

Regular Council Meeting Agenda

Date: Tuesday, December 10, 2024, 7:00 pm
Location: Tecumseh Town Hall - Council Chambers
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

Pages

- A. Roll Call
- B. Order
- C. Report Out of Closed Meeting
- D. Moment of Silence
- E. National Anthem
- F. 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.

- G. Disclosure of Pecuniary Interest
- H. Minutes

1. Regular Council Meeting - November 26, 2024

12 - 22

Recommendation

Moved by _____

Seconded by _____

That the November 26, 2024 minutes of the Regular Council Meeting as were delivered to the members, **be adopted.**

I. Supplementary Agenda Adoption

Recommendation

Moved by _____

Seconded by _____

That the supplementary items added to the Regular Meeting agenda regarding the 2025 Business Plan and Operating Budget, **be approved.**

J. Consent Agenda Items

1. PWES-2024-63 Appointment of Drainage Engineer - Grondin Drain 23 - 35
2. PWES-2024-61 Source Protection Plan, Part IV Enforcement Transfer Agreement 2025 36 - 47
3. FS-2024-19 Administrative Fees and Charges 2025 48 - 69
4. DS-2024-44 Tecumseh Transit Service, Execution of Purchase Agreement for Electric Busses 70 - 73

Recommendation

Moved by _____

Seconded by _____

That Reports PWES-2024-63 Appointment of Drainage Engineer Grondin Drain, PWES-2024-61 Source Protection Plan Part IV Enforcement Transfer Agreement 2025, FS-2024-19 Administrative Fees and Charges 2025, and DS-2024-44 Tecumseh Transit Service, Execution of Purchase Agreement for Electric Busses **be received and that the respective recommendations noted is the reports be approved.**

K. Delegations

1. Local Government Week Winners
 - 1st Place Essay Contest Winner - Lucia Li
 - 2nd Place Essay Contest Winner - Melanie Ruhungo
 - Artwork Contest Winner - Mia DiCocco
2. Recognition of Service
 - Re: Christopher Hales, Member, Essex County OPP Detachment Board – North and Former Chair, Tecumseh Police Services Board
3. Tecumseh Business Improvement Area Board of Management - 2025 Operating Budget 74 - 90
 - Re: Leo Demarce, Chair, and Sandra Zanet, Treasurer
4. Essex County OPP Detachment Board North- 2025 Operating Budget 91 - 102
 - Re: Paul Sweet, Chair

Recommendation

Moved by _____

Seconded by _____

That the Essex County OPP Detachment Board North 2025 Operating Budget **be received**.

5. 2025 Business Plan and Operating Budget 103 - 139
 - Tom Kitsos, Director Financial Services and Chief Financial Officer, Marg Misek-Evans, Chief Administrative Officer, and Vanessa DaDalt, Deputy Treasurer and Manager Revenue Services
 - *Supplementary Item for Presentation

Recommendation

Moved by _____

Seconded by _____

That the 2025 Proposed Budget and Business Plan **be received and tabled** for discussion to the Special Council Meeting on Tuesday, January 14, 2025.

6. Housing Accelerator Fund Items
 - Re: Larry Silani, MillerSilani

- a. DS-2024-40 Tecumseh Housing Accelerator Fund, Initiative 5 140 - 148

Recommendation

Moved by _____

Seconded by _____

That Report DS-2024-40, entitled “Expanding Housing Choices and Improving Affordability, Housing Accelerator Fund (HAF), Initiative 5 – Scheduling of Public Meeting to Amend Tecumseh Road Main Street CIP: New CIP Grants for Affordable Housing and Expand CIP Area” **be received**;

And that the scheduling of a public meeting, to be held in the first quarter of 2025, in accordance with the Planning Act for the purpose of seeking public and stakeholder input on a proposed amendment to the Tecumseh Road Main Street Community Improvement Plan (“Main Street CIP”) in order to introduce an Affordable Rental Housing Grant Program, to reintroduce the Building and Property Improvement Grant Program for eligible new affordable housing rental units, and to expand the Main Street CIP Area, **be authorized**

- b. DS-2024-41 Tecumseh Housing Accelerator Fund Initiative 6 and 7 Update 149 - 167

Recommendation

Moved by _____

Seconded by _____

That Report DS-2024-41, entitled “Expanding Housing Choices and Improving Affordability, Housing Accelerator Fund: Initiative 6 - Additional Residential Unit (ARU) Guideline, Initiative 7 - Elimination of Building Permit Fees for ARUs” **be received**;

And that the document titled “Additional Residential Unit (ARU) Guideline, Town of Tecumseh”, dated December 10, 2024, **be received and endorsed**;

And that By-Law 2024-096 which will eliminate building permit fees for Additional Residential Units (ARUs) from January 1, 2025 to December 31, 2027, or until such time that associated HAF funding is exhausted, **be approved**.

