_  
Laura Moy, Clerk



2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

September 30, 2016

Windsor-Essex County Health Unit  
1005 Ouellette Avenue  
Windsor, Ontario, N9A 4J8

**Attn: Theresa Marentette, Director, Health Protection & Chief Nursing Officer**

**cc: Tracey Ramsey, MP, Essex**

**cc: Taras Natyshak, MPP, Essex**

Dear Ms. Marentette:

As you are aware, the WECHU conducts beach water sampling throughout Windsor-Essex County during the warm weather season once per week. Typically the water is tested on a Wednesday and the results are shared with the municipalities on a Thursday afternoon or Friday morning. Recently, there have been discussions at Kingsville Council meetings regarding this process and a few concerns have been identified. This would include:

- The accuracy of the results for weekend beach usage (peak usage) as the samples are normally collected on a Wednesday.
- The length of time that a beach is closed when results are unfavorable. Typically a beach that has been closed is not given the open signal until the next round of testing is complete pending positive results (usually 6 – 7 days).

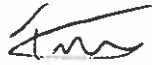
In an effort to improve the sampling process and reduce the number of beach closure days, the Town of Kingsville would like to request that the WECHU provide additional resources and support for water sampling. Reducing the length of time between sampling and reporting as well as completing multiple tests per week are the specific improvements that Kingsville is requesting. As identified in the Ministry of Health Beach Management Guidance Document (2014), more frequent sampling may be carried out for public beaches that are prone to changes due to variations in environmental conditions. Kingsville would prefer to have two samples collected per week as opposed to one as past history does indicate a fluctuation in sampling results.

I can understand that the WECHU most certainly has limitations with its current resources. It is our hope that the WECHU can lobby to acquire the appropriate resources in order to address the concerns mentioned above. It is also worth noting that the Town of Kingsville is willing to discuss and participate in the financial costs of



this increased service with the WECHU. Your time and attention to this request is very much appreciated and I look forward to engaging in future discussions with the WECHU regarding improvements to the current beach sampling process.

Sincerely,

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

Tim Del Greco,  
Manager of Facilities and Properties  
Municipal Services Department

cc: Local Municipalities



**THE CORPORATION OF THE TOWNSHIP  
OF MADAWASKA VALLEY**

P.O. Box 1000

85 Bay Street

Barry's Bay ON K0J 1B0

Ph 613-756-2747 Fax 613-756-0553

[info@madawaskavalley.ca](mailto:info@madawaskavalley.ca)

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**Moved by: Mayor Love**

**15-0310-16**

**Seconded by: Councillor Archer**

**03 October 2016**

**BE IT RESOLVED**

WHEREAS: The safety of victims of sexual violence and/or domestic violence should be a priority for all levels of government in Canada, and

WHEREAS: The intent of a certificate of parole is to set out the conditions under which an inmate may be granted parole, and

WHEREAS: By signing a certificate of parole the inmate indicated that they agree to abide by the conditions contained therein; and

WHEREAS: The electronic monitoring of parolees convicted of an offence of sexual violence and/or an offence of domestic violence would facilitate compliance with the conditions of parole and provide some peace of mind for the victims of these crimes,

**THEREFORE BE IT RESOLVED**

**THAT** the Council of the Township of Madawaska Valley supports the changes to the parole system proposed in the Private Member's Bill put forward by the Honourable John Yakabuski, MPP for Renfrew Nipissing Pembroke, and submitted as Bill 21, An Act to amend the Ministry of Correctional Services Act in respect of parole,

**AND THAT** a copy of this resolution of support be sent to the Honourable Kathleen Wynne, Premier of Ontario, the Honourable David Orazietto, Minister of Community Safety & Correctional Services, Mr. Patrick Brown, Leader of the Progressive Conservative Party, Ms. Andrew Horwath, Leader of the New Democratic Party, and all Members of Provincial Parliament in the Province of Ontario; and

**THAT** a copy of this resolution of support be sent to the Association of Municipalities of Ontario (AMO), and to all Ontario municipalities for consideration.

**X CARRIED.**

  
\_\_\_\_\_  
Craig Kelley, CAO/Clerk



October 6, 2016

Dear Friends,

**Re: Introduction of Legislation to Amend the Aggregate Resources Act**

I am writing to inform you of the introduction of a bill to amend the *Aggregate Resources Act* in the Ontario legislature on October 6, 2016. The proposed bill is the foundation of our plan to modernize and strengthen Ontario's framework for managing aggregate resources.

In fall 2015, the Ministry of Natural Resources and Forestry, through an Environmental Registry posting, consulted on proposed changes through a document called 'A Blueprint for Change: a proposal to modernize and strengthen the Aggregate Resources Act policy framework'.

The proposals described in the Blueprint were developed in consideration of the recommendations from the Standing Committee and input from fall 2014 discussions with stakeholders, Indigenous communities and organizations. The comments and the recommendations received were considered in the development of this proposed Bill. This information will also be considered in the development of future changes to regulations and policy.

The proposed bill is the first step in a phased process that will modernize and strengthen the way aggregate operations are managed in Ontario. Should the bill pass, Ontario would move forward with public consultations on any future proposed regulatory and policy changes under the revised act, including future proposals related to changes to fees and royalties.

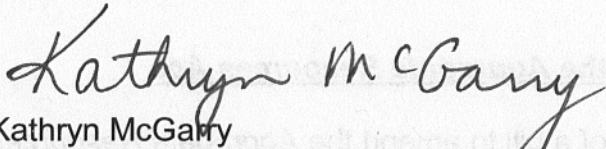
The changes proposed to the legislation provide the framework for stronger oversight in the management of aggregate operations, increased and equalized fees and royalties, enhanced environmental accountability, and improved information on operations and enhanced public participation.

The bill to amend the *Aggregate Resources Act* is available on the Legislative Assembly of Ontario website ([www.ontla.on.ca](http://www.ontla.on.ca)) and has also been posted on the Environmental Registry ([www.ontario.ca/environmentalregistry](http://www.ontario.ca/environmentalregistry), posting number 012-8443) for public consultation for a period of 60 days ending on December 5, 2016. We welcome feedback on the legislative changes proposed. Alternatively, written comments can be sent to [ARAreview@ontario.ca](mailto:ARAreview@ontario.ca).

If you have any questions about the introduction of the bill, please contact Pauline Desroches, Manager, Resource Development Section, at 705-755-2140 or [Pauline.Desroches@ontario.ca](mailto:Pauline.Desroches@ontario.ca).

Thank you for your ongoing support in this initiative. I look forward to hearing your thoughts.

Best,

  
Kathryn McGarry  
Minister of Natural Resources and Forestry

October 11, 2016

The Honourable Kathleen Wynne  
Premier of Ontario  
Toronto ON M7A 1A1  
By email only: [premier@ontario.ca](mailto:premier@ontario.ca)

Honourable Madam:

Provincial legislation and Hydro One's strategy regarding hydro costs was discussed at a recent Grey County standing committee meeting. At the October 4, 2016 Council session, resolution SSC70-16 was endorsed as follows:

**WHEREAS there is inequity between the cost of hydro for rural residents as compared to urban residents due to higher distribution charges;**

**AND WHEREAS this practice targets and negatively affects rural residents, especially those who are already unable to pay for the high cost of hydro;**

**NOW THEREFORE BE IT RESOLVED THAT the County of Grey request the Province to re-evaluate the structure of hydro in terms of access and delivery and implement structural changes to address the unfair practice of charging more for delivery for rural residents;**

**AND THAT this resolution be circulated to all municipalities in the Province of Ontario as well as Ontario Small Urban Municipalities (OSUM) and Association of Municipalities of Ontario (AMO).**

Grey County Council respectfully requests consideration of this resolution.

Yours truly,



Sharon Vokes  
Clerk/Director of Council Services  
[sharon.vokes@grey.ca](mailto:sharon.vokes@grey.ca)  
[www.grey.ca](http://www.grey.ca)

cc. Glenn Thibeault, Minister of Energy by email: [gthibeault.mpp.co@liberal.ola.org](mailto:gthibeault.mpp.co@liberal.ola.org)  
AMO by email: [amo@amo.on.ca](mailto:amo@amo.on.ca)  
OSUM by email: [lmccabe@goderich.ca](mailto:lmccabe@goderich.ca)  
K. Weppler, Director of Finance  
All Ontario Municipalities  
Bill Walker, MPP Bruce Grey Owen Sound by email: [bill.wlker@pc.ola.org](mailto:bill.wlker@pc.ola.org)  
Jim Wilson, Simcoe Grey MPP by email: [jim.wilson@pc.ola.org](mailto:jim.wilson@pc.ola.org)



October 6, 2016

Dear Clerks:

## **AMO Seeks Council Resolution**

On behalf of the AMO Board, I would ask you to place the attached resolution on council's next agenda along with this letter.

AMO wants every council to be involved in the *[What's Next Ontario?](#)* project. There is a looming fiscal gap facing Ontario's municipalities. *What's Next Ontario?* is about recognizing the gap and seeking sector support for closing it. The response has been impressive, but there's more to be done! We've boiled down the essence of the challenge we face in the next ten years to a one-page resolution. We urge every council in Ontario to adopt the resolution, and reply to AMO by December 1, 2016.

What does it say? We know Ontarians see infrastructure as the number one challenge facing their community. We know that even if we raise property taxes and user fees by inflation (1.8%), we will still be \$3.6 billion short to fix the infrastructure gap, every year for ten years. This is what we need to address. As elected officials, how do we deal with this challenge? What is the best approach? Ontarians already pay the highest property taxes in the country. How high is too high?

We could finance this gap by increasing property taxes. It would require property tax revenue increases of 4.6% annually for 10 years, sector-wide. And, what happens if the federal or provincial governments pull back on future commitments? We know that could mean property tax revenue increases of up to 8.35% annually for 10 years, sector-wide. How might these numbers translate locally as an annual rate increase?

The attached resolution is a starting point. Thank you for bringing this to your council's attention. My e-mail address is on the resolution and I look forward to receiving council's support.

If you have questions, please contact Matthew Wilson, Senior Advisor, [mwilson@amo.on.ca](mailto:mwilson@amo.on.ca), 416-971-9856 Ext. 323.

Yours sincerely,



Lynn Dollin  
AMO President

## WHAT'S NEXT ONTARIO? RESOLUTION

**WHEREAS** recent polling, conducted on behalf of the Association of Municipalities of Ontario indicates 76% of Ontarians are concerned or somewhat concerned property taxes will not cover the cost of infrastructure while maintaining municipal services, and 90% agree maintaining safe infrastructure is an important priority for their communities;

**AND WHEREAS** infrastructure and transit are identified by Ontarians as the biggest problems facing their municipal government;

**AND WHEREAS** a ten-year projection (2016-2025) of municipal expenditures against inflationary property tax and user fee increases, shows there to be an unfunded average annual need of \$3.6 billion to fix local infrastructure and provide for municipal operating needs;

**AND WHEREAS** the \$3.6 billion average annual need would equate to annual increases of 4.6% (including inflation) to province-wide property tax revenue for the next ten years;

**AND WHEREAS** this gap calculation also presumes all existing and multi-year planned federal and provincial transfers to municipal governments are fulfilled;

**AND WHEREAS** if future federal and provincial transfers are unfulfilled beyond 2015 levels, it would require annual province-wide property tax revenue increases of up to 8.35% for ten years;

**AND WHEREAS** Ontarians already pay the highest property taxes in the country;

**AND WHEREAS** each municipal government in Ontario faces unique issues, the fiscal health and needs are a challenge which unites all municipal governments, regardless of size;

**NOW THEREFORE BE IT RESOLVED** that this Council supports the Association of Municipalities of Ontario in its work to close the fiscal gap; so that all municipalities can benefit from predictable and sustainable revenue, to finance the pressing infrastructure and municipal service needs faced by all municipal governments.

Please forward your resolution by December 1, 2016 to:  
AMO President Lynn Dollin [amopresident@amo.on.ca](mailto:amopresident@amo.on.ca).



# Energy Now and Into the Future

## A Symposium for Municipal Leaders

### Program at a Glance

November 3 and 4, 2016

Holiday Inn Toronto International Airport, 970 Dixon Rd, Toronto

Municipal Energy Champions are coming together to discuss ideas, opportunities, best practices and practical tools as they explore and shape Ontario's energy future.

## What's On The Program?

### Day One: November 3, 2016

#### Setting the Stage

- The Recent Report Card  
Ontario's Environmental Commissioner, Dianne Saxe will discuss findings from her recent Annual Energy Conservation Progress Report, including using energy reporting and benchmarking to reduce energy use and greenhouse gas emissions in municipal buildings, fleets, and water systems.

- The Hard Questions of Electricity (a panel discussion)

Why does electricity cost more in Ontario than in neighbouring jurisdictions? How can municipal governments plan for the cost of the full life cycle of electricity infrastructure? How can we get more value out of the current system? Moderated by Gary McNamara, Mayor of Tecumseh and AMO Past President, representatives from the OEB, EDA, IESO, and Niagara-on-the-Lake will tackle the complexities of Ontario's electricity system and what can be done to improve it.

- Current Affairs: The Business Case for Municipal Energy, Air Quality and Climate Change

Municipal leaders strive to make their communities more livable, resilient and economically competitive; energy, air quality and climate change is already a municipal mandate that enables communities to advance that vision. Gabriella will share the implementation and outcomes of municipal actions that reduces vulnerability to energy price increases, increases transportation options and encourages active transportation to improve residents' health and well being; fosters local energy opportunities to retain energy dollars within the community; supports local economic development; and addresses present and future infrastructure needs. Municipal energy and climate change leadership and action provides an opportunity to build the livable communities we desire for ourselves and future generations.



# What's On The Program?

## Day One: November 3, 2016 continued

### Beyond Ontario

- **The German Experience**  
Germany's transition to a renewable energy economy has gained international attention. From reducing energy imports and shifting to renewable supply, to stimulating technology innovation and the green economy, there is much Ontario can learn from Germany's experience. Craig Morris, Senior Fellow with the Institute for Advanced Sustainability Studies, will outline Germany's energy transition, what the reaction has been, and what Ontario can learn.
- **Climate Change & Quebec Municipalities**  
Quebec has operated under a cap and trade system since 2013, and by now, the municipal impacts are clear. The First Vice President of the Union of Municipalities of Quebec, Alexandre Cusson, will outline Quebec's system, the impacts on the municipal sector, and what Ontario and Quebec can pursue together to advance collective goals.
- **Microgrids to Virtual Power Plants**  
As Ontario moves towards low carbon energy systems, the value of microgrids and virtual power plants will grow. Microgrids can provide backup for the grid in case of emergencies, can cut costs, and can connect to a local resource that may be too small or unreliable for traditional grid use, allowing communities to be more energy independent. Virtual power plants can integrate several types of power sources, to establish a more reliable overall power supply. Ken Church from NRCan and Peter Asmus from Navigant will explore these two approaches, and how to better connect distributed generation to local and broader energy needs.

### Ontario: A Look Into the Future

- **The Future of Energy in Ontario**  
Honourable Glenn Thibeault, Ontario Minister of Energy (confirmed)
- **Municipal Champions (a panel discussion)**  
While the transition to low-carbon energy production is not always easy, some municipal governments in Ontario are already innovating and developing strong practices. Representatives from Chatham Kent, Oxford and Oshawa will present the initiatives they have been engaged in, their vision for the future of energy in their area, and what will be necessary to achieve it.
- **The Economy of the Future**  
The Ministry of Environment and Climate Change is setting the stage for a low-carbon future for Ontario. Minister Glen Murray will outline his Ministry's initiatives, the opportunities for small and large municipal governments in a low carbon economy, and how communities can benefit from the Climate Change Action Plan and cap and trade activities.

# What's On The Program?

**Day Two: November 4, 2016**

## What We Need to Tackle: Ontario's GHG Emitters

- **Transportation: Diesel and Compressed Natural Gas**

The transportation sector is the largest emitter of greenhouse gases in Ontario, accounting for over 30 per cent of emissions. In this session, representatives from Enbridge will discuss how compressed natural gas and switching to diesel can help address this issue and reduce emissions.

- **Buildings: Retrofits and Net Zero**  
The Canadian Home Builders' Association has been working on the development of net zero energy homes and energy retrofits. Sonja Winkelmann, the Director of Net Zero Energy Housing, will outline how this work is evolving and the potential for net zero energy homes in small and large communities.

- **Distributed Generation and Storage**  
Storing energy is key to ensuring we have the energy we need when we need it, and to ensure an efficient energy system. This session will explore on how to create energy on a more localized basis, how to store energy, and how companies are working with the public sector on distributed generation and storage.

- **Municipal Cap-and-Trade Opportunities**  
What are the opportunities for municipal governments in cap and trade? Will it allow municipal governments to save money? Reduce their energy consumption? The speakers in this session will explore these questions, and outline how the municipal sector may benefit from the cap and trade system developing in Ontario.

## Building the Work Plan

The afternoon of day two will be split into size and/or capacity based facilitated workshops.

In these sessions, QUEST and Ontario Sustainability Energy Association will work directly with delegates to build out a checklist based work plan. These to-do lists will help Ontario's municipalities move towards a low-carbon energy system in their area. Depending on where they are in the process, this may include energy mapping, creating energy plans, or creating climate change plans.

## Event Details

**When:** November 3rd and 4th, 2016

**How Much:** \$150 plus HST

**Where:** Holiday Inn Toronto Airport,  
970 Dixon Road

To book a room please call 416.675.7611 and let them know you are attending the AMO Energy Symposium. Room rates are \$119 per night for a standard room. Please note special rates have not been negotiated for other room types.



# Energy Now and Into the Future A Symposium for Municipal Leaders Registration Form

November 3 and 4, 2016

Holiday Inn Toronto International Airport, 970 Dixon Rd, Toronto

Name \_\_\_\_\_

Municipality/Organization \_\_\_\_\_

Title \_\_\_\_\_

Twitter Handle \_\_\_\_\_

Mailing Address \_\_\_\_\_

Municipality \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

Primary Telephone \_\_\_\_\_ E-mail Address \_\_\_\_\_

## Registration Fees:

Full Symposium: \$150 plus HST (\$169.50)

Registration includes: lunch and dinner reception on November 3; breakfast and lunch on November 4.

**Day Two Selection:** Afternoon sessions on November 4th, will be instructor led workshops that will help you build your checklist for a low carbon future for your municipality. Each session will be targeted by size of municipality.

Please select one STREAM option

- ☐ Stream 1: Under 10,000 OR new to energy planning
- ☐ Stream 2: 10,000 to 50,000 OR modest capacity
- ☐ Stream 3: Over 50,000 OR greater capacity

Please let us know if you have any specific dietary or accessibility needs:

## Please send completed forms to:

Fax: 416.971.9872

E-mail: [events@amo.on.ca](mailto:events@amo.on.ca)

Mail: Attn: AMO Events: 200 University Avenue, Suite 801, Toronto, ON., M5H 3C6

## Cancellation Policy:

All conference refund requests must be submitted in writing to [events@amo.on.ca](mailto:events@amo.on.ca) before October 3, 2016, for a full refund, less a \$85 plus HST (\$96.05) processing fee. No refunds will be given after October 3, 2016

## Substitution Policy:

Delegates may substitute in their place another delegate at any time, including on-site.

## Payment Information

☐ Invoice Me (option only available to Member municipalities)

☐ Cheque enclosed please make cheque payable to

Association of Municipalities of Ontario  
HST: 10673294RT001

☐ MasterCard

☐ Visa

Credit Card # \_\_\_\_\_

Expiry Date \_\_\_\_\_

Signature \_\_\_\_\_

Name on Card \_\_\_\_\_

By completing this registration form you are providing AMO with consent to send information on all activities related to current and future courses on the topic of Energy. If you wish to no longer receive information from AMO please contact [optout@amo.on.ca](mailto:optout@amo.on.ca) to unsubscribe.

# Minutes of a Meeting of the Town of Tecumseh Business Improvement Area (TOTBIA) Board of Management Meeting

A meeting of the Town of Tecumseh BIA (TOTBIA) Board of Management meeting held as of *Wednesday, October 5, 2016* at Public Works Building, 1189 Lacasse Blvd., Tecumseh, ON, at the hour of 7:00 PM.

## (TOTBBM-1-10)

### CALL TO ORDER

The meeting was called to order at 7:00 p.m. by, Candice Dennis, Chair

DRAFT OF TECUMSEH BIA  
BOARD OF MANAGEMENT  
MINUTES

## (TOTBBM –2-10)

### ROLL CALL

<b>Present:</b>	Chair	Candice Dennis
	Vice Chair	Tony Nehme
	Treasurer	Paul Bistany
	Councilor	Andrew Dowie
	Director	Linda Proctor
	Director	Joseph Fratangeli
	Director	Maureen Harris
	Director	Daniel Hofgartner

Regrets:

Absent:

Guest:

Minute Taker:	Coordinator	Paula Rorai
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## (TOTBBM – 3-10)

DISCLOSURE OF PECUNIARY INTEREST - None at this time.

## (TOTBBM – 4-10)

DELEGATIONS/PRESENTATIONS – Teanna Lindsay Events; Teanna Lindsay, Owner – Cancelled. Will attend the November 9, 2016 Board meeting.

## (TOTBBM – 5-10)

### COMMUNICATIONS

#### 5.1 BIA Board of Management Meeting Minutes

<b>Motion: (BBM-32/16)</b>	Moved by:	Director, Daniel Hofgartner
	Second by:	Director, Maureen Harris

**THAT the minutes of the Town of Tecumseh BIA General Meeting held on August 8, 2016, be approved as distributed.**  
**CARRIED.**

The Chair reminds the Directors that the September 14<sup>th</sup> Board meeting was cancelled at 7:30 pm due to no quorum.

<b>Motion: (BBM-33/16)</b>	Moved by:	Director, Daniel Hofgartner
	Second by:	Director, Maureen Harris

**THAT the minutes of the Town of Tecumseh BIA General Meeting held on September 14, 2016, be approved as distributed.**

**CARRIED.**

## (TOTBBM – 6-10)

### REPORTS

**6.1 CHAIR REPORT:** No report at this time.

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

## Treasurer's Report as of August 31, 2016

BIA Operating Account (8111130) Bank Balance stands at:		\$	43,349.89
Outstanding		\$	800.04
BIA Ledger Balance stands at:		\$	42,549.85
BIA Reserve Account - Opened on September 20, 2012 stands at:		\$	-
BIA Petty Cash stands at::		\$	624.00
Receivables'	BIA	\$	
BIA Liabilities and Equity at:	August 31, 2016	\$	49,636.92
Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2016	\$	30,181.00
	2nd Quarter @ June 30, 2016	\$	24,319.00
	3rd Quarter @ September 30, 2016	\$	
	4th Quarter @ December 31, 2016	\$	
	Total to Date;	\$	54,500.00

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

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

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

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

#### Motion: (BBM-34/16)

Moved by: Director, Maureen Harris

Second by: Vice Chair, Tony Nehme

**THAT the Month End Treasurer's Report as of August 31, 2016, be accepted as distributed and filed for audit.**

**CARRIED.**

## Treasurer's Report as of September 30, 2016

BIA Operating Account (8111130) Bank Balance stands at:		\$	66,097.02
Outstanding		\$	3,398.44
BIA Ledger Balance stands at:		\$	62,698.58
BIA Reserve Account - Opened on September 20, 2012 stands at:		\$	-
BIA Petty Cash stands at::		\$	385.86
Receivables'	BIA	\$	590.00

BIA Liabilities and Equity at:	September 30, 2016	\$	69,594.91
Year To Date Levy Tax Requisition:	1st Quarter @ March 31, 2016	\$	30,181.00
	2nd Quarter @ June 30, 2016	\$	24,319.00
	3rd Quarter @ September 30, 2016	\$	27,500.00
	4th Quarter @ December 31, 2016	\$	
	<b>Total to Date;</b>	<b>\$</b>	<b>82,000.00</b>

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

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

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

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

**Motion: (BBM-35/16)**

Moved by: Director, Joe Fratangeli

Second by: Director, Maureen Harris

**THAT the Month End Treasurer's Report as of September 30, 2016, be accepted as distributed and filed for audit.**

**CARRIED.**

**6.3 COORDINATOR REPORT** - P. Rorai reports on the following:

- 6.3.1** Informs the Board that Festivals and Events Ontario Conference will be held on March 1-3, 2017 in Sault Ste. Marie, ON and asks the Board if they want representation at this conference. Rorai estimates that costs for one person to attend will be \$1,192.00 for flight, hotel and registration. The Board agrees that it is not necessary for the Tecumseh BIA to attend the FEO Conference in 2017; maybe in 2018 for the Fall Into Health Day event.
- 6.3.2** Informs the Board that the OBIAA Conference will be held on April 2-4, 2017 in Toronto, ON and recommends that at least one member of the Board attends this along with the Coordinator. At this time, there are no prices listed for hotel and registration; this year's conference cost was \$1,117.00. The Board agrees that it is important for at least one or two Board members attend the BIA conference.
- 6.3.3** Explains that typically, the Board has a dinner meeting or activity for the last meeting of the year in December and asks what they would like to have a dinner or activity for the last meeting of the year in December. The Board agrees they would like to schedule a dinner/activity for the meeting in December such as bowling at Tecumseh Lanes or billiards at Johnny Shotz.
- 6.3.4** Reviews the 2016 Budget vs Actual Expenses with the Board – this is deferred to the next BIA Board meeting.

**6.4 COUNCIL REPORT** - Councillor Dowie reports on items from Council's meetings:

-**Update on the flood in Tecumseh:** All of the systems were working in the Town; unfortunately the amount of rain fall was too much for the system to contain. Please see all of the information regarding Disaster Relief Fund on the Town's website.

-The Clerk advises that Nomination Day has been established as Tuesday, August 30<sup>th</sup> and Election Day will be Friday, October 14, 2016 with polls closing at 8pm for Ward 2 Councillor By-Election.

-Council approves two positions are available on the BIA Board for members to and a notice will be sent out by Administration. There will be one Council representative on the Board that will have no voting rights. As of January, 2017, Councilor Brian Houston will be on the BIA Board as the Council representative.

-Committee and Board Term of Appointments. Applications are now available for the following:

- Committee of Adjustment
- Corn Festival
- Youth Advisory
- Senior Advisory
- Culture and Arts Advisory
- Heritage Committee
- Tecumseh Accessible Advisory (TAAC)
- Essex Power Corporation

-Administration is reporting that in response to growing concerns revisions to the Animal Control By-law are under way. It also advises that Tecumseh's by-laws are silent on the matter of urban chickens whereas they are banned in many other

area municipalities. Options also include contracting for a rodent exterminator. Introduction of a hard-sided garbage container requirement is recommended later in the agenda as part of Council's regular business.

- Municipal Drain Policy: It is proposed to allow property owners requiring contributing to drainage work to finance the work through the town at an interest rate of 1% over and above the administrative time spent on administering and managing these drainage loans.
- Summary of Draft New Sign By-law. The By-law is proposed to be changed to address inadequacies noted with the current by-law including the proliferation of temporary signs. Input is proposed to be sought from Council and from the Public with respect to any changes.
- Gerry Orum and Beth Noakes from Dragon Boats For a Cure who are requesting that the event be consolidated to the north side of Lakewood Park. Presently the Town does not allow any events to occur on the north side of Lakewood Park.
- Tracy Pringle, Account Manager, MPAC, Municipal & Stakeholder Relations spoke to the 2016 MPAC assessments. Some statistics are that the assessment increase is on average 4.1% for 2017 and similar annual increases in subsequent years, and that the average home value is \$265,000. Typical residences were a 4.2% increase (\$265,000), condominiums 2.8% (\$183,000) and waterfront properties 7.0% (\$623,000).
- The construction value of permits over the quarter was \$54,310,519, which is almost \$19 million over the same period last year. 219 permits were issued, with the increases typically for new builds and home renovations. Permits for multi-residential units are also significantly higher.
- The Tecumseh Transit Service monthly ridership averages for the first six months of 2016 ranged from 85-99 riders per day, with a peak of 99 passengers per day in the month of February which is slightly less than last year. The Tecumseh Mall stop handled 49% of all trips with next highest use stops being Tecumseh Road and Southfield, Zehrs, and at the Town Parking Lot on Tecumseh Road. Most users are between 8am-9am and 3pm-4pm. Revenue from first 6 months was \$13,819.
- Council is being requested to endorse mandatory hard sided garbage containers to help alleviate rodent issues.

