

Policies and Priorities Committee Meeting Agenda

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

Pages

A. Roll Call

B. Call to Order

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

4 - 14

Recommendation

Moved by _____

Seconded by _____

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

F. Communications

G. Reports

1. LCS-2024-18 Revisions to the Flag Protocol Policy 15 - 32

Recommendation

Moved by _____

Seconded by _____

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

And that Council provide direction to Administration on the revisions to the Flag Protocol Policy outlined in Attachment 1;

And further that the revised Flag Protocol Policy **be finalized and presented** at a future Policies & Priorities Committee meeting in 2025.

2. LCS-2024-19 Parks By-Law 2009-13 Review 33 - 61

Recommendation

Moved by _____

Seconded by _____

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.

3. FS-2024-20 Asset Retirement Obligation Reporting Policy 62 - 72

Recommendation

Moved by _____

Seconded by _____

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.

Recommendation

Moved by _____

Seconded by _____

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

And that direction be provided with respect to the defined amounts of the Annual Discretionary Allowances to be set out in Appendix A of Policy 127 for the Mayor and Members of Council;

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.

H. Unfinished Business

I. New Business

J. Next Meeting

K. Adjournment

Recommendation

Moved by _____

Seconded by _____

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



The Corporation of the Town of Tecumseh

Technology & Client Services

To: Policies and Priorities Committee

From: Shaun Fuerth, Director Technology & Client Services

Date to Council: November 26, 2024

Report Number: TCS-2024-05

Subject: 2024 Customer Service Annual Report

Recommendations

It is recommended:

That Report TCS-2024-05 entitled “2024 Customer Service Annual Report” **be received.**

Background

As a result of an organizational review completed in 2021 and the accompanying Customer Service Report, the Town of Tecumseh (Town) has implemented enhancements and updates related to Customer Service. This includes multi-channel access to services and information, expectations for issue tracking workflow (Cityworks), and a live answer option from the main phone menu. Three main platforms that support front facing customer service channels are Cityworks, the 3CX Phone System and the Town’s website. The following report summarizes key Customer Service data and metrics from November 1, 2023 - October 31, 2024. This period coincides with implementation of the 3CX Phone System to ensure a full 12 months is captured in the report and analysis. Where possible and applicable, values for the same period in previous years will be compared.

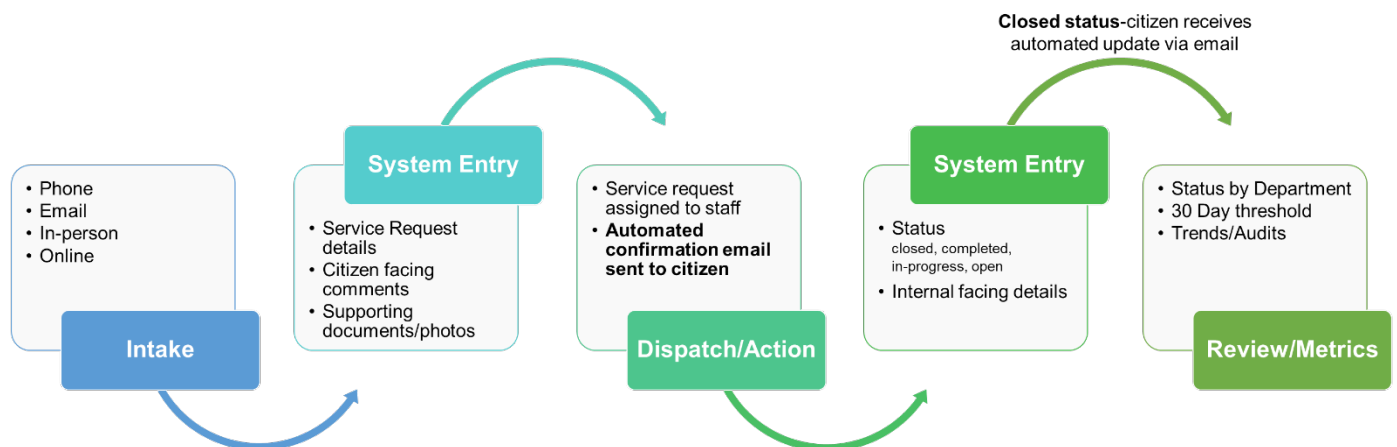
Comments

Customer Service expectations and best practices support execution of Town strategic priorities, including cultivating exceptional service experiences. To achieve this, Employees and those representing the Town or providing services on behalf of the Town, need to be equipped with expectations, standards and resources to fulfill responsive, seamless and consistent service delivery. This includes updates made to the Customer Service Policy (97) in May 2024 and associated training on the policy updates and best practices during Customer Service Week in October 2024. Additional Customer Service-related training that occurred in 2024 included the 3CX Phone System (phone functions, warm transfers, etc.), Cityworks refresher sessions (open to all staff) and daily videos during Customer Service Week focusing on listening skills. One-on-one training and content reviews for departments or individuals also occurred as needed, which included fundamentals of creating Service Requests to workflow features and audits of categories within the system to ensure alignment with departmental operations. Review and evaluation of current approaches and system integrations are crucial to ensuring continuous improvement opportunities are explored and strategies, expectations and best practices are developed using information that is reflective of frontline service delivery. The data and information presented in this report is part of an ecosystem that continues to empower both customers and Town staff, as well as support informed decision making to enhance customer driven service options.

Cityworks

Cityworks is the software used by the Town to record customer service requests and complaints, automatically code and route complaints to an appropriate staff member, and measure progress by monitoring results. Figure 1 below illustrates the general workflow of inquiries and complaints in Cityworks.

Figure 1: Cityworks Workflow



From November 1, 2023 - October 31, 2024, **2,232 Service Requests** were initiated/received across all Town departments in Cityworks (note, if the service request is made outside of this system, it is not counted). Comparatively for the same reporting period during November 1, 2022 - October 31, 2023, **1,977 Service Requests** were initiated/received across departments. The figures (2,3) and table (1) below show distribution of service requests by totals and categories in comparison to the prior period of November 1, 2022 - October 31, 2023.

Table 1: Total Service Requests by Category

CATEGORY	2024	2023
Bylaw	620	366
CAO/Mayor	0	5
Clerks	1	13
Customer Service	70	52
Drains	15	9
Facilities	228	232
Fire	24	17
Parks	338	432
Roads	710	640
Sewer	117	100
Traffic	101	108
Water	8	3
TOTAL	2,232	1,977

Figure 2: Service Requests Year Over Year by Category Comparison

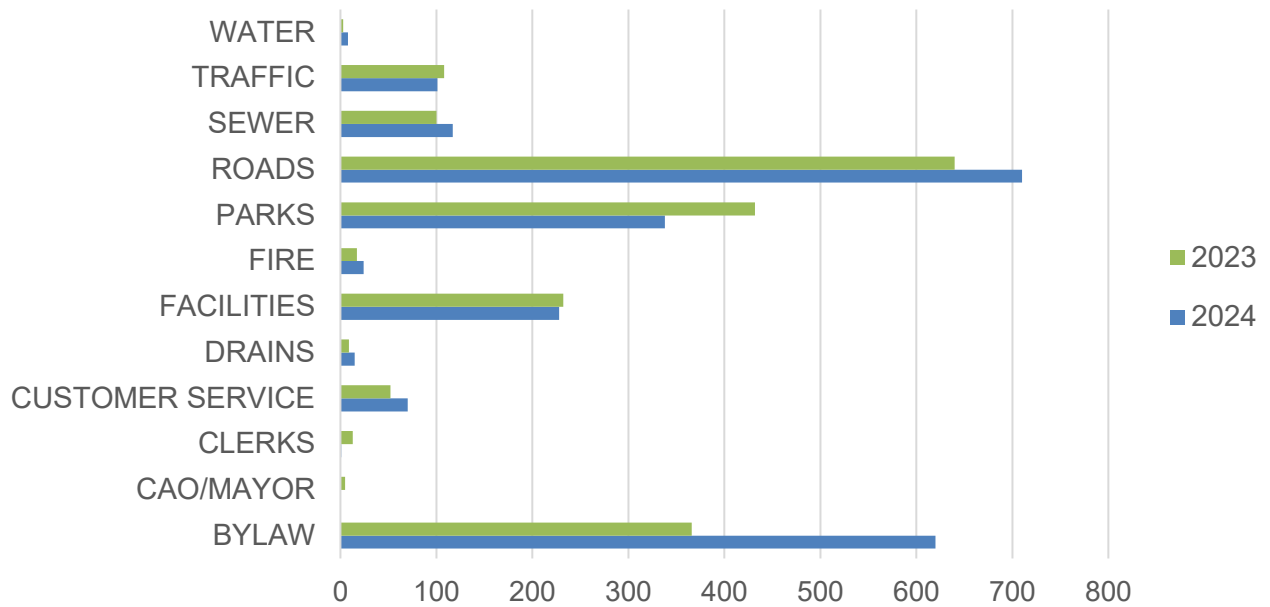
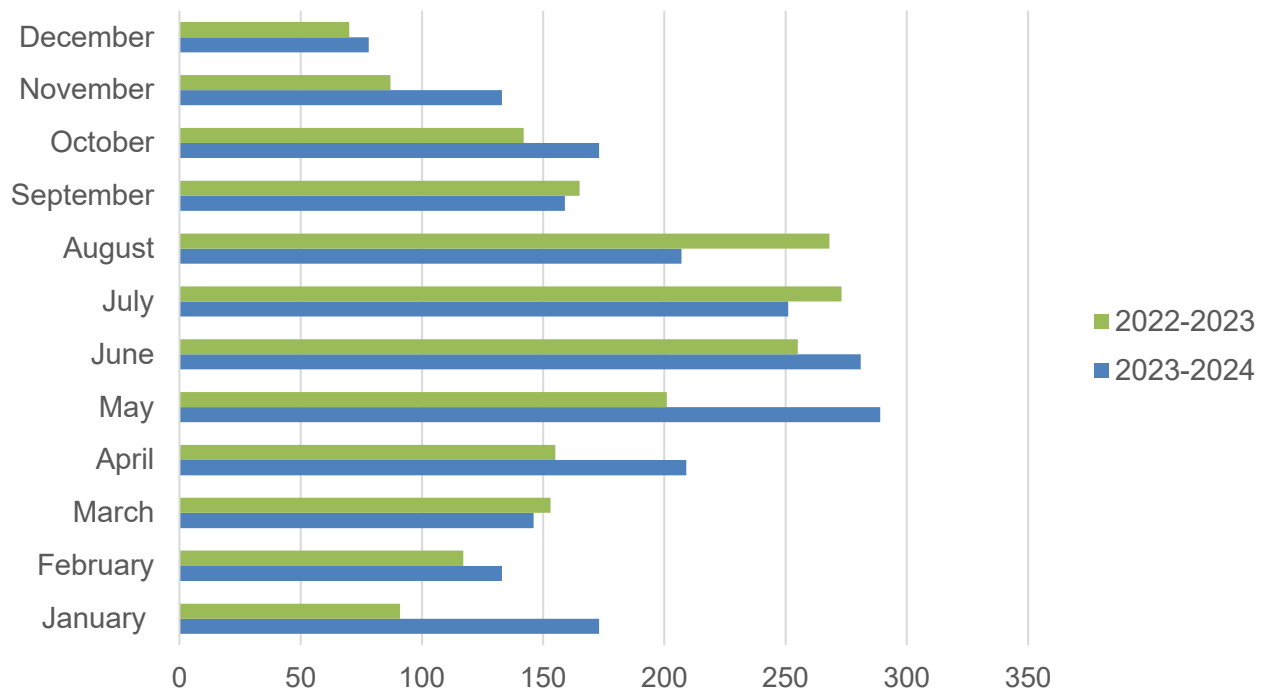


Figure 3: Service Request Year Over Year Distribution by Month



Centralized Customer Service

Of the 2,232 Service Requests created across the organization, 26% were initiated by the centralized (Tier 1) Customer Service Representatives (CSRs) at Town Hall from Development Services, Financial Services, Legislative & Clerk Services and Public Works & Engineering. Additionally, 12% of total Service Requests were initiated by Tier 2 Customer Service support roles either through coverage functions for Tier 1 or as part of departmental responsibilities. Community & Recreation Services CSR roles (located at the Arena) initiated a total of 70 Service Requests across the reporting period with fifty (50) of those requests specifically for Parks related inquiries or complaints. The following tables (2,3) and figures (4,5) provide Service Request summary information across Town Hall Tier 1 and 2 customer service roles, including a breakdown by category type.

Table 2: Service Request Summary for Tier 1 CSR Roles

Service Requests Initiated	Within Department	Outside Department
586	259	327

Figure 4: Customer Service Tier 1 Service Requests by Category

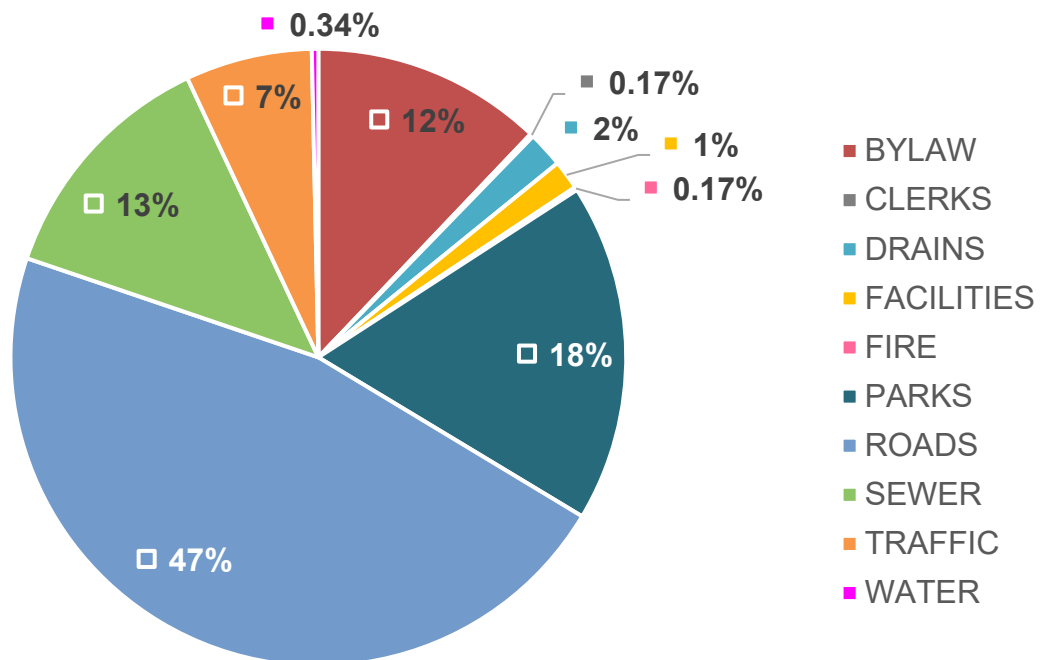
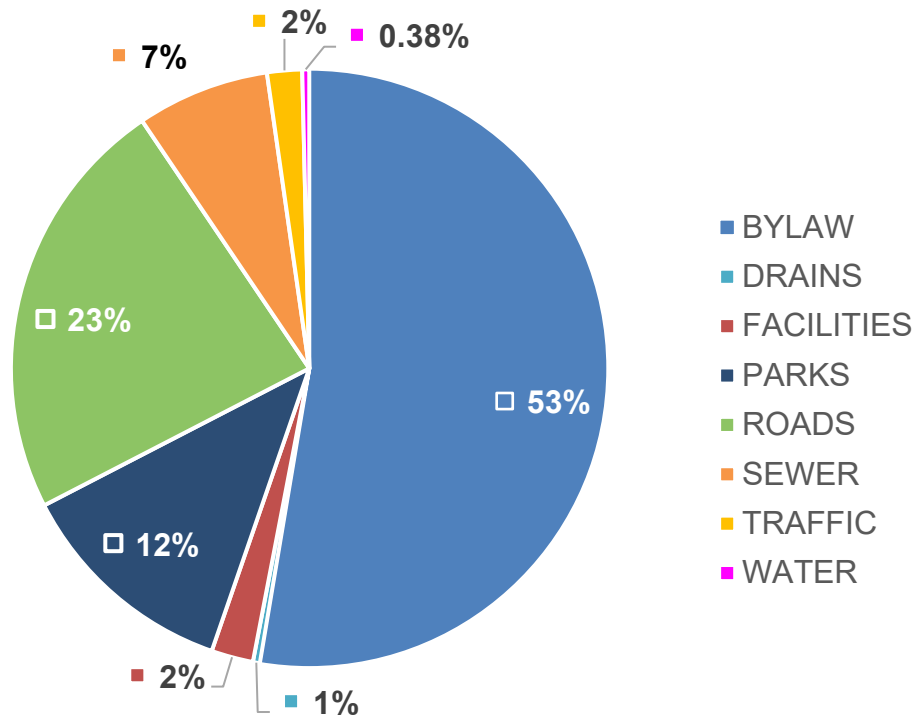


Table 3: Service Request Summary for Tier 2 CSR Coverage Roles

Service Requests Initiated	Within Department	Outside Department
264	206	58

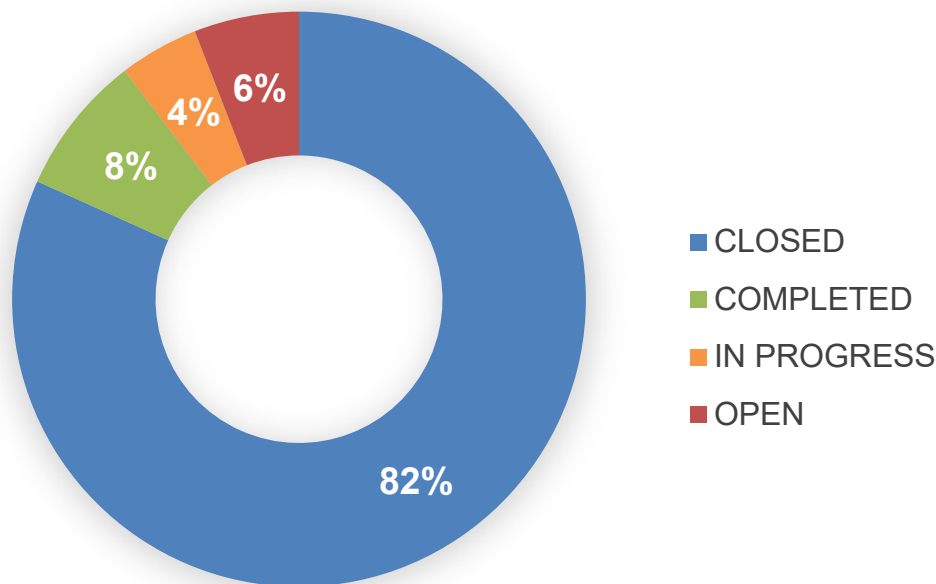
Figure 5: Customer Service Tier 2 Service Requests by Category



Status of Service Requests are monitored within a 30-day window, aligning with timelines identified in the current Public Complaint Policy (98). Department Managers are equipped with a dashboard report in Cityworks that monitors service requests exceeding 30 days without closure or resolution. There are certain service requests that will exceed a 30-day resolution period by nature of the type of work that needs to be completed or seasonality impacting timing of when follow-up can take place. This includes areas such as tree pruning and road maintenance where efficiencies are gained from batching work by defined areas, as well as timing the work to minimize environmental or seasonal factors. Figure 6 below provides a status summary of service requests that were initiated between November 1, 2023 - October 31, 2024. Important to note is that “completed” status often means the issue or complaint has been addressed and that either final documentation/review is needed or “completed” was assumed to be closing the service request. Therefore, considering “closed” and “completed” statuses together, 90% of service requests were completed within the

reporting period. Ensuring that status updates are completed in a timely manner continues to be a priority for the Manager Customer Service to monitor and follow-up with departments as required.