7. Parkland Dedication By-Law 168 - 175

Re: Daryl Abbs, Watson & Associates Economists Ltd.

- a. DS-2024-42 New Parkland Dedication By-Law for Dedication of Parkland or Payment in Lieu 176 - 184

Recommendation

Moved by _____

Seconded by _____

That Report DS-2024-42 titled “New Parkland Dedication or Payment-In-Lieu By-law”, **be received;**

And that Parkland Dedication or Payment-In-Lieu By-Law 2024-108 which establishes parkland dedication or payment cash-in-lieu rates for residential and non-residential development, in accordance with DS-2024-42, **be adopted.**

L. Communications

1. For Information:

- a. Municipality of Durham dated November 28, 2024 185 - 187
Re: Redistribution of the Provincial Land Transfer Tax and GST to Municipalities for Sustainable Infrastructure Funding
- b. Ministry of Municipal Affairs and Housing dated November 28, 2024 188 - 189
Re: Changes to the Planning Act for additional residential units.
- c. City of Guelph dated November 29, 2024 190 - 191
Re: Enable Municipalities to Charge Fees for use of Municipal Property by Gas Utilities
- d. Lanark Highlands dated November 29, 2024 192 - 194
Re: Support for Provincial Absorption of OPP Costs
- e. Town of Kearney dated December 2, 2024 195 - 198
Re: Critical Infrastructure

Recommendation

Moved by _____

Seconded by _____

That Communications - For Information A through E as listed on the Tuesday, December 10, 2024 Regular Council Agenda, **be received.**

2. For Action:

M. Update from County Council and Boards

N. Committee Minutes

1. Policies and Priorities Committee - November 26, 2024

199 - 257

Recommendation

Moved by _____

Seconded by _____

That the November 26, 2024 minutes of the Policies & Priorities Committee meeting as were delivered to the Members **be adopted**;

And that the attached new or revised Polices be adopted: No. 38 Flag Protocol Policy, No. 134 Asset Retirement Obligations Policy and No. 14 Travel Policy - Municipal Employees and No. 127 Travel Policy - Council and Board Members;

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

And further that the revisions to the Parks By-law 2009-13 be recommended for approval and incorporated into a new by-law (By-Law 2024-107) to be considered for first, second, third and final readings at the December 10 Regular Council Meeting.

O. Reports

1. Chief Administrative Officer - People & Culture

- a. CAO-2024-09 False Alarm Fees

258 - 268

Recommendation

Moved by _____

Seconded by _____

That Report CAO-2024-09 entitled "Alarm Registration and False Alarm Fees" **be received**;

And that Council **deliberate** on the options outlined in this report regarding the proposed fee structure change for false alarm calls to Police Services;

And further that direction **be given** at the January 14, 2025 Budget Deliberation meeting on the preferred option outlined in this report regarding the fee structure.

2. Development Services

Recommendation

Moved by _____

Seconded by _____

That Report DS-2024-43, titled “Old Castle Heights Residential Subdivision – Phase 1, Placing of Services on Maintenance/Release of Building Permits and Part Lot Control Exemption for Lots 1-6 and Blocks 71-89 on Plan 12M-709 for Creation of Individual Lots for Semi-detached and Townhouse Units”, **be received**;

And that Council **authorize the placement** of the municipal services on maintenance and **the release** of building permits for Phase 1 of the Old Castle Heights Residential Subdivision, in accordance with the requirements of the registered Oldcastle Heights Inc. Development Agreement;

And further that By-Law 2024-101, having the effect of removing certain parcels of lands, more particularly described as Lots 1-6 and Blocks 71-89 on Plan 12M-709, as registered in the Registry Office for the Registry Division of Essex (12), from the provisions of part lot control under Section 50(5) of the *Planning Act*, which By-law shall expire three years from its date of adoption, and in accordance with Section 50(7.3) of the *Planning Act*, **be adopted**;

And further that By-Law 2024-101 **be forwarded** to the County of Essex, the Approval Authority, for its consideration and final approval, in accordance with Section 50(7.1) of the *Planning Act*;

And further that upon approval of By-Law 2024-101 by the County of Essex, that it **be registered** on title in accordance with Section 50(28) of the *Planning Act*.