#### **(TOTBBM – 7-10)**

##### **COMMITTEE REPORTS**

- 7.1 Night Market** – C. Dennis asks the Board what comments, suggestions everyone has regarding this year's Night Market. The consensus is that the first event in June was a great success both in the number of attendees and the variety of vendors; unfortunately each month after June attendance decreased along with the number of vendors. Suggestions for next year are to have an event each month at a different area within the BIA. The Directors want to have a follow-up meeting with the event planner and then make a decision for next year's event. P. Rorai will schedule a meeting with the Parks and Rec Manager, OPP and Fire Chief to determine what is the best area to close streets for one month of the Night Market series for next year.
- 7.2 Fall Into Health Day** – L. Proctor reports that the second event was a great success; over 400 attended and there were over 25 exhibitors and 10 demonstrations/activities this year and 8 sponsors. This event must remain free and offer more activities for adults and children. One main issue is there were no food vendors at the event; the reason is most of them were already booked for other events. There is \$2,000.00 surplus of funds which will be placed in the BIA Reserve Account. Consensus among the Board agrees to have the event next year and for the hours to be 11:00 AM to 5:00 PM on a Sunday.
- 7.3 Christmas Party** – P. Rorai reports Torino has been confirmed and a deposit was given for Saturday, November 19<sup>th</sup>. Stiletto Fire band has been selected. The menu has been selected and asks the Board to determine the price of the tickets. The BIA contribution to the party is \$9,000.00.

##### **Motion: (BBM-36/16)**

Moved by: Director, Joe Fratangeli

Second by: Director, Linda Proctor

**THAT the price of this year's BIA Christmas Party be \$40.00 which includes HST and Board Members, Council, Administration, dignitaries and invited guests receive one complimentary ticket to the party be approved.**

**CARRIED.**

#### **(TOTBBM – 8-8)**

##### **UNFINISHED BUSINESS**

- 8.1 TOTBIA Constitution Draft** – P. Rorai reports that a meeting with the Clerk and Deputy Clerk was very productive and appreciates the suggestions, recommendations on verbiage and terms listed in the constitution. Another meeting will be scheduled to complete the review with the Clerk before year end so that the Board's goal of presenting a finished version to the Members at the next AGM in January or February 2017 for their approval.
- 8.2 Board of Directors Areas of Responsibility** – Tony Nehme and Linda Proctor volunteer to be on the Events & Program Committee; D. Hofgartner volunteers to be on the Streetscaping Committee; C. Dennis and M. Harris volunteer to be on the Marketing/Communication Committee; J. Fratangeli defers until the next Board meeting to choose a Committee.

- 8.3 **2016 June BIA Property Levy Report** –Several Directors ask what is the percentage/formula on how the levy is calculated and Councillor Dowie stated that he does not know and would like to learn more and will discuss with the Town Treasurer and report at the next Board meeting.

**(TOTBBM – 9-10)**

**NEW BUSINESS**

- 9.1 Christmas in Tecumseh/Santa Parade – The Chair reminds the Board that due to inclement weather last year, the Santa Parade was cancelled and Parks and Rec Department is holding the BIA's \$4,000.00 sponsorship for this year's parade. The Chair asks the Board if the BIA should be in the Santa Parade and everyone agrees. P. Bistany, L. Proctor and T. Nehme all volunteer to help P. Rorai distribute items during the parade and to reserve a horse and carriage to be our entry in the parade. P. Rorai reports that the Christmas in Tecumseh Committee is asking if the BIA will be sponsoring another activity event this year after the parade.

**Motion: (BBM-37/16)**

Moved by: Director, Maureen Harris

Second by: Director, Dan Hofgartner

**THAT a sponsorship of \$500.00 towards a specific activity during Christmas In Tecumseh which will acknowledge 'Provided by the Town of Tecumseh BIA' be approved.**

**CARRIED.**

- 9.2 Christmas Streetscaping – P. Rorai will schedule a meeting with Public Works and D. Hofgartner to discuss purchasing new street pole Christmas decorations.
- 9.3 Holiday Shopping Guide – The Chair reviews the quote from the Windsor Star for this year's holiday ad campaign. The Board agrees to have the same format as last year: Tecumseh Life and that the BIA will supplement ad costs to BIA Members only. The Budget for the advertising costs is \$6,000.00. The BIA's 'Ask The Experts' in the Tecumseh Shoreline is a great success and over \$7,000.00 has been used to help supplement this feature which is for our Members only.

**Motion: (BBM-38/16)**

Moved by: Vice Chair, Tony Nehme

Second by: Director, Maureen Harris

**THAT a budget of \$6000.00 be allocated towards the 2016 Holiday Shopping Guide/Advertising Campaign in the Windsor Star Tecumseh Life magazine for the TOTBIA Members and that the Annual TOTBIA Tecumseh Dollar Contest be advertised in the Tecumseh Shoreline be approved.**

**CARRIED.**

- 9.4 Milestones for Members – Differed to next Board meeting.
- 9.5 2017 Budget – Differed to next Board meeting.
- 9.6 CIP Overview – a Director asked if a representative of the Planning Dept. can present an overview of the Main Street CIP since most of the directors on the Board are new. Consensus is that an overview could be scheduled in the new year and to provide to all Directors and Members a link to the CIP Reports that are located on the Town's website.

**(TOTBBM – 10-10)**

**NEXT MEETING**

The next Board meeting will be on Wednesday, November 9, 2016 at 7:00 PM in the Public Works Building

**(TOTBBM – 11-10)**

**ADJOURNMENT**

**Motion: (BBM-39/16)**

Moved by: Treasurer, Paul Bistany

Second by: Director, Linda Proctor

**THAT there being no further business, the October 5, 2016 meeting of the BIA Board of Management be adjourned at 9:25 PM**

**CARRIED.**

**DRAFT BIA BOARD MINUTES**

**Candice Dennis, Chair**

**Paula Rorai, Coordinator**



**MINUTES OF A MEETING OF THE POLICE SERVICES BOARD  
FOR THE  
TOWN OF TECUMSEH**

The Police Services Board of the Town of Tecumseh convened in regular session on Thursday, October 12, 2016 at 4:30 p.m. at the Tecumseh Town Hall, 917 Lesperance Road, Tecumseh, Ontario.

(PSB 5-1)

**ORDER:**

Vice Chair Fred Stibbard called the meeting to order at 4:31 p.m.

(PSB 5-2)

**ROLL CALL:**

Present:	Vice Chair	- Fred Stibbard
	Member	- Mayor Gary McNamara
	Member	- Deputy Mayor Joe Bachetti
	Member	- Eleanor Groh

Also Present:	OPP	- Sgt. Rico Tonial
	Secretary/Treasurer	- CAO Tony Haddad
	Recording Secretary	- Ellen Preuschat

Chair Christopher Hales was absent due to personal business.

(PSB 5-3)

**DISCLOSURE OF PECUNIARY INTEREST:**

None.

(PSB 5-4)

**APPROVAL OF THE AGENDA:**

<u>Motion:</u>	(PSB 34/2016)	Moved by Member Eleanor Groh
		Seconded by Mayor Gary McNamara

**THAT the members of the Police Services Board for the Town of Tecumseh approve the Agenda dated October 12, 2016.**

**Carried.**

(PSB 5-5)

**APPROVAL OF THE PREVIOUS MINUTES:**

<u>Motion:</u>	(PSB 35/2016)	Moved by Deputy Mayor Joe Bachetti
		Seconded by Member Eleanor Groh

**THAT the members of the Police Services Board for the Town of Tecumseh approve the Regular Minutes dated Thursday, September 8, 2016, as duplicated and delivered to the members thereof.**

**Carried.**

(PSB 5-6)

**DELEGATIONS:**

None.

(PSB 5-7)

**OPP MONTHLY REPORT:**

Sgt. Rico Tonial provided highlights of the August 2016 OPP report.

<u>Motion:</u>	(PSB 36/2016)	Moved by Mayor Gary McNamara
		Seconded by Member Eleanor Groh

**THAT the OPP Report for the month of August 2016 be received.**

**Carried.**

(PSB 5-8)

**REPORTS**

None.

(PSB 5-9)

**COMMUNICATIONS:****A – Action Required**

None.

**B – For Information Purposes**

1. *Laura Moy, Clerk, Re: AMO Policy Update – Arbitrated Settlement with the OPPA* (email), October 4, 2016
2. *Premier Kathleen Wynne, Government of Ontario, Re: September 2016 Mandate Letter to Minister of Community Safety and Correctional Services*, September 23, 2016
3. *Superintendent M.M. (Marc) Bedard, Commander, Municipal Policing Bureau, OPP, Re: 2017 Annual Billing Statements*, September 8, 2016
4. *OPP Highway Safety Division, Re: Toll From Preventable Road Deaths Remains Stubbornly High*, October 4, 2016
5. *Windsor and Essex County Crime Stoppers, Inc. Re: Monthly Statistical Report – August 2016*
6. *OACP/OAPSB, Re: OACP/OAPSB Zone 6 Notice of Meeting & Agenda – October 12, 2016, Amherstburg, ON*

The Recording Secretary attended the OACP/OAPSB Zone 6 meeting held earlier today and provided a brief verbal summary. A complete written report will be included in the next board agenda.

Motion: (PSB 37/2016) Moved by Mayor Gary McNamara  
Seconded by Deputy Mayor Joe Bachetti

**THAT the correspondence detailed as Items 1-6, B – For Information Purposes, be received.  
Carried.**

(PSB 5-10)

**OLD BUSINESS:**

1. CAO Update on Board Appointments

CAO Tony Haddad reported that correspondence was received today from the Minister of Community Safety and Correctional Services providing a six-month temporary reappointment for Chair Christopher Hales. His previous board term had expired on September 28, 2016 and no Order in Council regarding this reappointment had been received to date. Vice Chair Stibbard thanked CAO Tony Haddad for his efforts in obtaining this temporary reappointment.

CAO Tony Haddad further noted that PSB Resolution 23/16, in which the board recommended to Town Council that the Community Appointee's term be extended to the end of the current Council term, was adopted by Council and a corresponding by-law approved. The term of the Council Appointee (Deputy Mayor) will be similarly extended.

2. 2017 Budget

CAO Tony Haddad provided an overview of the draft 2017 Police and Police Services Board budget. He indicated he will follow up with the detachment commander regarding the downward trend in revenues from parking fines to clarify whether this represents increased citizen compliance or less policing activity in this area. He further noted that the OPP's wage contract has been settled with the province and is incorporated into the contract amount.

Mayor Gary McNamara suggested that additional funds may be required for educational and governance activities relating to the revision of the *Police Services Act*, anticipated to be complete by spring 2017.

Motion: (PSB 38/2016) Moved by Mayor Gary McNamara  
Seconded by Member Eleanor Groh

**THAT the proposed 2017 budget for Policing of \$3,170,890, reflecting a 10.4% decrease, and for the Police Services Board of \$46,150, reflecting a 7.1 % increase, and incorporating a one-time addition of \$3,000 to Professional Development to support an anticipated increase in educational and/or governance activities related to the revision of the *Police Services Act*, be approved by the Tecumseh Police Services Board and be recommended for consideration and approval by Town Council.**

**Carried.**

(PSB 5-11)

**NEW BUSINESS:**

1. Rain/Flood Event of September 29, 2016

Sgt. Rico Tonial provided a summary of OPP activities during the rain/flood event on September 29, 2016, and its aftermath. The Tecumseh detachment received 32 calls for service, primarily from stranded motorists, and collected approximately 150 license plates that were dislodged from cars driving on flooded streets; efforts were made to locate these vehicle owners. The detachment is currently dealing with complaint calls regarding parking for contractors' vehicles, garbage and debris on neighbours' yards, and similar issues. In consultation with Town Administration, a press release was also issued advising residents to beware of scams and fraudulent operators while addressing damage to their homes.

2. Letter of Support for OPP re: "Supporting Police Response to Sexual Violence and Harassment Grant"

Motion: (PSB 39/2016) Moved by Member Eleanor Groh  
Seconded by Mayor Gary McNamara

**THAT the members of the Police Services Board for the Town of Tecumseh support the application by the Essex County OPP to obtain funds under the community safety grant program, "Supporting Police Response to Sexual Violence and Harassment," of the Ministry of Community Safety and Correctional Services; and**

**THAT the Acting Chair be authorized to sign a letter of support confirming the board's support.**

**Carried.**

3. Policy Committee

CAO Tony Haddad noted that the Policy Committee has been meeting annually in the fall. However, as no policy revisions are currently being contemplated, and may be required instead when the *Police Services Act* rewrite is complete, Administration recommends deferring the meeting to 2017.

Motion: (PSB 40/2016) Moved by Mayor Gary McNamara  
Seconded by Deputy Mayor Joe Bachetti

**THAT the annual meeting of the Policy Committee of the Tecumseh Police Services Board be deferred to such time as the revision of the *Police Services Act* is complete.**

**Carried.**

4. Traffic Concern – Vista Academy/Banwell Road

Deputy Mayor Joe Bachetti advised the board of an email received from resident Teresa Novelletto regarding traffic concerns at Vista Academy (Banwell Road) at the beginning and end of the school day. Vice Chair Stibbard observed that traffic concerns are typically to be routed directly to the OPP. The Mayor and Deputy Mayor noted that there are exceptional circumstances (County's role in, and delay of, the future realignment of Banwell Road) and

indicated this will be brought forward to the County to request a traffic count. Sgt. Tonial indicated he will investigate and provide any data the OPP can provide (accident count, etc.).

(PSB 5-12)

**NEXT MEETING**

The next meeting of the Police Services Board will be held Wednesday, December 7, 2016 at 4:30 p.m.

(PSB 5-13)

**ADJOURNMENT**

Motion: (PSB 41/2016)

Moved by Member Eleanor Groh

Seconded by Mayor Gary McNamara

**THAT there being no further business to discuss, the October 12, 2016 meeting of the Tecumseh Police Services Board adjourn at 5:17 p.m.**

**Carried.**

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Fred Stibbard, Vice Chair

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Tony Haddad, Secretary/Treasurer

## **MINUTES OF A MEETING OF THE CULTURAL & ARTS ADVISORY COMMITTEE FOR THE TOWN OF TECUMSEH**

A meeting of the Cultural & Arts Advisory Committee for the Town of Tecumseh was scheduled to be held on Monday, October 17, 2016, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh at the hour of 7:00 pm.

(CAA 11-1)

### **ORDER**

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

(CAA 11-2)

### **ROLL CALL**

Present:	Chair	- Jerome Baillargeon
	Vice-Chair	- Ian Froese
	Member	- Dwayne Ellis

Also Present:	Deputy Clerk	- Tatiana Dafoe
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Absent:	Member	- Rhonda Dupuis
	Councillor	- Rita Ossington
	Councillor	- Andrew Dowie

(CAA 11-3)

### **DISCLOSURE OF PECUNIARY INTEREST**

(CAA 11-4)

### **DELEGATIONS**

None.

(CAA 11-5)

### **COMMUNICATIONS**

#### **Minutes**

a) Cultural & Arts Advisory Committee Meeting held September 12, 2016.

Motion: (CAA-30/16) Moved by  
Seconded by

**THAT** the Minutes of the Cultural & Arts Advisory Committee meetings held September 12, 2016, be approved.

Carried

(CAA 11-6)

### **REPORTS**

Storyboard Plaque Policy No. 88

(CAA 11-7)

### **UNFINISHED BUSINESS**

2017 Budget

Community Event Boards

Tecumseh-L'Essor Arts Centre Auditorium Sign Unveiling Event Update

(CAA 11-8)

**NEW BUSINESS**

2017 Coffee House

(CAA 11-9)

**NEXT MEETING**

The next meeting of the Cultural & Arts Advisory Committee will be held on Monday, November 21, 2016, at 7:00 pm, in the Sandwich South Room, Tecumseh Town Hall.

(CAA 11-10)

**ADJOURNMENT**

Motion: (CAA-31/16) Moved by

Seconded by

**THAT** there being no further business, the October 17, 2016, meeting of the Cultural & Arts Advisory Committee be adjourned at \_\_\_\_ pm.

Carried

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Jerome Baillargeon, Chair

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Ian Froese, Vice-Chair

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

A meeting of the Heritage Committee for the Town of Tecumseh was scheduled to be held on Monday, October 17, 2016, in the Sandwich South Meeting Room at Town Hall, 917 Lesperance Road, Tecumseh, at the hour of 6:00 pm.

(HC 9-1)

### **ORDER**

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

(HC 9-2)

### **ROLL CALL**

Members Present:	Vice-Chair	- Ian Froese
	Member	- Jerome Baillargeon
	Member	- Dwayne Ellis

Also Present:	Deputy Clerk	- Tatiana Dafoe
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Absent:	Member	- Rhonda Dupuis
	Member	- Cheryl Hardcastle
	Councillor/Chair	- Andrew Dowie
	Councillor	- Rita Ossington
	Member	- Terry England

(HC 9-3)

### **DISCLOSURE OF PECUNIARY INTEREST**

(HC 9-4)

### **DELEGATIONS**

None.

(HC 9-5)

### **COMMUNICATIONS**

#### **Minutes**

a) Heritage Committee Meeting held September 12, 2016

Motion: (HC-26/16) Moved by  
Seconded by

**THAT** the Minutes of the Heritage Committee meeting held June 20 and July 18, 2016, be approved.

Carried

#### **Communication for Information**

b) Ontario Heritage Trust, Re: Ontario Heritage Act Register

Motion: (HC-27/16) Moved by  
Seconded by

**THAT** Communication b on the October 17, 2016 Heritage Committee Agenda be received.

Carried

(HC 9-6)

### **REPORTS**

None.

(HC 9-7)

**UNFINISHED BUSINESS**

Heritage Property Listing & Bus Tour

2017 Budget

Log Cabin Update

Heritage Portal Update

(HC 9-8)

**NEW BUSINESS**

None.

(HC 9-9)

**NEXT MEETING**

The next meeting of the Heritage Committee will be held on Monday, November 21, 2016, at 6:00 pm in the Sandwich South Room, Tecumseh Town Hall.

(HC 9-10)

**ADJOURNMENT**

Motion: (HC-28/16) Moved by  
Seconded by

**THAT** there being no further business, the October 17, 2016, meeting of the Heritage Committee be adjourned at \_\_\_\_ pm.

Carried

\_\_\_\_\_  
Ian Froese, Vice-Chair

\_\_\_\_\_  
Tatiana Dafoe, Deputy Clerk





## THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerk  
Report No. 38/16

**TO:** Mayor and Members of Council

**FROM:** Tatiana Dafoe, Deputy Clerk

**DATE:** August 31, 2016

**DATE TO COUNCIL:** October 25, 2016

**SUBJECT:** Renewal of Cat Intake Agreement with the  
Windsor Essex County Humane Society for 2017

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### **RECOMMENDATIONS**

It is recommended that:

1. The Clerk be authorized to execute the Cat Intake Agreement with the Windsor/Essex County Humane Society for 2017 to permit stray cats to be dropped off at a cost of \$10 to the resident and \$20 to the Town of Tecumseh for each cat; and that
2. Funding for the Cat Intake Program remain \$2,500 in the 2017 Budget; and further that
3. Information respecting the renewal of the Cat Intake Program be communicated to residents in the local media, as well as on the Town's website, the Tecumseh App and Social Media [Facebook and Twitter] following execution of the Agreement.

### **BACKGROUND**

At the Regular Meeting of Council held on Tuesday, October 27, 2015, Members approved renewal of the Cat Intake Agreement (Agreement) with the Windsor/Essex County Humane Society (WECHS) for 2016 and passed the following resolution (RCM 361/15):

**THAT** the Clerk be authorized to execute the Cat Intake Agreement with the Windsor/Essex County Humane Society (WECHS) for 2016 to permit stray cats to be dropped off at a cost of \$10 to the resident and \$20 to the Town for each cat;

**AND THAT** funding for the Cat Intake Program be reduced from \$3,500 to \$2,500 in the 2016 Budget and that funding for the Cat Spay and Neuter Voucher Program be increased from \$3,750 to \$4,750 in the 2016 Budget;

**AND FURTHER THAT** information respecting the renewal of the Cat Intake Program be communicated to residents in the local media, as well as on the Town's website and Social Media (Facebook and Twitter pages) following execution of the Agreement;

As recommended by the Deputy Clerk under Report No. 36/15, dated September 23, 2015.

The Agreement with the WECHS was originally entered into in 2010 following concerns expressed by Town residents about cats entering onto property other than that of their owners. The Agreement permitted stray cats to be dropped off at a cost of \$10 to the resident, and \$20 to the Town for each cat.

## **COMMENTS**

The initial funding for the Cat Intake Program (Program) in 2010 was \$2,000; however the actual costs incurred were \$2,540.

As a result of the positive participation in the Program the funding was increased in 2011 to \$2,500, and to \$3,500 in 2012, which was maintained in 2013-2015. In 2016, the funding was reduced from \$3,500 to \$2,500, while the Cat Spay and Neuter Voucher Program funding was increased to \$4,750.

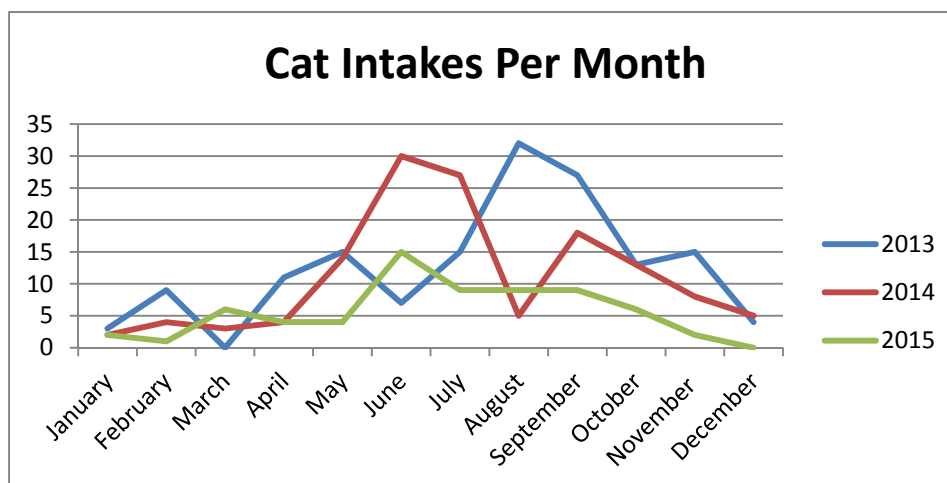
A summary of the number of cats dropped off at the WECHS since the inception of the Program six years ago and annual budget allocations are provided below:

<b>Cat Intake Program</b>							
	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015 Jan - Aug</b>	<b>2016 Jan - Aug</b>
Ward 1	85	86	58	70	43	14	3
Ward 2	1	6	8	1	2	0	2
Ward 3	22	50	28	17	10	7	0
Ward 4	19	48	61	63	78	29	51
<b>Total</b>	<b>127</b>	<b>190</b>	<b>155</b>	<b>151</b>	<b>133</b>	<b>67</b>	<b>56</b>
<b>Budget</b>	\$2,000	\$2,500	\$3,500	\$3,500	\$3,500	\$3,500	\$2,500
<b>Actual</b>	\$2,540	\$3,800	\$3,100	\$3,020	\$2,660	\$1,340	\$1,120

The current cost to the Program at the end of August 2016 is \$1,120. At this writing, it is anticipated that the \$2,500 allocation for the Cat Intake Program will be under-utilized by the end of 2016.

Use of this program has been steadily declining since 2013, which may be attributed to this Program, as well as the success of the Cat Spay and Neuter Voucher Program introduced in 2014. Based on the historical trend in previous years, the 2016 Program is evidencing a decline in the number of cat intakes.

Below is a graph depicting the amount of cat intakes per month from 2013-2015.



The intent of the Cat Spay and Neuter Voucher Program is to have as many feral cats as possible spayed or neutered to help reduce the population of feral cats in the Town. The 2014 and 2015 Cat Spay and Neuter Vouchers were fully utilized and had persons on a waiting list. At the end of Phase I of the 2016 Cat Spay & Neuter Voucher Program 64 vouchers were redeemed with 23 vouchers remaining. The 23 remaining vouchers, along with the 9 low income vouchers that were not allocated, were reissued in Phase II. Although not all vouchers have been redeemed, the continued positive participation in the Cat Spay & Neuter Voucher Program and the Cat Intake Program demonstrates a reduction of Cat Intakes at the WECHS.

It is recommended that the Cat Intake Agreement with the Windsor/Essex County Humane Society be renewed for the year 2017 to permit stray cats to be dropped off at a cost of \$10 to the resident and \$20 to the Town for each cat and that funding in the amount of \$2,500 be allocated in the 2017 Budget for the Cat Intake Program. The proposed Agreement by the WECHS for the 2017 Cat Intake Program is consistent with prior year agreements, as well as area municipal agreements.

## **CONSULTATIONS**

Windsor Essex County Humane Society  
Town of Essex  
Town of Kingsville  
Town of Lakeshore

## **FINANCIAL IMPLICATIONS**

Funding for the Cat Intake Agreement is recommended in the amount of \$2,500 for the 2017 Budget.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

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Tatiana Dafoe, BA, MA,  
Deputy Clerk

Reviewed by:

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

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

TD/



## THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerk  
Report No. 41/16

**TO:** Mayor and Members of Council

**FROM:** Laura Moy, Director Corporate Services & Clerk

**DATE:** September 27, 2016

**DATE TO COUNCIL:** October 25, 2016

**SUBJECT:** Feed-In Tariff Program Version 5  
Municipal Template Resolution Request – DLS Biogas

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### **RECOMMENDATIONS**

It is recommended that:

1. Corporate Services & Clerk Report No. 41/16 be received; and that
2. The Independent Electricity Services Operator (IESO) Feed-In Tariff (FIT) Program Template Municipal Council Support Resolution, attached as Appendix 3, regarding DLS Biogas Application under the IESO FIT 5.0 Program for a Biogas [on-farm] project at 4640 11<sup>th</sup> Concession, Tecumseh, ON, be approved.

### **BACKGROUND**

DLS Biogas Inc. (DLS) has submitted a request for a resolution of Tecumseh Council in support of the installation of a combined heat and power (CHP) system at the O'Neil Energy Farm located at 4640 11<sup>th</sup> Concession, in the Town of Tecumseh. [\[Appendix 1\]](#)

DLS has indicated their intent to submit an application to the Ontario Power Authority (OPA) for a Feed-In Tariff (FIT) Contract for the project.

#### Ontario Power Authority

In 2009, the Province of Ontario implemented a FIT Program through which the OPA can procure electricity generated by renewable technologies under long-term contracts.

The OPA is accepting Small FIT applications for renewable energy projects with a proposed capacity of more than 10 kilowatts and up to 500 kilowatts [defined in the FIT Rules as Small FIT Projects]. The OPA will award up to 200 megawatts (MW) worth of contracts [the Procurement Target] as a result of applications received during this Small FIT Project application window.

Acceptance of applications for Small FIT Projects will start on October 31, 2016, and will end November 18, 2016.

The OPA has developed two different templates for an applicant to request municipal support for their energy project. One template offers a separate resolution for each individual project, while the second template offers municipalities an opportunity to pass a 'blanket' resolution of support for all FIT projects within the municipality.

A municipality may choose not to provide a resolution in support of a FIT application, in which case the applicant would not receive priority points. However, they would not be prevented from submitting the project to the OPA for consideration.

## **COMMENTS**

On January 8, 2013, Council gave consideration to Director Staff Services / Clerk, January 8, 2013, Report No. 02/13 Re: Anaerobic Digestion System Project, 4640 11th Concession Road and 12th Concession Road, Ontario Power Authority FIT Application. [\[Appendix 2\]](#) At the meeting, Council passed the Municipal Council Support Resolution for the Project at the two locations.

According to the letter provided by DLS, O'Neil Energy Inc. already hosts an Anaerobic Digester facility which produces methane through a biological process in which organic matter is broken down in an oxygen free environment. The methane gas is collected and burned in an engine known as a CHP Unit to create electricity and heat. The electricity is then sold to the Province as part of the FIT Program.