Figure 6: Service Requests Status Summary

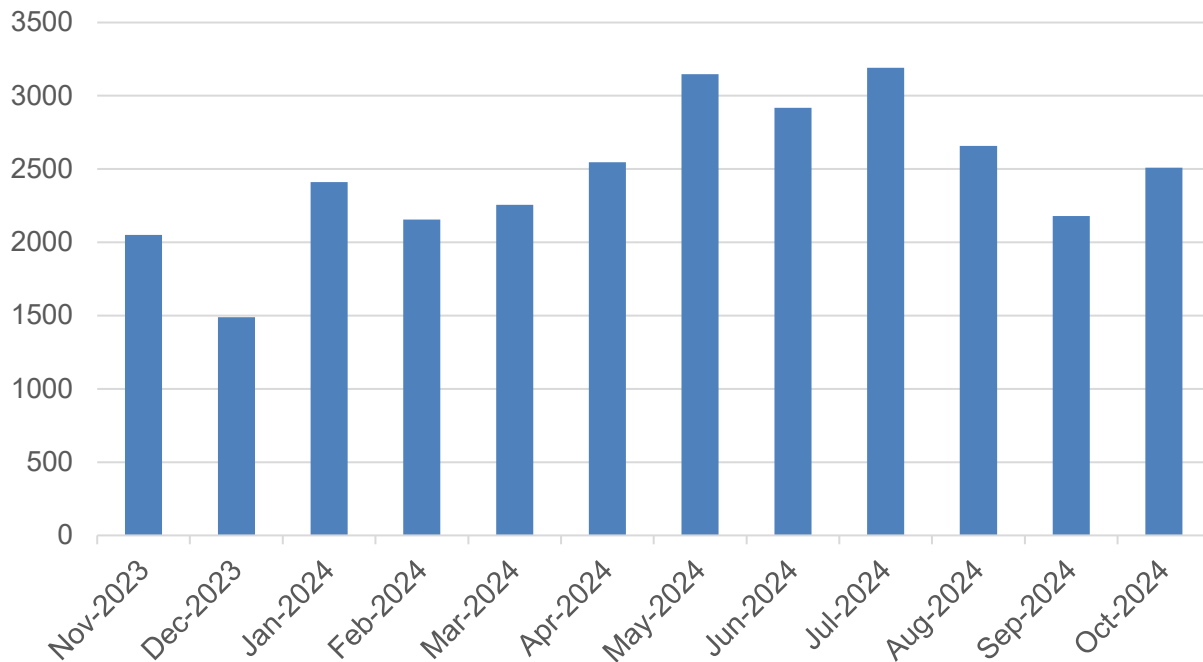


3CX Phone System

In November 2023, the Town launched a new phone system to ensure system infrastructure could be confidently supported long term and facilitate the implementation of a queue option on the main phone menu. The “0” menu option provides a live answer function should customers be unsure of what department or Tecumseh staff member they are looking to connect with. The queue line is staffed during regular business hours Monday-Friday 8:30am - 4:30pm.

In total from November 1, 2023 - October 31, 2024, the Town received **29,511** inbound external calls. Figure 7 below provides a summary of call distribution for the specified reporting period. Since the new phone system was implemented in November 2023, year over year comparisons will commence in 2025 to ensure that data extracts originate from the same primary source.

Figure 7: Distribution of Inbound Calls by Month



As previously mentioned, the Town implemented enhancements related to Customer Service as a result of the 2021 organizational review. This includes a live answer option from the main phone menu. Table 4 below provides a summary of Tier 1 queue calls (“0” option) received across five (5) CSR roles for the defined reporting period. Out of the 29,511 inbound external calls received, the Tier 1 queue line was selected by the callers for approximately 12% of the calls. This percentage does not include calls to direct extensions or routed through department selections on the main phone menu. The queue includes a Tier 2 group to ensure depth is in place if the main queue is not available (i.e. high call volumes, resourcing constraints). For the reporting period, 28 calls were directed to the Tier 2 queue accounting for 0.09% of all calls, which demonstrates the main queue can service the “0” option a majority of the time. This is reflected in the queue answer rate provided in Table 4 below that also summarized call volume and averages for Tier 1 queue calls across 5 CSR roles.

Table 4: Tier 1 Queue Call Summary

Calls Received	Calls Serviced (< 5 s)	Queue Answer Rate	AVG Calls/ Working Day
3,639	3,459	95.50%	15 AVG 3 queue calls per day for 5 CSRs

Website

Of the 2,232 Cityworks Service Requests that were initiated/received between November 1 2023 - October 31, 2024, 658 were submitted through the website portal.

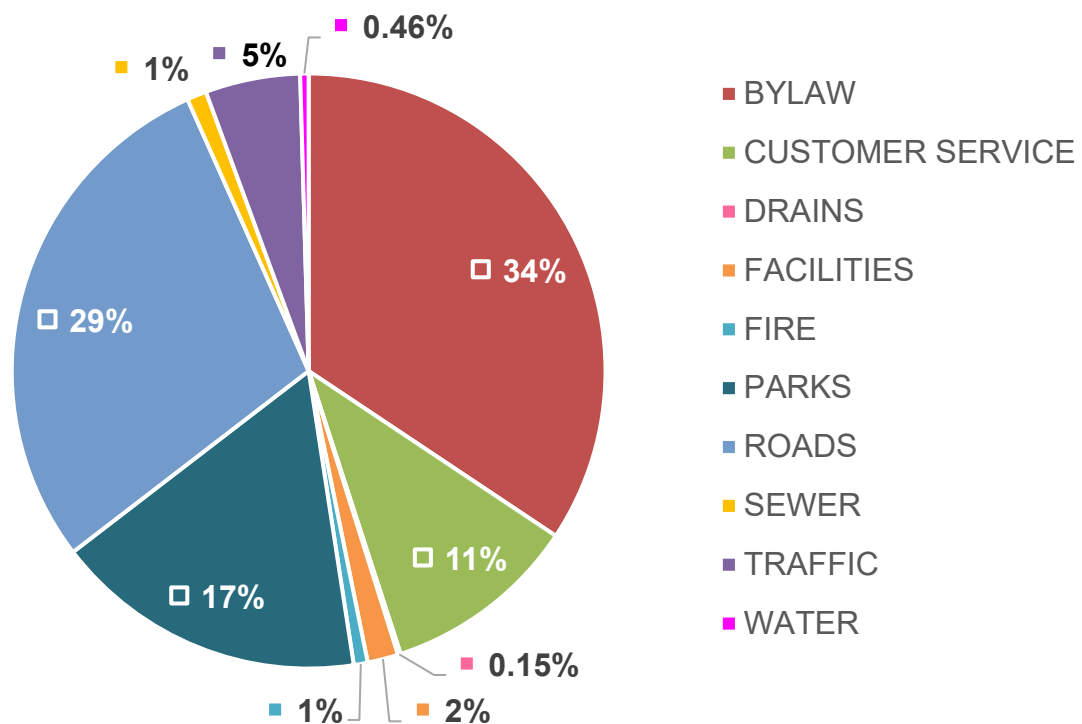
This equates to 29.48% of all Service Requests being submitted online.

Table 5 summarizes the types of Service Request categories received through the website. All requests received that are marked “other” are directed to the Customer Service category. The top three categories of requests remain consistent to those identified in the totals across the organization and Tier 1 CSR entries, however the distribution changes slightly with Bylaw having the most web requests followed by Roads and Parks as illustrated in Figure 8 below.

Table 5: Website Requests by Category

Category	Total
BYLAW	226
CUSTOMER SERVICE	70
DRAINS	1
FACILITIES	11
FIRE	5
PARKS	112
ROADS	189
SEWER	7
TRAFFIC	34
WATER	3
TOTAL	658

Figure 8: Website Request Distribution



Consultations

Customer Service Representatives
Department Managers

Financial Implications

None

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input checked="" type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

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

Prepared by:

Amanda Circelli
Manager Customer Service

Reviewed by:

Shaun Fuerth, BCS
Director Technology & Client Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None



The Corporation of the Town of Tecumseh

Legislative & Clerk Services

To: Policies and Priorities Committee

From: Robert Auger, Director Legislative Services & Clerk

Date to Council: November 26, 2024

Report Number: LCS-2024-18

Subject: Revisions to the Flag Protocol Policy No. 38

Recommendations

It is recommended:

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

And that Council provide direction to Administration on the revisions to the Flag Protocol Policy outlined in Attachment 1;

And further that the revised Flag Protocol Policy **be finalized and presented** at a future Policies & Priorities Committee meeting in 2025.

Background

The Flag Protocol Policy No. 38 (Policy) was adopted by Council in May 2002. The Policy provides guidance on the proper etiquette and display of flying the National Flag of Canada, Provincial flag and the Town of Tecumseh flag. The Policy also provides guidance on half-masting for mourning and special requests.

For flag etiquette, Administration follows the provisions set by the Government of Canada and the Department of Canadian Heritage for protocols on flag display placement on a flagpole, alignment, maintenance and disposal.

Comments

The Flag Protocol Policy has not been revised in over 20 years. The passing of a former Town Councillor earlier this year brought to light the need to modernize the Policy for greater clarity on flag protocols, to define observances which the Town participates in, and to provide general guidance on the administration of this Policy. In **Attachment 1**, a draft policy is presented with the proposed revisions highlighted in yellow. Specifically, the following sections were revised on half masting for mourning, observances and special requests as outlined below.

Half Masting for Mourning

The half masting of national flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all citizens.

In the current Policy, provisions for half masting for mourning are provided in a general nature for specific dignitaries such as Members of the Royal Family, Prime Ministers, Council Members, and present-day employees of the Town. However, the Policy lacks guidance on whether all Town flagpole locations participate in half masting or just specific locations. This leads to confusion and additional staff time to attend to all locations to lower the flags to half mast. Furthermore, past practice on half masting with specified dates from the federal or provincial governments has been inconsistent.

The draft policy recommends that the Town will lower flags for mourning only at the Town Hall location for staff efficiency. Requests for other locations will be considered by the Clerk and can be permitted considering the nature of the event (for example, the half masting for Remembrance Day at the Legion location). Half masting typically will be for one day and the three flags at Town Hall would be lowered during office hours of 8:30 am to 8:30 am the following day. On events such as Indigenous Veterans Day (Nov 8) and Remembrance Day (Nov 11) being a few days apart, Administration is recommending lowering the flags for four days during this time for efficiency in administrative operations as well as in a calendar year these dates may be on the weekend.

The Policy also outlines that when directed from the Department of Canadian Heritage, the Town will lower flags to half mast at dates and times that are not listed in the Policy. The federal and provincial governments provide notices on their websites of dates identified for half masting for mourning. There have been times where the Town has not participated in half masting for mourning as staff were not aware of the date. In

reviewing the annual dates from the federal and provincial governments, the draft policy identifies the annual half mast for mourning days recognized by both levels of government. The dates listed below are for Council's determination as to whether the Town would like to participate.

- a. April 9 - Anniversary of the Battle of Vimy Ridge
- b. April 28 - The Day of Mourning for Persons Killed or Injured in the Workplace
- c. June 23 - National Day of Remembrance for Victims of Terrorism
- d. November 8 - Indigenous Veterans' Day
- e. November 11 - Remembrance Day
- f. December 6 - National Day of Remembrance and Action on Violence against Women
- g. January 27 - International Holocaust Remembrance Day

Specific dates can be removed, and other dates can also be added if directed by Council. Administration is requesting direction on mourning dates the policy should include. Alternatively, Council could choose not to participate in half masting for mourning.

Administratively, when the flags are lowered, the Legislative & Clerks Services Department will notify the Community & Recreation Services Department to lower the flags and will work collaboratively with the Communications team to raise awareness and provide a summary to be posted on the Town's website on the half masting.

Flag Raisings

In the Town's Strategic Plan for 2023-2026, community health and inclusion are identified as a strategic priority that includes integrating community health and inclusion into our places and spaces and everything we do. Over the years, the Town has raised flags in honour of observances if requested by a community group or organization. This practice has led to an inconsistent approach to annual reoccurring observances of recognizing specific months or days. The Policy does not address specific flag raisings the Town will participate in, nor does it provide Administration with guidance on which types of flags would be considered appropriate or inappropriate for the purposes of being raised on Town property.

To celebrate the strength and inclusivity of our Town, a section on flag raising observances has been added to include procedures, criteria and restrictions. Administration has reviewed the national and provincial recognized observances that are enacted annually. Similar to half-masting for mourning, the list provided below has been developed based on the federal and provincial protocols for observances. The

dates provided below indicate specific dates and months. In the case of observing a specific month, the flag will be raised on the first day of the month for the duration of the month. If the last day of the month falls on a weekend, the flag will be removed on the first day Town Hall is open. The dates list below are for Council's determination as to whether the Town would like to participate in these and/or other observances.

- a. February – Black History Month
- b. March 8 - International Women's Day
- c. June – Pride Month
- d. June 21 - National Indigenous Peoples Day
- e. September 25 - Franco – Ontarian Day
- f. September 30 - National Day for Truth and Reconciliation

In those limited instances where there is an observance that falls on two separate dates, staff has reviewed other local municipalities and selected the time when most local municipalities provide observance. For example, Pride month is observed by the Federal government from June to September while the Provincial government observes Pride month in June which is similar to local school boards.

Specific dates can be removed, and other dates also can be considered and added if directed. Administration is therefore requesting direction from Council on whether they would like to participate, in these and/or other observances.

It should also be noted that the Town has all flags for the observances listed above except for Black History Month and International Women's Day. If Council decides to move forward with these observances, flags will need to be purchased at a cost of \$100.00.

For the flags that are raised, the Legislative & Clerk Services department will coordinate with the CRS and the communications team to have a brief notice posted on the Town's website.

Flagpole Locations

The Town has 29 flag locations across the Town as outlined in [Attachment 2](#). Some locations have more than one flagpole such as the Town Hall and Lakewood Park which have a total of 10 flagpoles. At the Town Hall Front location, there are 3 flag poles which display the National flag, Provincial flag and Town of Tecumseh flag. Special Requests whether from members of the public and/or members of Council are periodically received and accommodated, for which the Town of Tecumseh flag is removed, and a Community flag is raised in its place for a designated period. In specific months, there are several community groups requesting that their flag be raised. For example, in the

month of June, there have been requests for flag raisings for National Accessibility Week, Pride Month, and Italian Heritage. When this occurs, staff will try to reach a compromise with the community groups in an effort for all to be recognized. This practice has been challenging for Administration as the requests are for flags to be raised at the Town Hall Front location for greater visibility. When a request is accommodated, the Town of Tecumseh flag is removed, and the community group flag is raised.

To alleviate these conflicting time requests, the draft policy is proposing that Council consider erecting an additional flagpole to accommodate such Special Requests. By erecting a community flagpole, it publicly demonstrates the Town's support and provides community groups and organizations with an additional tool for raising awareness on celebrations and/or events. The additional flagpole will also provide some flexibility to Administration when multiple requests are received that may have conflicting dates. If considered, Administration is requesting direction on the merits of adding a community flagpole at the time the Lesperance Road Trail is under design.

Currently, the Policy does not provide a process for submitting a Special Request for flag raisings. Traditionally, these Special Requests for flag raisings are received by Clerk via email from a community group. In the draft policy, a standard process has been added where community groups and organizations can apply to have their flag flown by submitting an online form similar to the application process for Policy No. 111 (Illumination of Town Buildings policy). If Council and/or Council Members wish to make a Special Request for a flag raising, this request will be made and accommodated by way of Council Resolution.

Administration has also considered combining the Illumination of Town Hall Buildings online application with flag raising in an effort that a community group may apply to both. This application process will continue to be administered through the Legislative & Clerk Services Department. All requests will be reviewed with the criteria identified in the draft policy to ensure that the request is in keeping with the Town's policies and procedures.

Furthermore, the draft policy as provided some clarity on restrictions on requests. Requests will be denied if the community group or organization consists of one or more of the following:

- Political parties or political organizations
- Religious organizations or religious events or celebrations
- Celebrations, campaigns, or events intended for profit-making purposes
- Events that support discrimination, hatred, violence, or prejudice.