3. Legislative & Clerk Services

- a. LCS-2024-20 Dog By-Law Exemption

278 - 282

Recommendation

Moved by _____

Seconded by _____

That Report LCS-2024-20 entitled “Dog Licensing and Control By-Law Exemption”, **be received**;

And that an exemption from the provisions of Section 9.2, 9.3 and 9.4 of the Dog Licensing and Control By-Law **be approved**;

And further that that direction **be given** to alternatively provide for this Owner’s appeal of the Dangerous Dog designation to be heard by way of written submissions, with such written submissions to be provided to Council by the relevant parties pursuant to the notice and upon such other terms to be specified by Administration.

4. Public Works & Engineering Services

- a. PWES-2024-60 2024 Asset Management Plan Update Final Adoption

283 - 286

Recommendation

Moved by _____

Seconded by _____

That Report PWES-2024-60 2024 Asset Management Plan Update (version 4), Final Adoption, **be received**;

And that the 2024 Asset Management Plan Update (version 4) as presented to Council at the November 26, 2024 Regular Meeting of Council, **be adopted**.

- b. PWES-2024-62 Sewer Use By-Law

287 - 290

Recommendation

Moved by _____

Seconded by _____

That Report PWES-2024-62 Sewer Use By-Law Amendment **be received**;

And that the recommended changes to By-Law 2003-80 as summarized within Report PWES-2024-62 **be approved** through the adoption of an Amending By-Law 2024-104;

P. By-Laws

1.	By-Law 2024-096 Amendment to By-Law 2023-037 Building Fees Schedule 3	291 - 294
	Being a by-law to amend by-law 2023-037, being a by-law respecting the issuance of various permits and performing of inspections for construction, demolition, change of use permits and related matters.	
2.	By-Law 2024-097 Administrative Fees and Charges for 2025	295 - 310
	Being a by-law to prescribe a tariff of administrative fees and charges for the Town of Tecumseh for 2025	
3.	By-Law 2024-100 Water and Wastewater Rates for 2025 - Third and Final Readings	311 - 315
	Being a by-law to establish the water and wastewater rates for the year 2025	
4.	By-Law 2024-101 Old Castle Heights Residential Subdivision Part Lot Control	316 - 317
	Being a by-law to provide that part lot control shall not apply to certain parcels of lands, more particularly described as Lots 1-6 and Blocks 71-89 on Registered Plan of Subdivision 12M-709, as registered in the Registry Office for the Registry Division of Essex (12).	
5.	By-Law 2024-105 Interim Tax Rate	318 - 319
	Being a by-law to provide for the Interim Tax Rate for the year 2025	
6.	By-Law 2024-106 Late Payments 2025	320 - 321
	Being a by-law to impose late payment charges for non-payment of taxes or any installment of taxes by due date.	
7.	By-Law 2024-107 Parks By-Law	322 - 341
	A by-law to regulate municipal Parks in the Municipality of Tecumseh	
8.	By-Law 2024-108 Parkland Dedication By-law	342 - 355
	Being a by-law to provide for the dedication of parkland or the payment in lieu thereof for all development or redevelopment in the Town	
9.	By-Law 2024-109 Holding Zone (H) Removal for all of Phase 1 of Oldcastle Residential Subdivision	356 - 357
	Being a by-law to amend By-Law 85-18, the Town's Comprehensive Zoning By-Law for those lands in the former Township of Sandwich South (Removal of Holding (H) Zone Symbol affecting Phase 1 of Oldcastle Heights Residential Subdivision).	