The Owner, W.J.O'Neil & Sons, received approval for its Nutrient Management Strategy from the Ministry of Agriculture, Food and Rural Affairs, under Regulation 267/03 of the *Nutrient Management Act, 2002*, s.O. 2002, c.4, on August 13, 2005.

Planning and Building Services notes that there was a brief period when operation of the existing facility caused odour concerns for some neighboring properties. The owner advises that modifications to the operation (i.e. ensuring that the methane flame is properly working) appear to have addressed this issue. In addition, it is noted that the approved Nutrient Management Strategy contains detailed requirements for the amount and handling of food processing by-products, which if not properly addressed, can cause some odour issues. Administration is satisfied that appropriate controls are in place and have no concerns at this time.

Fire Services staff have attended the subject property and met with the owner. They are satisfied that appropriate measures are being undertaken to meet their requirements and have no objections to this request.

The proposed new project will include installation of a 250 KW CHP system, enough to power approximately 100 more homes. While the operating Anaerobic Digester Facility already includes a CHP system, there is opportunity to increase production to supply more biogas for the proposed new CHP.

DLS is requesting support of the new biogas/CHP project on behalf of O'Neil Energy Inc. located at 4640 11<sup>th</sup> Concession, Tecumseh, ON in the form of the Independent Electricity Services Operator's (IESO) "Municipal Council Support Resolution."

The IESO Template Municipal Council Support Resolution for Essex Energy Corporation is attached as [Appendix 3](#).

## **CONSULTATIONS**

Director Fire Services & Fire Chief  
Director Public Works & Environmental Services  
Director Planning & Building Services

## **FINANCIAL IMPLICATIONS**

There is no financial impact associated with the request for the Council resolution. The Town may realize revenues from permit fees, should local projects receive OPA FIT approval.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

---

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

Recommended by:

---

Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment(s):

1. DLS Letter requesting IESO support resolution
2. Staff Services/Clerk Report No. 02/13
3. Municipal Council Support Resolution

/lm



## Appendix 1



Council  
Town of Tecumseh  
917 Lesperance Road  
Tecumseh, Ontario  
N8N 1W9

September 12, 2016

Re: O'Neil Energy Inc. Municipal Council Support Resolution

O'Neil Energy Inc. requests Municipal Council Support Resolution to construct new Combined Heat & Power (CHP) system at their farm operation located at 4640 11<sup>th</sup> Concession, Tecumseh Ontario.

The farm already hosts an Anaerobic Digester facility which produces methane through a biological process in which organic matter is broken down in an oxygen free environment. The methane gas is collected and burned in an engine (known as a CHP Unit – Combined Heat & Power Unit) to create electricity and heat. The electricity is then sold to the province as part of the FIT program.

The proposed project will include installation of a 250 kW CHP system, enough to power approximately 100 homes. While the operating Anaerobic Digester facility already includes a CHP system, there is opportunity to increase production to supply more biogas for the proposed new CHP.

Anaerobic Digestion has many benefits to the farm and to the community. Anaerobic Digestion eliminates pathogens, reduces odours, and implements strong nutrient management practices. Anaerobic Digestion projects promote local job creation in technical, manufacturing, and construction trades. The technology provides opportunities in research, innovation, and engagement of youth. This form of renewable energy is reliable, and sustainable, operating 24/7.

Sincerely

Craig Baker  
Project Engineer

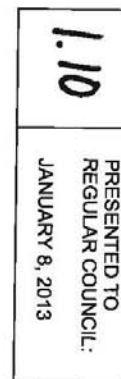
cc. Jason O'Neil

## Appendix 2



### THE CORPORATION OF THE TOWN OF TECUMSEH

#### Staff Services/Clerks Department Report No. 02/13



**TO:** Mayor and Members of Council  
**FROM:** Laura Moy, Director Staff Services/Clerk  
**DATE:** January 8, 2013  
**SUBJECT:** Anaerobic Digestion System Project  
4640 11<sup>th</sup> Concession Rd and 12<sup>th</sup> Concession Road  
Ontario Power Authority FIT Application

#### RECOMMENDATIONS

It is recommended:

1. That Staff Services/Clerk Report No. 02/13, dated January 8, 2013, respecting a request by Great Lakes Energy Inc., on behalf of Jay O'Neil and W.J O'Neil and Sons Limited for Municipal Council Support Resolutions respecting an application[s] to the Ontario Power Authority [OPA] under the Feed In Tariff Program [FIT] for an Anaerobic Digestion System [Biogas] on the O'Neil Farm, be received; and that
2. In the event Council wishes to endorse FIT applications to the OPA by Great Lakes Energy Inc. and their client, the following two resolutions be adopted:

#### **Resolution 1**

**Whereas** Wilfred Jeffrey O'Neil [Applicant] proposes to construct and operate a Biogas Facility for Energy Generation [Project] on 4640 11<sup>th</sup> Concession Road, RR #3, Tecumseh, Ontario, N0R 1K0 [Lands] in the Town of Tecumseh under the Province's FIT Program;

**And Whereas** the Applicant has requested that the Council of The Corporation of the Town of Tecumseh indicate by resolution Council's support for the construction and operation of the Project on the Property;

**And Whereas** pursuant to the rules governing the FIT Program [Fit Rules], Applications whose Projects receive the formal support of Local Municipalities will be awarded priority points, which may result in the Applicant being offered a FIT Contract prior to other persons applying for FIT Contracts;

**Now therefore be it resolved that:**

*The Council of The Corporation of the Town of Tecumseh supports the construction and operation of the Project on the Lands.*

Report No. 02/13  
Biogas Projects -11<sup>th</sup> and 12<sup>th</sup> Concession  
January 8, 2013

Page 2 of 6

*The sole purpose of this resolution is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.*

## **Resolution 2**

**Whereas** W.J. O'Neil and Sons Limited [Applicant] proposes to construct and operate a Biogas Facility for Energy Generation [Project] on 12<sup>th</sup> Concession Road WS, Con 11 E. Pt. Lot 13 S. Pt. Lot 14, Tecumseh, Ontario N0R 1K0 [Lands] in the Town of Tecumseh under the Province's FIT Program;

**And Whereas** the Applicant has requested that the Council of The Corporation of the Town of Tecumseh indicate by resolution Council's support for the construction and operation of the Project on the Property;

**And Whereas** pursuant to the rules governing the FIT Program [Fit Rules], Applications whose Projects receive the formal support of Local Municipalities will be awarded priority points, which may result in the Applicant being offered a FIT Contract prior to other persons applying for FIT Contracts;

### **Now therefore be it resolved that:**

*The Council of The Corporation of the Town of Tecumseh supports the construction and operation of the Project on the Lands.*

*The sole purpose of this resolution is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.*

3. And further that should the FIT Applications for the Project[s] be approved by the OPA and be awarded a FIT Contract[s], all concerns of the Town and other agencies respecting the Project[s], including but not limited to those briefly mentioned in the Staff Services/Clerk Report No. 02/13, are to be addressed by the Applicant.

## **BACKGROUND**

Great Lakes Energy Inc. [Great Lakes] has submitted a request for a resolution of Tecumseh Council in support of the installation of an Anaerobic Digestion System on the lands owned by W.J. O'Neil and Sons Limited, located on the 12<sup>th</sup> Concession Road, as well as the lands owned by Wilfred O'Neil, located at 4640 11<sup>th</sup> Concession Road. The request is made on behalf of the property owners. [Attachment 1 – Great Lakes Letter with map and resolution]

Great Lakes indicate intent to submit an application to the Ontario Power Authority for a Feed In Tariff Contract for the project.



Report No. 02/13  
Biogas Projects -11<sup>th</sup> and 12<sup>th</sup> Concession  
January 8, 2013

Page 3 of 6

## **COMMENTS**

### **Ontario Power Authority**

In 2009, the Province of Ontario implemented a Feed In Tariff [FIT] Program through which the Ontario Power Authority [OPA] can procure electricity generated by renewable technologies under long-term contracts.

The OPA is now accepting Small FIT applications for renewable energy projects with a proposed capacity of more than 10 kilowatts and up to 500 kilowatts [defined in the FIT Rules as Small FIT Projects]. The OPA will award up to 200 megawatts [MW] worth of contracts [the Procurement Target] as a result of applications received during this Small FIT Project application window.

Acceptance of applications for Small FIT Projects started December 14, 2012, and will end January 18, 2013.

The OPA has developed two different templates for an applicant to request municipal support for their energy project. One template offers a separate resolution for each individual project, while the second template offers municipalities an opportunity to pass a 'blanket' resolution of support for all FIT projects within the municipality.

A municipality may choose not to provide a resolution in support of a FIT application, in which case the applicant would not receive priority points. However, they would not be prevented from submitting the project to the OPA for consideration.

If OPA approval is achieved, other approvals would follow.

### **Other Approval Processes for a Biogas System**

There are four [4] main approval routes for biogas systems, based on the type of material being digested, and the type of energy being produced. The four processes are:

1. Nutrient Management Regulated Mixed Anaerobic Digestion Facility (RMADF) approval for manure-based biogas systems mixing up to 25 per cent of certain off-farm materials, and producing any type of power output;
2. Renewable Energy Approvals (REA) for all electricity-based biogas projects, (except systems with RMADF approval or agricultural systems at a farm with a Nutrient Management Strategy);
3. Certificate of Approval for non-electricity biogas projects (such as using biogas as a heating fuel) using waste as inputs; and
4. No approval for non-electricity biogas systems using only exempt wastes such as agricultural waste.

Based on the limited information provided by Great Lakes, at this time, it is uncertain as to which of the above approval routes would be required, following any OPA approval.

Information about the FIT Program, other approval processes for biogas systems and renewal energy approvals, as well as overall implications of the new rules and programs has been developed by the Ministry of Agriculture, Food and Rural Affairs and is given on the attached Information Sheet [Attachment 2].

#### Municipal Support Resolution

As a result of the point system introduced by the OPA for FIT applications, and in particular the points awarded to projects which can provide a Municipal Support Resolution, it is possible that the Town will receive other similar requests from bio-energy developers. However, to date, the Town has only received the subject request from Great Lakes.

The sole purpose of the Municipal Support Resolution is to enable the applicant to receive priority points under the FIT Program. The resolution may not be used for the purpose of any other form of municipal approval in relation to the project and should not be construed as approval for any other regulatory requirements, such as those briefly outlined below, and/or permits that may be necessary [ie: permits under the Ontario Building Code].

A municipality's 'FIT endorsement' should be distinguished from 'Council approval'. For this phase of the proposed project, by Council adopting the Municipal Support Resolution they would simply be indicating that they are not opposed to the concept of the biogas project at this site. Any of the other various details, requirements and approvals would follow if the applicant is successful in obtaining OPA approval.

In the event OPA approval is obtained, the Town ought to be asking the applicant to address such matters, including but not limited to:

- site access,
- road structure,
- water supply and demand,
- wastewater generation and treatment,
- storm water management, and
- emergency service access and response.

Additionally, ERCA's concerns related to such issues as potential water quality impact due to runoff from the biogas sites/operations; potential impacts on significant natural areas in very close proximity and compatibility with area public uses [ie: Fairplay Woods] would need to be taken into account.

The resolution template required by the OPA states:

*"...Council of the (municipality's name) supports the construction and operation of the Project on the Lands. This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose."*

Other area municipalities have been surveyed on whether they have been approached and/or provided municipal support under the OPA application process for bio-energy projects. Lakeshore advised that its Council has given blessing to every FIT proposal that has come before them because without it, the proponent will not likely succeed in total points awarded, and the OPA can decide to approve with or without municipal support and so why hurt a local business/homeowner's chances. The Towns of Essex and LaSalle have indicated that their respective municipalities have not been asked for support resolutions.

Previously, in response to requests received from solar developers for a Municipal Support Resolution, Tecumseh Council passed a blanket resolution. Given the Town has little to no authority to regulate solar projects and that there is no formal standard of reviewing FIT applications by municipalities, the Town's resolution was passed in the prescribed form and is not unlike the resolutions adopted by other local municipalities for solar projects. The intent of the blanket resolution was to provide an equitable opportunity for solar power developers and to alleviate the need for reoccurring and time-consuming requests to Council for support.

#### **CONSULTATIONS**

Chief Administrative Officer  
Staff Services/Clerks Department  
Planning and Building Services Department  
Public Works & Environmental Services Department  
Fire & Rescue Services Department  
ERCA  
Area Municipalities

#### **FINANCIAL IMPLICATIONS**

There is no municipal financial impact associated with the request for the Municipal Support Resolutions. In the event that the local project receives OPA FIT along with any other regulatory approvals, the Town may realize revenues from permit fees, as well as any taxable benefits and new assessment.

#### **LINK TO STRATEGIC PRIORITIES**

There are no links to strategic priorities.

However, it is noted that the Provincial Policy Statement issued under the *Planning Act* states that increased energy supply should be promoted by providing opportunities for energy generation facilities to accommodate current and projected needs, and the use of renewable energy systems and alternate energy systems, where feasible, and shall be permitted in rural and prime agricultural areas, in accordance with provincial and federal requirements.

Report No. 02/13  
Biogas Projects -11<sup>th</sup> and 12<sup>th</sup> Concession  
January 8, 2013

Page 6 of 6

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

  
Laura Moy, AMCT  
Director Staff Services/Clerk

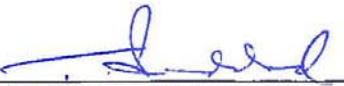
Reviewed by:

  
Doug Pitre  
Director Fire & Rescue Services/Fire Chief

Reviewed by:

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

Reviewed by:

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

Recommended by:

  
Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

/lm

Attachments:

1. Great Lakes Energy Inc. Letter dated December 31, 2012, including
  - a. attached area map
  - b. municipal support resolutions
  - c. Insulated concrete digester brochure
2. OMAFRA Information Sheet



  
GREAT LAKES ENERGY INC.

**Attachment 1**

Staff Services/Clerks Report 02/13  
RE: Biogas Project - 11th and 12th Concession  
on the O'Neil Farm

December 31<sup>st</sup>, 2012

Laura Moy  
Director, Staff Services/Clerk  
Town of Tecumseh  
917 Lesperance Rd.  
Tecumseh, ON.  
N8N 1W9

Dear Laura,

Great Lakes Energy Inc., on behalf of Jay O'Neil and W.J. O'Neil and Sons Limited are requesting that the Town of Tecumseh consider passing the attached Ontario Power Authority resolution for the installation of an anaerobic digestion system on the O'Neil Farm.

Through the generation of biogas, a process where organic materials break down in an oxygen-free environment, Ontario's agricultural sector produces clean, renewable energy, reducing greenhouse gas emissions.

The Ontario Power Authority requires that these applications be submitted between December 14<sup>th</sup> 2012 and January 18<sup>th</sup>, 2013. The OPA has initiated a new point system to rank the applicants, applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other persons applying for FIT Contracts.

The digestion silo will be located at the rear of the farm at 4640 11<sup>th</sup> Concession as shown on the attached map. The location of the generators will be on the farms as well at:

Legal Name: W.J. O'NEIL AND SONS LIMITED.  
Address: 12th Con RD WS, CON 11 E PT LOT 13 S PT LOT 14, MAIDSTONE, ON

Legal Name: O'NEIL Wilfred Jeffrey  
Address: 4640 11TH CONCESSION RD, RR #3, MAIDSTONE, ON, N0R 1K0

The digestion system will drive two – 250 kW generators, which will eliminate:

- Annual greenhouse gas emissions from 529 passenger vehicles
- Carbon sequestered by 65,128 tree seedlings grown for 10 years
- It will also generate enough energy to power over 300 homes.

We appreciate your consideration on this matter.

Sincerely,

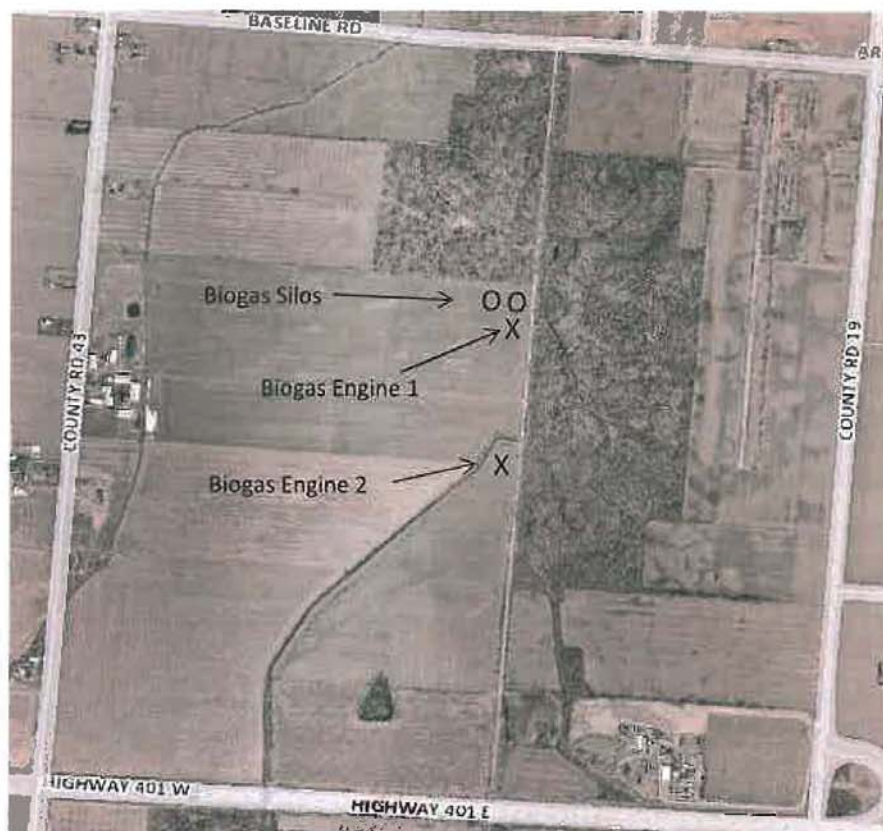


John Millson  
President

715 Sprucewood Windsor, ON  
N9C 0B3

T. 519-977-9306  
F. 519-985-6744







120 Adelaide Street West, Suite 1600  
Toronto, Ontario M5H 1T1  
T 416-967-7474  
F 416-967-1947  
www.powerauthority.on.ca

**PRESCRIBED FORM/TEMPLATE: MUNICIPAL COUNCIL SUPPORT RESOLUTION**

**Section 6.1(d)(i) of the FIT Rules, Version 2.1**

OPARP/f-FIT-015r4

Capitalized terms not defined herein have the meanings ascribed thereto in the FIT Rules, Version 2.1.

Resolution NO: \_\_\_\_\_ Date: \_\_\_\_\_

**WHEREAS** W.J. O'NEIL AND SONS LIMITED. (the "Applicant") proposes to construct and operate a

Biogas facility for energy generation

(the "Project") on 12th Con RD WS, CON 11 E PT LOT 13 S PT LOT 14, Tecumseh, ON, N0R 1K0 (the "Lands") in

Town of Tecumseh

under the Province's FIT Program;

**AND WHEREAS** the Applicant has requested that Council of Town of Tecumseh

indicate by resolution Council's support for the construction and operation of the Project on the Property;

**AND WHEREAS**, pursuant to the rules governing the FIT Program (the "FIT Rules"), Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other persons applying for FIT Contracts;

**NOW THEREFORE BE IT RESOLVED THAT:**

Council of the Town of Tecumseh supports the construction and operation of the Project on the Lands.

This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

\_\_\_\_\_  
\_\_\_\_\_  
(Note: signature lines for councillors or other representatives, as appropriate.)

FIT reference number: \_\_\_\_\_  
(Note: Must be inserted by Applicant to complete Application)



120 Adelaide Street West, Suite 1600  
Toronto, Ontario M5H 1T1  
T 416-967-7474  
F 416-967-1947  
www.powerauthority.on.ca

**PRESCRIBED FORM/TEMPLATE: MUNICIPAL COUNCIL SUPPORT RESOLUTION**

**Section 6.1(d)(i) of the FIT Rules, Version 2.1**

OPARP/f-FIT-015r4

Capitalized terms not defined herein have the meanings ascribed thereto in the FIT Rules, Version 2.1.

Resolution NO: \_\_\_\_\_ Date: \_\_\_\_\_

**WHEREAS** \_\_\_\_\_ O'NEIL Wilfred Jeffrey \_\_\_\_\_ (the "Applicant") proposes to construct and operate a  
\_\_\_\_\_  
Biogas facility for energy generation  
\_\_\_\_\_  
(the "Project") on \_\_\_\_\_ 4640 11TH CONCESSION RD, RR #3, TECUMSEH, ON, NOR 1K0 \_\_\_\_\_ (the "Lands") in  
\_\_\_\_\_  
Town of Tecumseh \_\_\_\_\_ under the Province's FIT Program;

**AND WHEREAS** the Applicant has requested that Council of \_\_\_\_\_ Town of Tecumseh \_\_\_\_\_  
indicate by resolution Council's support for the construction and operation of the Project on the Property;

**AND WHEREAS**, pursuant to the rules governing the FIT Program (the "FIT Rules"), Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other persons applying for FIT Contracts;

**NOW THEREFORE BE IT RESOLVED THAT:**

Council of the \_\_\_\_\_ Town of Tecumseh \_\_\_\_\_ supports the  
construction and operation of the Project on the Lands.

This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project or any other purpose.

\_\_\_\_\_  
\_\_\_\_\_  
(Note: signature lines for councillors or other representatives, as appropriate.)

FIT reference number: \_\_\_\_\_  
(Note: Must be inserted by Applicant to complete Application)


**At DLS EnviroSolutions Inc. (DLS)** we specialize all forms of design, design-build and construction services for the biogas industry. Our team has over 20 years of experience in the biogas industry, providing a full range of services from design to construction and operation. We are currently serving clients in the biogas industry across North America.

**Digester Design**  
At DLS, our design team takes the design all the way from the conceptual stage through to the final design and construction. Our design team is led by a senior engineer with over 20 years of experience in the biogas industry. We provide a full range of design services, including conceptual design, preliminary design, detailed design, and construction management. We also provide a full range of design services for the biogas industry, including design, design-build, and construction management.


**Digester Build**  
At DLS, we have a dedicated team of experienced digester construction professionals. We undertake all aspects of digester construction, from the design and construction of the digester to the installation and commissioning of the digester. We have a proven track record of successful digester construction projects across North America.

**Digester Service**  
At DLS, we understand that a digester is a complex piece of equipment that requires ongoing maintenance and service. We provide a full range of digester service, including maintenance, repair, and replacement of components. We have a dedicated team of experienced digester service professionals who are available to provide 24/7 service to our clients.

If you are in the planning stages of a project, you have already started construction, or you are an operating facility, call the team at DLS to find out how to make your operation more profitable.

  
**EnviroSolutions**  
www.dlsevenirosolutions.ca

6403 EGREMONT DRIVE, KIMIKO, ON, N0L 1R0 • 1-800-361-2303 • info@dailylane.ca

  
**ENVIROSOLUTIONS**  
INNOVATIVE SOLUTIONS FOR  
NORTH AMERICA'S BIOGAS INDUSTRY  
SALES • INSTALLATION • SERVICE • DESIGN • ENGINEERING



# INSULATED CONCRETE DIGESTER

At DLS, we design our digesters with a very simple guiding principle. Eliminate mechanical components, eliminate system problems.



## SPRAY NOZZLE

Any piece of mechanical equipment inside a digester tank will deteriorate over time requiring costly and time consuming tank entry. At DLS, we try and eliminate all mechanical equipment within the digester to keep the digester running at peak performance now and well into the future. By utilizing a spraying nozzle in place of in tank agitation equipment we achieve the same performance characteristics of a traditional complete mix digester without any mechanical equipment in the tank.



## DIGESTER

## PUMPING CONTAINER

All mechanical equipment is contained within the DLS pumping container. Our control system, pumping system and heating system is all neatly and thoughtfully packaged inside the container for ease of access should service be necessary. Each container is constructed to precise standards in our large 30,000 square foot facility ensuring a degree of precision that cannot be achieved out in the field and then trucked to site for a quick onsite installation time.



## FEEDING PIT

This addition to our system design allows the solids to be feed directly into the digester without the use of traditional solids feeding equipment. By eliminating the augers and other related wearing components associated with solids feeding, we are able to provide a simple, yet highly effective, solution for feeding solid materials into the digester.



## ROOF SYSTEMS

Our roof systems consist of the tried and tested dual layer membrane technology. By utilizing the dual layer membrane system with air closing we have an effective means for gas storage and de-sulphurization of the biogas. This means we can ensure a consistent and clean gas supply for your gas usage equipment.

Ontario Biogas System Update: Feed-In Tariff, Green Energy Act and Regulated Mixed ... Page 1 of 5



MINISTRY OF AGRICULTURE, FOOD AND RURAL AFFAIRS

**Attachment 2**

Staff Services/Clerks Report 02/13

RE: Biogas Project - 11th and 12th Concession  
 on the O'Neil Farm

**Ontario Biogas System Update: Feed-In Tariff, Green Energy Act and Regulated Mixed Anaerobic Digestion Facility Rules**

**This infosheet will be updated to reflect new Feed-In Tariff 2.0 pricing and rules upon release of the final program rules by the Ontario Power Authority.**

**Table of Contents**

1. The Feed-In Tariff (FIT) Program
2. Approvals Process for a Biogas System
3. Renewable Energy Approvals
4. Overall Implications of New Rules and Programs

The biogas sector in Ontario is off to a good start. Many projects are under construction or are operational, in part with funding through the Ontario Biogas Systems Financial Assistance Program. A variety of changes to provincial policies and regulations are now in place to assist even more biogas projects. Research projects, best management practices and safety programs are being developed. This infosheet outlines these new and improved opportunities for biogas systems, summarizing the basic components and details of the programs, policies, and regulations. Please refer to the original source materials for more in-depth information.

**The Feed-In Tariff (FIT) Program**

The Feed-In Tariff (FIT) program is Ontario's electricity price program for power from renewable energy sources. The FIT program is being deployed by the Ontario Power Authority to support the Green Energy and Green Economy Act. FIT is the next generation of pricing, replacing the former Renewable Energy Standard Offer Program (RESOP). FIT offers a range of prices for electricity from different technologies based on the cost of power production from those systems. Table 1 provides the current FIT prices for biogas systems.

Location Restriction	Size	Contract Price (¢/kWh)
On-Farm	≤ 100 kW	19.5
On-Farm	>100 kW to ≤ 250 kW	18.5
-	>250 kW to ≤ 500 kW	16
-	>500 kW to ≤ 10 MW	14.7
-	>10 MW	10.4

There are many details associated with securing a contract with these prices. Check FIT program documentation at the Ontario Power Authority website for more program details at [fit.powerauthority.on.ca](http://fit.powerauthority.on.ca).

Several important factors related to the FIT prices include:

- There are additional bonuses in the FIT program, including a "Community Price Adder" for biogas projects involving the local community (0.4 ¢/kWh) and an "Aboriginal Price Adder" for projects with aboriginal community participation (0.6 ¢/kWh). The community adder is available for projects when there are one or more Ontario residents directly investing in any size renewable energy project. Individual farmers applying for a FIT contract may be able to satisfy this criteria, securing the 0.4 ¢/kWh bonus.
- There is an incentive to operate during peak hours. On-peak hours are 11 am to 7 pm on business days. Any other time is considered off-peak. Projects will earn the posted FIT price multiplied by 1.35 during peak periods, and the FIT price multiplied by 0.9 during off-peak periods. The posted "contract" price is a calculated return and assumes a 75 per cent operational capacity. Through good planning, biogas systems should be able to capture virtually all on-peak hours, potentially earning more than the posted contract price.

Ontario Biogas System Update: Feed-In Tariff, Green Energy Act and Regulated Mixed ... Page 2 of 5

- To satisfy the "On-Farm" designation, biogas systems must be a "Regulated Mixed Anaerobic Digestion" facility under the Nutrient Management Act. This approval is discussed later on page 2-3 of this infosheet.

**Behind-the-Meter Billing Eliminated**

Under the former Renewable Energy Standard Offer Program (RESOP), biogas systems set up "behind-the-meter" with other on-site electricity use (such as for the barn or farmstead) avoided certain electricity system expenses for the power they used when their biogas system was operating. This process has been eliminated for projects under FIT.