The Community & Recreation Services staff maintain all Town flagpoles and flags on a regular basis to ensure that dignity and respect are demonstrated. If a flag is not in good condition, staff remove the flag and replace it with a new flag which is a time-consuming process given the number of flagpole locations. To provide a consistent approach to flagpole management, Administration recommends maintaining the flagpoles located at administrative offices, regional parks and/or locations of national or international significance. Administration has reviewed the current flagpole locations using these criteria and recommends the removal of flagpoles highlighted in yellow in Attachment 2. Reducing the number of flagpoles will provide for greater efficiencies in staff time, financial savings of equipment and supplies, and a consistent approach in the administration of this policy. A provision has been added in the draft policy that if there is a request for a new flagpole location, the location must meet the criteria and be approved by Council.

Consultations

Community & Recreation Services

Financial Implications

The Community and Recreation Services Department maintains all flags and flagpoles in the Town which can take considerable staff time to travel to each location to review the condition of flagpoles and flags, and repair if necessary. The costs of a flag is \$100.00. In the proposed removal of 9 flag poles, there are two financial options for consideration:

In Option A, the full removal of the flagpole which include the flagpole unit, excavation and staff time is estimated at \$2,000.00 per flagpole for a total cost to remove all 9 flagpoles for \$18,000.00.

In Option B, there is an option to only remove the flagpole unit and not excavate which decreases costs significantly to \$300.00 per flagpole for a total removal of 9 flagpoles for \$2,700.00.

If Council considers moving forward with erecting a new community flagpole, the estimated costs are \$8,000 which includes the materials and staff time and be funded through the CRS Facilities Capital Budget – Annual Recurring Lifecycle.

Link to Strategic Priorities

Applicable	<u>2023-2026 Strategic Priorities</u>
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input checked="" type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website Social Media News Release Local Newspaper

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

Prepared by:

Jennifer Alexander, MPA, AOMC, CMO
Deputy Clerk & Manager Legislative Services

Reviewed by:

Robert Auger, LL.B.
Director Legislative Services & Clerk

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Draft Policy
2	Town of Tecumseh Flag Locations

The Corporation of the Town of Tecumseh

Policy Manual

Policy Number:	38
Effective Date:	Click here to enter a date.
Supersedes:	RCM 364/14 September 9, 2014
Approval:	Click or tap here to enter text.
Subject:	Flag Protocol Policy

1. Purpose

- 1.1 This policy provides a framework to govern requests for flag raising/lowering and to establish a consistent protocol for the flying of flags at all Town buildings, properties, and facilities where flag poles are present.

2. Scope

- 2.1 This policy applies to all buildings, properties and facilities owned and operated by the Town.
- 2.2 This policy shall be reviewed every 4 years from the date it becomes effective, and/or sooner at the discretion of the Director, Legislative Services.

3. Definitions

- 3.1 “**Flagpole**” in this policy refers to all flag poles on Town property under the care or control of Town staff.
- 3.2 “**Half-masting**” refers to the action of flying flags at a position that is equal distance from the top and bottom of a flagpole to mark periods of mourning or to commemorate solemn occasions.
- 3.3 “**Town**” refers to the Town of Tecumseh.

4. Flag Poles

- 4.1 The Town of Tecumseh has a number of flagpole locations throughout the Town. (Schedule A for a list of locations.)
- 4.2 Flagpoles are erected at those identified Town facilities and parks which host meetings, events, or gatherings of Provincial, National, or International significance.
- 4.3 A Community Flagpole is also located at Town Hall to provide an opportunity to raise awareness and support for community events. Requests to raise a community flag must be submitted to Town Administration through the online form.
- 4.4 If a request for a new flagpole is received by Town Administration, the location shall meet the following criteria for consideration:
 - 4.4.1 The location can host meetings, events, or gatherings of Provincial, National, or International significance to the Town.
 - 4.4.2 The rationale for the location meets the Town's current Strategic Priorities.
 - 4.4.3 If the criteria are satisfied, Administration will present a report to Council recommending the location for approval.
- 4.5 **Flag Care and Maintenance**
 - 4.5.1 Flags will be inspected on a regular basis (quarterly). When a flag's condition is such that it is no longer fitting for display (frayed, faded, torn, soiled, or ripped), it is to be retired and replaced. The retired flag must be destroyed in a dignified manner. For current methods to dispose of the National Flag see etiquette [here](#). Such practice will be coordinated by the Department Community and Recreation Services for the Town of Tecumseh.
 - 4.5.2 Flags are stored at the Tecumseh Town Hall, or other designated Town storage facility in a safe and proper manner.

5. Procedure

The National Flag of Canada as well as other flags are symbols of honor and pride, and as such must be treated with respect.

5.1 Dignity of the National Flag of Canada

- 5.1.1 The National Flag of Canada should be displayed only in a manner befitting the national emblem; it should not be subjected to indignity or displayed in a position inferior to any other flag or ensign. The Canadian flag always takes precedence over all other national flags when flown in Canada. The only flags to which precedence is given over the Canadian flag are the personal standards of members of the Royal Family and of His Majesty's representatives in Canada. The Canadian flag should always be flown aloft and free.
- 5.1.2 It is improper to use the National Flag of Canada as a table or seat cover or as a masking for boxes, barriers, or intervening space between floor and ground level on a dais or platform.
- 5.1.3 While it is not technically incorrect to use the National Flag of Canada to cover a statue, monument or plaque for an unveiling ceremony, it is not common practice to do so and should be discouraged.
- 5.1.4 When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all persons present should face the flag and all should remain silent.

5.2 Position of Honour

- 5.2.1 The location of the position of honour depends on the number of flags flown and the chosen configuration. When two flags (or more than three flags) are displayed, the position of honour is furthest to the left (to an observer facing the display). When three flags are flown, the position of honour is in the centre.
- 5.2.2 Flags of nations, provinces and cities should always be flown on their own mast or pole. It is improper to fly two or more flags on the same mast or pole.
- 5.2.3 All flags should remain unobstructed and should not touch anything beneath them.
- 5.2.4 When the National Flag of Canada is flown alone on top or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left of the observers facing the flag.
- 5.2.5 When the National Flag of Canada is flown alone on top or in front of a building, where there are more than two flagpoles, it should be flown as near as possible to the centre.

5.2.6 When the National Flag of Canada is displayed on a speaker's platform, it should be against the wall, or on a flagpole on the left from the point of view of the congregation audience facing the celebrant or speaker.

5.2.7 When the flags are displayed in Council Chambers, the order of the flags are (left to right of the Mayor chair) National Flag, Provincial Flag (Left Side of Mayor Chair) County of Essex Flag and Town of Tecumseh Flag (Right Side of Mayor Chair).

5.3 Precedence

5.3.1 The order of precedence for flags is:

- a. The National Flag of Canada
- b. The flags of other sovereign nations in alphabetical order (if applicable)
- c. The flags of the provinces of Canada ([in the order in which they joined Confederation](#))
- d. The flags of the territories of Canada ([in the order in which they joined Confederation](#))
- e. The flags of municipalities/cities (Town of Tecumseh)
- f. Banners of organizations
- g. Historical Flags

5.3.2 Single Flagpole

- a. When the National Flag of Canada is flown alone on top or in front of a building where there are two flagpoles, it should be flown on the flagpole to the left of the observers facing the flag.
- b. When the National Flag of Canada is flown alone on top or in front of a building, where there are more than two flagpoles, it should be flown as near as possible to the centre.

5.3.3 Multiple Flagpoles

- a. The National Flag of Canada, when flown or paraded, takes precedence over all other national flags. When flown with other flags, all flags should be flown on separate staffs and

at the same height, all being of the same size, with the National Flag of Canada occupying the position of honour.

- b. The National Flag of Canada should be raised first and lowered last, unless the number of flags permits them to be raised and lowered simultaneously.
- c. When flown with another flag, the National Flag of Canada should be to the left of the observer facing the flags, and both should be at the same height.

5.3.4 Town Flag

- a. The Town Flag will be flown at all of the Corporation's buildings or facilities where there are sufficient flagpoles to do so. In the event that only one flagpole exists on the property, either the Canadian Flag or Town Flag may be displayed.
- b. The Town Flag shall not be used for commercial purposes by any organization.
- c. The Corporation reserves the right to refuse, deny or restrict the use of the Town Flag with respect to where or how it will be flown or displayed.

5.4 General Guidelines

- 5.4.1 For Special Requests for a flag raising/half-masting, it must be in connection with a particular event by an organization and can only be requested on an annual basis.
- 5.4.2 A flag shall be flown for a period of up to one week, or for the duration of the associated event, whichever is less.
- 5.4.3 Flags shall only be raised and lowered on those business days that the Town office is open.
- 5.4.4 If the event is on a weekend, flags will be lowered at the end of the last business day after the event.

6. Half-Masting for Mourning

- 6.1 Flags will be flown at half-mast positions at the Town Hall location flagpoles, where feasible to do so, as a sign of mourning upon the passing of the following persons:

-
- 6.1.1 Members of the Royal family
 - 6.1.2 A past or present Prime Minister
 - 6.1.3 A past or present day elected representative of the Federal, Provincial and Municipal Governments
 - 6.1.4 Present day employees of the Town of Tecumseh or members of the Town Council
 - 6.1.5 A resident of Tecumseh who is a member of the Canadian Armed Forces, killed while deployed on duty
 - 6.1.6 As otherwise directed by the Mayor and Town Council or the Chief Administrative Office
- 6.2 To honor the deceased, all flags in a group shall be flown at half-mast from the time of passing until the end of the day of the funeral service.
- 6.3 In the event of the death of military personnel with the Canadian Armed Forces while deployed on duty and with a direct relationship to the Town of Tecumseh, either born or resides in Tecumseh, the flags flown at the Tecumseh Town Hall will be lowered to half-mast to honour the fallen soldier. Any other consideration will be considered as a special request.
- 6.4 To place a flag at half-mast, it shall be raised to the masthead, then slowly lowered until the flag's center is midway between the masthead and the base of the flagpole.
- 6.5 Federal and Provincial Annual Half-Masting**
- 6.5.1** Where feasible to do so, the National Flag of Canada will be flown at half-mast position at the Town Hall location in observance of the following events/dates observed annually by the **Federal and Provincial governments:**
- a. **April 9 - Anniversary of the Battle of Vimy Ridge**
 - b. **April 28 - The Day of Mourning for Persons Killed or Injured in the Workplace**
 - c. **June 23 - National Day of Remembrance for Victims of Terrorism**
 - d. **November 11 – Remembrance Day**
 - e. **November 8 - Indigenous Veterans' Day**

f. December 6 - National Day of Remembrance and Action on Violence against Women

g. January 27 - International Holocaust Remembrance Day

6.6 When the flags are placed at half-mast, to inform the public, a notice will be provided on the Town's website with a brief summary of the observance.

7. Special Requests - Town of Tecumseh Flag Sites

7.1 There will be no presentations or delegations at Town Council with respect to flag raising requests. All Special Requests shall be made to Town Administration in accordance with the terms of this Policy.

7.2 Flags flown by special request will be flown at the Community Flagpole at Town Hall and shall be flown for the duration that the request is granted, or for an appropriate period specified by the Director Legislative Services to mark an event.

7.3 In the event of the death of military personnel with the Canadian Armed Forces while deployed on duty and with a direct relationship to the Town of Tecumseh, the flags flown at the Tecumseh Town Hall will be lowered to half-mast to honour the fallen soldier.

7.4 At no time will the Town of Tecumseh display flags deemed to be inappropriate or offensive in nature or those supporting discrimination, prejudice, political or religious movements.

7.5 The Town of Tecumseh reserves the right to choose which flags may or may not be flown at Town owned properties.

7.6 The Town of Tecumseh only holds flag raising and half - masting ceremonies at the flag poles located at Tecumseh Town Hall. The Director Legislative Services may permit other flag locations based on the request.

7.7 All flag requests must be submitted through the form available online on the Town's website. Requests are on a first come first serve basis for the current calendar year. If there is already an observance scheduled for the date requested, the request may be denied.

7.8 If Council or a Council Member wished to make a Special Request, it shall be made and accommodated by way of Council Resolution and in deciding whether to make such a request by way of Council Resolution Council shall have regard to the criteria set out in this Policy.

7.9 Flag Raising Criteria

7.9.1 Requests to fly a flag will be considered if the reason for flying the flag meets one of the following criteria:

- a. Support of a particular event by a non-profit or charitable organization
- b. Celebration of achievements
- c. Celebration of multi-cultural and civic events
- d. Public awareness campaigns (in keeping with the Town's Policies and by-laws)

7.9.2 Restrictions

Approval will not be given to fly flags for the purpose of supporting or promoting the following:

- a. Political parties or political organizations
- b. Religious organizations or religious events or celebrations
- c. Celebrations, campaigns, or events intended for profit-making purposes
- d. Events that support discrimination, hatred, violence, or prejudice

7.10 The Town of Tecumseh will follow national and provincial guidance regarding public recognition/display of flags and nations. Guidance shall be sought when in doubt. Flags are to be displayed for one day (sunrise to sunset) unless the flag is displayed for the entire month in which case the flags will be raised on the first Monday of the month and lowered on the last Friday of the month.

7.11 In a situation where a flag is being flown for recognizing a month, if another request is received for a particular day in this month, accommodation may be made to permit the additional request by lowering the flag of the month observance and flying the other request for the day (sunrise to sunset). The month-long observance will resume with the flag raising the following business day.

7.12 The following are the events/dates observed by the Federal and/or Provincial governments which the Town annually raises flags to be flown at Town Hall:

- a. February – Black History Month
- b. March 8 - International Women's Day
- c. June – Pride Month
- d. June 21 - National Indigenous Peoples Day
- e. September 25 - Franco – Ontarian Day
- f. September 30 - National Day for Truth and Reconciliation
- g. November 8 to 11 - Veterans' Week

8. Responsibilities

- 8.1 The Director, Legislative Services or designate will be authorized to order the raising or lowering of flags at properties and facilities owned and operated by the Town.
- 8.2 The Community & Recreations Services will be responsible for the half-masting and raising, disposal and replacement of flags.

Town of Tecumseh Flag Poles		
Location	Number of Flag Poles	Address
Carling Park	1	1155 Lacasse Blvd.
Lacasse Park	1	590 Lacasse Blvd.
Lakewood Park (north)	4	13400 Riverside Dr.
Maidstone Recreation Center	1	10720 County Road 34
McAuliffe Park	1	2391 St. Alphonse Rd.
Rocheleau Park	1	12100 Gouin St.
St. Mary's Park	1	12020 County Rd. 34
Star of the Lake Park	1	13102 Riverside Dr.
Tecumseh Center Park	1	12021 McNorton St.
Town Hall Front	6	917 Lesperance Rd.
Ticonderoga Park	3	12375 Tecumseh Rd.
Weston Park	1	5284 North Talbot Rd.

Totals		
Library Flag Pole	1	
Fire Hall One	1	
Fire Hall Two	1	
Legion	1	
Lanoue Street Rec Center	1	
OPP	1	
Museum	1	
	29	



The Corporation of the Town of Tecumseh

Legislative & Clerk Services

To: Policies and Priorities Committee
From: Robert Auger, Director Legislative Services & Clerk
Date to Council: November 26, 2024
Report Number: LCS-2024-19
Subject: Parks By-Law 2009-13 Review

Recommendations

It is recommended:

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.

Background

Tecumseh Parks By-Law 2009-13 being a by-law to regulate parks in the Town was adopted in 2009. This By-Law regulates the use of all Municipal Parks to protect and govern our public parks so that everyone can enjoy the park experiences that the Town has to offer.

This By-Law has not had a comprehensive review since 2009. Minor amendments have been adopted (By-Law 2011-38 for designating areas for dogs to run off leash and By-Law 2017-56 with the amendments for permit fishing in Town parks) but there has not been a substantive review since that time.

While many of the sections of the By-Law are still very much effective today, there are additional matters and activities that have become more common place for regulation in

public parks since 2009. Additionally, there have been advancements in technology which allow for activities the original by-law could not have accounted for such as drone usage. The Parks By-Law has also been identified as a potential by-law to participate in the Town's Administrative Monetary Penalties System (AMPS) and so amendments are required to facilitate AMPS participation.

As a result, given that this by-law has not been reviewed for substantive changes in over 15 years, Legislative Services in major collaboration with Community & Recreation Services has now conducted a review of the Parks By-Law with a view towards ensuring: 1) best practices for Park operations, 2) that residents can enjoy the use of our Parks, and 3) appropriate and effective regulation.

To further assist with the review of the Parks By-Law, Administration engaged in public consultation through PlaceSpeak allowing the public an opportunity to provide feedback on the current by-law and potential changes. The survey on PlaceSpeak was posted from November 4 -15, 2024, with three social media posts to encourage participation. The survey asked for feedback on the use of remote-control cars, drones and regulating photo/video usage in changerooms and/or bathrooms. The survey also provided an opportunity to provide any additional comments on the current by-law. In total, 20 responses were received and can be viewed in the survey summary in Attachment 1. Responses were reviewed by Administration for information in the drafting of the new proposed draft by-law.

Comments

The Town's Park By-Law outlines the regulations governing the use and enjoyment of all municipal Parks in the Town of Tecumseh.

Provisions in this By-Law have been significantly revised and/or updated in the proposed draft by-law to raise awareness to park users on what is permitted and not permitted, language has been revised to address municipal trends and legal aspects relating to park matters, and provisions for enforcement and inclusion into AMPS have been added.

In the current By-Law, the By-Law is delineated into the following sections that address:

- Conduct while in a Park
- Use of the Park by the public
- Games, Sports and Organized Activities
- Vehicles/parking
- Animals in the Park

- Commercial Enterprises in the Park
- Regulation and Enforcement

In Attachment 2, a draft Parks by-law is presented for Council's consideration. For ease of reference, the sections that are highlighted reflect the proposed revisions to the by-law.

The following provides a summary of the main proposed revisions to the sections of the draft by-law.