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|-----|---|-----------|
| 10. | By-Law 2024-110 Amending By-Law to By-Law 2024-048 AMPS Schedules | 358 - 370 |
| | Being a by-law to amend By-Law 2024-048, a by-law to establish a comprehensive system of administrative monetary penalties on the Town of Tecumseh. | |
| 11. | By-Law 2024-111 Source Protection Plan Part IV Transfer Agreement No. 3 | 371 - 385 |
| | Being a by-law to authorize the execution of an Agreement with the Essex Region Conservation Authority to provide the delivery of Risk Management Services as part of the Essex Region Source Protection. | |
| 12. | By-Law 2024-113 Amendment to By-Law 2023-80 Sewer By-Law | 386 - 387 |
| | Being a by-law to amend By-Law 2003-80 being a by-law to prohibit, regulate, and inspect the discharge of sewage into the municipal sewage system of the Corporation of the Town of Tecumseh | |

Q. Unfinished Business

- | | | |
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| 1. | December 10, 2024 | 388 - 389 |
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R. New Business

S. Motions

- | | | |
|----|------------------------------|-----------|
| 1. | Confirmatory By-Law 2024-114 | 390 - 391 |
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Recommendation

Moved by _____

Seconded by _____

That By-Law 2024-114 being a by-law to confirm the proceedings of the Tuesday, December 10, 2024, regular meeting of the Council of The Corporation of the Town of Tecumseh **be given** first, second, third and final reading.

T. Notices of Motion

U. Next Meeting

Tuesday January 14, 2024

4:00 pm Special Council Meeting - 2025 Business Plan and Operating Budget

Tuesday January 28, 2024

6:30 pm Public Council Meeting - 11th Concession and East McPherson Drains

7:00 pm Regular Council Meeting

V. **Adjournment**

Recommendation

Moved by _____

Seconded by _____

That there being no further business, the Tuesday, December 10, 2024 meeting of the Regular Council **be adjourned** at ____ pm.

Regular Meeting of Council

Minutes

Date: Tuesday, November 26, 2024
Time: 7:00 pm
Location: Tecumseh Town Hall - Council Chambers
917 Lesperance Road
Tecumseh, Ontario N8N 1W9

Present:

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

Absent:

Councillor, Tania Jobin

Also Present:

Chief Administrative Officer, Margaret Misk-Evans
Director Legislative Services & Clerk, Robert Auger
Director Public Works & Engineering Services, Phil Bartnik
Director Community Safety & Fire Chief, Wade Bondy
Director People & Culture, Michelle Drouillard
Director Technology & Client Services, Shaun Fuerth
Director Community & Recreation Services, Beth Gignac
Director Development Services, Brian Hillman
Director Financial Services & Chief Financial Officer, Tom Kitsos
Deputy Clerk & Manager Legislative Services, Jennifer Alexander
Manager Planning Services & Local Economic Development,
Chad Jeffery
Project Manager, Joseph Lappalainen
Financial Analyst Revenue, Nick Meloche

A. Roll Call

B. Order

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

C. Report Out of Closed Meeting

There was no closed meeting scheduled.

D. Moment of Silence

The Members of Council and Administration observe a Moment of Silence.

E. National Anthem

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

F. 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.

G. Disclosure of Pecuniary Interest

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

H. Minutes

1. Regular Council Meeting - November 12, 2024

Motion: RCM - 271/24

Moved by Councillor Alicia Higgison

Seconded by Councillor Rick Tonial

That the November 12, 2024 minutes of the Regular Council Meeting as were delivered to the members, **be adopted**.

Carried

I. Supplementary Agenda Adoption

There are no supplementary agenda items.

J. Consent Agenda Items

1. CAO-PC-2024-10 Health & Safety Policy No. 7

2. CRS-2024-25 2024 Pathway to Potential Funding Agreement 2024

Motion: RCM - 272/24

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Brian Houston

That Reports CAO-2024-10 Health & Safety Policy No. 7 and CRS-2024-25 Pathway to Potential Funding Agreement 2024 be received and that the respective recommendations noted in the reports be approved.

Carried

K. Delegations

1. Town Recognition of Alicia Ristic, Owner, Art Galia

The Members of Council express gratitude to Alicia Ristic in her efforts to restore and preserve the Town's art collection.

2. Town Recognition of Linda Morais, Wrestler, Team Canada

The Members of Council congratulate to Linda Morais, Wrestler, her achievements to the sport of wrestling and representing the Town of Tecumseh on the world stage.

3. Asset Management Plan Update

Re: Director Public Works & Engineering Services, Phil Bartnik; Director Financial Service & Chief Financial Officer, Tom Kitsos, Project Technician, Joe Lappalainen, Financial Services Supervisor, Nick Meloche

Joe Lappalainen, Project Manager, and Nick Meloche, Financial Services Supervisor presents the Asset Management Plan Update Version 4 as appended on the agenda. The presentation highlights the state of local infrastructure, current levels of service; and options available to maintain the current level of service and the risks associated.

a. PWES-2024-59 2024 Asset Management Plan Update Version 4

Motion: RCM - 273/24

Moved by Councillor Alicia Higgison
Seconded by Councillor Rick Tonial

That Report PWES-2024-59 Asset Management Plan Update -Version 4 be received;

And that, following a review period, Administration **bring forward** a report to Council on December 10, 2024 recommending the adoption of the updated Asset Management Plan -Version 4.

