

Policies and Priorities Committee Meeting

Minutes

Date: Tuesday, November 26, 2024
Time: 4:30 pm
Location: Tecumseh Town Hall - Council Chambers
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

Present: Mayor, Gary McNamara
Deputy Mayor, Joe Bachetti
Councillor, James Dorner
Councillor, Alicia Higgison
Councillor, Brian Houston
Councillor, Tania Jobin
Councillor, Rick Tonial

Also Present: Chief Administrative Officer, Margaret Misk-Evans
Director Legislative Services & Clerk, Robert Auger
Director Community Safety & Fire Chief, Wade Bondy
Director People & Culture, Michelle Drouillard
Director Technology & Client Services, Shaun Fuerth
Director Community & Recreation Services, Beth Gignac
Director Development Services, Brian Hillman
Director Financial Services & Chief Financial Officer, Tom Kitsos
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Manager Customer Service, Amanda Circelli
Deputy Treasurer & Manager Financial Services, Zora Visekruna
Financial Analyst Revenue, Nick Meloche

A. Roll Call

B. Call to Order

The Mayor calls the meeting to order at 4:31 pm.

C. Land Acknowledgement

We acknowledge that we are on land and surrounded by water, originally inhabited by Indigenous Peoples who have travelled this area since time immemorial. This territory is within the lands honoured by the Wampum Treaties; agreements between the Anishinaabe, Haudenosaunee, Leni Lenape and allied Nations to peacefully share and care for the resources around the Great Lakes. Specifically, we would like to acknowledge the presence of the Three Fires

Confederacy Ojibwe, Odawa, Potawatomi and Huron/Wendat Peoples. We are dedicated to honouring Indigenous history and culture while remaining committed to moving forward respectfully with all First Nations, Inuit and Métis.

D. Disclosure of Pecuniary Interest

E. Delegations

1. Customer Service Annual Report for 2024

Re: Director Technology and Client Services, Shaun Fuerth and Manager Customer Service, Amanda Circelli

a. TCS-2024-05 Customer Service Annual Report 2024

The Director explains that the Town conducted a Customer Service Review in 2021 and one of the recommended updates was to provide Council with updates related to the technology implemented for customer service along with the status on key performance measures with annual reports. The Manager Customer Service provides an overview of 2024 Customer Service Annual Report as appended on the agenda in report TCS-2024-05.

Motion: PPC - 17/24

Moved By Councillor Rick Tonial
Seconded By Councillor James Dorner

That Report TCS-2024-05 Customer Service Annual Report 2024, be received.

Carried

F. Communications

There are no Communication items presented to the Committee.

G. Reports

1. LCS-2024-18 Revisions to the Flag Protocol Policy

The Deputy Clerk & Manager Legislative Services presents the report on the Flag Protocol Policy as appended on the agenda. The report recommends for revisions on the Policy's half masting, flag raisings and updates to the procedures for special requests from the community.

The Mayor opens the floor to questions from the Members.

A Member supports that the Town participate in half masting for mourning at Town Hall and requests for the flagpoles at OPP station and Fire Station No. 1 also be lowered during half masting due to their close proximity to Town Hall.

A Member seeks clarification on Attachment 2 on flagpole locations and the highlighted yellow locations. The Manager explains that the locations highlighted in yellow are flagpole locations recommended for removal. The locations highlighted in white have been identified as regional parks or location with national or international significance to the Town. The Member supports the recommended removal of flagpoles due to the number of locations and the associated costs to maintain.

The Mayor requests that the flagpole at Carling Park be maintained due to the significance of various tournaments at this location.

A Member further recommends that St Mary's park flagpole be maintained.

The financial implications of removing flagpoles is raised and that Director Parks & Receptions explains that each location will be assessed and that the work will be completed by staff.

Motion: PPC - 18/24

Moved By Councillor Rick Tonial

Seconded By Councillor Tania Jobin

That Report LCS-2024-18 Revisions to the Flag Protocol Policy No. 38 **be received;**

And that the specified dates for half masting for mourning and flag raising at Town hall, be supported and approved;

And further that half masting for mourning procedures at Town Hall include the flagpoles at the OPP station and Fire Station No. 1;

And further that the flagpole locations of Carling Park and St. Mary's Park continued to be maintained in the Town's flagpole inventory and the remaining flagpole locations identified for removal in Attachment 2 **be approved;**

And further that the revised Flag Protocol Policy **be finalized and presented** at a future meeting.