Part 3: Conduct

Provisions have been added:

- prohibiting conduct which creates a nuisance and/or interferes with the reasonable use and enjoyment of the Park by other persons;
- prohibiting various types of encroachment and/or other activities in the Park without a Permit;
- to further protect wildlife and the environment (designation of naturalized areas);
- to clarify and update provisions relating to cannabis and/or Smoking.

Specifically, in Part 3 on Conduct, language was revised regarding park users and their behaviour, specifically addressing behaviour that would impact other park users. Provisions were also added to address vandalism in the park, residential and commercial dumping of garbage, installation of fences or structures, removal or planting of plants and trees. Other additions include a provision on naturalized areas for conservation which was implemented this summer at Lakewood Park to assist with growing grass in shadier spaces. Finally, revisions were added in the smoking section to include hookahs, vapes, and any similar emerging tobacco products as may be identified from time to time by the Windsor Essex County Health Unit.

Part 4: Park Use

Provisions have been added to the by-law on the following:

- clarifying access and hours of access to a Park;
- identifying restrictions on the use of Photography/videography and broadcasting without authorization/permit;
- addressing privacy and access concerns surrounding Washrooms and Change rooms.

The most significant changes to the current By-Law occur in Part 4 on Park Use as there have been considerable changes with how people are using parks for social gatherings and recreational activities. The draft by-law also proposes to address municipal operations and concerns, as well as emerging municipal trends such as recreational vehicle parking, drones, and the use of photography and video in changerooms.

A new section was added entitled Photography and Videography which was missing in the current By-Law. With the widespread use of cellphones with picture and video capabilities readily accessible, provisions were added to protect privacy concerns for those who use the municipal change rooms and washrooms.

With respect to Washrooms and Change rooms the proposed by-law provides that no person shall enter any portion of any washroom or change room in any Park except for those washrooms or change rooms that match their gender identity.

The Ontario Human Rights Commission in Section 13.4.1 of its Policy on Preventing Discrimination because of Gender identity and Gender expression states the following:

“The Code allows for restriction of services or facilities to persons of the same sex for reason of “public decency.” Facilities such as washrooms, change rooms and locker rooms are typically segregated based on sex. Trans people have the right to access these facilities based on their lived gender identity.

An organization’s washroom facilities and any related policy should not negatively affect trans people. A trans person who identifies and lives as a man should have access to the men’s washrooms and change rooms. A trans person who identifies and lives as a woman should have access to the women’s washrooms and change rooms.”

Finally, in deciding whether to provide a Permit for certain activities, the new by-law now provides criteria or factors to be considered by the Municipality:

- whether such activity will damage the Park;
- whether the proposed activity will or is likely to cause a hazardous or dangerous condition;
- whether such activity would deprive the general public of their reasonable enjoyment of the park facilities for an extended period of time;
- the payment of applicable fees and charges, and as set out in the Municipality’s Fees and Charges Bylaw; and
- the potential for conflicts with other persons using the Park.

Part 9: Regulation and Enforcement

Finally, the current By-Law does not have provisions included to provide for the option of enforcement through the Town's AMPS program and so the appropriate provisions to provide for that have been added to the draft proposed by-law.

Consultations

Community & Recreation Services
Chief Administrative Officer and People & Culture

Financial Implications

There are no financial implications with this report at this time.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input checked="" type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

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

Prepared by:

Jennifer Alexander, MPA, AOMC, CMO
Deputy Clerk & Manager Legislative Services

Reviewed by:

Robert Auger, LL.B.
Director Legislative Services & Clerk

Reviewed by:

Beth Gignac, BA Hons
Director Community & Recreation Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Summary of Survey Results
2	Draft By-Law

Parks By-law Review Survey Results

1. There were 20 respondents to the survey, and all identify homeowners.

- a. **Ward 1:** 4 Respondents
- b. **Ward 2:** 9 Respondents
- c. **Ward 3:** 3 Respondents
- d. **Ward 4:** 1 Respondent
- e. **Ward 5:** 1 Respondent
- f. **Non-Residents:** 2 Respondents

2. How often do you visit a Tecumseh Park:

- a. **Daily:** 9 Respondents
- b. **Weekly:** 9 Respondents
- c. **Monthly:** 2 Respondents

3. Which Park do you visit the most:

- a. Lakewood Park
- b. Lacasse Park
- c. McAuliffee
- d. Southfield
- e. Town Hall

4. Do you think the town should regulate the use of remote-control cars in Parks:

- a. **Yes:** 5 Respondents
- b. **No:** 10 Respondents
- c. No Response: 5
- d. Comments received for this question:
 - i. As long as good behaviour rules. If these vehicles are run late at night or are really noisy then Council intervention may be necessary.
 - ii. Parks are the perfect place for remote control vehicles.

5. Do you think the Town should regulate Drone usage in Parks:

- a. **Yes:** 11 Respondents
- b. Comments for yes:
 - i. Safety risk of flying drones into people.
 - ii. It's an invasion of privacy.
 - iii. No overflight or close proximity of adjacent property
- c. **No:** 5 Respondents
- d. Comments for no:
 - i. Where else could you use a drone but a park?
- e. **Unsure:** 4 Respondents
- f. No comments provided who indicated unsure.

6. What are your thoughts on regulations on photos/video usage in public changerooms/bathrooms:

- a. Should not be allowed at all.
- b. Probably not a good idea to have those be allowed in bathrooms/changerooms.
- c. There shouldn't be any!
- d. Photos and videos should be provided in these areas.
- e. Yes. There should be no photos or video usage in public changerooms/bathrooms.
- f. There should not be video or photo use in washrooms or changing facilities.
- g. There should be no cameras in bathrooms or changerrooms.
- h. Pretty sure that's against the law.
- i. May be a good vandalism deterrent.
- j. Regulations should be in place to prohibit.
- k. Do you mean safety and security photos/video or users taking photos/videos? If the latter, absolutely not unless related to documenting criminal activity.

- l. There should be no video or photo usage in the bathrooms. Privacy concerns for others.
- m. Unsure - People that damage those areas should somehow be held accountable.
- n. I think that is a common sense issue. No photos/videos in public bathrooms.
- o. Privacy is paramount and cleanliness is very important. times of use need to be discussed.
- p. Do not allow.
- q. outside the room should be ok.....entering and exiting video.
- r. 100% should not be allowed.

7. Please provide additional feedback on the by-law:

- a. That's it? What about dogs in parks, which aren't allowed to run freely, but seem to anyway. Optimist Park is used as an off-leash park everyday. Larger signs need to be posted and people need to be fined.
- b. Personal privacy is important. Just because one lives beside a park does not give others the right to invade privacy. Mostly people are pretty courteous. I love all of our parks and am so grateful that these important green spaces exist in our increasingly traffic clogged town.
- c. Positioning at entrances and covering any vulnerable structures would be beneficial. Also insuring there is persecution of offenders including full public disclosure.
- d. Currently all parks seem clean, well maintained, lit, no current concerns.
- e. Thank you to all involved with our Tecumseh Parks. They are beautiful. Love the work that was done in Lacasse Park last summer.

The Corporation of the Town of Tecumseh

By-Law Number 2024-101

A by-law to regulate municipal Parks in the Municipality of Tecumseh

Whereas Sections 9 to 11 of the *Municipal Act*, 2001, S.O. 2001 c. 25, as amended, (the "**Municipal Act**") confer the power to a municipality to pass by-laws regulating and prohibiting with respect to culture, parks, recreation and heritage;

And Whereas Sections 9 to 11 of the Municipal Act confer the power to a municipality to pass by-laws regulating and prohibiting with respect to parking on municipal parking lots and structures;

And Whereas Sections 9 to 11 of the Municipal Act confer the power to a municipality to pass by-laws regulating and prohibiting with respect to animals;

And Whereas Section 429 of the Municipal Act, provides that a municipality may establish a system of fines for offences under a by-law of the municipality passed under the Municipal Act;

And Whereas Section 434.1 of the Municipal Act, authorizes a municipality to require persons to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a municipal by-law passed, subject to conditions as the municipality considers appropriate;

And Whereas the Council of The Corporation of the Municipality of Tecumseh is desirous to enact the following by-law for regulating all municipal parks in the Municipality.

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

Part 1: Definitions:

In this By-Law wherever a word is used with its first letter capitalized, the term is being used as it is defined in this Part 1

- 1.1 "**Authorized Sign**" means any sign, notice, or other device placed or erected in or upon a Park, under the authority of this By-law.
- 1.2 "**Bicycle**" includes a tricycle and unicycle but does not include a motor assisted Bicycle.
- 1.3 "**Cannabis**" refers to any recreational cannabis in any form.
- 1.4 "**Control**" includes care and custody.

- 1.5 **"Council"** means the Council of the Corporation of the Town of Tecumseh.
- 1.6 **"Designated Area"** means an area defined or constructed for a specific use, which may include posted conditions.
- 1.7 **"E-Scooter"** means a vehicle that has:
- (a) two wheels placed along the same longitudinal axis, one placed at the front of the e-scooter and one at the rear,
 - (b) platform for standing between the two wheels,
 - (c) a steering handlebar that acts directly on the steerable wheel, and
 - (d) an electric motor not exceeding 500 watts that provides a maximum speed of 15 kilometres per hour;
- 1.8 **"Motor Vehicle"** means a motor vehicle within the meaning of the *Highway Traffic Act*, R.S.O. 1990; c.H.8, as may be amended from time to time.
- 1.9 **"Motorized Recreational Vehicle"** means a snowmobile, go-cart, trail bike, minibike, all terrain vehicle, power-assisted bicycle or similar Vehicle, propelled or driven by an internal combustion, or battery/electrical engine.
- 1.10 **"Municipality"** means The Corporation of the Town of Tecumseh.
- 1.11 **"Naturalized Area"** means an area of land or water dominated by native vegetation and undisturbed by human activity.
- 1.12 **"Organized Gathering"** means any gathering by a group or organization whether or not pre-planned or formally constituted, including but not limited to:
- (a) weddings and bridal/baby showers;
 - (b) funerals;
 - (c) celebrations of life;
 - (d) concerts;
 - (e) family reunions, parties, picnics or similar events;
 - (f) parades;
 - (g) political or religious gatherings/speeches and/or meetings;
 - (h) family reunions;
 - (i) public and/or other meetings of any groups or organizations;

- (j) any event otherwise determined by the Municipality acting reasonably to be an Organized Gathering.

- 1.13 "**Organized Sport**" or "**Activity**" means a sport, game, exercise class, recreational program, or activity pre-planned by a group or organization whether or not formally constituted and whether or not the players or members wear uniforms.
- 1.14 "**Park**" means land and land covered by water, and all portions thereof; owned by or under the care and control of the Municipality or made available by lease, agreement, or otherwise to the Municipality, that is or hereafter may be established, dedicated, set apart or made available for use as a public open space, naturalized area , or such other public recreational use, including any and all buildings, structures, facilities, erections and improvements located in or on such land, save and except where such land is governed by other by-laws of the Municipality.
- 1.15 "**Parking Area**" means a part or those parts of a Park that is designated and intended to park Motor Vehicles.
- 1.16 "**Permit**" means any written authorization of Council, a committee established by Council or employee of the Municipality where such power has been delegated.
- 1.17 "**Post**" or "**Posted**" refers to the erection or presence of permissive, regulatory, restrictive, warning or prohibitive signs and "**Posted Area**" means an area where such signs are located.
- 1.18 "**RC Vehicle**" refers to any remote-controlled vehicle such as a car, truck, buggy, boat, plane, helicopter, or drone.
- 1.19 "**Refuse**" means any article, thing, that appears to be waste material and is discarded as waste including but not limited to the following classes of waste material:
 - (a) grass clippings, tree cuttings, brush, leaves and garden refuse;
 - (b) paper, cardboard, clothing;
 - (c) all kitchen and table waste, of animal or vegetable/fruit origin resulting from the preparation or consumption of food except any acceptable material placed in a container;
 - (d) cans, glass, plastic containers, dishes;
 - (e) new or used material resulting from or for the purpose of construction, alteration, repair or demolition of any building or structure;
 - (f) refrigerators, freezers, stoves or other appliances and furniture;

- (g) furnaces, furnace parts, pipes, fittings to pipes, water or fuel tanks;
 - (h) unlicensed motor vehicle, inoperative motor vehicle, vehicle parts and accessories, vehicle tires mounted on rims or unmounted, mechanical equipment;
 - (i) rubble, inert fill, fencing materials; and
 - (j) other miscellaneous scrap metal item.
- 1.20 **“Solid Fuel”** means any solid substance which may be used for fuel such as coal, wood, biomass, peat, and/or charcoal.
- 1.21 **“Temporary Shelter”** means a tent, lean to or other form of shelter that is temporary and portable in nature that is constructed from nylon, plastic, cardboard or other similar non-rigid material, and that covers an area of less than ten (10) square meters.
- 1.22 **“Vehicle”** includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine, bicycle and any vehicle drawn, propelled or driven by any kind of power, including muscular power.

Part 2: Scope

- 2.1 This By-law shall apply to all Parks in the Municipality and any premises located therein which are under the control or management of the Municipality inclusive of Parking Areas and of the streets and approach thereto and connecting the same.

Part 3: Conduct

3.1 Conduct

3.1.1 While in a Park no person shall:

- (a) engage in any riotous, boisterous, violent, lewd, sexual, threatening, or illegal conduct or use profane or abusive language;
- (b) organize or take part in games of disc golf unless authorized by signage by the Municipality;
- (c) cast, throw, or in any way propel any object (unless such activity is permitted by the Municipality) in such a manner as may or does endanger or cause injury or damage to any person or property;

- (d) create a nuisance by loitering, spying, accosting, frightening, annoying or otherwise disturbing other persons; or otherwise act or cause others to act in any way which interferes with the reasonable use and enjoyment of any park by other persons;
- (e) urinate or defecate in or on a Park except in a provided public or private toilet facility;
- (f) enter or remain in any public park, place, area or location within a public park where a "No Admittance" sign has been erected;
- (g) release balloons or lanterns;
- (h) destroy or cut, mark, break, dig, tear up, burn, decorate, adorn, or in any way damage, injure or deface:
 - (i) any tree, flower bed, shrub, plant or sod;
 - (ii) any pool, fountain, bridge, fence, wall, gateway, roadway, pavement, parking area, sidewalk, walk or other facility, erection or improvement;
 - (iii) any building or other structure, or any appurtenance thereof; or
 - (iv) any swing, slide, playground apparatus, table, seat, bench, sign, vase or other fixture, equipment or personal property or ornament or utility, located in or upon any park;
- (i) walk, run, or drive a vehicle on or allow any animal or child in their custody to go upon any area or otherwise disturb any area that is under repair, has been or is being prepared for planting, has been or is being newly seeded or sodded, or is an area where restricted signs are posted;
- (j) construct upon or alter the grade of any property;
- (k) enter and leave any park except by designated entrance ways or exit, or enter or attempt to enter any facility, area or building sealed, locked or otherwise restricted from public access;
- (l) use any buildings, structures or equipment for any purpose other than that for which it was obviously intended;
- (m) remove or change the location of or in any way disturb the setting of playground or any other equipment or chattels or of any part or portion thereof;
- (n) climb any building, structure or equipment, unless it is equipment designed for climbing; and/or

(o) use of a metal detector in any park without permission.

3.1.2 In addition to any other penalty under this Bylaw, any person who violates this By-law may be removed from the Park pursuant to the Municipality's Visitor and No Trespass Policies.

3.2 Firearms or Offensive Weapons

3.2.1 While in a Park no person shall be in possession of or use any firearm, torpedo, rocket of any type, air gun, bow and arrow, axe or offensive weapon of any kind unless authorized by Permit.

3.3 Fireworks

3.3.1 While in a Park, no person shall ignite, discharge or set off any fireworks except as a fireworks display authorized by Permit in compliance with Tecumseh's Firework By-law 2023-045 as amended.

3.4 Encroachment

3.4.1 Without written consent from the municipality, no person shall encroach upon or take possession of any park or part thereof by any means whatsoever, including but not limited to:

(a) The construction, installation or maintenance of any fence or structure;

(b) The planting, installation or maintenance of any plant, plant material, shrub, tree or garden;

(c) Leave, deposit, store or dump any refuse or plant materials of any kind,

(d) Store, maintain, repair or construct a vehicle of any description, trailer, building, structure, fence or playground equipment in any park;

(e) Remove, destroy or construct any new pavement, sidewalk, crosswalk, trail, grass plot or roadway or any part thereof without written consent from the Municipality.

3.5 Injury and Damage

3.5.1 No person in any Park shall:

(a) climb onto any Park building, structure or equipment not intended for that purpose;

(b) climb any bridge in a Park;

- (c) damage or deface any Park building, structure or equipment;
- (d) damage or disturb in any manner grounds prepared for planting;
or
- (e) remove, mark, cut or destroy, any soil, sand, gravel, stone, rocks, wood, or any other material located in the Park.

3.6 Waste and Pollution

- 3.6.1 No person shall deposit, discharge, dump or leave waste of any kind and/or refuse of any kind in a Park.

3.7 Protection of Wildlife and Environment

- 3.7.1 While in a Park no person shall:

- (a) kill, attempt to kill, hunt, maim, injure, trap, remove or disturb any animal, bird, waterfowl, worms, or other wildlife; or
- (b) touch, injure or remove any nest or egg therefrom, or feed any waterfowl.
- (c) Allow any domestic animal under their care to chase, injure, harass, or kill any animal in the Park.

- 3.7.2 At any time, the Municipality may designate an area in a Park as a Naturalized Area for conservation purposes. These areas may include:

- (a) Woodlots,
- (b) Hazard lands, and/or
- (c) Naturalized open areas.

3.8 Alcohol

- 3.8.1 While in a Park, no person shall consume, serve or sell alcoholic beverages unless in compliance with the alcohol policy of the Municipality and as authorized by a Permit and with the approval of the Liquor Licence Board of Ontario.

3.9 Recreational Drugs

- 3.9.1 While in a Park, no person shall consume or sell any recreational cannabis, or emerging cannabis products (as may be identified from time to time by the Windsor-Essex County Health Unit) whether smoked or edible, unless they have a medical permit authorizing consumption.