Carried

L. Communications

1. For Information:

- a. Municipality of Wawa dated November 19, 2024

Re: Resume the Assessment Cycle

Motion: RCM - 274/24

Moved by Councillor Brian Houston
Seconded by Councillor James Dorner

That Communications for Information 1 as listed on the Tuesday, November 26, 2024 Regular Council, **be received.**

Carried

2. For Action:

There are no Communication-Action items presented to Council.

M. Update from County Council and Boards

Essex County Council

2025 County Council budget is this Thursday for Budget deliberation

Tecumseh Business Improvement Area

A Member advised that the Tecumseh BIA will be having their annual general meeting on Thursday, December 5, 2024.

N. Committee Minutes

1. Tecumseh Housing Advisory Panel - August 28, 2024

Motion: RCM - 275/24

Moved by Councillor Alicia Higgison
Seconded by Councillor Brian Houston

That the August 28, 2024 minutes of the Tecumseh Housing Advisory Panel as were delivered to the members, **be accepted.**

Carried

O. Reports

1. Development Services

- a. DS-2024-37 Tecumseh Transit Service (TTS) One Year Extension of Transit Delivery and Maintenance Services Agreement with First Canada ULC

Motion: RCM - 276/24

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Rick Tonial

That Report DS-2024-37 entitled “Tecumseh Transit Service (TTS) One-Year Extension of Transit Delivery and Maintenance Services Agreement with First Canada ULC” **be received**;

And that a By-law authorizing the execution of an Amending Agreement to the existing Transit Delivery and Maintenance Services Agreement between the Town of Tecumseh and First Canada ULC, which facilitates a one-year extension to the existing contract for the period January 1, 2025 to December 31, 2025, in accordance with DS-2024-37, **be considered** for first, second, third and final reading.

Carried

- b. DS-2024-38 Tecumseh Transit Service- Purchase of Three Accessible Electric Transit Buses and Associated Charging Infrastructure - Awarding of Tender

Motion: RCM - 277/24

Moved by Councillor Rick Tonial
Seconded by Councillor Alicia Higgison

That Report DS-2024-38 entitled “Tecumseh Transit Service, Purchase of Three Accessible Electric Transit Buses and Associated Charging Infrastructure – Awarding of Tender,” **be received**;

And that the tender to purchase three Karsan e-Jest electric transit buses and two Express 250 Smart DC Fast Charging stations in the proposed amount of \$1,282,583 plus HST **be awarded** to Damera Bus Sales Canada Corp. subject to the successful negotiation of a purchasing agreement.

Carried

- c. DS-2024-39 Deferred Town Contribution to ERCA Land Acquisition Program: Clean Water - Green Spaces Program

Motion: RCM - 278/24

Moved by Councillor Brian Houston
Seconded by Councillor Alicia Higgison

That Report DS-2024-39 titled “Deferred Town Contribution to ERCA Land Acquisition Program: Clean Water-Green Spaces Program” **be received**;

And that direction be given to Administration **to engage** with ERCA **to evaluate** its new Land Acquisition Program, and **to review alternatives**

for ecological stewardship or similar programs with a report to Council prior to deliberations for the 2026 operating budget;

And further that Council **defer** the Town's 2025 estimated contribution of \$50,115 to ERCA's Land Acquisition Program;

And further that the deferred commitments for both 2024 and 2025 **be transferred** to a designated Reserve.

Carried

2. Public Works & Engineering Services

- a. PWES-2024-54 Urban Forestry and Naturalization Master Plan - Award of Consulting Services

Motion: RCM - 279/24

Moved by Councillor Brian Houston
Seconded by Councillor Alicia Higgison

That Report PWES-2024-54 Urban Forestry and Naturalization Management Plan **be received**;

And that Council **award** the Consulting Services for the Urban Forestry and Naturalization Management Plan in the amount of \$197,696.50 excluding HST to Dillon Consulting Ltd.;

And further that By-Law 2024-102 be considered for first, second, third and final reading, **to authorize** the Mayor and Clerk to execute and agreement, satisfactory in form to the Town's solicitor, with Dillon Consulting Ltd.;

And further that project funding allocations, reflecting a total budget requirement of \$272,408 with a \$72,408 increase to the original allocation **be approved** as follows:

- Infrastructure Reserve – increase from \$200,000 to \$272,408.