**Streamlined Grid Connection Process: "Capacity Allocation Exempt" (CAE) Facility**

Green energy projects are required to go through a review process when they wish to connect to the electrical grid. It is critical to work with a knowledgeable professional to navigate this process. The Ontario Energy Board (OEB) has established streamlined connection rules for "capacity allocation exempt" (CAE) generation facilities - that is, for facilities that have a name-plate rated capacity of:

- ≤ 250 kW and are connected to a < 15 kV electrical line; or
- ≤ 500 kW and are connected to a ≥ 15 kV electrical line;
- and that are not a "micro-embedded generation facility". (Micro-embedded generation facilities are embedded systems smaller than 10 kW, and have additional allowances in the OEB Distribution System Code).

Being a CAE facility means that eligible projects get a fast-track into the assessment process. It does not guarantee connection to the grid. A Connection Impact Assessment (CIA) will still need to be completed by the local electrical distribution company (e.g. Hydro One Networks Inc). For areas of the province with limited capacity on the transmission system, capacity allocation exempt facilities will not have to meet requirements for transmission availability testing. However, as of December 8, 2010, it is proposed that capacity allocation exempt facilities will be required to include a connection capacity assessment in their FIT application.

**Approvals Process for a Biogas System**

There are four main approvals routes for biogas systems, based on the type of material being digested, and the type of energy being produced. The four processes are:

- a. Nutrient Management Regulated Mixed Anaerobic Digestion Facility (RMADF) approval for manure-based biogas systems mixing up to 25 per cent of certain off-farm materials, and producing any type of power output
- b. Renewable Energy Approvals (REA) for all electricity-based biogas projects, (except systems with RMADF approval or agricultural systems at a farm with a Nutrient Management Strategy)
- c. Certificate of Approval for non-electricity biogas projects (such as using biogas as a heating fuel) using waste as inputs
- d. No approval for non-electricity biogas systems using only exempt wastes such as agricultural waste.

Recent changes to the RMADF process, and the newly introduced REA process are outlined below.

**Environmental Approvals to Mix Manure and Food Waste in a Biogas System at a Nutrient Management Regulated Mixed Anaerobic Digestion Facility**

The Regulated Mixed Anaerobic Digestion Facility (RMADF) rules to allow the mixing of off-farm materials in manure-based biogas systems have been expanded. The original rules, developed jointly by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and the Ontario Ministry of the Environment (MOE) were established to support manure treatment. Under RMADF rules, a biogas system at a farm is permitted to mix up to 25 per cent off-farm materials with agricultural material. Of the agricultural material, at least 50 per cent by volume must be manure. The regulations allow certain off-farm materials to be mixed with agricultural inputs without any pre-treatment (called Schedule 1 materials). Other materials require a thermal pre-treatment of 70°C for 1 hour, or 55°C for 20 hours (called Schedule 2 materials).

Changes made to the RMADF process in the summer of 2009 include:

Ontario Biogas System Update: Feed-In Tariff, Green Energy Act and Regulated Mixed ... Page 3 of 5

- Expanding the list of eligible materials in Schedule 1 and Schedule 2 to include some post-consumer restaurant materials, materials containing meat and meat byproducts, and dissolved air flotation (DAF) materials;
- Increasing the maximum quantity of off-farm material that can be received at the biogas system from 5000 m<sup>3</sup>/year to 10,000 m<sup>3</sup>/year;
- Increasing the amount of off-farm material that can be received at a site from 100 m<sup>3</sup>/day to 200 m<sup>3</sup>/day for material not considered livestock farm feed;
- Adding a maximum particle size requirement of 2.5 cm for treatment of Schedule 2 materials

The key advantages of the RMADF process for biogas projects are:

- RMADF effluent material is considered agricultural source material for the purposes of land application. This means it has to meet the same rules for spreading as conventional manure under the Nutrient Management Regulation (O. Reg. 267/03).
- The RMADF approvals process is established and provides a clear checklist approach to securing approval.

Farms that are operated under the RMADF rules are exempted from the REA process (described below), but will typically have to comply with OMAFRA's Minimum Distance Separation formula which provides specific setback distances from residential or other sensitive uses for biogas systems.

The RMADF rules can be found in the Nutrient Management Regulation at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca) by searching for "267/03". Access to OMAFRA's Minimum Distance Separation rules can be found at [www.ontario.ca/omafra](http://www.ontario.ca/omafra) by searching for "Publication 707".

#### Renewable Energy Approvals

The Renewable Energy Approval (REA) process for biogas systems classifies the biogas systems into three categories based on the type of input material and location. REA outlines the needed setback distances from new biogas systems to the nearest odour receptor, natural feature and water bodies; natural heritage, archaeological and cultural assessment requirements, as well as requirements of public, municipal and aboriginal consultation. Allowances for non-renewable fuel content, financial assurance requirements, and operating criteria for the biogas system are also considered through the process. This approval process has been developed to support the Green Energy and Green Economy Act.

The REA process is typically used for biogas systems when:

- An input material is used that is not permitted for Regulated Mixed AD Facilities;
- Greater than 25 per cent off-farm source material is used;
- Less than 50 per cent of the farm source material used in the system is manure; or
- The biogas system is not built on a farm.

In general, farm-based biogas systems at a non-nutrient management regulated farm, and using only exempt waste such as agricultural waste are called Class 1 systems under REA. Farm-based biogas systems using exempt waste and/or off-farm waste are called Class 2 under REA, and off-farm biogas systems are called Class 3. Systems approved under the RMADF process described previously in this infosheet and biogas facilities processing non-regulated waste on farms that are subject to a Nutrient Management Strategy are exempt from REA.

#### Setback Distances

For Class 1 and Class 2 biogas systems with power generation of less than or equal to 500 kW, a basic setback of 250 m from nearest odour receptor is in place under REA. The setback can be reduced down to 125 m for some components of the biogas system by meeting specified best management practices which reduce odour risk, or by incorporating odour mitigation into the facility design.

For Class 1 and Class 2 biogas systems with power generation of greater than 500 kW, a basic setback of 250 m from nearest odour receptor is in place. In addition, these systems must also include a minimum of 5 per cent manure as feed material and be equipped with a gas storage cover with design permeability as specified in



## Ontario Biogas System Update: Feed-In Tariff, Green Energy Act and Regulated Mixed ... Page 4 of 5

the regulation. The minimum required set back of 250 m for Class 1 and 2 systems with power generation of greater than 500 kW can be reduced if the proponent prepares and submits the following three studies with the completed application for approval by the Ministry of the Environment:

- Emission Summary and Dispersion Modelling Report;
- Noise Study; and
- Odour Study

Class 3 biogas systems are required to undertake three studies identified above plus they must be equipped with a gas storage cover with a design permeability specified in the regulation and a high efficiency flare system.

### Public Consultations

Class 1 and 2 biogas facilities are required to notify the public about the project as part of the REA approval, but are not required to hold public meetings. Class 3 biogas facilities under REA are required to notify or consult with local municipalities (lower and upper tier), local authorities, aboriginal communities and the public.

### Non-renewable Fuel Allowances

The REA process includes allowance for 5 per cent or 10 per cent non-renewable fuels (for systems >500 kW and <500 kW respectively). This is relevant for operators with a dual-fuel biogas system.

### Financial Assurance

There are financial assurance requirements for Class 2 and 3 biogas systems. A Financial Assurance is a tool used by the Ministry of Environment to ensure that if there are clean-up costs associated with a project, there are enough funds available to cover that cost. For more information about Financial Assurance and acceptable forms, reference should be made to the "Financial Assurance Guideline", Guideline F-15, PIBS 0226e03 from the Ministry of Environment. For Class 2 biogas systems, the financial assurance is limited to the removal and disposal of non-exempt wastes at the facility.

### Operating Criteria

Under REA, the approval document may specify operating criteria such as minimum retention times, operating temperatures, record keeping requirements, and so on.

For detailed questions about the REA, consult the Renewable Energy Approval Regulation (O. Reg. 359/09) Renewable Energy Approvals under the Environmental Protection Act at [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca).

Or contact the Renewable Energy Facilitation Office: E-mail: [refo@ontario.ca](mailto:refo@ontario.ca) or call: 1-877-440-REFO or visit: [www.ontario.ca/renewableenergyprojects](http://www.ontario.ca/renewableenergyprojects).

### Overall Implications of New Rules and Programs

While it remains to be seen how the biogas sector will respond to these new rule and program changes, there are several positive implications for biogas developers in Ontario:

1. Better prices: The improvement in price over the RESOP value will mean that new biogas systems at all scales are expected to have a better bottom line.
2. Smaller: The significant increase in FIT prices for smaller scale systems may encourage more medium-sized farm operators to actively consider biogas systems. In addition, the improved access into the grid connection process for smaller projects may help move these projects forward faster.
3. On-farm: There are a number of factors that make farm-based biogas systems attractive, including:
  - a. the higher-value FIT prices are available for farm-based systems;
  - b. the increased allowances for type and quantity of material acceptable through the RMADF rules (which are only applicable to farm-based systems using manure), and the ability to manage the resulting effluent as agricultural source material; and
  - c. the streamlined Renewable Energy Approvals process for projects that do not meet the RMADF process.

## Ontario Biogas System Update: Feed-In Tariff, Green Energy Act and Regulated Mixed ... Page 5 of 5

These changes to rules and programs clear a broad path for biogas systems to move forward in Ontario. It will be exciting to see the outcomes as the biogas sector moves from early adoption to broader implementation in Ontario's agricultural and food sectors.

For more information:  
Toll Free: 1-877-424-1300  
Local: (519) 826-4047  
E-mail: [ag.info.omafra@ontario.ca](mailto:ag.info.omafra@ontario.ca)

## Appendix 3



**FEED-IN TARIFF  
PROGRAM**

WRITABLE FORM

Save As

Clear All

Print

120 Adelaide Street West, Suite 1600  
 Toronto, Ontario M5H 1T1  
 T 416-967-7474  
 F 416-967-1947  
 www.ieso.ca

### TEMPLATE: MUNICIPAL COUNCIL SUPPORT RESOLUTION

Section 5.1(g)(i) of the FIT Rules, Version 5.0

Page 1 of 1 Jun 2016 IESOMRD/f-FIT-010r1

<b>1</b>	<p>Resolution number: _____</p> <p>Date resolution was passed: _____ October 11, 2016 _____</p>	<p>FIT Reference Number: _____</p> <p><i>(The FIT Reference Number must be inserted by the Applicant in order for the resolution to comply with the FIT Rules, even where Local Municipality letterhead is used. This is not to be inserted by the Local Municipality.)</i></p>						
<b>2</b>	<p>[WHEREAS] capitalized terms not defined herein have the meanings ascribed to them in the FIT Rules, Version 5.0.</p> <p>[AND WHEREAS] _____ O'NEIL ENERGY INC. _____ (the "Applicant") proposes to construct and operate a _____          Biogas (on-farm) _____</p> <p>(the "Project") on _____ 75237-0047 _____ (the "Lands") in _____          THE CORPORATION OF THE OWN OF TECUMSEH _____ under the province's FIT Program;</p> <p>[AND WHEREAS] the Applicant has requested that Council of _____ THE CORPORATION OF THE TOWN OF TECUMSEH _____          indicate by resolution Council's support for the construction and operation of the Project on the Property.</p> <p>[AND WHEREAS] pursuant to the FIT Rules, Version 5.0, Applications whose Projects receive the formal support of Local Municipalities will be awarded Priority Points, which may result in the Applicant being offered a FIT Contract prior to other Persons applying for FIT Contracts;</p> <p>[NOW THEREFORE BE IT RESOLVED THAT]</p> <p>Council of the _____ THE CORPORATION OF THE TOWN OF TECUMSEH _____ supports the construction and operation of the          Project on the Lands.</p> <p>This resolution's sole purpose is to enable the Applicant to receive Priority Points under the FIT Program and may not be used for the purpose of any other form of municipal approval in relation to the Application or Project, or for any other purpose.</p>							
<b>3</b>	<table style="width: 100%;"> <tr> <td style="width: 50%;">Signed: _____</td> <td style="width: 50%;">Signed: _____</td> </tr> <tr> <td>Title: _____ MAYOR _____</td> <td>Title: _____ DIRECTOR CORPORATE SERVICES &amp; CLERK _____</td> </tr> <tr> <td>Date: _____ OCTOBER 11, 2016 _____</td> <td>Date: _____ OCTOBER 11, 2016 _____</td> </tr> </table> <p><i>(Signature lines for elected representatives. At least one signature required.)</i></p>		Signed: _____	Signed: _____	Title: _____ MAYOR _____	Title: _____ DIRECTOR CORPORATE SERVICES & CLERK _____	Date: _____ OCTOBER 11, 2016 _____	Date: _____ OCTOBER 11, 2016 _____
Signed: _____	Signed: _____							
Title: _____ MAYOR _____	Title: _____ DIRECTOR CORPORATE SERVICES & CLERK _____							
Date: _____ OCTOBER 11, 2016 _____	Date: _____ OCTOBER 11, 2016 _____							



## THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerk  
Report No. 45/16

**TO:** Mayor and Members of Council

**FROM:** Tatiana Dafoe, Deputy Clerk

**DATE:** September 1, 2016

**DATE TO COUNCIL:** October 25, 2016

**SUBJECT:** Renewal of Cat Spay & Neuter Voucher Program for 2017

---

### **RECOMMENDATIONS**

It is recommended that:

1. The Town of Tecumseh continue the Cat Spay and Neuter Voucher Program (Program) in 2017; and that
2. The total number of vouchers remain at 95, with a value of \$50 each and allocated as follows:
  - 89 Vouchers for the spay or neuter of Feral Cats, to a maximum of five (5) vouchers per caregiver of feral cats; and
  - 6 Vouchers for the spay or neuter of Owned Cats, to a maximum of three (3) vouchers per household for low income families; and further that
3. The Vouchers be made available early April 2017 and issued on a first come, first serve basis with a 120-day expiry period; and furthermore that
4. A Media Release be issued advising of the 2017 Program, along with a notice in the Shoreline Week and Essex Free Press, as well as on the Town's website, Tecumseh App and Social Media (Facebook and Twitter).

### **BACKGROUND**

At the October 27, 2015, Regular Council Meeting, Council approved the renewal of the Cat Spay and Neuter Voucher Program for 2016 and passed the following Resolution (RCM-362/15):

**THAT** the Town of Tecumseh continue the Cat Spay and Neuter Voucher Program (Program) in 2016;

**AND THAT** the total number of vouchers be increased from 75 to 95 vouchers in 2016, with a value of \$50 each and allocated as follows:

- 86 Vouchers for the spay or neuter of Feral Cats, to a maximum of five (5) vouchers per caregiver of feral cats; and
- 9 Vouchers be allocated for the spay or neuter of Owned Cats, to a maximum of three (3) vouchers per household for low income families;

**AND FURTHER THAT** the Vouchers be available early April 2016 and issued on a first come, first serve basis with a 120-day expiry period;

**AND FURTHERMORE THAT** a Media Release is to be issued advising of the 2016 Program, along with a notice in the Shoreline Week, as well as on the Town's website and Social Media (Facebook and Twitter pages);  
As recommended by the Deputy Clerk under Report No. 38/15, dated October 5, 2015.

Subsequently, at the March 22, 2016, Regular Meeting of Council, the following Resolution (RCM-117/16) was passed:

**THAT** the 2016 Cat Spay and Neuter Voucher Program (Program) allow Caregivers of Feral cats to receive up to a maximum of five (5) vouchers, issued on a first come, first serve basis, with a 120-day expiry period;

**AND THAT** the Vouchers for the 2016 Program be made available starting on Tuesday, April 15, 2016;

**AND FURTHER THAT** a Media Release be issued advising of the 2016 Program, along with a notice in the Shoreline Week, as well as on the Town's website and Social Media sites;

As recommended by the Deputy Clerk under Report No. 04/16, dated February 10, 2016.

During the 2016 Budget deliberations Council approved the Corporate Services & Clerks Department budget for Animal Control which included funding in the amount of \$4,750 for a Cat Spay and Neuter Voucher Program.

## **COMMENTS**

From the initial allotment of 86 Feral Cat Vouchers for the 2016 Program, 73 vouchers were issued and 13 remained. Nine (9) vouchers were made available for Low Income Owned Cats, however, none were issued. In Phase I of the Program 64 vouchers were redeemed.

Feral Cat Vouchers not redeemed following the initial 120-day expiry period were voided and new Feral Cat Vouchers were issued and made available to residents. As the intent of the Program is to have as many feral cats as possible spayed or neutered to help reduce the population of feral cats in the Town, the nine (9) low income vouchers for the spay or neuter of Owned Cats were re-allocated to the Feral Cat Vouchers, due to the higher interest in vouchers for Feral Cats.

In Phase II of the Program, 31 vouchers were made available for feral cats, 21 vouchers were issued and 10 currently remain available.

Although not all vouchers have been redeemed for the 2016 Program, all vouchers issued for the 2014 and 2015 Program were fully utilized and had persons on a waiting list. The continued positive participation in the Cat Spay & Neuter Voucher Program, along with the Town's Cat Intake Program, demonstrates their successful nature and a reduction in the feral cat population in the Town.

While the 2016 Program is expected to be under-utilized and under budget, it is possible this is an anomaly year. It is therefore recommended that the Cat Spay & Neuter Voucher Program be continued for 2017 with 95 Vouchers made available, at a continued value of \$50 each. The Vouchers will be available in early April 2017 and issued on a first come, first serve basis, with a 120-day expiry period.

Due to the experienced low interest in Vouchers for Low Income Owned Cats, it is recommended that 89 Vouchers be made available for Feral Cats, to a maximum of five (5) vouchers per caregiver of feral cats and six (6) vouchers be allocated for Low Income Owned Cats, to a maximum of three (3) vouchers per household for low income families.

The Statistics Canada Low Income Cut-Off Table has been maintained since 2016 and is follows:

<b>Statistics Canada Before-Tax Low Income Cut-Offs</b>	
Size of Family Unit	Maximum Family Income Level
1	<b>\$18,520</b>
2	<b>\$23,055</b>
3	<b>\$28,343</b>
4	<b>\$34,414</b>
5	<b>\$39,031</b>
6	<b>\$44,021</b>
7 or more persons	<b>\$49,010</b>

*Source: Statistics Canada Table 2: Low Income Cut-Offs (1992 base) before tax for economic families and persons not in economic families (2012).*

It is further recommended that a Media Release be prepared advising of the Program being offered again in 2017, along with a notice placed in the Shoreline Week and Essex Free Press, as well as on the Town's website, Tecumseh App and Social Media pages (Facebook and Twitter).

## **CONSULTATIONS**

Windsor Essex County Humane Society  
Area Veterinary Hospitals

## **FINANCIAL IMPLICATIONS**

Funding for the Cat Spay and Neuter Voucher Program is recommended to remain at \$4,750 in the 2017 Budget.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

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Tatiana Dafoe, BA, MA,  
Deputy Clerk

Reviewed by:

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

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

TD/





## THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerk  
Report No. 46/16

**TO:** Mayor and Members of Council

**FROM:** Laura Moy, Director Corporate Services & Clerk

**DATE:** October 17, 2016

**DATE TO COUNCIL:** October 25, 2016

**SUBJECT:** 2016 By-Election for the Office of Councillor Ward 2 Results

---

### **RECOMMENDATIONS**

It is recommended that:

1. The Director Corporate Services & Clerk's Report No. 46/16 regarding the 2016 By-Election for the Office of Councillor Ward 2 Results, be received.

### **BACKGROUND**

By-law No. 2016-59 was adopted by Council at their July 26, 2016, meeting authorizing a by-election to be held to fill the vacancy in the Office of Councillor Ward 2 as a result of the sudden passing of Councillor Michael Rohrer.

The deadline for filing nominations was set as Tuesday, August 30, 2016, at 2:00 pm (Nomination Day) and the closing date for voting as Friday, October 14, 2016, at 8:00 pm (Election Day) in accordance with the timelines set out in the *Municipal Election Act* (MEA).

Following the close of the nomination period, on Nomination Day, the persons listed below were certified as Candidates in the 2016 By-Election for the Office of Councillor Ward 2:

Altenhof, William (Bill)  
Carpenter, Christopher  
Drouillard, Marian  
Harris, Janet  
Shields, Scott  
Soulliere, Jeremy

The by-election was conducted using Internet and Telephone Voting, the same voting methods employed to conduct the 2014 Municipal and School Board Elections. A service contract was entered with Intelivote to facilitate the voting process.

The voting period opened on Tuesday, October 4 at 9:00 am and closed on Election Day, Friday, October 14 at 8:00 pm.

### **COMMENTS**

#### **Voter Turnout**

Election officials strive to achieve a high voter turnout percentage but there are many factors that affect voter turnout, most of which are outside of the officials' control.

Some of these factors include:

- Number of positions to be elected
- Number of candidates
- Major controversial issues
- Accessibility and convenience of voting for electors
- In the case of polling stations, the weather
- Other significant events.

While there are a number of reasons that Tecumseh Council decided to introduce Internet and Telephone Voting in the 2014 Municipal and School Board Elections, one of those reasons was to increase voter turnout, while offering electors greater convenience and accessibility when voting. In accordance with the MEA, the same voting method must be used in a by-election.

At the close of the Internet and Telephone polls on Election Day, there were 3,013 eligible voters on the Voters' List. There were 1,360 electors that participated in the By-Election, resulting in a 45.1% voter turnout.

During the 2014 Municipal and School Board Elections, there was an overall voter participation of 52.47%. In Ward 2, there were 3,158 eligible electors and 1,827 participated in the election, resulting in a turnout of 57.85%.

During the 2016 By-Election, 1,000 electors voted using the Internet [73.5%] and 360 electors voted using the Telephone [26.5%]. A summary of additional statistics on voter participation and voting methods used during the 2016 By-Election, including voter participation by method and age of voting are shown in [Appendices A and B](#).

A summary of a survey of voter participation and turnout in by-elections held in other municipalities in the Province between 2011 and 2016 are also provided for comparison in [Appendix C](#). The average voter turnout in those surveyed was 22%.

#### Voting results

The following table provides the by-election results.

CANDIDATE	# VOTES
ALTENHOF, William (Bill)	676
CARPENTER, Christopher	63
DROUILLARD, Marian	77
HARRIS, Janet	70
SHIELDS, Scott	333
SOULLIERE, Jeremy	140

The successful candidate, William (Bill) Altenhof, received 49.7% of the votes.

The results were returned before 8:10 pm on Election Day, following the close of the polls at 8:00 pm.

One of the participants chose not to select a candidate on the ballot, resulting in one 'spoiled ballot.' Alternate voting methods, such as Internet and Telephone voting, must allow the same right as in a paper election for a voter to spoil their ballot. Electronically, it is an intentional choice that the voter must confirm in order to cast their ballot as spoiled.

The most common reason a voter would spoil their ballot is to be considered a participant in the election. Although they haven't selected anyone they are counted as a voter in the system.

During the by-election period, a single ineligible vote was cast. This matter has been brought to the attention of the appropriate authorities who are in the process of investigating. There is no evidence to indicate this is anything but an isolated incident.

#### Voters' List

Regardless of what voting method is used for an election, the greatest frustration for Election Officials is the Voters' List and the biggest source of complaints from voters can be attributed to the mistakes in the Voters' List.

MPAC provides the preliminary list of electors to the Clerk prior to regular municipal elections and when a by-election is required. Election officials spend a lot of time trying to identify and to correct errors on the list. The Town uses an excellent software program called Municipal Voter View to assist with correcting the list supplied by MPAC in order to prepare the Voters' List.

After every municipal election, municipal clerks provide corrections, additions and revisions identified as a result of an election to MPAC to update and correct their information. MPAC has tried to make improvements to their information systems but has had limited success.

#### **CONSULTATIONS**

Intelivote Systems Inc.

#### **FINANCIAL IMPLICATIONS**

The estimated cost of filling the Council vacancy by way of by-election was \$12,000 to \$15,000. The final cost of the by-election is approximately \$12,500 and will be funded from the Elections Lifecycle Reserve.

#### **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

---

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

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

/lm

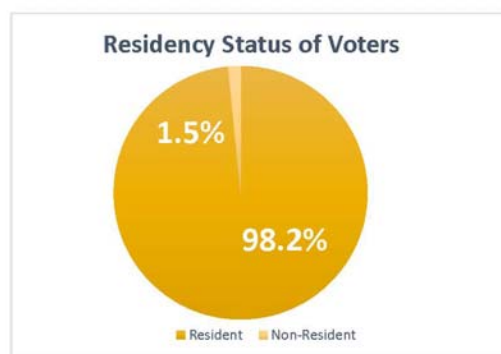
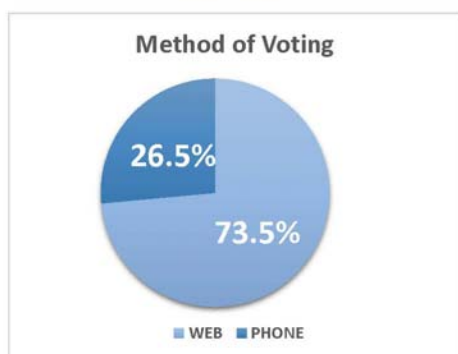
Attachments: Appendices A, B, C

## Appendix A

### Ward 2 Council By-Election 2016 Town of Tecumseh - Election Statistics

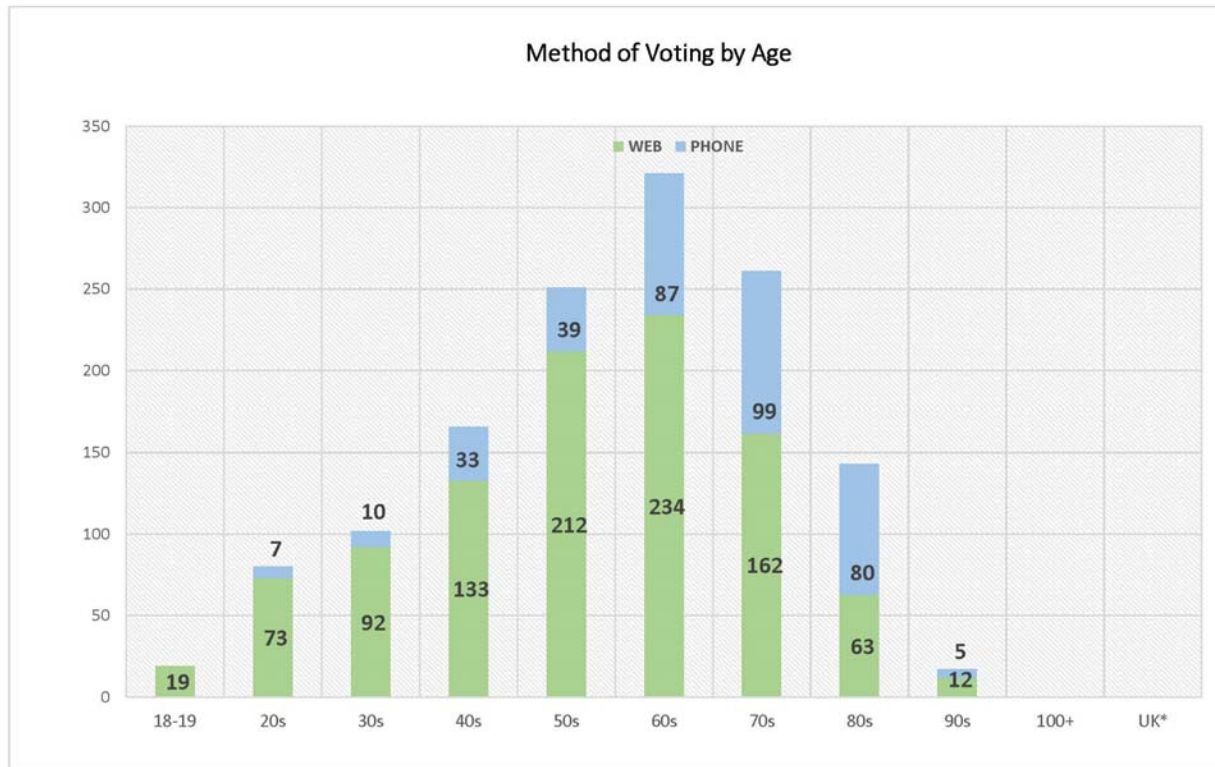
Information Base			Age Breakdown of Who Voted					
		Number	%	Age	ELIG.	VOTED	WEB	PHONE % Part.
1	Number of eligible electors in Intelivote system.	3,013		18-19	57	19	19	33%
2	Number of electors who cast a ballot.	1,360		20s	367	80	73	22%
3	Participation rate.	45.1%		30s	359	102	92	28%
4	Voters who used the Internet to vote.	1,000	73.5%	40s	370	166	133	45%
5	Voters who used a phone to vote.	360	26.5%	50s	540	251	212	46%
6	Voters casting ballots with 'Resident' status.	1,336	98.2%	60s	597	321	234	54%
7	Voters casting ballots with 'Non-Resident' status.	21	1.5%	70s	408	261	162	99
8	Average amount of time a voter spent voting using the Internet.	0m 35s		80s	228	143	63	80
9	Average amount of time a voter spent voting using the phone.	2m 0s		90s	28	17	12	5
10	Number of electors on the elector list with age listed.	2,954	98%	100+				61%
11	Number of electors on the elector list with no age listed.	59	2%	UK*	59			0%
12	Sessions from other Canadian provinces - Total Internet and phone sessions from 2 provinces. (AB, QC)	5						
13	Sessions from United States - Total Internet and phone sessions from 5 US states. (AL, CA, FL, MI, NJ)	47		Total	3,013	1,360	1,000	360
14	Sessions from outside North America - Total Internet and phone sessions from 2 countries. (China, Portugal)	3						45%

\*UK = Unknown age - not listed on elector list.