3.10 Smoking

- 3.10.1 While in a Park, no person shall smoke or sell any tobacco, hookah, vape, and any similarly emerging tobacco products (as may be identified from time to time by the Windsor-Essex County Health Unit) and shall adhere to the provisions of the Municipality's Smoke Free Outdoor By-law 2014-60, as amended.

Part 4: Park Use

4.1 Access

- 4.1.1 Unless authorized by the Municipality, no person shall access or occupy a Park for non-recreational uses or to access an adjacent property
- 4.1.2 Unless authorized by the Municipality no person shall use, enter or gather in a Park between the hours of 10:00 p.m. and 6:00 a.m.

4.2 RC Vehicles and Rockets

- 4.2.1 While in a Park, no person shall drive, fly, or operate an RC vehicle, drone, or launch a rocket without written consent from the Municipality.

4.3 Campfires and Barbecues

While in a Park, no person shall:

- 4.3.1 light, build or stoke a fire or bonfire unless authorized by a permit;
- 4.3.2 leave unattended a solid or regular fuelled portable barbecue.

4.4 Organized Gatherings

- 4.4.1 While in a Park, no person shall:
- (a) hold or organize a Organized Gathering or Organized Sport or Activity for more than 25 persons without a permit;
 - (b) participate or take part in an Organized Gathering or Organized Sport or Activity for more than 25 persons that has not been authorized by a permit.
- 4.4.2 Where an Organized gathering or Organized Sport or Activity is for more than 25 people, a Permit must be obtained from the Municipality.

4.5 Photography and Videography

While in a Park or Parking Area, no person shall unless authorized by permit or otherwise posted:

4.5.1 engage in commercial photography or videography;

4.5.2 film, photograph, stream or videotape for remuneration/profit;

4.5.3 make a live or recorded broadcast or stream to media, except if same is made by a recognized news media;

4.5.4 paint likeness, take pictures, record, stream and/or broadcast video or record audio of any persons without the consent of the person and while in a wash or change room or such other areas where restricted signs are posted.

4.5.5 The Municipality shall be exempt from the prohibitions noted in this section and section 4.9 for the purposes of security, surveillance, health & safety, crime prevention and/or such other legal purposes in a Park.

4.6 Amplifiers and Loudspeakers

4.6.1 Unless authorized by Permit, no person shall operate loudspeakers or sound amplifying equipment while in a Park as per Noise By- Law 2023 -110.

4.6.2 While in a Park, no person shall cause or permit the emission of noise at an unacceptable volume and in a manner which reasonably disturbs or interferes with other persons in or near the Park.

4.7 Camping, Lodging, Tents and Structures

4.7.1 Unless authorized by a Permit, no person shall dwell, camp, or lodge in any Park or Parking Area and may be removed from the Park or Parking Area.

4.7.2 Unless authorized by a Permit, no person shall place, install, or erect any temporary or permanent structure or park an RV or recreational vehicle in a Park or Parking Area.

4.8 Bathing and Swimming

4.8.1 No Person:

- (a) shall enter any public swimming pool, except at times designated for swimming
- (b) shall enter any public swimming pool having an infectious disease.
- (c) while in or adjacent to any swimming pool, fail to abide by posted signs or to obey the instructions of any lifeguard or other authorized person.

- (d) shall Swim, bathe or wade in any pond, lake, stream, or Park except in a designated area.
 - (e) other than in designated leisure pools, shall swim or enter any body of water in a Park.
- 4.8.2 Shall in or adjacent to any swimming pool, or other designated swimming areas, fail to abide by the posted signs or obey to the instructions of a lifeguard or authorized person, falsely call for help or assistance.
- (a) stand, sit, or climb onto lifeguard perches or use equipment such as boards, or boats.
- 4.8.3 Shall utilize facilities without being properly attired including appropriate swimwear.
- 4.8.4 Shall change clothing in any area other than designated change rooms.
- 4.9 Washrooms and Change Rooms**
- 4.9.1 No person shall enter any portion of any washroom or change room in any Park except for those washrooms or change rooms that match their living gender identity.
- 4.9.2 While in any washroom or change room, no person shall:
- (a) urinate or defecate except in a designated washroom facility;
 - (b) paint likeness, take pictures, record video and/or audio of any persons if a minor or without consent;
 - (c) engage in sexual activity;
 - (d) climb, break, or destroy any facilities or equipment.

Part 5: Games, Sports and Organized Activities

5.1 Organized Sports or Activities

- 5.1.1 While in a Park, no person shall:
- (a) arrange or engage in an Organized Sport or Activity, except in a Designated Area which has been Posted; or
 - (b) interfere with an Organized Sport or Activity occurring within a Designated Area.

5.1.2 In addition to the prohibitions set out in subsection 5.1.1, while in any Park no person shall utilize a Designated Area without a Permit where same is Posted to prohibit or restrict such use.

5.2 Golfing and Archery

5.2.1 While in a Park no person shall play or practice golf or archery except in a Designated Area.

5.3 Skiing, Tobogganing, and Sledding

5.3.1 All persons shall ski, toboggan, snowboard, or sled in any area in any Park at their own risk and at no expense of the Municipality.

5.4 Tennis/Pickleball

5.4.1 No person shall enter walk or play upon a Designated Area for tennis/pickleball in any Park except in accordance with the Posted rules and regulations.

5.5 Other Sports

5.5.1 No person shall engage in playing any game such as baseball, basketball, cricket, croquet, football, golf, rugby, soccer, volleyball and frisbee, nor any other game that involves the projection of any object through the air, such as archery, except in areas designated by the Municipality, and in which facilities have been installed by the Municipality specifically for such purposes.

5.6 Park Hours

5.6.1 All Parks shall close at 10 p.m., and shall remain closed, until 6:00 a.m., the following morning unless otherwise posted.

5.6.2 No person shall remain in the park after the closing hour or before the posted opening hour.

5.6.3 No Organized Sport or Activity shall commence before 8 a.m., local time on Saturdays, Sundays, and statutory holidays.

Part 6: Vehicles

6.1 Roadways

6.1.1 The Council, or where such authority has been delegated to a Municipal Employee is authorized to establish appropriate rules to regulate the use of Park roadways.

6.1.2 Unless authorized by Permit, and except as provided in respect to section 6.5 with respect to Bicycles, no person shall while in a Park drive, operate, pull or ride any Vehicle except on a roadway or parking area.

6.2 Parking

6.2.1 No person shall in any Park:

- (a) park or leave a Vehicle except in a Designated Area for parking;
- (b) park or leave a Vehicle between the hours during which a Park is closed;
- (c) stop or park a Vehicle in a Designated Area for parking, except in a parking space and in accordance with Posted conditions;
- (d) stop or park a Vehicle in a designated disabled parking space unless a disabled person parking Permit issued in accordance with the provisions of the *Highway Traffic Act*, RSO 1990 c.H.8 as may be amended from time to time is properly displayed on or in the Vehicle;
- (e) use any parking space except while using the Park;
- (f) park in a designated fire route: or
- (g) park without consent of the Director Community & Recreation Services or designate.

6.3 Other Activities

6.3.1 No person shall make use of any roadway or Designated Area for parking in any Park for:

- (a) washing, cleaning, servicing, maintaining or, except in the event of an emergency, the repair of any Vehicle;
- (b) instructing, teaching or coaching any person in the driving or operation of a Motor Vehicle; or
- (c) playing of any games and/or sports.

6.4 Motorized Recreational Vehicles

- 6.4.1 No person shall ride drive, park or be in the possession or Control of a motorized recreational Vehicle in any Park except in a Designated Area.

6.5 Recreational Vehicles

- 6.5.1 It shall constitute as an offence for a Person operating a Bicycle, Electric Kick Scooters, Roller Blades, Skateboard or Power-Assisted Bicycle to:

- (a) Operate the Bicycle, Electric Kick-Scooters or Power-Assisted Bicycle in areas not designated;
- (b) Fail to Adhere to designated trail or pathway surfaces;
- (c) Obstruct or otherwise endanger other users of the Park;
- (d) Travel speeds 20km/h or more;
- (e) Fail to obey signage;
- (f) Fail to yield to pedestrians;
- (g) Fail to keep right unless passing;
- (h) Fail to use a bell, horn or verbal indication when passing;
- (i) Fail to use caution around pedestrians;
- (j) Fail to Dismount when crossing streets, and
- (k) Fail to Operate the Bicycle, Electric Kick-Scooters or Power-Assisted Bicycle in a safe and prudent manner to the satisfaction of the Officer in their sole opinion.

- 6.5.2 No person shall operate more than two bicycles abreast at any time on any designated path and such operation shall not impede the pedestrian traffic in any public Park.

6.6 Exception

- 6.6.1 Despite any regulation in this By-law restricting the use of motor vehicles in parks, and for greater certainty only, a wheelchair or similar device (motorized or otherwise) used by an individual due to a disability may be used in all areas of parks including all multi-use pathways and the accessible portions of hiking trails.

6.7 Trucks and Commercial Motor Vehicles

No person shall drive, operate, pull or ride in any Park:

- 6.7.1 any heavy machinery or equipment of any description and whatever the mode of power; or
- 6.7.2 any truck trailer or bus whatsoever except a Vehicle that is being used for the purpose of making a delivery to a point within the limits of the Park while it is proceeding to or from such point of delivery.

6.8 Boating and Mooring

No person shall place, operate, drive or ride any watercraft in any Park in any area posted unless granted a Permit from the Municipality.

Part 7: Animals

7.1 General Conduct

- 7.1.1 Unless authorized by Permit no person shall bring any animal into a Park including a horse, pony, donkey or mule except a domesticated animal which includes but is not limited to a dog or a cat.
- 7.1.2 While in a Park, no person as owner or person having Control of any domesticated animal shall:
 - (a) allow such animal to run at large, except in a Designated Area;
 - (b) excluding persons reliant upon a Service Animal, permit any dog, or cat or other domesticated animal to enter any pond, swimming area, garden, landscaped area, playground or sports field, or any other area Posted to prohibit same, or disturb any wildlife or damage any Park
 - (c) Otherwise, be in violation if the Municipalities' Animal Control By-laws (By-laws 1999-007, 2003-091 and 2017-61 (as amended or successors thereof)).

- 7.1.3 While in a Park every person as owner or person having Control of any dog or cat or other domesticated animal shall:
- (a) ensure that she/he is on a leash or chain not exceeding two metres six 6 feet six 6 inches in length when not running at large in a Designated Area or
 - (b) pickup and remove forthwith excrement left by a dog or cat or other domesticated animal and dispose of it in a sanitary manner in a receptacle for litter or in some other suitable container unless has Control of a Service Animal where it is being used to aid a person with a visual, hearing or other disability, both mental and physical necessitating a service animal.
- 7.1.4 While a dog or cat or other domesticated animal is in an area designated as a leash free zone, every person as owner or person having Control of a dog cat or other domesticated animal shall:
- (a) carry with her/him a leash;
 - (b) immediately remove a dog or cat or other domesticated animal that shows aggressiveness toward people or other dogs or cats or other domesticated animals or at the direction of a police officer provincial offences officer municipal law enforcement officer or employee of the Municipality designated by Council to administer this By-law;
 - (c) ensure that the dog or cat or other domesticated animal does not leave the Designated Area while off her/his leash; and
 - (d) ensure that the dog or cat or other domesticated animal while in the designated Area is always under voice Control and within visual sight.
 - (e) ensure any excrement from a dog is picked up and removed from the Park.
- 7.1.5 No person as owner or person having Control of a dog or cat or other domesticated animal shall bring in or permit such dog, or cat or other domesticated animal to enter any Park if she/he may or does constitute a danger to other Park users or is reasonably likely to frighten other Park users and the owner and or the person having Control of the dog, or cat or other domesticated animal has previously been advised by a police officer, provincial offences officer, municipal law enforcement officer or employee of the Municipality designated by Council to administer this By-law not to bring the dog, or cat or other domesticated animal into a Park or has been convicted of an offence related to the conduct of the dog or cat or other domesticated animal

under the *Dog Owners Liability Act* R.S.O.1990, c.D.16 or this By-law, or any other municipal By-law.

Part 8: Commercial Enterprises

8.1 Sale of Merchandise, Trade or Business

8.1.1 Unless authorized by Permit no person shall while in a Park sell or offer or display for sale:

- (a) any food drink or refreshment;
- (b) any goods wares merchandise or articles including promotional material, souvenirs, and novelties;
- (c) any flowers fruits or vegetables;
- (d) any art, skill, service work; or
- (e) photography for profit services.

8.1.2 Unless authorized by Permit, no person shall while in a Park, carry on, conduct, and/or solicit for any trade, occupation or business profession or charity.

8.2 Circulars and Advertisements

8.2.1 Unless authorized by Permit no person shall:

- (a) while in any Park distribute, discard or display any sign or advertising device; or
- (b) post, nail attach stencil or otherwise fasten or erect any sign or advertising device to any Park property.

Part 9: Regulation and Enforcement

9.1 Permits and Licences

9.1.1 Permits issued for activities contemplated in this By-Law may be subject to such fees as Council shall from time to time establish by By-Law.

9.1.2 Permits issued for activities contemplated in this By-Law may include terms and conditions as to time, location, area, equipment, number of participants, type of activities, release, indemnity and insurance coverage.

9.1.3 Permit holders requiring additional services that are above the regular services provided in Parks may be subject to additional fees for such services as Council shall from time to time establish by By-Law.

9.1.4 The authority to issue Permits referred to in the By-Law is delegated to the Director of Community and Recreation Services or designate.

9.2 Posting of Signage

9.2.1 The Director Community & Recreation Services is authorized to Post any signage of permission, regulation, restriction, warning or prohibition with respect to the uses of activities in any park in accordance with the provisions hereof.

9.3 Temporary Closure

9.3.1 The Director Community & Recreation Services is authorized to close off parks for such temporary period as the Director deems appropriate any Park or part or parts thereof to relieve or prevent overcrowding or traffic congestion, or in the interests of public safety, or as may be authorized by Council.

9.4 Exclusions and Exceptions

9.4.1 This By-Law shall not apply to:

- (a) the drivers, operators, or other personnel of ambulances police or fire department Vehicles; or
- (b) employees or agents of the Municipality while engaged in works or services undertaken for or on behalf of the Municipality.

9.4.2 A Council may upon an application from any person, authorize minor variances from this By-Law, if in the opinion of Council, the general intent and purpose of the By-Law are maintained.

9.5 Enforcement

9.5.1 Any police officer, provincial offences officer, municipal by-law enforcement officer, or employee of the Municipality designated by Council to administer this By-Law is authorized to inform any person of the provisions of this By-Law and request compliance therewith.

9.5.2 Any police officer, provincial offences officer, municipal law enforcement officer, or employee of the Municipality designated by Council to administer this By-Law is authorized to order any person believed by such officer or employee to be contravening or who has contravened any provision of this By-Law:

- (a) to desist from the activity constituting or contributing to such contravention and to take such steps as may be required to come into compliance thereof;
- (b) to remove from the Park any animal or thing owned by or in the Control of such person which the officer or employee believes is or was involved in such contravention; or
- (c) to leave the Park.

9.5.3 Any police officer, provincial offences officer, or municipal law enforcement officer may enforce the provisions of this By-Law.

9.5.4 Where any person contravenes any provisions of this By-Law or any person in a group to which a Permit and/or licence has been issued or fails to comply with an order referred to in subsection 2 hereof, the Permit and/or licence of such person or group to remain in that Park is revoked.

9.5.5 Any costs incurred by the Municipality in doing the work required to be done to ensure compliance by a person who is in contravention of any provisions of this By-law may be recovered by action or adding the costs to the tax roll and collecting them in the same manner as taxes.

9.6 Offences

9.6.1 Every Person who contravenes any of the provisions of this By-law is guilty of an offence and on conviction is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33, as amended.

9.6.2 Upon conviction, any fine imposed under this By-law may be collected under the authority of the *Provincial Offences Act*.

9.6.3 For the purposes of this By-law, "multiple offences" means an offence in respect of two or more acts or omissions each of which separately constitutes an offence and is a contravention of the same provision of this By-law.

9.6.4 For the purposes of this By-law, an offence is a second or subsequent offence if the act giving rise to the offence occurred after a conviction had been entered at an earlier date for the same offence.

9.7 Continuation & Repetition Prohibited by Order

9.7.1 The court in which the conviction has been entered, and any court of competent jurisdiction, thereafter, may make an order prohibiting the continuation or repetition of the offence by the Person convicted, and such order shall be in addition to any other penalty imposed on the Person.

9.8 Administrative Penalties

- 9.8.1 As an alternative to the laying a charge under the Provincial Offences Act for any breach of any provision of this By-law, an Officer, may issue an Administrative Penalty to the Person who has contravened this By-law provided the authority for the Municipality to issue Administrative penalties has been granted by municipal by-law.
- 9.8.2 A By-Law Enforcement Officer has the discretion to either proceed by way of an Administrative Penalty or a charge laid under the Provincial Offences Act. If an Administrative Penalty is issued to a Person for a contravention of this By-law, no charge shall be laid against that same Person for the same contravention.
- 9.8.3 The amount of the Administrative Penalty for a contravention of a provision of this By-law is fixed as set out in an Administrative Penalty By-law of the Municipality, as amended from time to time, or any successor by-law.
- 9.8.4 A Person who is issued an Administrative Penalty shall be subject to the procedures as provided for in an Administrative Penalty By-law of the Municipality, as amended from time to time, or any successor by-law.
- 9.8.5 An Administrative Penalty imposed on a Person pursuant to this By-law this is not paid within fifteen (15) days after the day it becomes due and payable, constitutes a debt of the Person to the Municipality and may be added to a municipal tax roll and collected in the same manner as municipal taxes.

9.9 Collection of Unpaid Fines

- 9.9.1 Where a fine is in default, the Municipality may proceed with civil enforcement against the Person upon whom the fine has been imposed, pursuant to the *Provincial Offences Act*.
- 9.9.2 The Municipality may make a request to the treasurer of a local municipality to add any part of a fine that is in default to the tax roll for any property in the local municipality for which all the Owners are responsible for paying the fine and collect it in the same manner as municipal taxes.

