

Special Meeting of Council

Minutes

Date: Tuesday, January 14, 2025
Time: 4:00 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 Public Works & Engineering Services, Phil Bartnik
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 Revenue, Vanessa DaDalt
Manager Water Services, Brad Dupuis
Manager Engineering Services, John Henderson
Manager Planning Services & Local Economic Development,
Chad Jeffery
Manager Public Works & Transportation, Kirby McArdle
Senior Manager Recreation Services, Brett Palmer
Manager Facilities & Energy Management, Daniel Wolicki
Financial Analyst Revenue, Nick Meloche

A. Roll Call

B. Call to Order

The Mayor calls the meeting to order at 4:00 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, Lenni 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. Reporting Out of Closed Session

A closed meeting of Council was held at 3:45 pm in accordance with and as permitted with Section 239 (2) (d) of the Municipal Act, 2001, which states that a meeting or part of a meeting may be closed to the public if the subject matter relates to:

b) personnel matters about an identifiable individual, including municipal or local board employees;

(d) labour relations or employee negotiations.

At this meeting, Council received an update and provided direction on various personnel matters including direction for Council to consider in open session the following motion which Council proceeded to move as follows: .

Motion: SCM - 01/25

Moved By Deputy Mayor Joe Bachetti

Seconded By Councillor Brian Houston

That Council directs Policy 12 Provision of Benefits to All Regular, Full Time, Non Union Employees **be repealed**.

And that authority be delegated to the Director, People & Culture and Chief Administrative Officer to implement a Standard Operating Procedure (SOP) that governs the Terms and Conditions of Employment for the Non-Union group of employees.

And further that authority **be delegated** to the Director, People & Culture and Chief Administrative Officer to annually review and, if appropriate or applicable, revise the Non-Union Terms and Conditions of Employment Standard Operating Procedures and if any substantial changes to these terms occur upon such annual review, that Administration prepare and bring a report to the Personnel Committee outlining the amendments.

Carried

E. Disclosure of Pecuniary Interest

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

F. Communications

1. Ministry of Municipal Affairs and Housing dated December 12, 2024

Re: Comments for Proposed amendments to the Municipal Act, 2021 to standardize and strengthen the municipal code of conduct and integrity commissioner framework

Deadline for comments submission is February 10, 2025

Motion: SCM - 02/25

Moved By Councillor Brian Houston

Seconded By Councillor Rick Toniai

That Communication as listed on the Tuesday, January 14, 2025 Special Council Meeting Agenda, **be received.**

Carried

G. Reports

1. LCS-2025-02 Board Appointments

Motion: SCM - 03/25

Moved By Deputy Mayor Joe Bachetti

Seconded By Councillor Rick Toniai

That the application to the Essex Power Board from Tom Burton **be accepted and appointed** as the Independent Municipal Representative for the term ending December 31, 2028, or until such time new members are appointed.

Carried

Motion: SCM - 04/25

Moved By Councillor Brian Houston
Seconded By Councillor Tania Jobin

That the application to the Business Improvement Area (BIA) Board of Management from Carlyn Bistany **be accepted and appointed** as a Director of the BIA Board of Management for the term ending November 14, 2026 or until such time as new members are appointed.

Carried

Motion: SCM - 05/25

Moved By Councillor Alicia Higgison
Seconded By Councillor James Dorner

And further that the application from Kristina Fernandez **be accepted and appointed** to the Tecumseh Accessibility Advisory Committee for the term ending November 14, 2026, or until such time new members are appointed.

Carried

2. FS-2025-02 Consideration for Financial Assistance for Local Historical Societies

Motion: SCM - 06/25

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Tania Jobin

That Administration **be directed** to allocate an additional five thousand dollars to the 2025 Public Relations budget of Council;

And that such funding allocation **be held** pending a report to be presented at a future Council meeting regarding the negotiated lease agreements with the Towns Historical Societies being the Tecumseh Historical Society and the Sandwich South and Area Historical Society;

And further that upon receipt and consideration of said report that **Council give direction** regarding such allocation and the Towns Historical Societies.