Carried

- b. PWES-2024-55 Intact Municipal Climate Resiliency Grants Program, Tecumseh Tree Planting

Motion: RCM - 280/24

Moved by Deputy Mayor Joe Bachetti
Seconded by Councillor Alicia Higgison

That Report PWES-2024-55 Intact Municipal Resiliency Grants Program, Tecumseh Tree Planting Program, **be received**;

And that Administration **be authorized** to submit an application to Intact for funding under the Municipal Climate Resiliency Grants Program for Tecumseh's Tree Planting Program;

And further that the Director Financial Services & Chief Financial Officer and Director Public Works & Engineering Services **be authorized** to sign any required documents necessary to complete the application and the subsequent documentation for the Municipal Climate Resiliency Grants Program.

Carried

- c. PWES-2024-56 Canada Housing Infrastructure Fund CHIF Fall 2024 Intake

Motion: RCM - 281/24

Moved by Councillor Brian Houston
Seconded by Councillor Rick Tonial

That Report PWES-2024-56 Canada Housing Infrastructure Fund, Direct Delivery Stream – Tecumseh Hamlet Gouin Stormwater Management Facility, **be received**;

And that Administration **be authorized** to submit an application to the federal government for funding under the Canada Housing Infrastructure Fund for a future commitment to the Tecumseh Hamlet Gouin Stormwater Management Facility;

And further that the Director Financial Services & Chief Financial Officer and the Director Public Works & Engineering Services **be authorized** to sign any required documents necessary to complete the application and the subsequent documentation for the Canada Housing Infrastructure Fund.

Carried

- d. PWES-2024-57 Backflow Prevention By-law

Motion: RCM - 282/24

Moved by Councillor Brian Houston
Seconded by Councillor James Dorner

That Report PWES-2024-57 Backflow Prevention By-Law be received;

And that Backflow Prevention By-Law 2024-099 be considered for first, second, third and final readings;

And further that By-Law 2001-68 Backflow Prevention be repealed.

Carried

- e. PWES-2024-58 Water and Wastewater Rates for 2025

Motion: RCM - 283/24

Moved by Councillor Brian Houston
Seconded by Councillor Alicia Higgison

That Report PWES-2024-58 Water and Wastewater Rates for 2025, be received;

And that By-law 2024-100 be considered for first, second, third and final reading, **to adopt** the water and wastewater rates for 2025, based on the recommendation of the 2023 Town of Tecumseh Water and Wastewater Rate Study.

Carried

P. By-Laws

- 1. **By-Law 2024-091 Transit Agreement - First Canada ULC**

Being a by-law to authorize the execution of an amendment to the Agreement between The Corporation of the Town of Tecumseh and First Canada ULC for transit delivery and maintenance services

- 2. **By-Law 2024-098 Pathways to Potential – City of Windsor**

Being a By-Law to authorize the execution of a Service Agreement between The Corporation of the Town of Tecumseh and the City of Windsor to administer funds for the Pathway to Potential Program for the year 2024

3. By-Law 2024-099 Backflow Prevention By-Law

Being a By-Law to regulate cross-contaminations and backflow prevention in private plumbing systems to protect the Town of Tecumseh's Water Supply system from contamination

4. By-Law 2024-100 Water and Wastewater Rates for 2025 - First and Second Readings

Being a by-law to establish the water and wastewater rates for the year 2025

5. By-Law 2024-102 Tender Award for Consulting Services - Urban Forestry and Naturalization Plan

Being a by-law to authorize the execution of an Agreement between The Corporation of the Town of Tecumseh and Dillon Consulting Ltd for the Consulting Services for the Urban Forestry and Naturalization Management Plan

Motion: RCM - 285/24

Moved by Councillor Rick Tonial
Seconded by Councillor James Dorner

That By-Law 2024-091 being a by-law to authorize the execution of an amending agreement to the Agreement between The Corporation of the Town of Tecumseh and First Canada ULC for transit delivery and maintenance services;

That By-Law 2024-098 being a by-law to authorize the execution of a Service Agreement between The Corporation of the Town of Tecumseh and the City of Windsor to administer the funds for the Pathway to Potential Program for the year 2024;

That By-Law 2024-099 being a by-law to regulate cross-contamination and backflow prevention in private plumbing systems to protect the Town of Tecumseh Water Supply system for contamination;

That By-Law 2024-100 being a by-law to establish the water and wastewater rates for the year 2025

That By-Law 2024-102 being a by-law to authorize the execution of an agreement between The Corporation of the Town of Tecumseh and Dillon Consulting Limited for the Consulting Services for the Urban Forestry and Naturalization Management Plan.