## Appendix B

### Ward 2 Council By-Election 2016 Town of Tecumseh - Election Statistics



## Appendix C

Results in Recent Ontario By-Elections			
Municipality	Year of By-Election	# of Candidates	# of Eligible Voters
Hamilton	2016	22	41,332
Oakville	2016	11	14,016
Barrie	2016	13	9,180
Pickering	2016	12	22,734
Saul Ste. Marie	2016	9	9,535
Mississauga	2015	26	42,786
Oakville	2015	10	18,998
Windsor	2013	11	16,757
Mississauga	2011	27	42,704



## THE CORPORATION OF THE TOWN OF TECUMSEH

Corporate Services & Clerk  
Report No. 47/16

**TO:** Mayor and Members of Council

**FROM:** Laura Moy, Director Corporate Services & Clerk

**DATE:** October 19, 2016

**DATE TO COUNCIL:** October 25, 2016

**SUBJECT:** Travel Policy Amendment

---

### **RECOMMENDATIONS**

It is recommended that:

1. Corporate Services & Clerk Report No. 47/16 regarding amendments to the Travel Policy, be received; and that
2. The amendment to the Travel Policy shown in Attachment 1, be approved.

### **BACKGROUND**

The Town has adopted certain policies in respect of allowable expenses related to travel, as well as attendance at externally offered job-related workshops/seminars and conferences for Council Members, Municipal Employees and Appointed Officials.

The Travel Policy No. 14 (Policy) provides for allowable expense to Council Members, Employees and Appointed Officials and promotes fiscal responsibility for allowable expenses in the most economical manner and practical way possible.

Council considered changes to the Policy and considered Corporate Services & Clerk Report No. 35/16, at their September 27, 2016, Policies & Priorities meeting. The report was intended to clarify when meal allowances and per diems are paid, and to grant payment of allowable expenses [ie: travel, accommodation, meal and per diems] following attendance at a job-related workshop/seminar and conference upon submission of the requisite Travel Expense Account form and supporting receipts as necessary.

The purpose of this report is to provide a copy of the Policy with the changes directed by the Policies & Priorities Committee respecting a payment of a daily per diem to Members of Council when attending and traveling to a conference.



## **COMMENTS**

The change to the Policy is reflected in Section 7 which now provides for a daily per diem to be paid to Members of Council when travelling to a conference, workshop/seminar in the amount of:

- \$100 for a half day (3.5 hours) of travel of 350 km or less, and
- \$200 for a day (7.0 hours) of travel greater than 350 km.

A copy of the Policy [\[Attachment 1\]](#) is attached reflecting recommended amendments to the Policy:

## **CONSULTATIONS**

None.

## **FINANCIAL IMPLICATIONS**

There are no financial implications other than providing a more efficient process for payment of travel-related expenses and setting a consistent practice for entitlement to Daily Allowance and Per Diem.

## **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 ☐ Tecumseh App ☐

This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

---

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

Recommended by:

---

Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment(s): 1. Travel Policy, as amended

Lm/ak

[Attachment 1]



## The Corporation of the Town of Tecumseh

### POLICY MANUAL

<b>POLICY NUMBER: 14</b>	<b>EFFECTIVE DATE: October 11, 2016</b>
<b>SUPERCEDES:</b> PC 64/2001 – May 15, 2001 - Adopted by Council June 12, 2001 PC 77/2001 – June 20, 2001 - Adopted by Council June 26, 2001 PC 16/2002 – February 19, 2002 - Adopted by Council February 26, 2002 PPC 48/2004-August 5 <sup>th</sup> , 2004 - Adopted by Council-August 10 <sup>th</sup> , 2004 PPC 45-/05 – October 6, 2005 PPC 13/07 – January 23, 2007 - Adopted by Council - February 13, 2007 PPC 15/08 – May 27, 2008 - Adopted by Council – June 24, 2008 PPC-01/11 February 22, 2011 - Adopted by Council – March 8, 2011 PPC-14/11 September 13, 2011 Adopted by Council – September 27, 2011	<b>APPROVAL:</b> PPC – 07/16 September 27, 2016 Adopted by Council October 11, 2016
<b>SUBJECT: Travel Policy</b>	

#### PURPOSE:

- 1.1 The purpose of the Travel Policy is to provide allowable expenses to Council Members, Municipal Employees and Appointed Officials of the Corporation. The Corporation promotes fiscal responsibility and will provide allowable expenses in the most economical manner and practical way possible.

#### DEFINITIONS:

- 2.1 “Town Vehicle” is defined as any vehicle owned and maintained by the Corporation.

Policy No. 14  
Travel Policy

Page 2 of 4

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#### TRANSPORTATION:

- 3.1 For use of an employee's personal vehicle **outside of Essex County** for the purpose of the Corporation's business, the Corporation will reimburse the employee's approved mileage claim as set out in 3.3.
- 3.2 For the use of an employee's personal vehicle **within Essex County** for the purpose of the Corporation's business, a mileage claim, as set out in 3.3, **will only** be provided where a Town vehicle is not available when required, provided the scheduling of such use cannot be altered.
- 3.3 A mileage claim will be paid **[Mileage Expense Form Schedule A]** at the rate per kilometer travelled, as established annually by the Canada Revenue Agency, Automobile Deduction Limits, as the rate allowable as a tax-exempt allowance, or actual expenses for economy air, train or bus fare, with the most practical and economical cost.
- 3.4 A mileage claim for the use of an employee's personal vehicle, if air travel is available, may not exceed the equivalent of the economy air fare. If air travel is not available, the mileage claim may be based on the actual distance travelled.
- 3.5 Taxis, shuttles or other in-city transportation expenses, highway tolls and miscellaneous sundry items shall be actual amounts, upon submission of receipts.
- 3.6 Expenses associated with the use of a rented automobile for travel to and from a function, may be an allowable expense, provided the expense does not exceed the cost of taxi fares for the same purpose. The use of the rented automobile for personal business is not an allowable expense.

#### ACCOMMODATION:

- 4.1 The actual amount of overnight accommodations **outside of Essex County** will be allowed at a rate in accordance with the room rates charged for the function, or at the hotel's corporate/government rate for a standard room, whichever is less.
  - 4.2 Confirmation of room rental and the cost should be obtained before requesting payment.
  - 4.3 A receipt for payment must be obtained and submitted upon return.
  - 4.4 Any room charges for meals or other miscellaneous costs should be deducted and paid from the daily allowance.
-

Policy No. 14  
Travel Policy

Page 3 of 4

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#### DAILY ALLOWANCE:

- 5.1 A daily allowance may be claimed for attendance at all authorized conferences, workshops/seminars, etc... **outside** of Essex County. This rate shall be established at \$80.00 per day, payable in either Canadian or U.S. funds, at a currency to be determined by the location of the conference, workshop/seminar or meeting, with no receipts for actual expenses necessary.
- 5.2 An allowable expense for lunch may be claimed for attendance at all authorized conferences, workshops/seminars, etc... **within** Essex County, provided receipts for actual expenses are submitted.

#### PARKING:

- 6.1 The actual cost of parking incurred shall be paid by the Corporation upon submission of receipts.

#### PER DIEMS:

- 7.1 A daily per diem will be paid to a **Member of Council** when attending a full day or multiple day conference, workshop/seminar as authorized by Council in the amount of \$200.00.
- 7.2 A daily per diem be paid to Members of Council when travelling to a conference, workshop/seminar as follows:  
    i) \$100 for a half day (3.5 hours) of travel of 350 km or less;  
    ii) 200 for a day (7.0 hours) of travel greater than 350 km.
- 7.3 **Municipal Employees** when engaged in authorized civic affairs on Saturdays, Sundays, vacations or holiday may be granted time in lieu as follows:  
    i) a half day (3.5 hours) in lieu for travel of 350 km or less;  
    ii) a day in lieu (7.0 hours) for travel greater than 350 km.
- 7.4 A daily per diem will be paid to **Appointed Officials** attending a full day or multiple day conference, workshop/seminar, as approved by the Committee and within their budget, in the amount of \$200.00.

#### PAYMENT:

- 8.1 Whenever possible, transportation and accommodation expenses will be paid directly by the Corporation.
-

Policy No. 14  
Travel Policy

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Page 4 of 4

- 8.2 If it is not possible for the Corporation to pay directly, a payment will be provided to the attendee for transportation and/or accommodation costs for actual expenses incurred upon the attendee's return.
- 8.3 Reimbursement requests for transportation, accommodation, and parking, along with claims for Daily Allowance and Per Diems must be made on the **Travel Expense Account Form [Schedule B]**. Claims should be submitted within one (1) week of the attendee's return.
- 8.4 Payments in advance may be approved by the Chief Administrative Officer, under exceptional circumstances.

**BUDGETING:**

- 9.1 All costs associated with travel expenses are to be budgeted annually by the Department.


**Town of Tecumseh**  
**Mileage Expense Account**

**Total Reimbursement:**

Approval Signature \_\_\_\_\_

Vadim Account	Amount
HST	
Total:	

83



**Town of Tecumseh - Travel Expense Account**  
 Travel Policy No. 14/11  
 Professional Development Policy No. 73/11

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**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Position:**

☐ Mayor  
☐ Deputy Mayor  
☐ Councillor

☐ Employee  
☐ Committee Member  
☐ Other

**Date of Event:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_  
(conference/workshop/training)

**Location:** \_\_\_\_\_

**Details:**

Breakdown of Expenses:					TOTAL COST	HST	NET OF HST
Hotel Room	0	# Nights	@	Night (incl. all taxes)	\$ -		\$ -
Meals, Tips, Misc.		# Days	@	(Cdn/U.S.)	\$ -	\$ -	\$ -
Parking, Taxis & Buses						\$ -	\$ -
Registration							
Prepaid? <input type="checkbox"/> Yes <input type="checkbox"/> No If 'No', please enter amounts here >>							\$ -
Other (Describe)							\$ -
Transportation: Auto Allowance Only							
\$ 0.54 x		km (for the first 5,000 kms)			\$ -	\$ -	\$ -
\$ 0.48 x		km (for each km after 5,000)			\$ -	\$ -	\$ -
Total Expenses					\$ -	\$ -	\$ -

\_\_\_\_\_  
 Signature of Delegate

\_\_\_\_\_  
 Approval Signature

**CHARGE TO:**

ACCOUNT	AMOUNT
	\$ -
HST	\$ -
<b>Total</b>	\$ -

**Funds Available in Department Budget:** ☐ Yes ☐ No

**NOTE:** Actual hotel receipt must be submitted for HST and audit purposes.

Revised January, 2016





**TOWN OF TECUMSEH**  
**Travel Policy No. 14/11**  
**Professional Development Policy No. 73/11**

**REGISTRATION FEES:**

Registration fees for Council Members, Municipal Employees and Appointed Officials to authorized conferences, workshops/seminars, meetings, etc... shall be an allowable expense. Included as part of registration fees are extra functions which are part of the conference which shall be an allowable expense and will be paid by the Town.

**TRANSPORTATION:**

- a) For use of an employee's personal vehicle **outside of Essex County** for the purpose of the Corporation's business, the Corporation will reimburse the employee's approved mileage claim at the rate per kilometre travelled, as established annually by the Canada Revenue Agency, Automobile Deduction Limits, as the rate allowable as a tax-exempt allowance, or actual expenses for economy air, train or bus fare, with the most practical and economical cost.
- b) For the use of an employee's personal vehicle **within Essex County** for the purpose of the Corporation's business, mileage claim as set out in (a) above **will only** be provided where a Town vehicle is not available or is in use by another party when required, provided the scheduling of such use cannot be altered.
- c) A mileage claim for the use of an employee's personal vehicle, if air travel is available, may not exceed the equivalent of the economy air fare. If air travel is not available, the mileage claim may be based on the actual distance travelled.
- d) Taxis, shuttles or other in-city transportation expenses, highway tolls and miscellaneous sundry items shall be actual amounts, upon submission of receipts.
- e) Expenses associated with the use of a rented automobile for travel to and from a function, may be an allowable expense, provided the expense does not exceed the cost of taxi fares for the same purpose. The use of the rented automobile for personal business is not an allowable expense.

**ACCOMMODATION:**

The actual amount of overnight accommodations will be allowed at a rate in accordance with the room rates charged for the function, or at the hotel's corporate/government rate for a standard room, whichever is less. Confirmation of room rental and the cost should be obtained before requesting payment. A receipt for payment must be obtained and submitted upon return. Any room charges for meals or other miscellaneous costs should be deducted and paid from the daily allowance.

**DAILY MEAL ALLOWANCE:**

- a) A daily allowance may be claimed for attendance at all authorized conferences, workshops/seminars, etc... **outside of Essex County**. This rate shall be established at \$80.00 per day, payable in either Canadian or U.S. funds, at a currency to be determined by the location of the conference, workshop/seminar or meeting, with no receipts for actual expenses necessary.
- b) An allowable expense for lunch may be claimed for attendance at all authorized conferences, workshops/seminars, etc... **within Essex County**, provided receipts for actual expenses are submitted.

**PARKING:**

The actual cost of parking incurred shall be paid by the Corporation upon submission of receipts.

**PER DIEM:**

- a) A daily per diem will be paid to a **Member of Council** when attending a full day or multiple day conference, workshop/seminar, as authorized by Council in the amount of \$200.00.
- b) **Municipal Employees** when engaged in authorized civic affairs on Saturdays, Sundays, vacations or a holiday may be granted time in lieu as follows:
  - i. a half day (3.5 hours) in lieu for travel of 350 km or less;
  - ii. a day in lieu (7.0) hours for travel greater than 350 km.
- c) A daily per diem will be paid to **Appointed Officials** when attending a full day or multiple day conference, workshop/seminar, as approved by the Committee and within their budget, in the amount of \$200.00.

Revised : January 2012

**MAXIMUM CONFERENCE ATTENDANCE: (Professional Development Policy No. 73)**

- a) Members of Council may be authorized to attend up to three (3) conferences (2+ days) per year which have been approved by Council and are within their Department's budget. Members of Council may be authorized to attend workshops/seminars (1-2 days) which have been approved by Council and are within their Department's budget.
- b) Municipal Employees may be authorized to attend conferences (2+ days) which have been approved by the Department Director or the Chief Administrative Officer (CAO) and are within their Department's budget. Municipal Employees may be authorized to attend workshops/seminars (1-2 days) which have been approved by the Department Director or the CAO and are within their Department's budget. Those planning to attend a conference, workshop/seminar shall obtain the Department Director's or the CAO's approval prior to registering by completing the Seminar/Conference/Course Attendance Form.
- c) Appointed Officials may be authorized to attend conferences, workshops/seminars which have been approved by the Committee and are within their Department's budget allocation.

Revised : January 2012



## THE CORPORATION OF THE TOWN OF TECUMSEH

Financial Services  
Report No. 18/16

**TO:** Mayor and Members of Council

**FROM:** Luc Gagnon, Director Financial Services & Treasurer

**DATE:** October 15, 2016

**DATE TO COUNCIL:** October 25, 2016

**SUBJECT:** Budget Variance Report – August 31, 2016

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### **RECOMMENDATIONS**

It is recommended that:

1. Financial Services Report # 18/16, Budget Variance Report - August 31, 2016, be received for information.
2. Recognition of the \$116,000 Windsor Essex Economic Development Corporation (WEEDC) funds being returned be deferred for budget purposes until a use for the funds has been determined.

### **BACKGROUND**

All departments have reviewed actual results for the period January 1, 2016 to August 31, 2016 in order to identify and report on variances from budget. This analysis looks at both operating and capital budgets.

Directors were also asked to provide year end projected results to determine if we expect to be in a surplus or deficit position at the end of the year.

### **COMMENTS**

Directors review year-to-date financial results for the first eight months of 2016, compare these to the prior year results for the same period and to the 2016 approved budget. Based on the review and analysis, a projection of year end results is made in order to determine the expected results of operations.

## **Operating**

### **Tax-Supported**

Based on August year-to-date results, we are projecting a tax supported operating surplus of approximately \$510,000 (see table attached), before year end transfers and adjustments. In this section, we will highlight those areas which are subject to some variability and summarize the significant variances.

It is important to note that the projections are based on a number of estimates which can vary significantly prior to year-end. The main factor that will impact these projections is:

- Flood event of September 29: Estimates of the impact of the major storm event of September 29 have not been incorporated in this report as recovery is ongoing and data is still being gathered.

In formulating estimates where there is a range of expected results, Administration used the lower end of the range in order to be conservative in our projections.

Major budget variances for the year, actual versus budget, are as follows:

➤ Council – Wages and benefits are estimated to be \$22,000 under budget due to the vacancy on Council and lower per diems.	(22,000)
➤ Council – Expenditures are estimated to be \$13,000 under budget primarily due to lower professional development activity (\$18,000). Donations of \$5,000 for Fort McMurray wildfire relief will be funded through lifecycle reserve.	(13,000)
➤ Corporate Shared – Taxation revenue is expected to be \$41,000 greater than budgeted due to greater than estimated property assessment.	(41,000)
➤ Corporate Shared – WindsorEssex Economic Development Corporation (WEEDC) disposition of surplus funds returned to municipalities.	(116,000)
➤ Corporate Shared – Penalty & interest revenue is estimated to be \$45,000 less than budgeted due to lower taxes receivable.	45,000
➤ Corporate Shared – Bank interest revenue is estimated to be \$60,000 greater than budgeted due to greater than anticipated interest rates. This surplus will be transferred to the tax stabilization reserve.	0
➤ Corporate Shared – Tax write-offs are estimated to be \$70,000 less than budgeted due to reduced vacancy rebates available to industrial and commercial properties (\$10,000) and fewer assessment appeals (\$60,000).	(70,000)
➤ Corporate Shared – Deficit forecast reflects the \$1,168,000 allocation of the 2015 surplus, which is offset by an opening surplus adjustment in the financial statement.	0
➤ CAO – Wages and benefits expected to be under budget largely as a result of mid-year start of Manager of Strategic Initiatives (\$49,000) offset by payout of unused vacation days \$18,000.	(31,000)
➤ CAO – Legal fees will be over budget, offset by transfer from reserve. The lottery licensing suit is ongoing and difficult to predict; estimated to be \$360,000 over budget.	0

➤ CAO – Professional fee - other expected to be over budget due to Ward Boundary Review and Customer Satisfaction Survey.	20,000
➤ Financial Services wages and benefits expected to be under budget due to October start of Purchasing Officer and temporary vacancy at Clerical I - Payroll.	(90,000)
➤ Corporate Services & Clerk wages and benefits expected to be under budget due to temporary vacancy at Clerk II position, Administrative Assistant position, salary gapping and no student placement.	(36,000)
➤ Corporate Services & Clerk – Elections costs expected to be \$11,000 over budget due to bi-election. Costs will be offset by transfer from lifecycle reserve.	0
➤ Human Resources – Professional fee - other costs for CUPE 702.13 pay equity review.	10,000
➤ Fire – Wages and benefits expected to show favourable variance primarily due to salary gapping and retirement payouts.	(12,000)
➤ Police – OPP reports and clearances revenue expected to show unfavourable variance due to alignment of fees with OPP fee schedule and not charging for volunteer clearances.	18,000
➤ Police – OPP Contract expected to show favourable variance of \$58,000 which represents the budgeted allowance for the contract reconciliation.	(58,000)
➤ Conservation Authority will be over budget as Town budget was developed prior to availability of ERCA budget estimates.	8,000
➤ Building – Professional fees - legal expected to be over budget to due to lawsuit.	13,000
➤ By-law – Wages and benefits over budget due to retirement payouts.	6,000
➤ Roadways – Interfunctional revenue expected to be under budget due to fewer labour hours assistance to Sanitary.	18,000
➤ Roadways – Wages and benefits expected to be over budget largely due to less time allocated to Winter Control.	19,000
➤ Roadways – Memberships expected to be lower largely due to lower OneCall callouts.	(6,000)
➤ Roadways fuel charges expected to be under budget due to lower consumption during mild winter season and lower commodity costs.	(22,000)
➤ Roadways – Roadside maintenance program expected to be over budget due to additional ditching and culvert work required during regular maintenance and increased Municipal drain works.	6,000
➤ Winter Control – Expected to show favourable variance due to less time allocated from Roadways (\$16,000) and reduced salt consumption (\$86,000).	(105,000)
➤ Transit – Grant revenue up \$37,000 which is offset by a reduction in the transfer from reserve.	0
➤ Street Lighting – Miscellaneous revenue of \$11,000 represents cost recoveries due to motor vehicle accidents.	(11,000)

➤ Street Lighting – Estimating 40% cost savings resulting from LED conversion mid-year; largely offset by unfavourable variance caused by a higher than normal Global Adjustment charge. Net savings of \$10,000 will be transferred to the lifecycle roads reserve to repay the LED capital costs.	0
➤ Storm Sewers – Wages and benefits expected to be under budget due to October start of Storm Sewer Operator.	(68,000)
➤ Storm Sewers – Equipment parts and service over budget due to significant costs stemming from St. Louis pump station repair.	14,000
➤ Garbage Collection – Will be over budget due to early start of yard waste pick-up program (\$16,000) and the major flood event of September 29 (cost TBD).	16,000
➤ Garbage Disposal – Under normal circumstances, would have been expected to show an estimated \$31,000 favourable variance. By year end, however, tipping fees will be over budget due to the major flood event. An estimate of the cost is difficult as recovery is ongoing and data is still being gathered.	(31,000) Flood - TBD
➤ Golden Age Club – Anticipating \$7,000 unfavourable variance largely due to flood-damaged floor repair.	7,000
➤ Parks – Operating costs expected to be slightly under budget as fuel cost savings (\$7,000) and higher revenues (\$5,000 student employee grant funds) are offset by higher electricity and water costs (\$10,000).	(5,000)
➤ Arena – Operating costs are expected to show a favourable variance as higher hydro costs (\$15,000) are offset by temporary Rink Attendant vacancy (\$10,000), lower natural gas costs (\$5,000) and lower maintenance costs (\$9,000).	(9,000)
➤ Arena – Ice capital surcharge is expected to generate an additional (\$6,000) in revenue, which will be transferred to the Arena LC reserve to supplement the annual Arena lifecycle allocation.	0
➤ Recreation Programs – Expected to be over budget due to adjusted allocation of Manager of Programs & Events hours (\$19,000) and lower program registration fees (\$11,000) partly offset by greater than expected Canada Summer Jobs grant funding of \$9,000 and lower Day Camp salaries (\$10,000).	19,000
➤ Corn Festival – Expected to be under budget due to adjusted allocation of Manager of Programs & Events hours (\$19,000). Lower gate, booth and carnival revenues (combined \$25,000) were offset by higher donations revenue (\$8,000), lower entertainment costs (\$16,000) and lower grounds maintenance costs (\$3,000).	(26,000)
➤ Special Events – Expected to be under budget primarily due to greater advertising and donations revenue.	(9,000)
➤ Planning and Zoning – Expected to be over budget due to lower planning application revenues (\$10,000) and higher wages costs associated with employee retirement and re-staffing.	15,000
➤ Planning and Zoning – Development Charge Study to be over budget due to an outstanding professional fee charge.	5,000

➤ Planning and Zoning – Manning Rd Secondary Plan Area Specific DC expected to be over budget due to professional services costs arising from OMB hearing.	57,000
➤ Planning and Zoning – Tecumseh Hamlet Secondary Plan Area Specific DC expected to commence in 2017. No impact to budget is anticipated as costs are offset by reserve funding.	0
➤ Planning and Zoning – Community Improvement Plan Grant funding expected to be over budget (\$10,000), offset by transfer from reserves.	0
➤ Committee of Adjustment – Expected to be under budget as revenues from application fees exceed budget.	(12,000)
➤ Agriculture and Reforestation – Expected to be over budget due to higher wages and benefits and mileage costs partly offset by engineering professional fees not incurred.	4,000

Numerous accounts with favourable and unfavourable variances of under \$5,000 along with the above-noted items contribute to the estimated surplus.

#### Rate-Supported

- Sanitary operations are expected to show a deficit of \$19,000 while water operations are expected to show a surplus of \$78,000 which will have the impact of increasing/reducing the funds available for capital purposes.

Significant variations from budget are expected to be:

➤ Sanitary – Sewer charge revenue \$20,000 favourable to budget overall, mainly due to higher residential water consumption.	(20,000)
➤ Sanitary – Contract cost is expected to be unfavourable to budget due to higher than estimated sanitary treatment costs charged by the City of Windsor. The flood event will likely impact this cost as well, however an estimate has not been included as data is still being gathered (TBD).	90,000
➤ Sanitary – Interfunctional admin charges are favourable due to fewer recoverable charges from Public works roadways for sanitary work.	(18,000)
➤ Water – User charges is expected to be greater than budget due to greater water usage during abnormally hot and dry summer.	(60,000)
➤ Water – User charges to Lakeshore areas is expected to be greater than budget due to the temporary supply of water to Lakeshore Area D for the months January and February (\$43,000) and greater water consumption during abnormally hot and dry summer months.	(80,000)
➤ Water – Work order revenue trending higher than normal.	(18,000)
➤ Water – Wages and benefits expected to be under budget due to mild winter conditions (fewer watermain breaks) and filling one of two budgeted student positions.	(12,000)

➤ Water purchases expected to show unfavourable variance primarily due to higher consumption during hot and dry summer months.	120,000
➤ Water – Oasis user charges expected to be under budget due to greater demand resulting from construction activity and lower hydro & water costs.	(7,000)

Numerous accounts with favourable and unfavourable variances of under \$5,000 along with the above-noted items contribute to the estimated operating surplus for rate supported departments of \$60,000.

*Note: A surplus increases the balance transferred to reserve funds to offset capital requirements.*

### **Capital/Lifecycle**

The Capital/Lifecycle analysis consists of reviewing the status of approved projects comparing approved funding to actual results. Generally projects took place as planned in the various departmental 2016 Capital Works plans and actual results are within those approved funding envelopes with a small surplus of \$10,000 expected.