Carried

2. LCS-2024-19 Parks By-Law 2009-13 Review

The Director Legislative Services provides a summary of the proposed Park's by-law as appended on the agenda. He explains that as part of the comprehensive review process, Administration provided an opportunity of public engagement through the survey which the results are provided in the report. The proposed by-law is reviewed including conduct while in the park, park use, vehicles and enforcement. This by-law has been revised with provisions to be included in the Town's Administrative Monetary Penalty System in 2025.

The Mayor opens the floor for questions from the Members.

In response to an inquiry drone usage through permits, the Director Parks & Recreation advises that using drones in municipal parks will occur through a permit process to ensure the person is licensed and following privacy provisions for capturing video.

Motion: PPC - 19/24

Moved By Councillor Brian Houston

Seconded By Councillor Rick Tonial

That Report LCS-2204-19 Parks By-Law 2009-13 Review **be received;**

And that the revisions to the Parks By-Law in Attachment 1 **be recommended for approval and incorporated into a new by-law** to be considered for first, second, third and final reading at the December 10, 2024 Regular Council Meeting.

Carried

3. FS-2024-20 Asset Retirement Obligation Reporting Policy

The Director Financial Services presents the Asset Retirement Obligation reporting Policy (Policy) as appended on the agenda in Report FS-2024-20. The Policy was developed as a result to changes in financial reporting standards from the Public Sector Accounting Board (PSAB). This Policy establishes guidelines to comply to the PSAB standards including accounting practices, responsibilities assigned to Director and Managers for compliance, and the inclusion of the asset retirement obligation reporting with the annual financial statements.

Motion: PPC - 20/24

Moved By Deputy Mayor Joe Bachetti

Seconded By Councillor Brian Houston

That Report FS-2024-20 Asset Retirement Obligations Policy **be received;**

And that the Asset Retirement Obligations Policy in Attachment 1 **be recommended** by the Policies and Priorities Committee for approval and adoption at the December 10, 2024 Regular Council Meeting.

Carried

4. FS-2024-15 Amendments to Travel Policies 14 and 127

Councillor Alicia Higgison arrives at the meeting at 5:46 pm.

The Director presents Report FS-2024-15 as appended on the agenda and the revisions to the Travel Policies No. 14 and 127 (Policies). He outlines the updates presented earlier this year to the Polices including

greater clarification of allowable expenses, identification of approval of travel expenses with a travel authority that is tied to budget approval, a separate policy for Council members, and updated reimbursement rates. The Director indicates that additional revisions to the Policies are recommended to the current Policies including pre-approval travel requirements prior to events for greater budgetary control, the creation of an expense review officer, discretionary allowances for Council members, and move Board Members from Policy 14 to be included with Council Members in Policy No. 127.

The Mayor opens the floor to questions from the Members.

Discussion ensues on the funding allowances for professional development of Council Members. The Director advises on the historical trends for funding, and the rising costs for conferences, accommodations and travel. The Policies provides guidelines to the number of conferences permitted and per diems. He explains the new process for professional development for Council Members and seeks direction on budget allocations for Council members on professional development.

Motion: PPC - 21/24

Moved By Councillor Brian Houston
Seconded By Councillor Rick Tonial

That Report FS-2024-20 entitled “Amendments to Travel Policies 14 and 127” **be received;**

And that the defined amounts of the Annual Discretionary Allowances to be set out in Appendix A of Policy 127 for the Mayor (\$10,000) and Members of Council (\$7,500) **be approved;**

And further that amended policies, policy number 14 “Travel Policy – Municipal Employees” and policy number 127 “Travel Policy – Council and Members of a Local Board” in Attachments 1 and 2 respectively, **be recommended** by the Policies and Priorities Committee for approval and adoption at the December 10, 2024, Regular Council Meeting.

Carried

H. Unfinished Business

There are no unfinished business items presented to the Committee.

I. New Business

Town Council Christmas Cards

A Member requested that with the current Canada Post strike that the Town Council Christmas card be shared through the Town's social media platforms.

J. Next Meeting

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

K. Adjournment

Motion: PPC - 22/24

Moved By Councillor Brian Houston

Seconded By Councillor James Dorner

That there being no further business, the Tuesday, November 26, 2024 meeting of the Policies and Priorities Committee **be adjourned** at 6:06 pm.

Carried

Gary McNamara, Mayor

Robert Auger, Clerk