Be given first and second reading.

Carried

Motion: RCM - 286/24

Moved by Councillor Brian Houston
Seconded by Councillor Alicia Higgison

That By-Law 2024-091 being a by-law to authorize the execution of an amending agreement to the Agreement between The Corporation of the Town of Tecumseh and First Canada ULC for transit delivery and maintenance services;

That By-Law 2024-098 being a by-law to authorize the execution of a Service Agreement between The Corporation of the Town of Tecumseh and the City of Windsor to administer the funds for the Pathway to Potential Program for the year 2024;

That By-Law 2024-099 being a by-law to regulate cross-contamination and backflow prevention in private plumbing systems to protect the Town of Tecumseh Water Supply system for contamination;

That By-Law 2024-102 being a by-law to authorize the execution of an agreement between The Corporation of the Town of Tecumseh and Dillon Consulting Limited for the Consulting Services for the Urban Forestry and Naturalization Management Plan.

Be given third and final reading.

Carried

Q. Unfinished Business

1. November 26, 2024

R. New Business

Leaf Pick Up

A Member comments that the milder temperatures in the fall and leaves are not falling until later in the year. It requested that Administration review the 2025 Leaf Pick up schedule to consider for a later end date for this service in the community.

S. Motions

1. Town Award Recipient Pins

This motion is brought forward by Councillor Rick Tonial.

***The motion is withdrawn at the mover's request.**

2. Confirmatory By-Law 2024-103

Motion: RCM - 287/24

Moved by Councillor Rick Tonial
Seconded by Councillor Brian Houston

That By-Law 2024-103 being a by-law to confirm the proceedings of the Tuesday, November 26, 2024, regular meeting of the Council of The Corporation of the Town of Tecumseh **be given** first, second, third and final reading.

Carried

T. Notices of Motion

There are no Notices of Motion presented to Council.

U. Next Meeting

Tuesday, December 10, 2024

4:00 pm Special Council Meeting - Housing Accelerator Fund - Initiative No. 1

5:30 pm Public Council Meeting - Zoning By-Law Amendment - 1539 Shawnee Road

6:00 pm In Camera Personnel Meeting

7:00 pm Regular Council Meeting

V. Adjournment

Motion: RCM - 288/24

Moved by Councillor James Dorner
Seconded by Councillor Brian Houston

That there being no further business, the Tuesday, November 26, 2024 meeting of the Regular Council **be adjourned** at 8:33 pm.

Carried

Gary McNamara, Mayor

Robert Auger, Clerk



The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: December 10, 2024

Report Number: PWES-2024-63

Subject: Request for Repair and Improvement to the Grondin Drain
Appointment of Drainage Engineer

Recommendations

It is recommended:

That Oliver Moir, P.Eng., of Dillon Consulting Limited **be appointed** Drainage Engineer to make an examination of the Grondin Drain as submitted by a Landowner in the “Notice of Request for Drainage Improvement” dated October 22, 2024.

And that a Drainage Report **be prepared** in accordance with Section 78 of the *Drainage Act* (Act), including provisions for future maintenance.

And further that Council **delegate the authority** to the Chief Administrative Officer, the Purchasing Coordinator and the Director Public Works & Engineering Services to execute an agreement, satisfactory in form to the Town Solicitor, with Dillon Consulting Limited.

Background

The purpose of this report is to provide a summary of the background and other information to assist Council in appointing an engineer to examine the drainage area on the Grondin Drain (Drain).

The Drain is located on the east side of County Road 43 with its upper limit located at County Road 46 which then flows northerly to its outlet into the Gzowski Drain. Please refer to Attachment 1 for the Drain location map.

Comments

A Request for Improvement was submitted for maintenance of the Drain to re-establish proper flow. Given the age of the last report, the existence of bridges installed outside of the Drainage Act and the lack of a benchmark correlating the profile, we recommend that this system be evaluated by a Drainage Engineer through Section 78(1) of the Act.