Items of note include:

- Asphalt and Tar & Chip tenders were awarded with asphalt paving largely complete (crack sealing yet to complete). Tender costs were \$20,000 and \$31,500 over budget allocations respectively; work is nearing completion and should be within 5% of \$985,000 budget.
- LED \$1.2M Streetlights conversion project is complete with actual costs coming in under budget due to favourable tender prices and reduced quantities. Surplus may be as high as \$550,000.
- Pike Creek at 12<sup>th</sup> Concession Road bridge work was carried forward from 2015. Construction is complete. Minor deficiencies and grass seed remain. May be slightly over budget.
- Tecumseh Road CIP engineering is ongoing. Budget estimate was increased from \$400,000 to \$755,000 in order to do more detailed design work. Council approved the option of locating utilities underground with an estimated project cost of \$18.8M. Administration continues to review phasing in of the project and researching funding options including grants and utility cost sharing.
- Shawnee/Arbour Improvements Phase 2 construction is complete with surface asphalt to be placed in 2017. Total costs are under the \$3.1M budget by \$200,000.
- Dumouchelle/Outer sanitary sewer extension construction is complete with surface asphalt to be placed in 2017. Total costs will be close to the \$2.6M budget.
- Council approved a \$220,000 allocation for design for the 8<sup>th</sup> Concession trunk sanitary sewer and watermain.
- Lakewood Park work under the CIP grant is continuing. The trail component is complete with the bridge tender going out in early August.
- Balance of park projects are in various stages of planning with works to be complete in 3<sup>rd</sup> and 4<sup>th</sup> quarters. The Town Hall Centre playset has been deferred to 2017 pending review of the park makeup as it relates to the Sportsplex being considered.
- Council approved the Sportsplex Feasibility Study & Business Plan with an estimated cost of \$14.1M to \$22.0M. Administration continues to develop the plan further with a detailed report to Council outlining next steps for future direction and development of the Multi-Use Sportsplex as well as reviewing funding options including grants, fundraising and user cost sharing.
- The Town has partnered with ERCA for an extension to the Greenway Trail. Town's contribution is \$180,000 to come from the Infrastructure Reserve.
- Arena dressing room refurbishing and rubber flooring allocation of \$20,000 is being carried over to 2017 as the junior B team did not commence operation as anticipated.



- The De Super Pre-heater project is on hold pending Technical Standards Safety Authority approval.

### **Summary**

Current projections are for a tax supported operating surplus of \$511,000 for operations and a capital surplus of \$10,000 for a total surplus of \$520,000.

### **CONSULTATIONS**

All departments

### **FINANCIAL IMPLICATIONS**

Early forecasts indicate an overall tax supported surplus exceeding \$500,000 mostly as a result of greater grant revenues of \$176,000, lower salt purchases of \$86,000 and lower tax write-offs of \$70,000.

It is important to note that projections are based on a number of estimates which can vary significantly prior to year-end and do not include an estimate for the impact of the September 29 flood event. Administration will continue to closely monitor the budget.

The Town received \$116,000 from Windsor Essex Economic Development Corporation (WEEDC) disposition of surplus funds returned to municipalities. A portion of the funds \$18,000 may need to be proven to have been spent on economic development if the Province were to audit program spending. Administration recommends that recognition of the \$116,000 revenue source be deferred until a use for the funds has been determined.

Further recommendations will be made for Council consideration once year-end results are known.

## **LINK TO STRATEGIC PRIORITIES**

<b>No.</b>	<b>2015-16 Strategic Priorities</b>	<b>Applicable</b>
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

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

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment(s): 1. August Operating Variance Summary

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## Attachment 1

### Town of Tecumseh August Operating Variance Summary Summary of All Units

	2016 Approved Budget	2016 Year End Forecast	2016 Forecast Surplus/Deficit
<b>Tax Supported</b>			
Council	344,358	305,256	-39,102
Corporate Shared	-14,045,672	-13,056,603	989,069
Administration	2,540,694	2,406,062	-134,632
Fire	1,168,996	1,158,229	-10,767
Police	3,582,402	3,543,385	-39,017
Conservation Authority	235,920	244,122	8,202
Building	160,900	178,410	17,510
Other Protection	85,964	87,696	1,732
Emergency Measures	28,050	26,568	-1,482
Public Works	2,058,482	1,944,469	-114,013
Transit	87,169	87,169	0
Storm Sewers	344,948	286,656	-58,292
Garbage Collection/Disposal	1,263,200	1,248,686	-14,514
Golden Age Club	15,400	22,505	7,105
Parks	1,131,658	1,127,727	-3,931
Arena	344,930	366,987	22,057
Pool	92,441	92,893	452
Recreation Other	30,500	21,987	-8,513
Libraries & Culture	43,688	8,868	-34,820
Planning & Zoning	485,972	555,297	69,325
<b>Operating</b>		656,368	656,368
<b>Opening Surplus (shown under Corp. Shared)</b>		-1,167,543	-1,167,543
<b>Operating Variance</b>		-511,175	-511,175
<b>Capital Variance</b>		-10,000	-10,000
<b>Total Tax Supported Variance</b>		-521,175	-521,175
<b>Rate Supported<sup>1</sup></b>			
Sanitary Sewers		18,830	18,830
Waterworks System		-78,498	-78,498
<b>Total Rate Supported</b>		-59,668	-59,668
<b>Total Summary of All Units</b>		-580,843	-580,843



## THE CORPORATION OF THE TOWN OF TECUMSEH

Parks & Recreation Services  
Report No. 28/16

**TO:** Mayor and Members of Council

**FROM:** Casey Colthurst, Manager Parks and Horticulture

**DATE:** October 12, 2016

**DATE TO COUNCIL:** October 25, 2016

**SUBJECT:** Design, Supply, & Install Outdoor Exercise Equipment at Lakewood Park  
RFP Award

---

### **RECOMMENDATIONS**

It is recommended that:

1. The proposal provided by Playpower LT Canada to design, supply, and install exercise equipment at Lakewood Park in the amount of \$85,415.00 plus HST be approved; and that
2. The Mayor and Clerk be authorized to enter into an agreement, satisfactory in form to the Town's Solicitor, with Playpower LT Canada.

### **BACKGROUND**

At the May 26, 2015 Regular Meeting of Council, Council authorized Administration to install outdoor fitness equipment in Lakewood Park (Motion: RCM – 184/15). Funding for the project was to be provided from the Canada 150 Community Infrastructure Grant, the Waterfront Park Reserve and the Infrastructure Reserve.

### **COMMENTS**

Administration prepared a "Request for Proposals (RFP) Design and Supply of Exercise Equipment for Lakewood Park". The RFP was advertised on the Town's website. The Clerk received seven (7) responses to the RFP.

The RFP stated that the proponents were to submit proposals to supply outdoor exercise equipment with a maximum budget of \$60,000. Optional prices were to be supplied for the installation of the equipment in addition to the engineered wood fiber safety surfacing. All seven proponents supplied designs at a cost within the budgeted amount.

An evaluation was conducted utilizing criteria listed in the RFP for the following areas:

- Design / Functionality / Versatility (30 points)
- Comprehensive Information / Fitness Program (20 points)
- Quality of Materials / Durability / Maintenance (20 points)
- Aesthetics / Integration with Environment (20 points)

- Completeness and Clarity of the proposal (10 points)

Evaluations were completed with a panel comprised of the Manager Parks and Horticulture, Director Parks & Recreation and Director Planning & Building Services. A summary of the proposals is as follows:

Proponents	Quotation Equipment Only (HST extra)	Quotation <u>w</u> Installation (HST extra)
Playpower LT Canada (Trekfit)	\$54,990	\$85,415
New World Park Solutions (Playworld)	\$58,349	\$88,484
Open Space Solutions	\$60,000	\$99,223
ABC Recreation	\$57,591	\$91,501
Henderson Recreation (Greenfields)	\$60,000	\$76,886
Park n Play Design (Game Time)	\$41,252	\$64,196
Play KSL	\$59,994	\$111,824

The proposal from Playpower LT Canada was the highest scoring proposal and is the preferred submission. Timelines for completing the project by the Canada 150 grant deadline are tight and the installation costs are within the range expected if we were to source locally, therefore Administration is recommending that the total project, including installation, be awarded to Playpower LT Canada.

See Financial Implications section for an analysis of the budget impact.

## **CONSULTATIONS**

Director Financial Services & Treasurer  
Director Parks & Recreation  
Director Planning & Building Services

## **FINANCIAL IMPLICATIONS**

The total anticipated project cost using the tendered price is as follows:

Tendered Amount	\$85,415
Non Rebateable HST (1.76%)	\$1,503
<b>Total</b>	<b>\$86,918</b>
Bridge Budget (allocated through Canada 150)	\$60,000
Canada 150 Contingency Allocation	\$26,918
<b>Allocation Surplus/Shortfall</b>	<b>0</b>

Using the submitted cost for the design, supply, and install, and non-rebateable HST, the total project cost will be within the approved allocation under the Canada 150 Community Infrastructure Grant Program.

Administration therefore recommends that:

1. The proposal provided by Playpower LT Canada to design, supply, and install exercise equipment at Lakewood Park in the amount of \$85,415.00 plus HST be approved; and that
2. The Mayor and Clerk be authorized to enter into an agreement, satisfactory in form to the Town's Solicitor, with Playpower LT Canada.

### **LINK TO STRATEGIC PRIORITIES**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	✓
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	✓
5.	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 CAO.

Prepared by:

Reviewed by:

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Casey Colthurst  
Manager Parks & Horticulture

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Brian Hillman  
Director Planning & Building Services

Reviewed by:

Reviewed by:

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

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Paul Anthony, RRFA  
Director Parks & Recreation

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

C.C.





**THE CORPORATION OF THE  
TOWN OF TECUMSEH**

**PLANNING AND BUILDING SERVICES  
DEPARTMENT  
Report No. 31/16**

**TO:** Mayor and Members of Council

**FROM:** Chad Jeffery, MA, MCIP, RPP  
Manager, Planning

**DATE:** October 20, 2016

**DATE TO COUNCIL:** October 25, 2016

**SUBJECT:** Zoning By-Law Amendment  
Summary of Public Consultation and Planning Analysis  
V.A.C. Management Inc.  
1415 Lesperance Road  
OUR FILE: D19 1415LES

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**RECOMMENDATIONS**

It is recommended that:

1. Planning and Buildings Services Report 31/16 be received and the architectural building renderings attached thereto as Attachments 3 and 4, be endorsed;
2. A by-law having the effect of amending the Tecumseh Zoning By-law 1746 for the 971.5 square metre (10,458 square foot) property located on the west side of Lesperance Road (1415 Lesperance Road), approximately 27 metres south of its intersection with Arbour Street, from "Residential Type Two Zone (R2-3)" to "Residential Type Two Zone (R2-25)" to permit the reconstruction of a general/professional office building, be given first and second readings; and
3. Third and final reading of the above-noted by-law be given, upon the property owner entering into a site plan control agreement with the Town of Tecumseh that will facilitate the development of the lands in accordance with the architectural building renderings and associated site design details noted in Planning and Buildings Services Report 31/16.

**BACKGROUND**

On September 13, 2016, Council held a public meeting in accordance with *The Planning Act* to hear comments on a proposed application to amend the Tecumseh Zoning By-law to permit the reconstruction of a general/professional office building on a 971.5 square metre (10,458 square foot) property located on the west side of Lesperance Road (1415 Lesperance Road), approximately 27 metres south of its intersection with Arbour Street (see Attachment 1). The subject property is currently vacant. A 200 square metre (2,152 square foot), one-storey general/professional office building previously occupied the property (demolished in 2015).

The subject property is situated in the former Tecumseh urban area within a stable, low-density, residential neighbourhood. Low density residential uses abut the subject property to the immediate north, south, east and west. Beyond these residential uses, to the north, is the Ste. Antoine Elementary School and, to the south, is St. Anne's Cemetery. It should also be noted that an additional office/commercial use is located approximately 100 metres south of the subject property, on the east side of Lesperance Road (see Attachment 2).

The current zoning permits either a single-unit residential dwelling on the property or a general/professional office. However, the office use is currently restricted to operating from the "existing building" which has since been demolished. The proposed zoning by-law amendment rezones the property into a site-specific zone, from "Residential Type Two Zone (R2-3)" to "Residential Type Two Zone (R2-25)", that will continue to permit either a single-unit residential dwelling or a general/professional office. The nuance to the proposed R2-25 zone is that the restriction of the "*existing buildings and structures*" regulation will be removed. In addition, the proposed R2-25 zone establishes additional site-specific regulations related to yard widths (setbacks), parking and landscaped buffer requirements. No other commercial uses, other than a general/professional office will be permitted on the subject property.

The purpose of this Report is to summarize the nature of the comments received at the September 13, 2016 public meeting and recommend a course of action with respect to the proposed Zoning By-law amendment application.

## **COMMENTS**

### **Comments Received at September 13, 2016 Public Meeting**

The public meeting was attended by the applicant and seven residents/property owners primarily from the surrounding neighbourhood. The issues raised at this meeting are summarized below in italics and are followed by the Administrative response.

#### **Issue No. 1 – Subject Property should be developed for a residential use**

*Based on the surrounding residential nature of the area, the subject property should be developed for a residential use rather than a commercial office use.*

#### **Response**

The reconstruction of a commercial office building on the subject property is reasonable and appropriate, particularly in light of the current designation and zoning which recognizes the historical use of the property as a general/professional office building and contemplates the continuation of commercial office uses operating from the property.

The Provincial Policy Statement (PPS) and the County of Essex Official Plan encourage and support an appropriate mix of urban uses along with redevelopment/re-investment on lands that are within settlement areas that are intended to meet expected needs of existing and

future residents and employment opportunities. These are basic tenets of complete, diverse, sustainable and vibrant communities.

The current Official Plan land use policy also establishes that the proposed development shall be properly integrated within the existing community. Through proper design considerations that will be required through the site plan control process, the proposed development can satisfy this criterion.

Administration continues to be of the opinion that the Zoning By-law Amendment application proposing the reconstruction of an office building on the subject property will result in appropriate development that is suitable and compatible with surrounding uses and will result in orderly development.

### **Issue No. 2 – Increased Traffic Concerns**

*The proposed development will cause an unacceptable increase in traffic.*

### **Response**

Anticipated traffic generated by the proposed use will be accommodated by 10 on-site parking spaces. The building will be occupied by a corporate head office use that will typically have no more than two to three employees working at the offices at a given time. The traffic volumes anticipated will be equal to, if not less than, the traffic volumes generated from the commercial uses that previously occupied the property. Traffic and the impact to adjacent streets should be negligible and reasonably accommodated without adverse impacts.

It should also be noted that various office uses have historically operated from the subject property in harmony with the surrounding residential neighbourhood. Commercial office uses have had a historical presence at this location and have co-existed without any noted land use conflicts or concerns related to traffic congestion. Lesperance Road is intended to carry significant traffic volumes, which it does. This use will have no discernible impact on the operation of Lesperance Road.

The proposed development is also serviced by a Tecumseh Transit bus stop that is located approximately 75 metres to the north (on the east side of Lesperance Road) and other bus stops within a short walking distance along Tecumseh Road that ultimately lead to Tecumseh Mall in the City of Windsor, which is a major transit hub, thereby reducing the need to rely on a personal vehicle for mobility.

Based on all of the foregoing, Administration believes that the proposed development will not cause an unacceptable increase in traffic flow on nearby streets.

### **Issue No. 3 – Building and Site Design**

*The building's appearance/design (ie. flat roof, side entrance location and few window openings) is not in keeping with the residential character of the area. In addition, site design issues related to stormwater management were expressed.*

### **Response**

#### **i) Building Architectural Design**

In response to the concerns identified at the public meeting, the Owner and its Architect met with Town Administration on a number of occasions and discussed revisions to the building's design that would result in it having a more "residential" appearance. In response, the Owner has proposed a revised design that attempts to satisfy the concerns identified (see Attachments 3 and 4) as follows:

- Move the main entrance of the building forward (from the original side entrance location) and closer to the front façade of the building, opening onto the front yard/Lesperance Road. This entrance will connect to a concrete sidewalk along the perimeter of the building that will provide pedestrian access from the building to the on-site parking lot and to the municipal sidewalk along Lesperance Road;
- Incorporate additional windows/fenestration along the front façade of the building (facing Lesperance Road); and
- Incorporate a pitched-roof design on the building.

These changes will improve the building's relationship to the public realm (i.e. Lesperance Road) and provide design features that more closely typify a residential building. A comparison of the original design and the proposed design is provided in Attachment 5. We are now satisfied that the revised building design appropriately integrates with the surrounding built form.

The new office building will be of similar size and in the same general location as the building that once occupied the property and will be generally in line with existing residential dwellings that abut to the north and south.

#### **ii) Site Design**

In addition, in order to provide additional consideration to the abutting residential uses, new vinyl privacy fencing (rather than pressure treated wood) will be provided along the side and rear lot lines, along with new landscaped buffer areas along the rear lot line and southerly side lot line. These features will be designed to take into account the need for safe sight lines from the existing driveways exiting abutting residential properties. It should be noted that these design features were not provided on the property when the previous building/use was present.

In order to ensure that the aforementioned design features are implemented, it is recommended that the Town require the applicant to enter into a site plan control agreement with the Town to be presented to Council contemporaneously with third reading of the associated Zoning By-law amendment. The site plan agreement will address the above-noted building design/appearance, site design features (fencing, landscaping, air conditioner placement, etc.) and engineering issues such as on-site management of stormwater in such a manner that there is no adverse impact to abutting properties.

Accordingly, based on the foregoing, and in accordance with the existing land use policy that applies to the subject property (as established by the Tecumseh Official Plan), adequate design precautions have been taken to ensure that the proposed office use will not create adverse effects on adjacent land uses and that adequate parking, vehicular access, landscaping, tree planting and buffering will be provided in order to create an attractive appearance and ensure compatibility with surrounding land uses.

### **Planning Analysis**

A detailed planning analysis addressing the policies contained within the Provincial Policy Statement, the County of Essex Official Plan and the Tecumseh Official Plan was provided by way of Planning and Building Services Report 24/16. This Report was received and reviewed by Council at its August 9, 2016 Regular Council Meeting and at the subsequent Public Meeting on September 13, 2015.

In summary, the PPS and County Official Plan support and promote intensification that results in compact built form and makes more efficient use of existing services while encouraging and supporting an appropriate mix of urban uses along with redevelopment/re-investment on lands that are within settlement areas.

In addition, as mentioned previously, the proposed development also satisfies the current land use policy specifically identified in the Tecumseh Official Plan as the proposed development can be properly integrated within the existing community through proper design considerations that will be achieved through the site plan control process.

Accordingly, it is the opinion of Administration that the proposed development conforms to the PPS, the County of Essex Official Plan and the Tecumseh Official Plan. The proposed development will be compatible and properly integrated with existing and potential future uses in the surrounding area and will result in appropriate development based on sound land use planning principles.

### **Conclusion**

In summary and based on the foregoing analysis, it is the opinion of the writer, along with Town Administration, that the concerns/issues raised by those in attendance at the public meeting have been adequately addressed. Administration continues to support the proposed development. Detailed site design issues will be addressed through the required site plan control agreement that will be finalized and recommended for execution by Council contemporaneously with the third reading of the Zoning By-law amendment.

Council's endorsement of the proposed building design (as shown on Attachments 3 and 4) will provide the Owner a level of comfort that will allow them to proceed with their development plans and authorize their Architect to proceed with more detailed site-design and site-servicing drawings that will be required in advance of the zoning by-law amendment coming into full effect.

Accordingly, Town Administration recommends that Council:

1. receive Planning and Building Services Report 31/16 and in doing so, endorse the architectural building renderings (as shown on Attachments 3 and 4);
2. give first and second readings to a by-law amending the Tecumseh Zoning By-law 1746 permitting the proposed development; and
3. give third and final reading of the above-noted by-law upon the property owner entering into a site plan control agreement with the Town at a future date.

### **CONSULTATIONS:**

This development application has been reviewed by:

Planning and Building Services

### **FINANCIAL IMPLICATIONS:**

There are no financial implications.

### **LINK TO STRATEGIC PRIORITIES:**

No.	2015-16 Strategic Priorities	Applicable
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	
5.	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.	

**Planning and Building Services Report 31/16**  
**Zoning By-Law Amendment**  
**Summary of Public Consultation and Planning Analysis**  
**V.A.C. Management Inc.**  
**1415 Lesperance Road**  
**OUR FILE: D19 1415LES**  
**October 20, 2016**

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## **COMMUNICATIONS**

Not applicable ☒

Website ☐ Social Media ☐ News Release ☐ Local Newspaper ☐

**Planning and Building Services Report 31/16**  
**Zoning By-Law Amendment**  
**Summary of Public Consultation and Planning Analysis**  
**V.A.C. Management Inc.**  
**1415 Lesperance Road**  
**OUR FILE: D19 1415LES**  
**October 20, 2016**

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This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

Prepared by:

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Enrico De Cecco, BA (Hons), MCIP, RPP  
Junior Planner

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Chad Jeffery, MA, MCIP, RPP  
Manager, Planning

Reviewed by:

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Brian Hillman, MA, MCIP, RPP  
Director of Planning and Building Services

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

ED

Attachment(s):

1. Subject Property Map
2. Property Location and Surrounding Land Use Map
3. Proposed Rendering 1
4. Proposed Rendering 2
5. Comparison of Original Rendering and Proposed Rendering

File Name (R:\ZBA & OPA APPLICATIONS\D19 1415LES\Planning Report 31-16 - D19 1415LES, Approval of ZBA report.docx

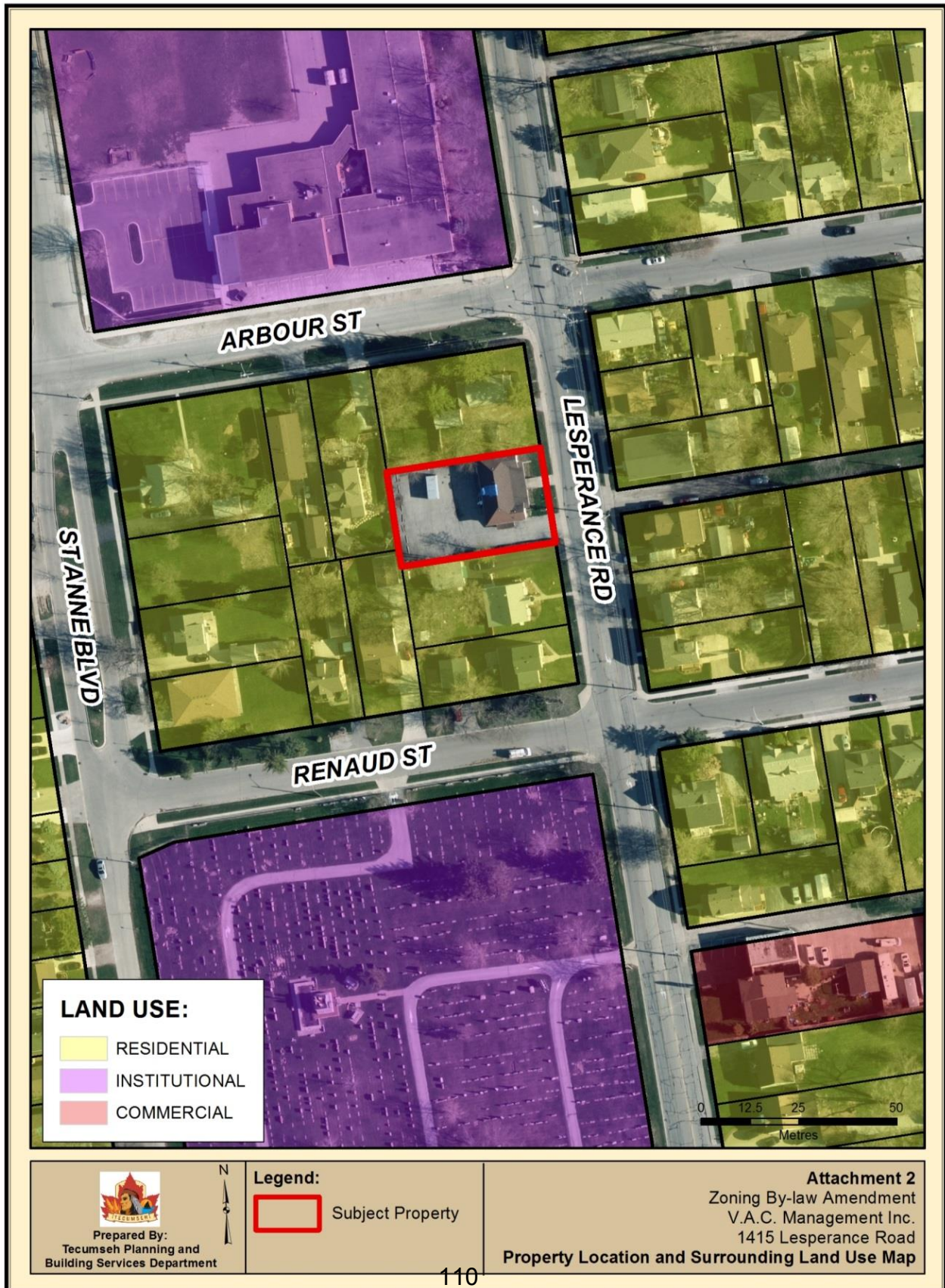


**Planning and Building Services Report 31/16**  
**Zoning By-Law Amendment**  
**Summary of Public Consultation and Planning Analysis**  
**V.A.C. Management Inc.**  
**1415 Lesperance Road**  
**OUR FILE: D19 1415LES**  
**October 20, 2016**





**Planning and Building Services Report 31/16**  
**Zoning By-Law Amendment**  
**Summary of Public Consultation and Planning Analysis**  
**V.A.C. Management Inc.**  
**1415 Lesperance Road**  
**OUR FILE: D19 1415LES**  
**October 20, 2016**





**Planning and Building Services Report 31/16**  
**Zoning By-Law Amendment**  
**Summary of Public Consultation and Planning Analysis**  
**V.A.C. Management Inc.**  
**1415 Lesperance Road**  
**OUR FILE: D19 1415LES**  
**October 20, 2016**



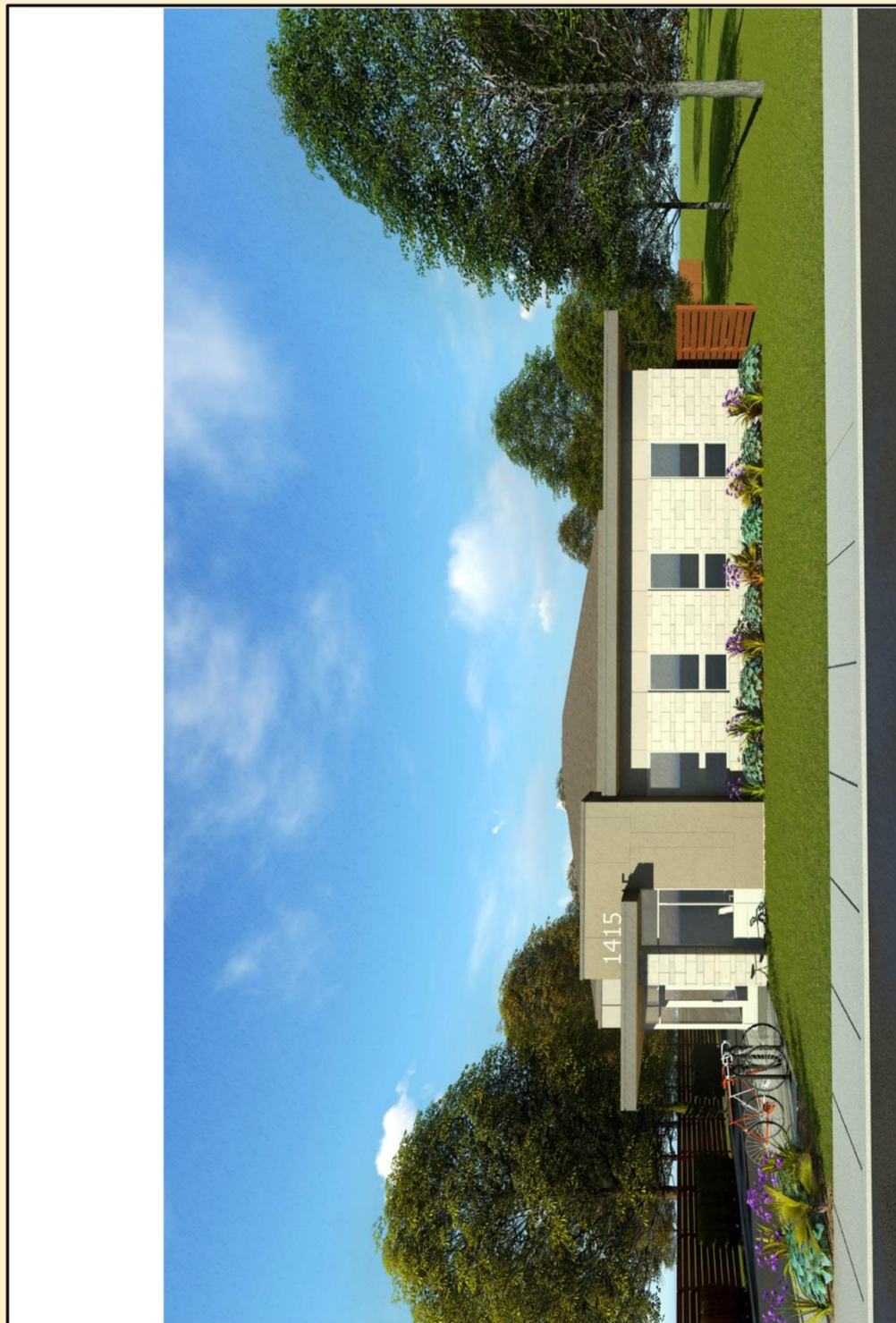
*View of building along Lesperance Road, Facing North-West*



Prepared By:  
 Tecumseh Planning and  
 Building Services Department

**Attachment 3**  
 Zoning By-law Amendment  
 V.A.C. Management Inc.  
 1415 Lesperance Road  
**Proposed Rendering 1**

Planning and Building Services Report 31/16  
 Zoning By-Law Amendment  
 Summary of Public Consultation and Planning Analysis  
 V.A.C. Management Inc.  
 1415 Lesperance Road  
 OUR FILE: D19 1415LES  
 October 20, 2016



*View of building along Lesperance Road, Facing West*



Prepared By:  
 Tecumseh Planning and  
 Building Services Department



***Original Building Rendering***



***Proposed Building Rendering***



Prepared By:  
 Tecumseh Planning and  
 Building Services Department

Attachment 5  
 Zoning By-law Amendment  
 V.A.C. Management Inc.  
 1415 Lesperance Road  
 Comparison of Original Rendering and Proposed Rendering



**THE CORPORATION OF THE  
TOWN OF TECUMSEH**

**PLANNING AND BUILDING SERVICES  
DEPARTMENT  
Report No. 32/16**

**TO:** Mayor and Members of Council

**FROM:** Brian Hillman, MA, MCIP, RPP  
Director, Planning and Building Services

**DATE:** October 18, 2016

**DATE TO COUNCIL:** October 25, 2016

**SUBJECT:** County Wide Active Transportation Study Plan (CWATS Plan)  
Town of Tecumseh 2017 Project  
Trail on Riverside Drive from Tecumseh/Windsor Municipal Boundary  
to Manning Road  
Our File: T03 COU

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**RECOMMENDATIONS:**

It is recommended that:

1. The construction of a 2.4 metre wide trail having a length of approximately 2.4 kilometres along Riverside Drive from the Town of Tecumseh/City of Windsor municipal boundary to Manning Road, at a total estimated cost of \$775,000 be endorsed as a 2017 Tecumseh CWATS Project, more specifically identified as segment Tec-7 in the CWATS Plan; and
2. The Town formally request a facility enhancement from “paved-shoulders” to an “off-road trail” for segment Tec-7 of the CWATS Plan and that the project be submitted to the CWATS Committee as a 2017 project that will include the following tasks:
  - i) Final evaluation of preferred trail location on north or south side of Riverside Drive;
  - ii) Preparation of a detailed trail design (including driveway refurbishing, drainage works, landscaping treatments);
  - iii) A public consultation process by way of an Open House;
  - iv) Consideration for funding for the Riverside Drive trail as part of the 2017 Public Works and Environmental Services Capital Works Plan;
  - v) Construction of the Riverside Drive trail, subject to the foregoing funding approval; and
3. Funding for the Riverside Drive trail be considered as part of the 2017 Public Works and Environmental Services Capital Works Plan, and that it be evaluated in the context of a project prioritization process to be developed by Administration that would assist in providing rationale towards the ranking of competing projects.