9.10 Validity and Severability

If any section or sections of this by-law or parts thereof are found in any court to be legal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed severable, and all other sections or part of this by-law shall be deemed separate and independent there from and enacted as such.

9.11 Repeal

9.11.1 By-law 2009-13 (Repealed By-law) and any amendments thereto are hereby repealed in their entirety upon the coming into force of this By-law.

9.11.2 Any by-laws of the Municipality or resolutions of Council, or portions thereof, inconsistent with or contrary to this By-law are hereby repealed upon the coming into force of this By-law.

9.12 Enactment

9.12.1 This By-law shall come into force and effect upon the date of its final passing thereof.

Read a first, second, third time and finally passed this 10th day of December, 2024.

Gary McNamara, Mayor

Robert Auger, Clerk



The Corporation of the Town of Tecumseh

Financial Services

To: Policies and Priorities Committee

From: Tom Kitsos, Director Financial Services & Chief Financial Officer

Date to Council: November 26, 2024

Report Number: FS-2024-20

Subject: Asset Retirement Obligations Policy

Recommendations

It is recommended:

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.

Executive Summary

Recent changes to reporting standards by the Public Sector Accounting Board (PSAB) require municipalities to identify, measure, and report certain costs associated with asset retirement on financial statements.

Municipalities must prepare an Asset Retirement Obligation (ARO) Policy that establishes guidelines to ensure compliance with the new standard PSAB PS 3280 – Asset Retirement Obligations.

Background

The Public Sector Accounting Board (PSAB), an independent body created to develop accounting standards for municipalities, has further strengthened municipal asset management practices with the development of a new standard. This new standard, PS 3280 Asset Retirement Obligations, requires municipalities across Canada to recognize costs associated with the retirement of assets.

Comments

An asset retirement obligation is “a legal obligation associated with the retirement of a tangible capital asset.” Asset retirement is defined as removing a capital asset from service and includes sale transactions, asset abandonment, and asset disposal. These costs may include, but are not limited to decommissioning, dismantling, and remediation of tangible capital assets and meeting any legislative mandates around environmental cleanup and/or restoring assets to their original condition.

Some examples of when a legal obligation may exist include:

- Assets that require compliance with standards and regulations that, if sold, disposed of, or no longer in use, would require remediation, such as asbestos in buildings, fuel storage tank removal, and septic systems.
- Leases that require removal of leasehold improvements or other remediation at the end of the lease to return the land to its original state.

Municipalities are required to develop and approve an ARO Policy and incorporate the associated financial obligations into their 2023 financial statements. Asset retirement obligations are capitalized and amortized, allocating the future costs of retirement in a rational and systematic manner over the remaining life of the asset.

Financial Services staff, in consultation with other departments, have reviewed our entire Tangible Capital Asset inventory to identify potential AROs by category. From there the list was refined by asset segment before finally conducting a thorough and exhaustive review at the individual asset level. This review identified facilities as a potential source of AROs. The Financial Services and Community and Recreation Services departments worked together to select and engage a consultant to conduct an assessment and provide ARO cost estimates for inclusion on the Town’s financial statements.

A policy outlining financial reporting guidelines and responsibilities has been prepared in accordance with the PS3280 standard.

Consultations

All Departments

Financial Implications

Once an ARO liability has been estimated, a liability and an asset of equal value are recorded on the Statement of Financial Position. This effectively increases the carrying cost of the existing asset at the same time as registering the liability. Estimates will include costs directly related to the asset retirement activities but will be limited to those legally enforceable.

An estimated ARO of \$1.4 million has been identified consisting of buildings with asbestos and three septic systems. This is reflected in the Town's 2023 financial statements as an increase to both the TCAs and liabilities.

There are no financial obligations associated with the approval of the policy.

There are no immediate financial implications for the Town with respect to the \$1.4 million ARO. However, this information should be used for planning purposes with regards to rehabilitation or replacement of affected buildings. Going forward, Asset Management Plan updates will incorporate these future obligations.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input checked="" type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website

Social Media

News Release

Local Newspaper

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

Prepared by:

Zora Visekruna, MBA
Deputy Treasurer & Manager Financial Services

Reviewed by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Asset Retirement Obligations Policy



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number:	TBD
Effective Date:	January 1, 2023
Supersedes:	N/A
Approval:	Click or tap here to enter text.
Subject:	FS-2024-20 Attachment 1 - Asset Retirement Obligations Policy

1. Policy Statement

- 1.1 The Corporation of the Town of Tecumseh (the “Town”) is committed to providing accurate and transparent financial information to residents in compliance with current legislation.

2. Purpose

- 2.1 The purpose of this policy is to outline the principles and procedures for the recognition and measurement of Asset Retirement Obligations (“ARO”) associated with Tangible Capital Assets (“TCA”) necessary for compliance with Public Sector Accounting Standards, PS 3280, in accordance with the *Municipal Act, 2001*, c. 25, s. 294(1).

3. Scope

- 3.1 This Policy applies to all departments, boards, and agencies included in the financial reporting of the Town that possess TCA with ARO including:
 - a) Assets with legal title held by the Town;
 - b) Assets controlled by the Town; and

- c) Assets reported in any entities consolidated with the Town for financial statement purposes.

4. Financial Reporting Guiding Principles

4.1 Recognition

4.1.1 A liability must be recognized when all the criteria below are present as at the financial reporting date:

- There is a legal obligation to incur retirement costs related to a TCA;
- The past transaction or event resulting in this obligation has already occurred;
- It is expected that the Town will have to give up future economic benefits; and
- A reasonable estimate of the amount can be made.

4.1.2 A legal obligation establishes a clear duty or responsibility that the Town must fulfill. An obligation can result from:

- Agreements or contracts;
- Legislation of another government;
- The Town's own legislation; and
- A promise made to another party that could be legally enforced.

4.1.3 An ARO results from the acquisition, construction, development, or normal use of an asset. These obligations are predictable, likely to occur, and unavoidable. An ARO is separate and distinct from contaminated site liabilities. The liability for contaminated sites normally results from unexpected contamination exceeding environmental standards. An ARO is not necessarily associated with contamination.

4.1.4 Obligations associated with the retirement of TCA controlled by the Town will be recognized as a liability in the Town's financial statements in accordance with PS 3280 effective January 1, 2023.

4.2 Exclusions

4.2.1 The following activities are not considered an ARO:

- Acquisition: Original costs to acquire, construct or develop a TCA;
- Replacement: Costs relating to routine replacement of a TCA. For example, infrastructure such as roads and bridges are typically subject to maintenance rather than permanent removal from service due to a legal requirement;
- Maintenance: Costs relating to routine maintenance of a TCA. These costs shall be expensed as incurred;
- Remediation of contamination: Remediation of contamination that is not a predictable result of normal use, such as contamination from accidents or spills. Contamination that is beyond the threshold set by environmental regulations is accounted for separately and not within the scope of this policy;
- Catastrophic events: Costs resulting from catastrophic events such as flooding or fires;
- Repurposing: Costs relating to the preparation of a TCA for an alternate use;
- Clean-up and by-products: Costs related to clean-up of waste or by-products produced by normal use of a TCA. These costs represent routine operations and are not associated with the retirement of an asset;
- Improper use: Costs caused by improper use of an asset;
- Sale or disposal: Costs to prepare a TCA for sale or disposal that arise from the plan to sell or dispose of the TCA rather than a legal or contractual requirement.

4.3 Measurement

- 4.3.1 The estimate of an ARO must include all costs directly attributable to retirement activities at the financial reporting date.

4.3.2 Sources of cost information to estimate an ARO may include:

- Third party proposals and quotes;
- External quotes and market data on costs of similar activities; and
- Historical costing information on similar activities completed by the Town.

4.3.3 The ARO must be amortized over the useful life of the corresponding TCA.

4.4 Remeasurement

4.4.1 The estimate of the ARO should be based on the best available information on the financial reporting date.

4.4.2 Estimates must be reviewed each fiscal year and appropriately reflected in the financial statements.

4.4.3 Examples of information that will impact the estimate include:

- Revisions to the useful life of the TCA;
- New information on the cost of the ARO activities;
- New, more cost-effective technologies; and
- Changes to legal requirements.

4.4.4 Any change in estimate should be applied prospectively as a revision to the ARO liability with a corresponding adjustment to the TCA if it is in productive use.

4.4.5 When a TCA is no longer in productive use, all subsequent changes in the estimate of the related ARO liability should be recognized as an expense in the corresponding fiscal year.

4.4.6 The liability for an ARO continues to be recognized until it is settled or otherwise extinguished.

4.4.7 On retirement of a TCA:

- Asset retirement costs should be deducted from the ARO liability as the related cash flows are incurred; and
- If the actual cash flows are higher than the ARO liability recognized by the Town, the excess cash flows should be expensed in the period incurred.

4.4.8 Any changes to the ARO estimates must be applied prospectively in the period of the change without any revision to amortization previously recorded. The revised ARO is amortized over the remaining useful life of the related TCA.

4.5 Recoveries

4.5.1 If a portion of the asset retirement costs is recoverable by the Town from another party, the recovery must be recognized as revenue in the fiscal year received.

4.5.2 A recovery related to an ARO should be recognized if the recovery can be appropriately and reasonably estimated.

4.5.3 A recovery shall not be netted against the liability.

5. Administration and Accountability

5.1 Directors and/or Managers are responsible for:

- Communicating with the Director Financial Services & CFO and/or Deputy Treasurer & Manager Financial Services any retirement obligations, and any changes in asset condition or retirement timelines;
- Assisting in the preparation of cost estimates for retirement obligations;
- Providing cost-effective projections of asset retirement obligations by consulting with engineers, technicians, or other professionals familiar with the assets and condition assessments, collecting the relevant information required to minimize service costs, and providing relevant information to Finance; and
- Informing the Director Financial Services & CFO and/or Deputy Treasurer & Manager Financial Services of any legal or contractual obligations at the inception of any such obligation.

5.2 The Director Financial Services & CFO and Deputy Treasurer & Manager Financial Services are responsible for:

- The development and adherence to policies for asset retirement obligations in accordance with PS 3280;
- Monitoring the application of this policy;
- Managing processes within the accounting systems and ensuring the TCA database accurately reflects the ARO; and
- Reporting asset retirement obligations in the Town's financial statements and other statutory financial reports.

6. Review and Revision

6.1 This policy will be reviewed every five years, or earlier as warranted.



The Corporation of the Town of Tecumseh

Financial Services

To: Policies and Priorities Committee

From: Tom Kitsos, Director Financial Services & Chief Financial Officer

Date to Council: November 26, 2024

Report Number: FS-2024-15

Subject: Amendments to Travel Polices 14 and 127

Recommendations

It is recommended:

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

And that direction **be provided** with respect to the defined amounts of the Annual Discretionary Allowances to be set out in Appendix A of Policy 127 for the Mayor and Members of Council;

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.

Background

The Town of Tecumseh (Town) first implemented a Travel Policy in 2001, policy number 14, which has been updated several times since inception. The policy established allowable expenses for Council Members, Municipal Employees, and Appointed Officials.

The latest updates occurred in March and May of 2024, through council reports FS-2024-04 “Travel Policy – Council” and FS 2024-08 “Travel Policy – Municipal Employees and Members of Local Boards”, which included the following changes:

- Greater clarification of allowable expenses through use of definitions and/or expanded detail within the body of the policy;
- Travel Expense approval authority directly tied to budget approval authority;
- A separate policy for Council; and
- Updated reimbursement rates

Policy number 14 was renamed “Travel Policy – Municipal Employees and Members of Local Boards” and policy number 127 named “Travel Policy – Council” was created.

Both policies were adopted by Council and are currently in effect.

Comments

Administration recommends amendments to Policies 14 and 127 to address the following:

- Transportation fluctuating costs, practicality and reliability have become influential factors when traveling. Rail and air costs fluctuate continuously, making it challenging to determine comparable costs to personal vehicle. Additionally, personal travel restrictions and/or other considerations such as WiFi access may influence mode of transportation practicality. Administration recommends:
 - Easing restrictive language within the policies regarding allowable reimbursement amounts related to modes of transportation, allowing for reasonable flexibility to the satisfaction of the Expense Review Officer (ERO), for Members of Council, Members of Local Boards and Employees;
 - Recommendation to select flexible or refundable options, when traveling by a mode other than vehicle, to ensure adaptability in the event of unforeseen changes (rail, air delays/cancellations for example).
- Improve budgetary control and equitability while allowing for flexibility with travel arrangements for Members of Council;
 - Introducing an Annual Discretionary Allowance to reimburse Members of Council for reasonable expenses incurred while traveling on Town business. The Annual Discretionary Allowance applies to Members of

Council only and is to have a defined amount, restrictions for use and Member accountability.

- Allowable expenses for Members of Local Boards are more closely related to those of Council Members;
 - Administration recommends that policy number 127 be amended to include Members of Local Boards and that policy number 14 be amended to only pertain to Municipal Employees.
- Travel Pre-Approval requirements well in advance of Events;
 - Providing for greater budgetary control and a more structured methodology for prioritizing Event attendance and professional development.

Consultations

Chief Administrative Officer

Financial Implications

There are no financial implications with this report. Annual travel expense costs are limited to the approved annual budget.

Council direction is sought with respect to the defined amounts of the Annual Discretionary Allowances to be set out in Appendix A of Policy 127 for the Mayor and Members of Council. As noted in Section 10.1 c), notwithstanding the Annual Discretionary Allowance provided per Member of Council, the combined travel expenditures by all Council Members are limited to the department's annually approved budget.

Link to Strategic Priorities

Applicable	2023-2026 Strategic Priorities
<input type="checkbox"/>	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.
<input type="checkbox"/>	Community Health and Inclusion: Integrate community health and inclusion into our places and spaces and everything we do.
<input type="checkbox"/>	Service Experience: Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.

Communications

Not applicable

Website Social Media News Release Local Newspaper

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

Prepared by:

Tom Kitsos, CPA, CMA, BComm
Director Financial Services & Chief Financial Officer

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Policy number 14: Travel Policy – Municipal Employees
2	Policy number 127: Travel Policy – Council and Members of a Local Board



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number:	14
Effective Date:	Click here to enter a date.
Supersedes:	PC 64/2001 PC 77/2001 PC 16/2002 PPC 48/2004 PPC 45/05 PPC 13/07 PPC 15/08 PPC 01/11 PPC 14/11 RCM 146/24
Approval:	Click or tap here to enter text.
Subject:	Travel Policy – Municipal Employees

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1. Purpose

This policy establishes a framework for compensation and reimbursement of travel-related expenses incurred while conducting official Town business by:

- employees of the Town of Tecumseh.

The Town of Tecumseh is committed to fiscal responsibility and ensures that allowable travel expenses are provided in the most economical and practical manner.

2. Scope

This policy applies to all employees of the Town of Tecumseh, hereinafter referred to as Traveler. Reimbursement claims for expenditures covered by this Policy are limited to those amounts allocated by the annual operating budget.

3. Definitions

- 3.1 **Accommodation** – commercial lodging facilities such as hotels, motels, corporate residences, or apartments.
- 3.2 **Eligible Expenses** – the following includes eligible expenses related to attendance at an Event, which may be paid for by the Town:
- a. Registration Fees
 - b. Travel Allowances
 - i. Per Diem
 - c. Accommodations
 - d. Transportation
 - i. Personal Vehicle
 - ii. Rental Vehicles
 - iii. Highway Tolls
 - iv. Public Transportation
 - v. Rail
 - vi. Air
 - e. Mileage for Personal Vehicle
 - f. Parking
- 3.3 **Event** – includes meetings, seminars, conferences, conventions, and educational courses, designed to educate attendees on matters of municipal interest and that are authorized through annual department budgets and/or approved by the Expense Review Officer (ERO) in advance of the Event.
- 3.4 **Expense Reports** – shall include both manual and electronic forms (e.g. Travel Expense Account form)
- 3.5 **Expense Review Officer (ERO)** – shall mean the person responsible for administering this policy, having budgetary control over the general ledger account to be expensed, and having authority over the travel budget of the individual incurring the expenditures (as defined in Section 7).

-
- 3.6 **Full Day** – a length of time of travel and/or Event in excess of three and a half (3.5) hours on a given day.
 - 3.7 **Half Day** – a length of time of travel and/or Event equal to or less than three and a half (3.5) hours on a given day.
 - 3.8 **Ineligible Expenses** - includes late registration fees/penalties, alcohol, cannabis, costs reimbursed by another organization or source (e.g. meals included as part of the registration fee), parking tickets, traffic fines, spouse or partner expenses, and Personal Expenses.
 - 3.9 **Per Diem** – an allowance to cover out-of-pocket expenses exclusive of accommodation or transportation. This allowance is intended to include meals, taxes, and gratuities related to travel.
 - 3.10 **Personal Expenses** - includes long-distance phone calls that are non-work related, Accommodation services such as valet parking, laundering services, bath robes, spa services, mini-bar items, pay-per-view television, room service, dry cleaning, wi-fi connection fees (if not required to conduct official Town business or to complete assignments while in attendance at the Event), etc.
 - 3.11 **Public Transportation** – refers to any system of transportation that is available for use by the public, typically provided by governmental or private organizations, and includes modes such as buses, subways, trams, ferries, taxis, ride-sharing services (such as Uber, Lyft, etc.), and similar services operating on scheduled routes or available for fare-paying passengers.
 - 3.12 **Receipt** – original document showing the name of the vendor, as well as the date, amount, and description of the expenditures paid.
 - 3.13 **Traveler** - refers to an employee of The Corporation of the Town of Tecumseh.
 - 3.14 **Town** – shall be used in this policy to mean The Corporation of the Town of Tecumseh.
 - 3.15 **Town Vehicle** - any vehicle owned and maintained by the Corporation.