3. FS-2025-01 2023 Year-End Budget Variance Amendment

Motion: SCM - 07/25

Moved By Councillor Brian Houston

Seconded By Councillor Rick Tonial

That Report FS-2025-01 2023 Year-End Budget Variance Amendment Report, dated January 14, 2025, showing a tax-supported surplus of \$487,717, an increase of \$53,659 as to what was reported in Council Report FS-2024-09, **be received**;

And that tax-supported surplus transfers be made as follows:

- a. \$415,804 operating fund surplus to Tax Rate Stabilization Reserve to bring this reserve to approximately \$3.4M (target reserve balance is 15% of general levy, which is \$4.3M); and
- b. \$71,913 capital fund surplus be transferred as follows:
 - a. \$50,000 to Tax Rate Stabilization Reserve to be carried forward to 2024 towards 2023 approved Small Equipment purchases not fulfilled at year-end, and
 - b. \$21,913 to Infrastructure Reserve.

Carried

H. Delegations

1. 2023 Audit Findings and Financial Statements

Re: Cynthia Swift, KPMG Partner, Town Auditor

Motion: SCM - 08/25

Moved By Councillor Alicia Higgison

Seconded By Councillor Rick Tonial

That the Town of Tecumseh 2023 Audited Financial Statements presented by Cynthia Swift, KPMG Partner, Municipal Auditor, **be approved**.

Carried

2. 2025 Tecumseh Business plan and Budget-Operating Lifecycle and Reserves as submitted to Town Council

Re: Tom Kitsos, Director Financial Services & Chief Financial Officer and Margaret Misk-Evans, Chief Administrative Officer

[Link to the 2025 Business Plan and Budget](#)

The CAO provides opening remarks on the 2025 Operating Budget and Business Plan which was tabled at the December 10, 2024 Regular Council meeting for Council's review. The Director Financial Services & Chief Financial Officer highlights items that have made an impact to the overall budget and municipal levy. Each Director presented their respective proposed department budgets as appended in the link provided on the agenda and responded to questions from the Members.

- a. Director Financial Services & Chief Financial Officer (Pages 62-74)
- b. Chief Administrative Officer (Pages 75-84)
- c. Director Information Technology & Communication Services (Pages 85-95)
- d. Director Legislative Services & Clerk (Pages 96-104)
- e. Director People & Culture (Pages 105-113)
- f. Director Community Safety & Fire Chief (Pages 114-123)
- g. Scheduled Recess

The Mayor called for a recess at 5:48 and resumed at 6:30 pm.

- h. Director Public Works & Engineering Services (Pages 124-149)
- i. Director Community & Recreation Services (Pages 150-170)
- j. Director Development Services (Pages 171-185)
- k. Lifecycle (Pages 186-242)
- l. Reserves (Pages 243-257)

Motion: SCM - 09/25

Moved By Deputy Mayor Joe Bachetti
Seconded By Councillor Rick Tonial

That the 2025 Budgeted Reconciliation for the Public sector Accounting Board (PSAB) Adjustments as reported in the 2025 Business Plan and Budget, and as amended at the January 14, 2024 Special Council Meeting, be accepted in accordance with the Municipal Act, 2001 Regulation 284/09.

Carried

Motion: SCM - 10/25

Moved By Councillor Brian Houston
Seconded By Councillor James Dorner

That Administration **be directed** to draft a by-law to approve the 2025 Business Plan and Budget as amended at the January 14, 2025 Special

Council Meeting, having a municipal levy increase of 4.33% or \$1,253,000.00 net of assessment growth, and a consolidated tax increase of 3.70%.

Carried

I. By-Laws

1. By-Law 2025-001 Tender for Electric Busses

Being a by-law to authorize the execution of an Agreement with The Corporation of the Town of Tecumseh and Damera Bus Sales Canada Corp for the purchase for Electric Buses

Motion: SCM - 11/25

Moved By Councillor Alicia Higgison
Seconded By Councillor Rick Tonial

That By-Law 2025-001 Being a by-law to authorize the execution of an Agreement with The Corporation of the Town of Tecumseh and Damera Bus Sales Canada Corp for the purchase for Electric Buses **be given** first and second readings.

Carried

Motion: SCM - 12/25

Moved By Councillor Brian Houston
Seconded By Councillor Tania Jobin

That By-Law 2025-001 being a by-law to authorize the execution of an Agreement with The Corporation of the Town of Tecumseh and Damera Bus Sales Canada Corp for the purchase for Electric Buses **be given** third and final readings.

Carried

J. Adjournment

Motion: SCM - 13/25

Moved By Councillor Rick Tonial

Seconded By Councillor James Dorner

That there being no further business, the Tuesday, January 14, 2025 Special Council Meeting **be adjourned** at 7:41 pm.

Carried

Gary McNamara, Mayor

Robert Auger, Clerk