## **BACKGROUND:**

### CWATS Implementation

The County Wide Active Transportation Study Plan (CWATS Plan) was adopted by County Council in 2012. Prior to its adoption, the CWATS Plan was endorsed by all lower-tier municipalities, including Tecumseh Council.

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

To date, the following projects were endorsed by Town Council and, subsequently, County Council for CWATS funding:

1. CWATS Project - Signed Routes (2013)

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

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

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

3. CWATS Municipal Partnership Project – Trail on 12<sup>th</sup> Conc. Rd from County Rd 42 to Dimu Dr. (2014)

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

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

The construction of a trail along the east side of Walker Road from North Talbot Road to the municipal border at the 401 has been endorsed in principle by Council. This trail will have the effect of connecting the Chrysler Canada Trail vis-à-vis the North Talbot Road Trail to the trail network in the City of Windsor that currently terminates under the 401 overpass on Walker Road. The anticipated cost of this project is \$225,000, with the County paying \$90,000 and the Town paying \$135,000.

Town Administration identified the need for the future installation of a sanitary sewer along the same side of this segment of Walker Road (scheduled for 2019). The trail originally proposed for 2015 has been rescheduled and is proposed to be installed as part of the sanitary sewer installation project. A future report will be provided to Council for formal endorsement of the project and submission to the County for CWATS funding.

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

Accordingly, it is anticipated that they will be constructed during later phases of the 20-year CWATS Plan. One of the CWATS projects that could be constructed sooner and warrants consideration at this time is the introduction of an active transportation facility along Riverside Drive in the former Town of Tecumseh. The purpose of this Report is to identify the details of the proposed project and to seek Council authorization to commence a process leading to its construction.

## **COMMENTS:**

### **Existing Situation along Riverside Drive**

Currently, the Ganatchio Trail in the City of Windsor extends along the south side of Riverside Drive and terminates as a 4.5 metre (15 foot) wide trail at the municipal boundary just west of Winclare Road. It then continues for approximately 300 metres (985 feet) in the Town with a width of approximately 1.8 metres (6 feet) to Lesperance Road. A 1.2 metre (4 foot) wide sidewalk on the north side of Riverside Drive exists from Lesperance Road to Manning Road, having a length of approximately 2.1 kilometres (1.3 miles). A trail network recommences at Manning Road in the form of an extensive trail network in the former Village of St. Clair Beach, with a trail extending easterly along the south side of Riverside Drive, southerly along the east side of Manning Road and internally to the trail systems in Lakewood Park (see Attachment 2).

### **Proposed Redesignation of CWATS Facility-Type along Riverside Drive**

The CWATS Plan indicates that paved shoulders are to be added to Riverside Drive for the length of the subject 2.4 kilometre (1.5 mile) segment from the municipal boundary to Manning Road (identified in the CWATS Plan as segment “Tec-5”). This is on the assumption that Riverside Drive will remain a rural cross-section (i.e. without curb and gutter) for an extended period of time. The CWATS Plan also forecast this paved shoulder project to be constructed in the mid-term (i.e. 6-10 years). However, it is the thought of Town Administration that, given the current good pavement condition of Riverside Drive (i.e. beyond 10 years of life), paved shoulders are not a reasonable



expenditure at this time. In addition, there is some question as to whether this road (which is currently a rural cross-section) might ultimately have an urban cross section, in which case dedicated bike lanes could be considered as a design solution rather than paved-shoulders.

In the interim, there is increasing interest to connect the easterly limit of the Ganatchio trail in Windsor with the Town's trail system east of Manning Road. In addition, the introduction of such a trail is consistent with the Parks and Recreation Master Plan (see Attachment No. 3). Accordingly, Town Administration recommends the introduction of a new 2.4 metre (7.9 foot) trail along either the north or south side of Riverside Drive in the former Town of Tecumseh ("the Riverside Drive trail"). The current preliminary analysis suggests that the trail be located on the north side of Riverside Drive in place of the existing sidewalk. This would create an important link for Town residents that would provide an uninterrupted east-west active-transportation facility along the entire north end of the Town.

It is therefore recommended that the Town formally request a facility enhancement from paved-shoulders to an off-road trail for segment Tec-7 of the CWATS Plan and that the project be submitted to the CWATS Committee as a 2017 project that will include the following tasks:

- i) Final evaluation of preferred trail location on north or south side of Riverside Drive;
- ii) Preparation of a detailed trail design (including driveway refurbishing, drainage works, landscaping treatments);
- iii) A public consultation process by way of an Open House;
- iv) Approval of funding in the 2017 Public Works and Environmental Services Capital Works Plan; and
- v) Construction of the Riverside Drive trail.

### **CONSULTATIONS:**

Parks and Recreation Services  
Public Works and Environmental Services  
Financial Services

### **FINANCIAL IMPLICATIONS:**

The CWATS Plan indicates the construction of paved shoulders along the above-noted 2.4 kilometre segment at an estimated cost of \$275,000, to be 100% funded by the Town as the project is on a local road in an urban settlement area. The cost for the trail proposal is estimated at \$775,000, which would also be 100% funded by the Town.

Funding alternatives for this project are being investigated at this time. New Infrastructure Funding has been identified as a budget pressure for the last number of years. In 2015, Council approved phasing in a New Infrastructure Levy (NIL), which would be \$1.5M per year when fully funded in 2017. The NIL is identified to fund projects including:

- Town's share of Development Charge projects - \$800K annually over the next five years
- CWATS - \$80K annually over 20 years
- Trails and Pathways - \$120K annually over 20 years (estimate to be updated as part of plan update scheduled for 2017)

- Parks Master Plan improvements - \$350K annually over 20 years (estimate to be updated as part of plan update scheduled for 2017)
- Community Improvement Plan streetscape improvements - \$19.7M with project phasing currently being investigated
- Town Hall expansion – cost and timing still to be determined
- Fire Master Plan implementation – cost and timing still to be determined
- Sportsplex - \$14.1M to \$22.0M with an enhanced business plan currently under development

The above list is preliminary, and is being updated continuously, but it shows that the \$1.3M NIL is probably at the low end of what is required. As the NIL is a recent budget addition, the Town has not had a chance to build up a significant balance in the Infrastructure Reserve which currently is estimated to be \$2.3M at the end of 2016.

### Funding Sources

There are many alternatives for funding the Riverside Drive Trail.

Initial source would typically be the Infrastructure Reserve. As discussed above there are many competing projects that will require funding from this reserve.

Increase the tax levy over and above the current NIL target of \$1.3M.

Supplement with grants which, by their very nature, are not a reliable source of revenue and do not necessarily coincide with Council's priority projects or timing for undertaking projects.

Debt can also be used to leverage projects forward. Administration notes that the Town is currently carrying a pretty significant debt load of \$22M including \$10M for Lakewood Park, \$7M for roads and bridges and \$4M for sewers. Infrastructure debt for sewers is expected to be necessary in the near term for construction of trunks as part of the 8<sup>th</sup> Concession Road Trunk Sanitary Sewer & Watermain projects.

Many municipalities are adopting a Pay As You Go policy which requires funds to be set aside up front to pay for infrastructure when required. This policy has the advantage of all tax payer money going to infrastructure as opposed to some of it going to interest payments.

### Summary

The foregoing is provided for Council's consideration in determining the priority status of this project. Is it a Low, Medium or High priority?

There are currently sufficient funds in the Infrastructure Reserve to finance the Riverside Trail Project however doing so will restrict financing for competing projects.

It is recommended that funding for the Riverside Drive trail be considered as part of the 2017 Public Works and Environmental Services Capital Works Plan, and that it be evaluated in the context of a project prioritization process to be developed by Administration that would assist in providing rationale towards the ranking of competing projects.

## **LINK TO STRATEGIC PRIORITIES**

<b>No.</b>	<b>2015-16 Strategic Priorities</b>	<b>Applicable</b>
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	✓
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	
5.	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 CAO.

Prepared by:

---

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

Reviewed by:

Reviewed by:

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Daniel Piescic, P.Eng.  
Director, Public Works and Environmental Services

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Paul Anthony, R.R.F.A.  
Director, Parks and Recreation

Reviewed by:

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

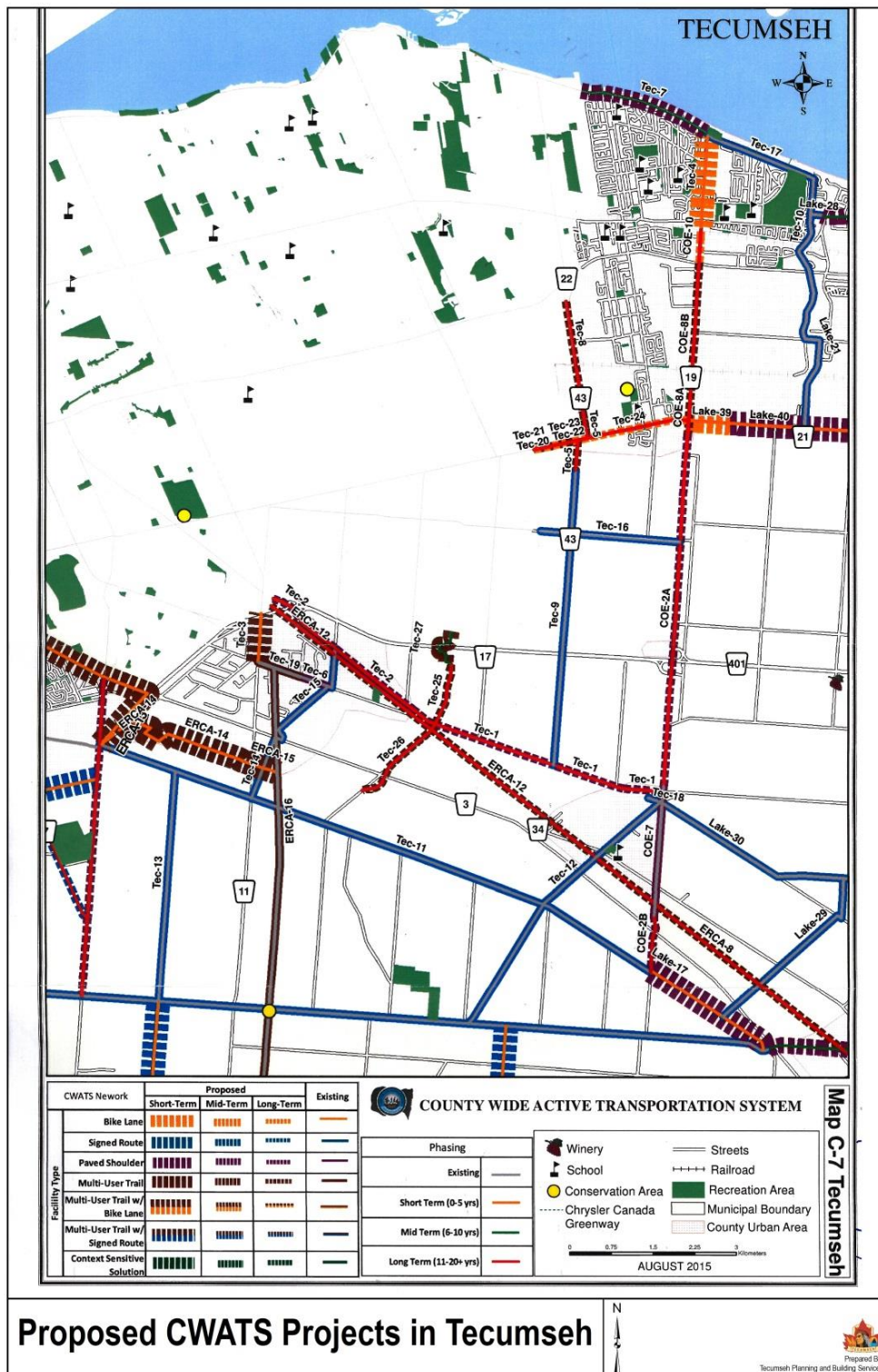
Recommended by:

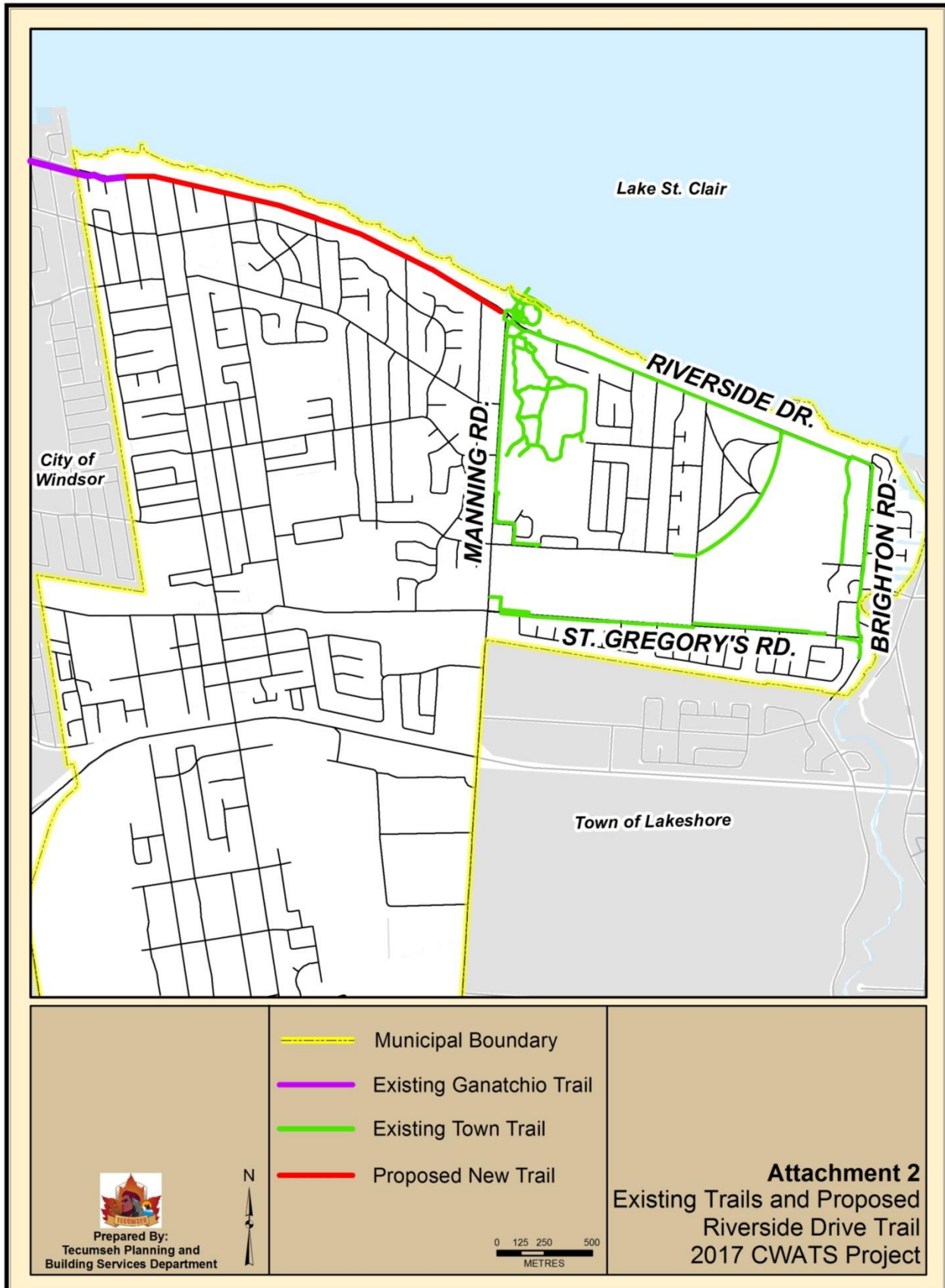
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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

Attachment(s):     1) Tecumseh CWATS Projects  
                             2) Existing Trails and Proposed Riverside Drive Trail Map  
                             3) Tecumseh Parks and Recreation Master Plan Map – Proposed Facilities

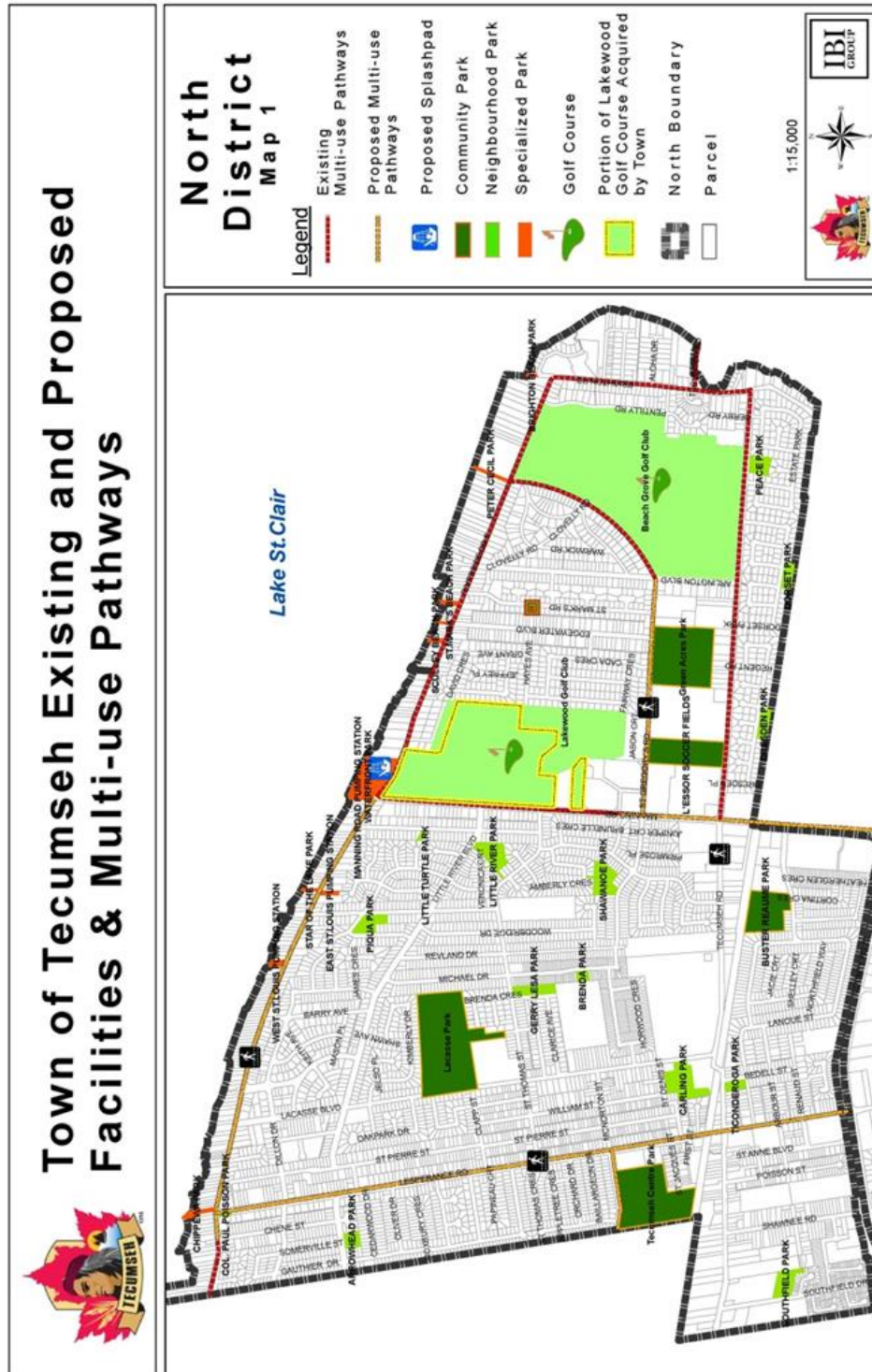
**Attachment 1**  
 County Wide Active Transportation Study Plan (CWATS Plan)  
 Town of Tecumseh 2017 Project  
**Tecumseh CWATS Projects**







**Attachment 3**  
 County Wide Active Transportation Study Plan (CWATS Plan)  
 Town of Tecumseh 2017 Project  
**Tecumseh Parks and Recreation Master Plan Map – Proposed Facilities**





**THE CORPORATION OF THE  
TOWN OF TECUMSEH**

**PLANNING AND BUILDING SERVICES  
DEPARTMENT  
Report No. 33/16**

**TO:** Mayor and Members of Council

**FROM:** Chad Jeffery, MA, MCIP, RPP  
Manager, Planning

**DATE:** October 20, 2016

**DATE TO COUNCIL:** October 25, 2016

**SUBJECT:** Zoning By-Law Amendment  
JSNC Holdings Inc. (Mr. Jeff Sylvestre)  
1855 Manning Road / County Road 19  
OUR FILE: D19 1855MAN

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**RECOMMENDATIONS**

It is recommended that:

1. The scheduling of a public meeting, to be held on Tuesday, November 22, 2016 at 5:30 p.m., in accordance with *The Planning Act*, for the application submitted by JSNC Holdings Inc. (Mr. Jeff Sylvestre) to amend the Sandwich South Zoning By-law 1746 by rezoning a 1.5 hectare (3.8 acre) property located on the west side of Manning Road / County Road 19 (1855 Manning Road), approximately 190 metres south of its intersection with Jamsyl Drive, from "Industrial Zone (M1)" to a site-specific "Industrial Zone (M1)", in order to permit the establishment of a "*commercial recreation establishment*", be authorized; and
2. A draft Zoning By-law Amendment for the lands be considered, subject to the resolution of any concerns being identified through the public consultation process and public meeting.

**BACKGROUND**

JSNC Holdings Inc. (Mr. Jeff Sylvestre) is the Owner of a 1.5 hectare (3.8 acre) property within the Sylvestre Business Park, located on the west side of Manning Road / County Road 19 (1855 Manning Road), approximately 190 metres south of its intersection with Jamsyl Drive. The eastern portion of the subject property abutting Manning Road / County Road 19 is currently occupied by a 14,613 square foot industrial building, along with three other industrial out-buildings to the rear of this building (see Attachment 1).

The Owner is proposing internal renovations to the 14,613 square foot building that will create four separate units within the structure. Three of the units, totalling 12,400 square feet, will be occupied by contractors, while the fourth unit, totalling 2,213 square feet, is proposed to be used for fitness classes that are booked by appointment. The Owner has advised that there will be eight 30-minute fitness classes per day with 10-15 participants per class. In addition, limited one-on-one training will be made available. The Owner has provided a site plan drawing that identifies the proposed building/unit layout along with the location of associated existing parking areas (see Attachment 2).



The current “Industrial Zone (M1)” zoning that applies to the property does not specifically list the proposed fitness class use as a permitted use. Accordingly, the Owner has filed a Zoning By-law Amendment application with the Town to place the subject property into a site specific Industrial (M1) Zone that will permit a “*commercial recreation establishment*”, as defined in the Sandwich South Zoning By-law 85-18, in addition to the uses currently permitted in the general M1 Zone. A “*commercial recreation establishment*” contemplates the proposed fitness class use, along with other types of recreation facilities, all of which are permitted by the subject property’s current Official Plan designation.

## **COMMENTS**

### **Provincial Policy Statement, 2014**

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

“1.1 *Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns*”

1.1.1 *Healthy, liveable and safe communities are sustained by:*

- b) *accommodating an appropriate range and mix of residential, employment, institutional, recreation, park and open space, and other uses to meet long-term needs;*

“1.1.3 *Settlement Areas*”

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

Given that the PPS encourages and supports an appropriate mix of urban uses along with redevelopment on lands that are within settlement areas, the proposed amendment would be in keeping with the policy direction outlined in the PPS.

### **County of Essex Official Plan, 2014**

The subject property is within a Primary Settlement Area as identified in the County Official Plan. The County Official Plan encourages urban development within identified settlement areas. The following goals and policies of the County Official Plan are of relevance in the assessment of the subject proposal:

“3.2.2 *Goals*

*The following goals are established for those lands designated as Settlement Areas on Schedule “A1”:*

- a) *Support and promote public and private re-investment in the Primary Settlement Areas.*
- b) *To support and promote healthy, diverse and vibrant settlement areas within each of the seven Essex County municipalities where all county residents, including special interest and needs groups can live, work and enjoy recreational opportunities.*
- f) *To increase the opportunity for job creation within each County municipality by attracting and maintaining industries and businesses closer to where County residents live.”*

Based on the foregoing, the proposed application conforms to the County of Essex Official Plan.

### **Sandwich South Official Plan**

The subject property is designated “Business Park” on Schedule “A-1” of the Sandwich South Official Plan (see Attachment 3). The Business Park policies encourage a variety of light industrial uses and commercial activities that can be appropriately integrated with the existing and proposed development pattern. In addition, public and private sports facilities are specifically identified as permitted uses within this designation. Accordingly, it is the opinion of the writer that the proposed use is in keeping with the intent of the “Business Park” designation of the Sandwich South Official Plan.