4. General Principles

4.1 Accountability and Transparency:

- a. Travelers are accountable to the public and are responsible for ensuring that their expenses clearly and directly relate to the business of the Town of Tecumseh. The Town shall only compensate expenses incurred by a Traveler for Town business.
- b. The Town shall reimburse Travelers for the actual cost of attending an Event as supported by receipts. See Section 16 for exceptions.
- c. Since Travelers use public funds when they perform their duties, the public expects public funds to be used prudently.

4.2 Reasonableness and Necessity

- a. Travel-related expenses should be incurred for the purpose of fulfilling Travelers' duties and responsibilities effectively.
- b. Travelers' expenses must be reasonable and reflect what the public expects of a representative of the Town.
- c. Accommodations for Travelers with personal restrictions or limitations must be considered when planning travel arrangements

4.3 Alignment with Approved Budget

- a. Travel expenditures must remain within the department's annual approved budget, ensuring responsible financial management of Town resources.

5. Travel Pre-Approval

5.1 By December 31, each Traveler must submit a list of proposed Events to their ERO for use in planning and allocating the annual travel budget for the upcoming year.

5.2 This submitted list must include the following details:

- a. Event name
- b. Event dates

- c. Travel dates
 - d. Proposed method of travel
 - e. Estimated costs
- 5.3 Changes or cancellations to the travel plans must be reported to and authorized by their ERO.

6. General Remuneration Provisions

- 6.1 The annual Conference and Training budget for departments shall be established and approved during the Town's budget deliberations.
- 6.2 The Town is committed to fiscal responsibility and will cover allowable expenses in the most economical and practical manner. This document provides for various means of travel. Any unapproved travel upgrades will be the individual's responsibility.
- 6.3 When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses for spouses or other guests are not eligible for reimbursement.
- 6.4 When booking travel arrangements, Travelers are advised to select flexible or refundable options to ensure adaptability in the event of unforeseen changes. This approach helps protect both the Traveler and the Town from potential financial losses.
- 6.5 Prior to traveling, Travelers must work with their ERO to establish contingency plans in case unexpected circumstances arise. These arrangements ensure seamless communication and efficient resolution of travel disruptions.
- 6.6 Where the Traveler cancels pre-arranged travel, they must immediately attempt to secure a refund from the vendor or transfer the plans to another employee with the approval of their ERO. If unsuccessful, the Traveler will be responsible for reimbursing the Town for any non-refundable costs.
- 6.7 Travelers must submit individual expense reports within sixty (60) days from the end of the Event from which the business expense was incurred.
- 6.8 The Town will not reimburse for any lost or damaged personal items.

7. Expense Review Officer (ERO)

- 7.1 The following are designated “Expense Review Officers” for the jurisdictions referred to and shall be responsible for administering this policy within their particular areas of jurisdiction, addressing any justifiable exceptions; and for auditing and processing all expense reports in accordance with this policy, while maintaining the right to request additional explanations, documentation or justification of any or all of the expense reports:

Jurisdiction	ERO
Employees of the Town of Tecumseh	Department head, CAO or designate

6.2 Decisions made by the ERO are final.

8. Registration Fees

- 8.1 Whenever feasible, registration fees for attendance at an Event should be paid for directly by the Town.
- 8.2 If registration fees are paid personally by a Traveler, reimbursement will be provided by the Town upon submission of an invoice from the appropriate organization confirming payment.
- 8.3 Event registrations should be completed promptly to take advantage of early registration discounts and to avoid late penalties, whenever possible.

9. Travel Allowances

- 9.1 Per Diem Allowance
- a. When attending an Event, a Traveler may claim a per diem allowance, as set out in Appendix A
 - b. The per diem rate will be paid in Canadian funds. A Traveler who receives a per diem allowance may not claim additional Personal Expenses. To simplify reporting, receipts are not required for per diem expenses.

- c. A corporate purchasing card should not be used to purchase expenses covered under the per diem allowance.
- d. The per diem allowance is intended to cover the following normal daily expenses:
 - i. meals and snacks
 - ii. gratuities
 - iii. non-alcoholic beverages
- e. The per diem rate (as established in Appendix A) will be applied to a twenty-four-(24) hour travel period.
- f. A prorated per diem may be paid for a partial travel day. This will be based on actual departure/arrival times as outlined in Appendix A.
- g. Where meals have been provided during travel or at an Event, the per diem amount claimed must be reduced by the corresponding amount specified in Appendix A.

10. Accommodations

- 10.1 Accommodations shall only be reserved when the Event is located more than an hour and a half (1.5) hours driving distance from the Town of Tecumseh.
- 10.2 Accommodations shall be in the form of a standard, single occupancy room.
- 10.3 Overnight accommodations will be reimbursed at the room rates charged for the Event, or at the hotel's preferred/special rates (e.g. corporate/government rate), whichever is less.
- 10.4 For accommodation requests that are above and beyond the preferred/special rate offerings, the difference in cost will be borne by the Traveler.
- 10.5 Travelers will not be reimbursed for personal purchases.
- 10.6 Costs resulting from an extended stay will not be reimbursed.
- 10.7 Room charges related to meals will not be reimbursed and should be covered by the per diem allowance (as outlined in Appendix A).

- 10.8 Unless otherwise provided for in this Policy, the Traveler shall be responsible for any additional expenses incurred because of the attendance of the Traveler's spouse and/or guest(s).

11. Transportation

- 11.1 A Traveler may choose their method of transportation, provided it is the most direct, economical and practical option that also minimizes the loss of productive time. Acceptable modes of transportation include:
- a. Public transportation
 - b. Personal vehicle
 - c. Rental vehicle
 - d. Rail
 - e. Air
- 11.2 Alternative transportation methods may be used if personal restrictions or limitations require accommodation.
- 11.3 Travel arrangements shall be booked as early as possible to take advantage of any advanced-purchase discounts offered by the carrier
- 11.4 If rail or air transportation extends over a normal meal period (breakfast, lunch or dinner) and a meal is provided with a transportation ticket, the per diem claimed is to be reduced by the amounts noted in Appendix A.
- 11.5 Personal Vehicles
- a. Private vehicles may be used by a Traveler for out-of-town transportation when it is the most economical and practical method of travel. A mileage claim will be paid at the rate per kilometer traveled, as discussed in Section 12.
 - b. Costs associated with maintenance, fuel, vehicular breakdown, or damage incurred while using a personal vehicle for travel to and from Events sessions are covered in the mileage rate and will not be reimbursed.
 - c. Expenses relating to personal vehicles such as insurance premiums (standard or extra), accident deductibles, or tickets will not be reimbursed.

- d. For personal vehicles used for travel to and from Events, Travelers are responsible for insuring their automobiles at their sole expense for not less than \$1,000,000.00 against third-party liability for bodily injury and property damage.
- e. Loss or damage to a personal vehicle while parked shall not be the responsibility of the Town.
- f. When more than one Traveler is attending the same event, they are encouraged to travel together in the same vehicle. When one or more Travelers are traveling in the same vehicle, only the owner of said vehicle is entitled to reimbursement of the mileage expenses.

11.6 Rental Vehicles

- a. Rental vehicles may be used where it is demonstrated that this method of transportation is more economical and practical than the use of other available modes of transportation.
- b. A reputable rental company, such as a national chain as opposed to a local operation, shall be used to ensure adequate insurance coverage is secured.
- c. The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.
- d. The rental contract must be registered under the name of the Traveler.
- e. Receipts shall be retained and submitted.
- f. Damage to a Rental Vehicle as a result of an accident or other unfortunate circumstance is to be reported to Director Legislative Services or delegate as soon as reasonably possible following the accident/incident.

11.7 Tolls

- a. Travelers shall be reimbursed for expenses related to international bridge and tunnel access, as well as Ontario highway tolls.
- b. Receipts shall be retained and submitted.

11.8 Public Transportation

- a. Public transportation can be used for travel when the use of a personal or rental vehicle is not available or feasible.
- b. Receipts shall be retained and submitted.

12. Mileage

- 12.1 Mileage for travel with use of personal vehicle shall be reimbursed.
- 12.2 Mileage reimbursement will be paid at the rate per kilometer traveled as established annually by the Canada Revenue Agency, Automobile Deduction Limits, as the rate allowable as a tax-exempt allowance.
- 12.3 Mileage reimbursement will be calculated based on the most direct route as determined by a standard, internet-based mapping service.

13. Parking

- 13.1 The actual cost of parking incurred for an Event shall be paid by the Town upon submission of receipts.

14. Virtual Events

- 14.1 A Per Diem may not be claimed for time spent attending a virtual event.

15. Travel Advance

- 15.1 When possible, costs such as registration, transportation, and accommodation shall be paid directly by the Town.
- 15.2 A travel advance may be approved by ERO under exceptional circumstances.
- 15.3 Travel advance requests must be made to the ERO at least one week prior to departure.
- 15.4 Expenditures such as per diems (as outlined in Appendix A) and estimates for other anticipated expenses related to registrations, transportation, accommodations, and incidental costs may be included in the travel advance amount.

- 15.5 The amount advanced will be calculated based on the estimated expenses associated with an Event.
- 15.6 No advance will be provided for amounts less than \$500.00.
- 15.7 Per Diem amounts will be advanced in Canadian Funds only.
- 15.8 Travel advances must be reconciled. For amounts owed back to the Town, payment (reimbursement) must be made within sixty (60) days from the date of return from travel.
- 15.9 Any Traveler that has an outstanding travel claim that is not submitted to Finance within sixty (60) days of the date of return from travel will not be allowed any further advances for travel until the outstanding advance has been settled.

16. Receipts

- 16.1 A Traveler must submit original, itemized, and dated receipts to substantiate each expense claimed for reimbursement on the travel claim. The original receipt (and additional documentation if necessary) must identify the following:
 - a. the goods &/or services purchased,
 - b. the date and name of the supplier or service provider,
 - c. the cost of the purchases (including taxes), and
 - d. the method of payment (debit or credit card, cash or cheque).
- 16.2 Receipts are not required for per diem claims.
- 16.3 Minor Items with no Receipt
 - a. Minor expenses that are impossible or difficult to obtain a receipt for may be approved at the discretion of the ERO, in consultation with Finance. These minor items need to be itemized on the travel claim. Examples of such items include subway fare, other forms of public transit, and miscellaneous gratuities.
- 16.4 Missing Receipts
 - a. When a travel expense receipt is lost and a duplicate cannot be obtained, the Traveler must complete and submit the

“Missing Receipt Declaration” in Appendix B and proof of payment with the Travel Expense Account form.

17. Policy Review

- 17.1 This travel policy shall be comprehensively reviewed every five years with any substantive changes reported to Council for approval.
- 17.2 Authorization is granted to the Director Financial Services and Chief Administrative Officer to review and undertake minor housekeeping amendments to ensure the smooth administration of the policy.

Appendix A
Rates of Remuneration and Stipends

Per Diem – Proration of Daily Meal Allowance	
Breakfast	\$20.00 If required to depart before 6:00 a.m.
Lunch	\$30.00 If required to depart before 12:00 noon.
Dinner	\$50.00 If required to return home after 6:00 p.m.
Total	\$100.00 (maximum)
Mileage	
Mileage	In accordance with the rates as set out by the Canada Revenue Agency from time to time.

Appendix B
Reimbursable Expense for Which the Original Receipt was Lost

When a receipt is lost or otherwise unavailable, and all measures to obtain another have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the Traveler and the ERO and submitted with the employee's reimbursement request.

Missing Receipt Declaration

Name _____

Date of Expenditure _____

Amount _____

Business Purpose _____

I certify that the above-mentioned receipt is missing. The original receipt is lost, and I am unable to obtain a duplicate receipt from the provider of the goods or services for which payment was made.

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I also understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the expense was incurred in connection with the business purposes stated above.

I certify the amount shown is the amount I paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source.


Traveler Name _____

Signature _____ Date: _____

ERO Name _____

Signature _____ Date: _____

Appendix C Travel Expense Account Form



Town of Tecumseh - Travel Expense Account
Travel Policy No. 14/11 and 127

Date: _____

Name: _____

Position: Mayor Deputy Mayor Committee Member
 Councillor Employee

Date of Event: _____

Type of Event: _____
(conference/workshop/training)

Location: _____

Details:

Breakdown of Expenses:	TOTAL COST	HST	NET OF HST
Hotel Room _____ # Nights @ _____ Night (incl. all taxes)	\$ -		\$ -
Per Diem			
Breakfast _____ # Days @ \$ 20.00 Cdn	\$ -	\$ -	\$ -
Lunch _____ # Days @ \$ 30.00 Cdn	\$ -	\$ -	\$ -
Dinner _____ # Days @ \$ 50.00 Cdn	\$ -	\$ -	\$ -
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			
\$ 0.70 x _____ km (for the first 5,000 km)	\$ -	\$ -	\$ -
\$ 0.64 x _____ km (for each km after 5,000)	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -

Signature of Delegate _____ Approval Signature _____

CHARGE TO:


ACCOUNT	AMOUNT
_____	\$ -
HST	\$ -
Total	\$ -

Funds Available in Department Budget: Yes No

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

Revised May 2024

Appendix D Mileage Expense Account Form

Town of Tecumseh Mileage Expense Account			
Employee Name	<input style="width: 90%;" type="text"/>	Rate Per Kilometer: Under 5,000 km	<input style="width: 80%;" type="text" value="0.70"/>
Department	<input style="width: 90%;" type="text"/>	Rate Per Kilometer: Over 5,000 km	<input style="width: 80%;" type="text" value="0.64"/>
		Total Mileage:	<input style="width: 80%;" type="text" value="-"/>
		Total Reimbursement:	<input style="width: 80%;" type="text"/>

Date of Event	Description	Kilometers	Reimbursement
Totals		-	

 Employee Signature

 Approval Signature

CHARGE TO:

Vadim Account	Amount
11-5- -5800	
HST	
Total:	

Updated January 8, 2024



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: 127

Effective Date: [Click here to enter a date.](#)

Supersedes: PC 64/2001
PC 77/2001
PC 16/2002
PPC 48/2004
PPC 45/05
PPC 13/07
PPC 15/08
PPC 01/11
PPC 14/11
RCM 84/24

Approval: [Click or tap here to enter text.](#)

Subject: **Travel Policy – Council and Members of a Local Board**

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1. Purpose

This policy establishes a framework for compensation and reimbursement of travel-related expenses incurred while conducting official Town business by:

- elected members of Council, and
- members of a local board.

The Town of Tecumseh is committed to fiscal responsibility and ensures that allowable travel expenses are provided in the most economical and practical manner.

2. Policy Statement

Section 283 of the Municipal Act states that a municipality may pay any part of the remuneration and expenses of the members of a local board of the municipality and of the officers and employees of a local board.

Section 284(1) of the Municipal Act requires that the Treasurer of a municipality in each year on or before March 31 shall provide an itemized statement on remuneration and expenses paid in the previous year to each member of Council in respect of his or her services as a member of the Council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council.

3. Scope

This policy applies to all elected members of Council and members of a local board. Reimbursement claims for expenditures covered by this Policy are limited to those amounts allocated by the annual operating budget.

4. Definitions

- 4.1 **Accommodation** – commercial lodging facilities such as hotels, motels, corporate residences, or apartments.
- 4.2 **Annual Discretionary Allowance** – an annual budgetary limit available to members of Council only, covering reasonable expenses incurred while conducting Town business. Further details are provided in Section 10 of this policy.
- 4.3 **Eligible Expenses** – the following includes eligible expenses related to an Official's attendance at an Event, which may be paid for by the Town:
 - a. Registration Fees
 - b. Travel Allowances
 - i. Per Diem
 - ii. Stipend
 - c. Accommodations
 - d. Transportation

- i. Personal Vehicle
 - ii. Rental Vehicles
 - iii. Highway Tolls
 - iv. Public Transportation
 - v. Rail
 - vi. Air
 - e. Mileage for Personal Vehicle
 - f. Parking
- 4.4 **Event** – includes meetings, seminars, conferences, conventions, and educational courses for Officials, designed to educate attendees on matters of municipal interest and that are authorized through annual report to Council (“Council Conferences for [year]”), annual department budgets, and/or approved by the Expense Review Officer (ERO) in advance of the Event.
- 4.5 **Expense Reports** – shall include both manual and electronic forms (e.g. Travel Expense Account form)
- 4.6 **Expense Review Officer (ERO)** – shall mean the person responsible for administering this policy, having budgetary control over the general ledger account to be expensed, and having authority over the travel budget of the individual incurring the expenditures (as defined in Section 8).
- 4.7 **Full Day** – a length of time of travel and/or Event in excess of three and a half (3.5) hours on a given day.
- 4.8 **Half Day** – a length of time of travel and/or Event equal to or less than three and a half (3.5) hours on a given day.
- 4.9 **Ineligible Expenses** - includes late registration fees/penalties, alcohol, cannabis, costs reimbursed by another organization or source (e.g. meals included as part of the registration fee), parking tickets, traffic fines, spouse or partner expenses, and Personal Expenses.
- 4.10 **Local Board** – as defined in Section 1 of the Municipal Act, means a municipal service board, transportation commission, public library board, board of health, police service board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or

more municipalities, excluding a school board and a conservation authority; (“conseil local”)

- 4.11 **Official** – shall mean a duly elected member of Council or member of a local board.
- 4.12 **Per Diem** – an allowance to cover out-of-pocket expenses exclusive of accommodation or transportation. This allowance is intended to include meals, taxes, and gratuities related to travel.
- 4.13 **Personal Expenses** - includes long-distance phone calls that are non-work related, Accommodation services such as valet parking, laundering services, bath robes, spa services, mini-bar items, pay-per-view television, room service, dry cleaning, wi-fi connection fees (if not required to conduct official Town business or to complete assignments while in attendance at the Event), etc.
- 4.14 **Public Transportation** – refers to any system of transportation that is available for use by the public, typically provided by governmental or private organizations, and includes modes such as buses, subways, trams, ferries, taxis, ride-sharing services (such as Uber, Lyft, etc.), and similar services operating on scheduled routes or available for fare-paying passengers.
- 4.15 **Receipt** – original document showing the name of the vendor, as well as the date, amount, and description of the expenditures paid by the Officials.
- 4.16 **Regular Meeting of Council** – meetings held on the second and fourth Tuesday of each month in accordance with the Procedure By-law in effect at the time and includes committee and closed meetings ordinarily scheduled in advance of the regularly scheduled meetings.
- 4.17 **Special Meeting of Council** – a meeting scheduled outside of the Regular Meeting of Council schedule (e.g. Budget Meetings, Orientation Meetings, Strategic Planning Sessions, etc.)
- 4.18 **Stipend** – a fixed sum paid as compensation to Officials beyond their regular salary for attendance at an Event.
- 4.19 **Town** – shall be used in this policy to mean The Corporation of the Town of Tecumseh.
- 4.20 **Town Vehicle** - any vehicle owned and maintained by the Corporation.