### **Sandwich South Zoning By-law 85-18**

The subject property is currently zoned “Industrial Zone (M1)” on Map 3 of the Sandwich South Zoning By-law 85-18 (see Attachment 4). As noted, the applicant is proposing to rezone the property to a site specific “Industrial Zone (M1)”, which will specifically permit the proposed use in addition to the uses currently permitted in the general M1 Zone.

When evaluating a proposed zoning by-law amendment, Section 6.17 of the Sandwich South Official Plan provides policy guidance. Specifically, it is established that due regard shall be given to the following matters:

- i) *the physical suitability of the land to be used for the proposed use;*

**Comment:** The land is currently flat and developed with a number of buildings and parking areas which are suitable for the proposed use. The subject property has a large asphalted and gravelled parking area that will be able to accommodate the vehicular traffic generated by the proposed additional use.

In addition, the total parking provided on site meets the minimum requirements established in the zoning by-law for the uses proposed for the property.

*ii) the adequacy of all required services;*

Comment: The subject property is serviced by municipal water and stormwater ditches. The Owner will be required to upgrade the on-site septic services on the property in accordance with the Ontario Building Code (refer to Building Services comments below). The Owner is aware of this requirement and has advised that this requirement will be addressed through the Building Permit approval process required as part of the aforementioned internal renovations.

*iii) the adequacy of the road system to accommodate the projected traffic volume increases;*

Comment: The subject property fronts onto a fully paved County Road. Based on the nature and size of the proposed fitness class facility and the fact that the site will provide the required number of parking spaces, it is not anticipated that the proposed use will cause traffic conflicts on County Road 19.

However, the applicant has been advised that the County of Essex will be consulted through the Zoning By-law Amendment process in order to obtain any comments/concerns the County may have with the proposed use/application.

*iv) the compatibility of the proposed use with existing and potential future uses in the surrounding area;*

Comment: The majority of the lands surrounding the subject property are industrial in nature. The proposed use will occur entirely indoors and it is believed that it will not cause incompatibility issues with the surrounding industrial uses or the Sylvestre Business Park as a whole.

*v) the need for the additional land to accommodate the proposed use/facilities.*

Comment: As noted above, the proposed internal renovations to the existing structure will facilitate the introduction of the proposed use at this location. No additional land is being developed to accommodate the proposed use.

Based on the foregoing, it is the opinion of the writer that the proposed Zoning By-law Amendment would be in keeping with the applicable policies of the Sandwich South Official Plan.

### Building Services

The applicant will be required to have drawings and permits approved for the proposed internal renovations and on-site septic service improvements in accordance with the Ontario Building Code.

### **Fire and Emergency Services**

Fire and Emergency Services has advised that its concerns will be addressed through the Building Permit process as the Ontario Building Code will address issues related to fire protection.

### **Conclusion**

Recreational facilities such as the one being proposed for the subject property are contemplated by the Official Plan. The nature of the use can be properly integrated within the existing land uses situated in the surrounding area. The buildings on the subject property have been underutilized for a number of years. The introduction of the proposed use is deemed reasonable and one that will optimize the use of the existing vacant building in a manner that is appropriate from a planning perspective.

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

### **CONSULTATIONS**

The application was reviewed at recent Planning Staff Review meeting(s) by:

Public Works and Environmental Services  
Fire and Emergency Services

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

Planning and Building Services Report 33/16  
 Zoning By-Law Amendment  
 JSNC Holdings Inc. (Mr. Jeff Sylvestre)  
 1855 Manning Road / County Road 19  
 OUR FILE: D19 1855MAN  
 October 20, 2016

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## **LINK TO STRATEGIC PRIORITIES**

<b>No.</b>	<b>2015-16 Strategic Priorities</b>	<b>Applicable</b>
1.	Make the Town of Tecumseh an even better place to live, work and invest through a shared vision for our residents and newcomers.	✓
2.	Ensure that the Town of Tecumseh's current and future growth is built upon the principles of sustainability and strategic decision-making.	
3.	Integrate the principles of health and wellness into all of the Town of Tecumseh's plans and priorities.	
4.	Steward the Town's "continuous improvement" approach to municipal service delivery to residents and businesses.	
5.	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 ☐

Planning and Building Services Report 33/16  
Zoning By-Law Amendment  
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October 20, 2016

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This report has been reviewed by senior Administration as indicated below and recommended for submission by the CAO.

Prepared by:

Prepared by:

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Enrico De Cecco, BA (Hons), MCIP, RPP  
Junior Planner

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Chad Jeffery, MA, MCIP, RPP  
Manager, Planning

Reviewed by:

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Brian Hillman, MA, MCIP, RPP  
Director of Planning and Building Services

Recommended by:

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Tony Haddad, MSA, CMO, CPFA  
Chief Administrative Officer

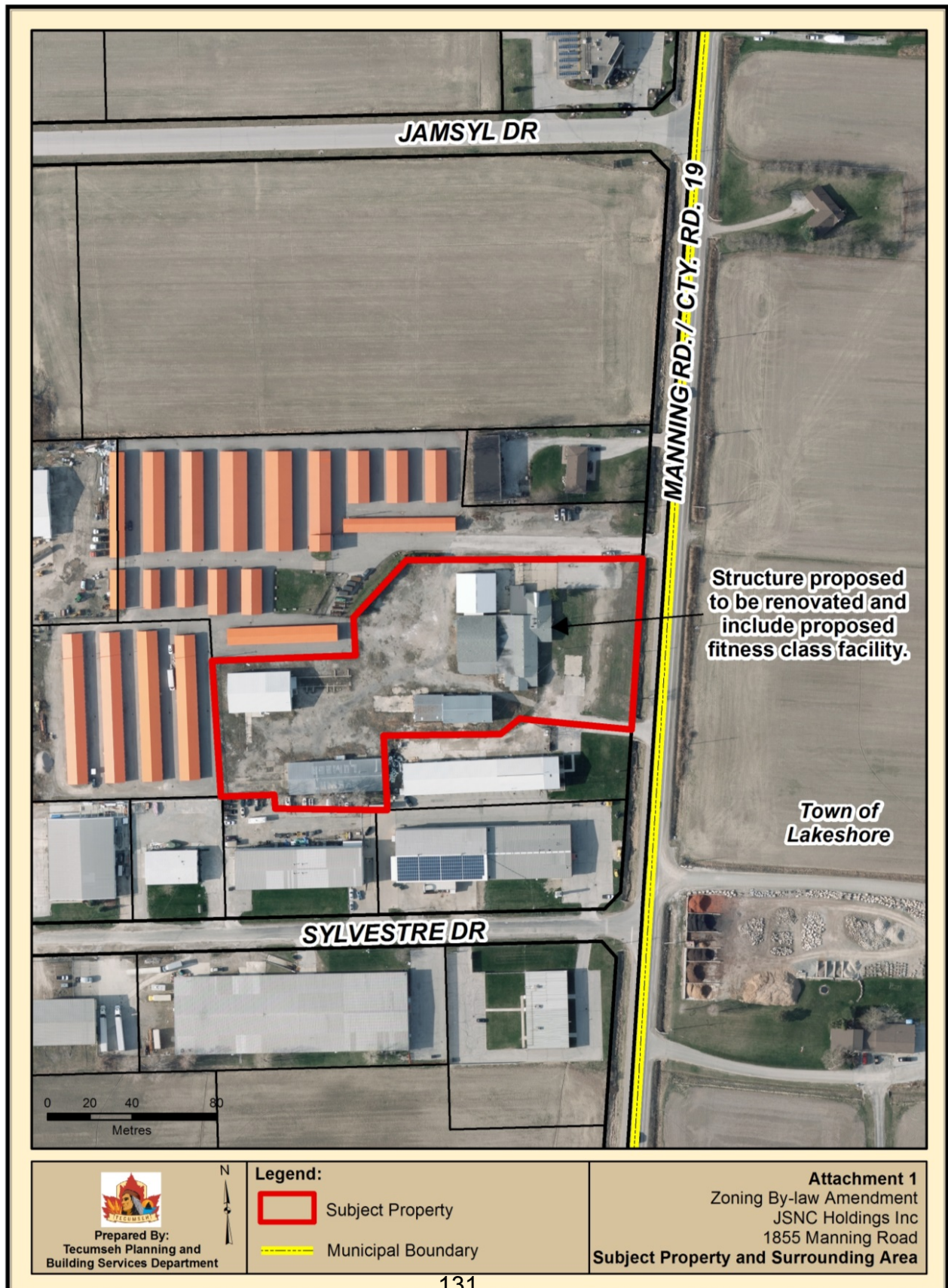
ED

Attachment(s):

1. Property Location and Surrounding Area Map
2. Site Plan, Detail View
3. Official Plan Map
4. Zoning Map

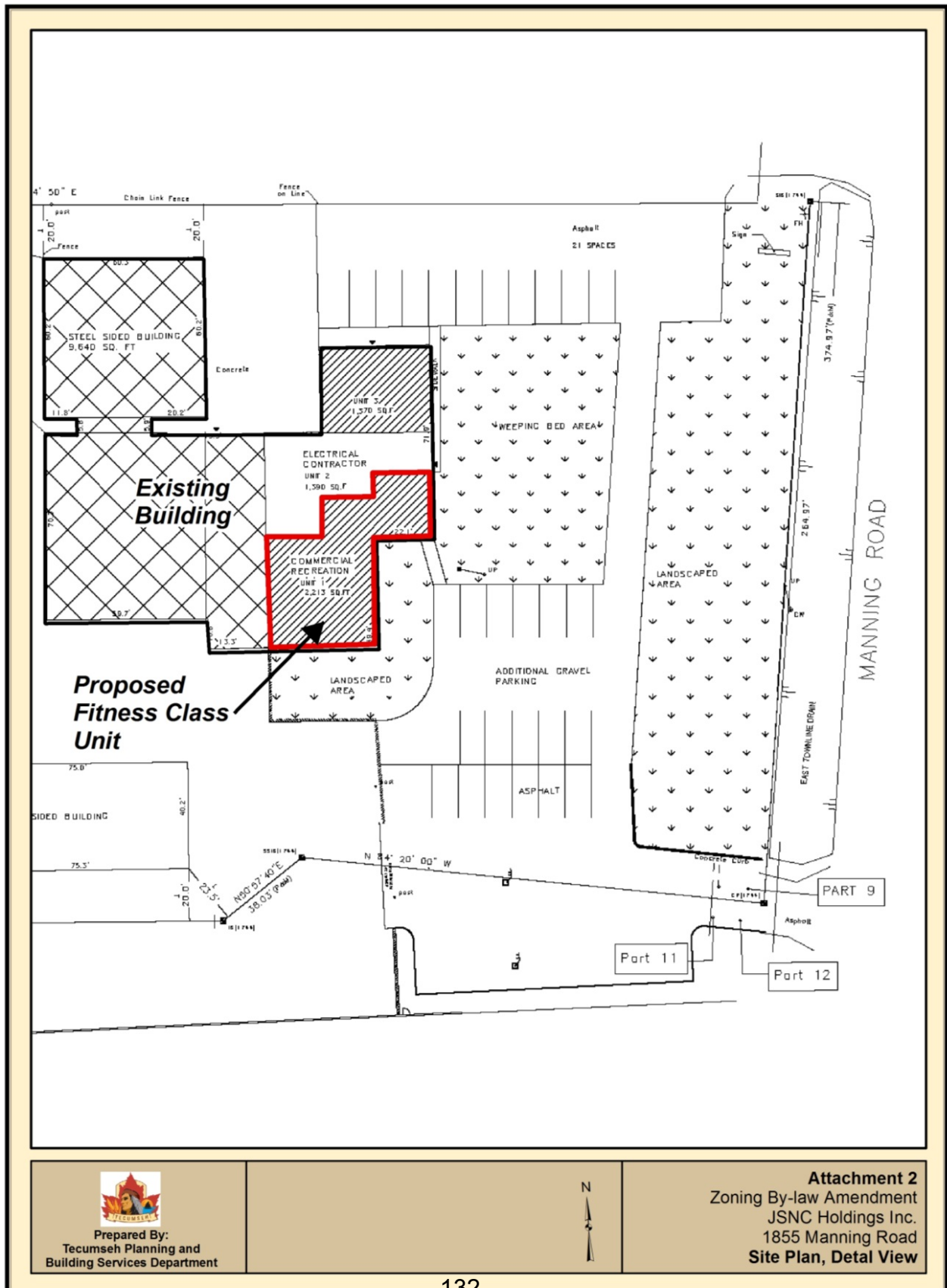
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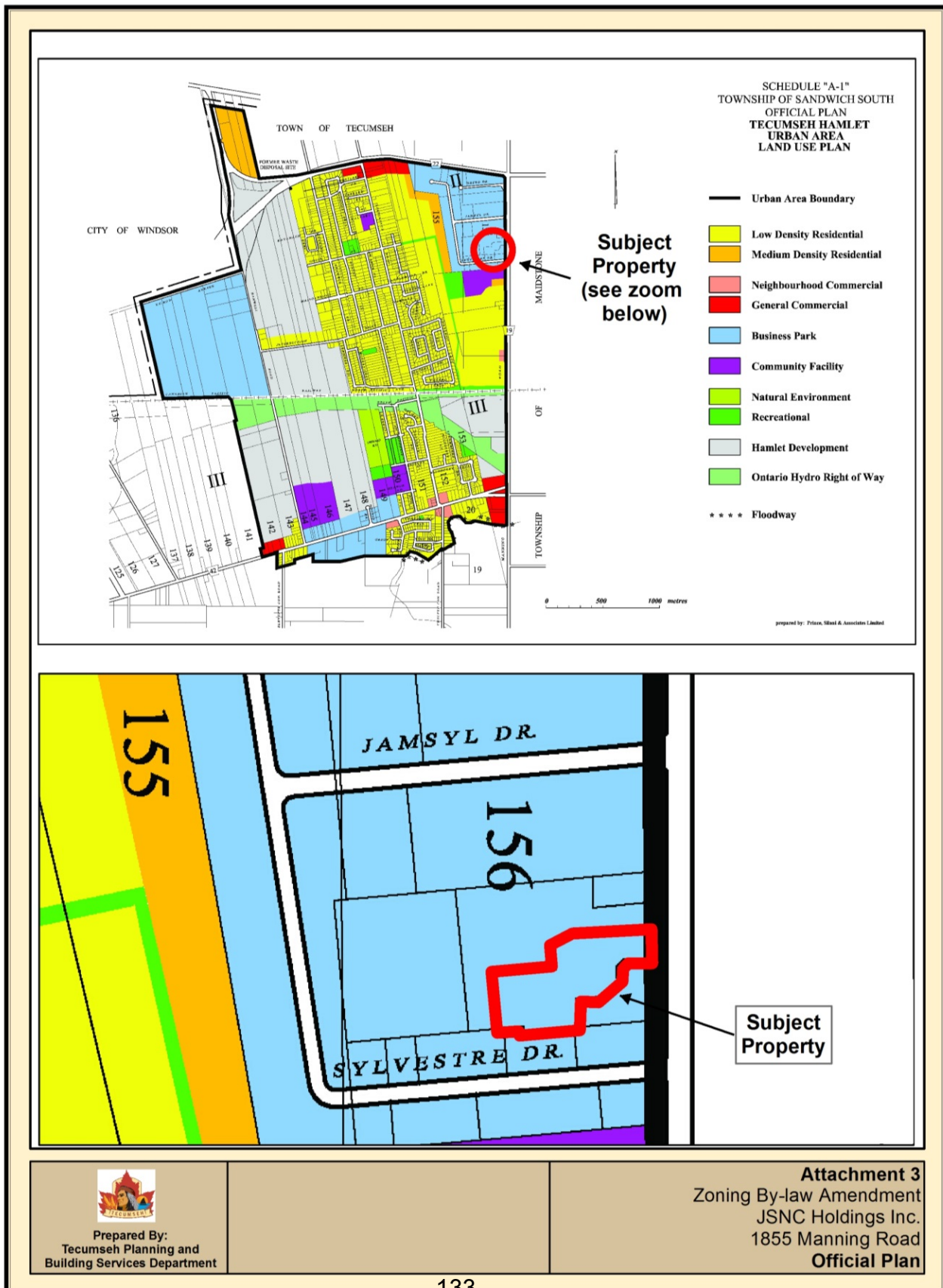


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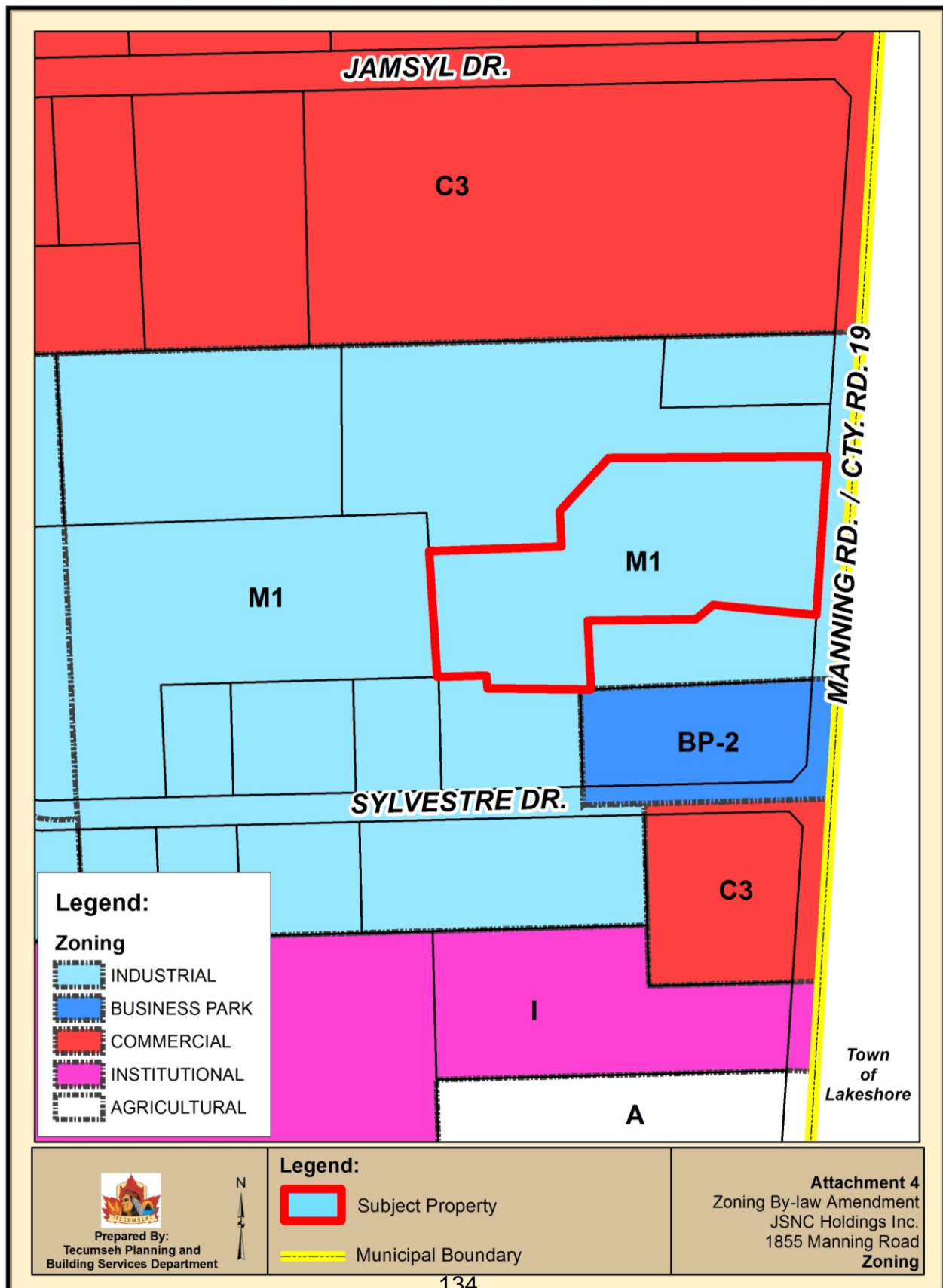




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 October 20, 2016



**THE CORPORATION OF THE TOWN OF TECUMSEH**  
**BY-LAW NUMBER 2016-76**

Being a by-law to amend By-law 1746,  
the Town's Comprehensive Zoning By-law  
for those lands in the former Town of Tecumseh.  
(Lots 3 & 4, Plan 1194 – 1415 Lesperance Road)

**WHEREAS** By-law No. 1746 is the Town's comprehensive zoning by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Tecumseh, for lands situated within the former Town of Tecumseh;

**AND WHEREAS** the Council of the Corporation of the Town of Tecumseh deems it necessary and in the best interest of proper planning to further amend By-law No. 1746;

**AND WHEREAS** this By-law conforms to the Tecumseh Official Plan in effect for the Town of Tecumseh for lands in the former Town of Tecumseh, as amended;

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE TOWN OF TECUMSEH ENACTS AS FOLLOWS:**

1. That Schedule "A", Map 5, to By-law 1746, as amended, is hereby further amended by changing the zoning classification for those lands as depicted on Schedule "A" attached hereto and forming part of this by-law from "Residential Zone 2 (R2-3)" to "Residential Zone 2 (R2-25)".
  
2. That By-law 1746, Section 7, Residential Zone 2 (R2) Zone Regulations, as amended, is hereby further amended by the addition of a new subsection 7.3.25 to immediately follow subsection 7.3.24 and to read as follows:

"7.3.25        Defined Area R2-25 as shown on Schedule "A", Map 5, of this By-Law.

- a)        Permitted Uses
  - i)        uses permitted in Section 7.1.1 of this by-law; or
  - ii)       offices, general or professional.
  
- b)        Permitted Building and Other Structures
  - i)        buildings and structures for the uses permitted in subsection 7.3.25 a);
  - ii)       accessory buildings and structures for the uses permitted in subsection 7.3.25 a).
  
- c)        Zone Provisions for Uses Permitted in Section 7.3.25 a) i)

All lot and building requirements for the permitted buildings and structures permitted in subsection 7.3.25 a) i) shall be in accordance with subsections 7.1.3 to 7.1.12, inclusive of this By-law.

d) Zone Provisions for Uses Permitted in Section 7.3.25 a) ii)

All lot and building requirements for the permitted buildings and structures permitted in subsection 7.3.25 a) ii) shall be in accordance with subsections 7.1.3 to 7.1.12, inclusive of this By-law, except for the following:

- |      |   |             |
|------|---|-------------|
| i)   | Minimum Front Yard Depth                  | 3.5 metres  |
| ii)  | Minimum Northern Interior Side Yard Width | 1.2 metres  |
| iii) | Minimum Southern Interior Side Yard Width | 5.5 metres  |
| iv)  | Minimum Rear Yard Depth                   | 16.1 metres |

e) Other Zone Provisions for Uses Permitted in Section 7.3.25 a) ii)

- i) Buffer strips, having a minimum width of 0.9 metres and 3.5 metres, in compliance with subsection 5.23, shall be provided along the southerly interior side lot line and rear lot line, respectively;
- ii) Notwithstanding Section 5.30 of this By-law a minimum of 9 parking spaces and 1 barrier free parking space shall be provided on lands zoned R2-25."

3. This By-law shall take effect from the date of passage by Council and shall come into force in accordance with Section 34 of the *Planning Act, R.S.O. 1990*.

**READ** a first and second time this 25<sup>th</sup> day of October, 2016.

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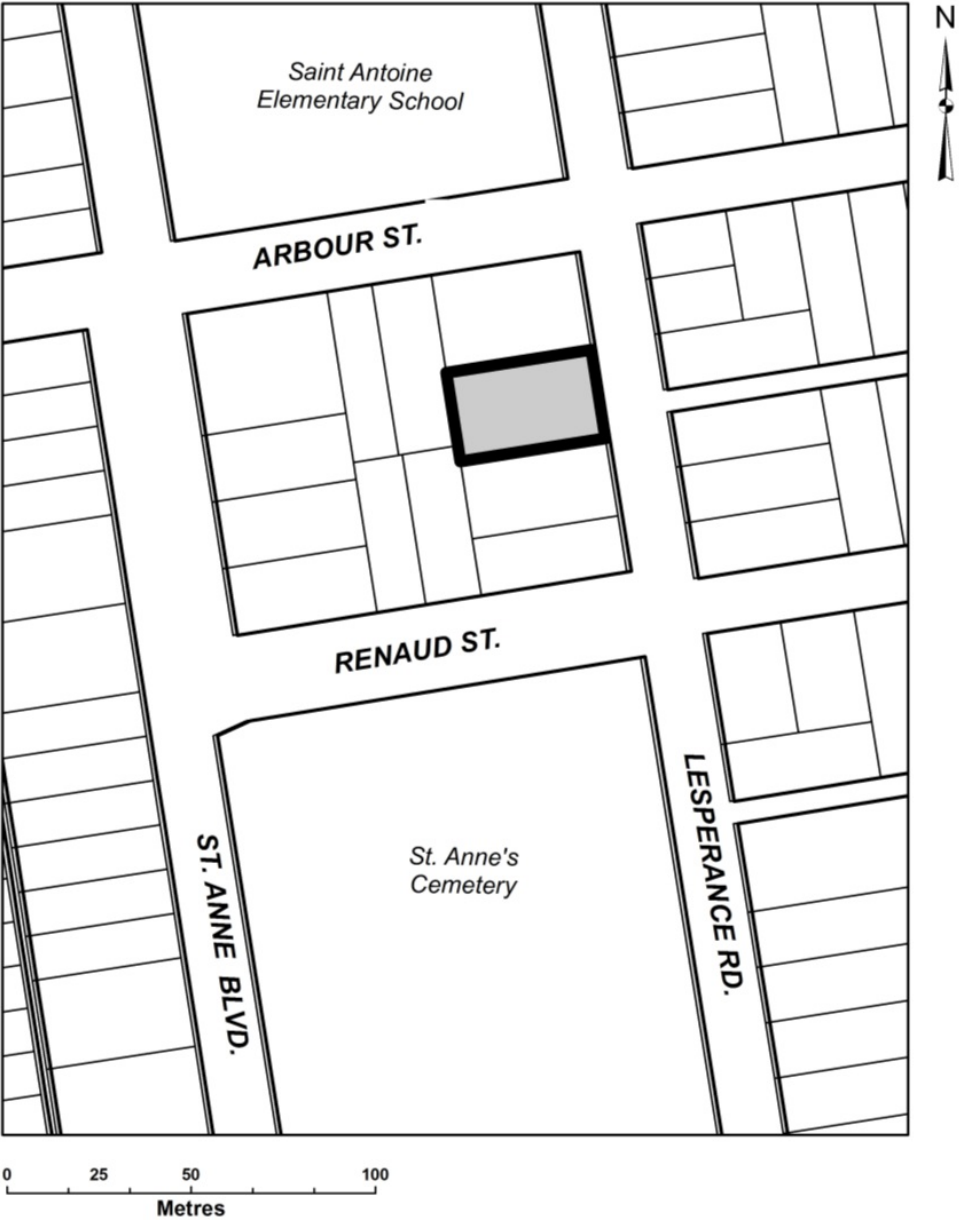
Gary McNamara, Mayor

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Laura Moy, Clerk

**READ** a third time and finally passed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

SCHEDULE "A"  
1415 LESPERANCE ROAD  
LOTS 3 & 4, PLAN 1194  
TOWN OF TECUMSEH



Change from "R2-3" to "R2-25"

This is Schedule "A" to By-law No. 2016-76.  
Passed the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signed

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

### UNFINISHED REGULAR COUNCIL BUSINESS

	Meeting Date	Resolution	Subject	Action/Direction	Depart.	Status/Action Taken
18/14	Oct 14, 2014 PCM		Sea Containers	Report on the use of Sea Containers for consideration of a broader by-law.	Planning	
20/14	Dec 9, 2014		County Rd 34 Hamlet	Administration is asked to look into property ownership and to work with the owners on opportunities for alternate service arrangements.	PWES/ Clerks	In progress

Meeting Date: October 25, 2016

# THE CORPORATION OF THE TOWN OF TECUMSEH

## BY-LAW NUMBER 2016-77

Being a by-law to confirm the proceedings of the  
**October 25, 2016** 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 **October 25, 2016**, 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 **October 25, 2016**, 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 25<sup>th</sup> day of October, 2016.

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Gary McNamara, Mayor

"SEAL"

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Laura Moy, Clerk