5. General Principles

5.1 Accountability and Transparency:

- a. Officials are accountable to the public and are responsible for ensuring that their expenses clearly and directly relate to the business of the Town of Tecumseh. The Town shall only compensate expenses incurred by an Official for Town business.
- b. The Town shall reimburse Officials for the actual cost of attending an Event as supported by receipts. See Section 17 for exceptions.
- c. Since Officials use public funds when they perform their duties, the public expects public funds to be used prudently. Members of Councils are the stewards of the Town's resources and are ultimately accountable to the public for the type and level of expenses they incur.

5.2 Reasonableness and Necessity

- a. Travel-related expenses should be incurred for the purpose of fulfilling Officials' duties and responsibilities effectively.
- b. Officials' expenses must be reasonable and reflect what the public expects of an Official.
- c. Accommodations for Officials with personal restrictions or limitations must be considered when planning travel arrangements

5.3 Alignment with Approved Budget

- a. Travel expenditures must remain within the department's annual approved budget, ensuring responsible financial management of Town resources.

6. Travel Pre-Approval

6.1 By December 31, each Official must submit a list of proposed Events to their ERO for use in planning and allocating the annual travel budget for the upcoming year.

6.2 This submitted list must include the following details:

- a. Event name
 - b. Event dates
 - c. Travel dates
 - d. Proposed method of travel
 - e. Estimated costs
- 6.3 Changes or cancellations to the travel plans must be reported to and authorized by their ERO.

7. General Remuneration Provisions

- 7.1 Members of Council may attend conferences approved in the annual “Council Conferences in [year]” report provided it is in compliance with the Town’s Professional Development Policy No. 73.
- 7.2 Officials shall not receive a Stipend or any other form of compensation under this Policy for attendance at a Regular Meeting of Council or Special Meeting of Council.
- 7.3 Social and/or networking events, including but not limited to luncheons, Remembrance Day, flag raisings, plaque presentations, and unveilings that Officials may attend from time to time are not considered Events under this Policy and do not qualify for a Stipend or any other form of compensation.
- 7.4 The annual Conference and Training budget for Council shall be established and approved during the Town’s budget deliberations.
- 7.5 The Town is committed to fiscal responsibility and will cover allowable expenses in the most economical and practical manner. This document provides for various means of travel. Any unapproved travel upgrades will be the individual’s responsibility.
- 7.6 When personal and business travel is combined, only documented expenses directly related to the business portion are reimbursable. Travel and related expenses for spouses or other guests are not eligible for reimbursement.
- 7.7 When booking travel arrangements, Officials are advised to select flexible or refundable options to ensure adaptability in the event of unforeseen changes. This approach helps protect both the Official and the Town from potential financial losses.

- 7.8 Prior to traveling, Officials must work with their ERO to establish contingency plans in case unexpected circumstances arise. These arrangements ensure seamless communication and efficient resolution of travel disruptions.
- 7.9 Where the Official cancels pre-arranged travel, they must immediately attempt to secure a refund from the vendor. If unsuccessful, the Official will be responsible for reimbursing the Town for any non-refundable costs.
- 7.10 Officials must submit individual expense reports within sixty (60) days from the end of the Event from which the business expense was incurred.
- 7.11 The Town will not reimburse for any lost or damaged personal items.

8. Expense Review Officer (ERO)

- 8.1 The following are designated “Expense Review Officers” for the jurisdictions referred to and shall be responsible for administering this policy within their particular areas of jurisdiction, addressing any justifiable exceptions; and for auditing and processing all expense reports in accordance with this policy, while maintaining the right to request additional explanations, documentation or justification of any or all of the expense reports:

Jurisdiction	ERO
Mayor and Members of Town Council	CAO or designate
Members of local boards	Department Head, CAO or designate

- 8.2 Decisions made by the ERO are final.

9. Registration Fees

- 9.1 Whenever feasible, registration fees for attendance at an Event should be paid for directly by the Town.

- 9.2 If registration fees are paid personally by an Official, reimbursement will be provided by the Town upon submission of an invoice from the appropriate organization confirming payment.
- 9.3 Event registrations should be completed promptly to take advantage of early registration discounts and to avoid late penalties whenever possible.

10. Travel Allowances

10.1 Annual Discretionary Allowance

- a. Each Member of Council is allocated an Annual Discretionary Allowance to cover reasonable expenses incurred while traveling on Town business.
- b. Eligible expenses under this allowance include meals, transportation, accommodations, and registration fees, provided they comply with this Policy.
- c. Notwithstanding the Annual Discretionary Allowance provided per Member of Council, the combined travel expenditures by all Council Members are limited to the department's annually approved budget.
- d. The Annual Discretionary Allowance is established as part of the Town's budget process (see Schedule A) and is assigned solely to the individual Member of Council.
- e. Unused portions of the Annual Discretionary Allowance are non-transferable, cannot be shared with other Members, and do not carry over to subsequent years.

10.2 Stipend

- a. In addition to their annual salary, an Official may claim compensation in the form of a Stipend for travel to and attendance at Events as set out in Appendix A.

10.3 Per Diem Allowance

- a. When attending an Event, an Official may claim a per diem allowance, as set out in Appendix A.
- b. The per diem rate will be paid in Canadian funds. An Official who receives a per diem allowance may not claim additional

personal expenses. To simplify reporting, receipts are not required for expenditures covered by the per diem.

- c. A corporate purchasing card should not be used to purchase expenses covered under the per diem allowance.
- d. The per diem allowance is intended to cover the following normal daily expenses:
 - i. meals and snacks
 - ii. gratuities
 - iii. non-alcoholic beverages
- e. The per diem rate (as established in Appendix A) will be applied to a twenty-four-(24) hour travel period.
- f. A prorated per diem may be paid for a partial travel day. This will be based on actual departure/arrival times as outlined in Appendix A.
- g. Where meals have been provided during travel or at an Event, the per diem amount claimed is to be reduced by the corresponding amount specified in Appendix A.

11. Accommodations

- 11.1 Accommodations shall only be reserved when the Event is located more than an hour and a half (1.5) hours driving distance from the Town of Tecumseh.
- 11.2 The Administrative Assistant to the Mayor and Council shall be responsible for arranging accommodations for members of Council when required.
- 11.3 Accommodations shall be in the form of a standard, single occupancy room.
- 11.4 Overnight accommodations will be reimbursed at the room rates charged for the Event, or at the hotel's preferred/special rates (e.g. corporate/government rate), whichever is less.
- 11.5 For accommodation requests that are above and beyond the preferred/special rate offers, the difference in cost will be borne by the Official.

- 11.6 Officials will not be reimbursed for personal purchases.
- 11.7 Costs resulting from an extended stay will not be reimbursed.
- 11.8 Room charges related to meals will not be reimbursed and should be covered by the per diem allowance (as outlined in Appendix A).
- 11.9 Unless otherwise provided for in this Policy, the Official shall be responsible for any additional expenses incurred because of the attendance of the Official's spouse and/or guest(s).

12. Transportation

- 12.1 An Official may choose their method of transportation, provided it is the most direct, economical and practical option. Acceptable modes of transportation include:
 - a. Public transportation
 - b. Personal vehicle
 - c. Rental vehicle
 - d. Rail
 - e. Air
- 12.2 Alternative transportation methods may be used if personal restrictions or limitations require accommodation.
- 12.3 When necessary, the Administrative Assistant to the Mayor and Council shall be responsible for travel arrangements to and from an Event for a member of Council.
- 12.4 Travel arrangements shall be booked as early as possible to take advantage of any advanced-purchase discounts offered by the carrier
- 12.5 If rail or air transportation extends over a normal meal period (breakfast, lunch or dinner) and a meal is provided with a transportation ticket, the per diem claimed is to be reduced by the amounts noted in Appendix A.
- 12.6 Personal Vehicles
 - a. Private vehicles may be used by an Official for out-of-town transportation when it is the most economical and practical

method of travel. A mileage claim will be paid at the rate per kilometer traveled, as discussed in Section 13.

- b. Costs associated with maintenance, fuel, vehicular breakdown, or damage incurred while using a personal vehicle for travel to and from Events sessions are covered in the mileage rate and will not be reimbursed.
- c. Expenses relating to personal vehicles such as insurance premiums (standard or extra), accident deductibles, or tickets will not be reimbursed.
- d. For personal vehicles used for travel to and from Events, Officials are responsible for insuring their automobiles at their sole expense for not less than \$1,000,000.00 against third-party liability for bodily injury and property damage.
- e. Loss or damage to a personal vehicle while parked shall not be the responsibility of the Town.
- f. When one or more Officials are traveling in the same vehicle:
 - i. Only the owner of said vehicle is entitled to reimbursement of the mileage expenses
 - ii. The reimbursement of mileage expenses will be evenly deducted from each Officials' Annual Discretionary Allowance.

12.7 Rental Vehicles

- a. Rental vehicles may be used where it is demonstrated that this method of transportation is more economical and practical than the use of other available modes of transportation.
- b. A reputable rental company, such as a national chain as opposed to a local operation, shall be used to ensure adequate insurance coverage is secured.
- c. The most economical size of vehicle must be used, depending on the requirements of the occasion and the number of passengers.
- d. The rental contract must be registered under the name of the Official.

- e. Receipts shall be retained and submitted.
- f. Damage to a Rental Vehicle as a result of an accident or other unfortunate circumstance is to be reported to Director Legislative Services or delegate as soon as reasonably possible following the accident/incident.
- g. When multiple Officials are traveling in the same rental vehicle:
 - i. The Official who rents the vehicle will be reimbursed for the rental costs.
 - ii. The reimbursement of rental costs will be evenly deducted from each Officials' Annual Discretionary Allowance.

12.8 Tolls

- a. Officials shall be reimbursed for expenses related to international bridge and tunnel access, as well as Ontario highway tolls.
- b. Receipts shall be retained and submitted.
- c. When multiple Officials are traveling in the same personal or rental vehicle:
 - i. The Official who paid the toll costs will be reimbursed.
 - ii. The reimbursement of toll costs will be evenly deducted from each Officials' Annual Discretionary Allowance.

12.9 Public Transportation

- a. Public transportation can be used for travel when it is the most practical and economical method of travel.
- b. Receipts shall be retained and submitted.

13. Mileage

13.1 Mileage for travel with use of personal vehicle shall be reimbursed.

- 13.2 Mileage reimbursement will be paid at the rate per kilometer traveled as established annually by the Canada Revenue Agency, Automobile Deduction Limits, as the rate allowable as a tax-exempt allowance.
- 13.3 Mileage reimbursement will be calculated based on the most direct route as determined by a standard, internet-based mapping service.
- 13.4 When multiple Officials are traveling in the same personal vehicle:
 - 13.4.1 The Official who owns the vehicle will be mileage reimbursement.
 - 13.4.2 The mileage reimbursement will be evenly deducted from each Officials' Annual Discretionary Allowance.

14. Parking

- 14.1 The actual cost of parking incurred for an Event shall be paid by the Town upon submission of receipts.
- 14.2 When multiple Officials are traveling in the same personal or rental vehicle:
 - 14.2.1 The Official who paid for the parking expenditure will receive the parking reimbursement.
 - 14.2.2 The reimbursement of parking costs will be evenly deducted from each Officials' Annual Discretionary Allowance.

15. Virtual Events

- 15.1 A Stipend may be claimed for a partial or full day spent attending a virtual event.
- 15.2 A Per Diem may not be claimed for time spent attending a virtual event.

16. Travel Advance

- 16.1 When possible, costs such as registration, transportation, and accommodation shall be paid directly by the Town.
- 16.2 A travel advance may be approved by the ERO under exceptional circumstances.

- 16.3 Travel advance requests must be made to the ERO at least one week prior to departure.
- 16.4 Expenditures such as stipends, per diems (as outlined in Appendix A), and estimates for other anticipated expenses related to registrations, transportation, accommodations, and incidental costs may be included in the travel advance amount.
- 16.5 The amount advanced will be calculated based on the estimated expenses associated with an Event.
- 16.6 No advance will be provided for amounts less than \$500.00.
- 16.7 Per Diem amounts will be advanced in Canadian Funds only.
- 16.8 Travel advances must be reconciled. For amounts owed back to the Town, payment (reimbursement) must be made within sixty (60) days from the date of return from travel.
- 16.9 Any Official that has an outstanding travel claim that is not submitted to Finance within sixty (60) days of the date of return from travel will not be allowed any further advances for travel until the outstanding advance has been settled.

17. Receipts

- 17.1 An Official must submit original, itemized, and dated receipts to substantiate each expense claimed for reimbursement on the travel claim. The original receipt (and additional documentation if necessary) must identify the following:
 - a. the goods &/or services purchased,
 - b. the date and name of the supplier or service provider,
 - c. the cost of the purchases (including taxes), and
 - d. the method of payment (debit or credit card, cash or cheque).
- 17.2 Receipts are not required for per diem claims.
- 17.3 Minor Items with no Receipt
 - a. Minor expenses that are impossible or difficult to obtain a receipt for may be approved at the discretion of the ERO, in

consultation with Finance. These minor items need to be itemized on the travel claim. Examples of such items include subway fare, other forms of public transit, and miscellaneous gratuities.

17.4 Missing Receipts

- a. When a travel expense receipt is lost and a duplicate cannot be obtained, the Official must complete and submit the “Missing Receipt Declaration” in Appendix B and proof of payment with the Travel Expense Account form.

18. Policy Review

- 18.1 This travel policy shall be comprehensively reviewed every five years with any substantive changes reported to Council for approval.
- 18.2 Authorization is granted to the Director Financial Services and Chief Administrative Officer to review and undertake minor housekeeping amendments to ensure the smooth administration of the policy.

Appendix A
Rates of Remuneration and Stipends

Stipend	
Full Day	\$220.00
Half Day	\$110.00
Per Diem – Proration of Daily Meal Allowance	
Breakfast	\$20.00 If required to depart before 6:00 a.m.
Lunch	\$30.00 If required to depart before 12:00 noon.
Dinner	\$50.00 If required to return home after 6:00 p.m.
Total	\$100.00 (maximum)
Mileage	
Mileage	In accordance with the rates as set out by the Canada Revenue Agency from time to time.
Annual Discretionary Allowance (for Members of Council only)	
Mayor	\$TBD/year
Members of Council	\$TBD/year

Appendix B
Reimbursable Expense for Which the Original Receipt was Lost

When a receipt is lost or otherwise unavailable, and all measures to obtain another have been exhausted, the Missing Receipt Affidavit should be completed. It should be signed by the Official and the ERO and submitted with the employee's reimbursement request.

Missing Receipt Declaration

Name _____

Date of Expenditure _____

Amount _____

Business Purpose _____

I certify that the above-mentioned receipt is missing. The original receipt is lost, and I am unable to obtain a duplicate receipt from the provider of the goods or services for which payment was made.

I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I also understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of providing a declaration in lieu of a receipt.

I certify that the expense was incurred in connection with the business purposes stated above.

I certify the amount shown is the amount I paid, that I have not and will not submit a duplicate claim, and that I have not and will not seek a claim for these expenses from any other source.


Official Name _____

Signature _____ Date: _____

ERO Name _____

Signature _____ Date: _____

Appendix C Travel Expense Account Form



Town of Tecumseh - Travel Expense Account
 Travel Policy No. 14/11 and 127

Date: _____

Name: _____

Position: Mayor Deputy Mayor Committee Member
 Councillor Employee

Date of Event: _____

Type of Event: _____
(conference/workshop/training)

Location: _____

Details:

Breakdown of Expenses:	TOTAL COST	HST	NET OF HST
Hotel Room _____ # Nights @ _____ Night (incl. all taxes)	\$ -		\$ -
Per Diem			
Breakfast _____ # Days @ \$ 20.00 Cdn	\$ -	\$ -	\$ -
Lunch _____ # Days @ \$ 30.00 Cdn	\$ -	\$ -	\$ -
Dinner _____ # Days @ \$ 50.00 Cdn	\$ -	\$ -	\$ -
Stipend			
Full Day _____ # Days @ \$ 220.00 Cdn	\$ -	\$ -	\$ -
Half Day _____ # Days @ \$ 110.00 Cdn	\$ -	\$ -	\$ -
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			
\$ 0.70 x _____ km (for the first 5,000 km)	\$ -	\$ -	\$ -
\$ 0.64 x _____ km (for each km after 5,000)	\$ -	\$ -	\$ -
Total Expenses	\$ -	\$ -	\$ -

 Signature of Delegate

 Approval Signature

CHARGE TO:


ACCOUNT	AMOUNT
	\$ -
HST	\$ -
Total	\$ -

Funds Available in Department Budget: Yes No

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

Revised March 2024

Appendix D Mileage Expense Account Form

Town of Tecumseh Mileage Expense Account			
Employee Name	<input type="text"/>	Rate Per Kilometer:	Under 5,000 km 0.70
Department	<input type="text"/>	Rate Per Kilometer:	Over 5,000 km 0.64
		Total Mileage:	-
		Total Reimbursement:	<input type="text"/>
Date of Event	Description	Kilometers	Reimbursement
Totals		-	

 Employee Signature

 Approval Signature

CHARGE TO:

Vadim Account	Amount
11-5- 5800	-
HST	
Total:	

Updated January 8, 2024