The request initiates the process to supplant or supplement the current By-Law(s) to provide for improvements within the Drain. This Drain was last examined by C.G.R. Armstrong, P.Eng., through a report submitted in 1963, as petitioned for, and passed through By-Law 1451.

Legislation

The sections of the Act referenced within this report are included in Schedule A, which is attached to this Council Report as Attachment No. 2.

Required Approvals

On October 21, 2024, the Town sent notification to the Essex Region Conservation Authority (ERCA) that the Town received a request for the repair and improvement of the Drain.

As outlined in Section 78(2) of the Act, the Engineer shall not be appointed until after the 30-day notification to the Conservation Authority who has regulation of the area. This administrative report is in line with those provisions and the 30-day period expired on November 20, 2024.

The Town will be required to conduct a self-assessment with respect to the requirements of the Department of Fisheries and Oceans Canada (DFO) to determine if this project will require a formal review by DFO for issues related to the federal Fisheries Act and/or the federal Species at Risk Act.

The Drain may contain significant species (aquatic species at risk (SAR) as well as plants, animals, habitat, etc.) that are protected under the provincial Endangered Species Act (ESA). As of April 1, 2019, the administration of the ESA transitioned responsibility from the Ministry of Natural Resources and Forestry (MNRF) to the Ministry of Environment, Conservation and Parks (MECP). Though the responsibility has transitioned to the MECP, the Town's Species-At-Risk (SAR) Mitigation plan continues to comply with the ESA. As such, the Town, along with its contractors, gathers data with respect to information on any encountered species and/or mitigation plans implemented before and during construction for all registered municipal drainage works permitted under Section 23.9 of Ontario Reg. 242/08. Annual reports may be requested by the MECP.

Delegation of Authority

The following sections are provided from Section 4.7 of the Town's Purchasing Policy (Policy 17):

- c) It shall be the responsibility of the Department Director and/or Town Solicitor to determine if it is in the best interest of the Town to establish a formal agreement with the supplier.
- d) Where it is determined that Subsection 4.7 c) is to apply, the formal agreement may be reviewed and approved for execution by the Town Solicitor.
- e) Where a formal agreement is required, as a result of the award of a contract, and approval for such a formal agreement has been provided in accordance with Schedule "A" of By-law Number 2021-60, the Mayor and Town Clerk shall execute the agreement in the name of the Town of Tecumseh.

With regard to Schedule "A" of By-law Number 2021-60, the ultimate engineering cost for a municipal drainage project is unknown at the time of appointment. Under the provisions of the Drainage Act, the Drainage Engineer is required to hold an on-site meeting with all affected property owners at the start of the project. This on-site meeting is intended to gather information and help guide the drainage engineer in determining a scope of work. It is therefore impossible to know the entire project scope before the on-site meeting. In addition, the Drainage Act includes processes for property owners to appeal the Drainage Engineer's recommended works and/or assessments. These appeal processes can be lengthy and result in significant engineering costs. As a result, Drainage Engineers typically work on a time and material basis for municipal drainage projects.

Dillon Consulting Limited has requested that a formal agreement be prepared for their professional services for the Drain project on a time and material basis. Due to proprietary information contained within their scope of services, Administration is recommending an exception to Section 4.7 (e) of the Purchasing Policy (Policy 17). In this instance, it is recommended that Council delegate the authority to the Chief Administrative Officer, the Purchasing Coordinator, and the Director of Public Works & Engineering Services to execute an agreement, satisfactory in form to the Town Solicitor, with Dillon Consulting Limited.

Appointment of Engineer

It is recommended that Oliver Moir, P.Eng., of Dillon Consulting Limited be appointed Drainage Engineer to the Drain to produce a report for the Drain that will include drawings, construction schedule, and future maintenance provisions.

Consultations

Legislative Services & Clerk
Dillon Consulting Limited

Financial Implications

The Engineer's Report shall assess for Special Benefit, Benefit, Outlet and Liability. A schedule of assessment is to be contained in the report which details in separate columns, the sums assessed for each parcel of land/utility liable for drainage assessments under the Act.

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:

Matthew Shiha, E.I.T.
Drainage Superintendent

Reviewed by:

John Henderson, P.Eng.
Manager Engineering Services

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Engineering Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Grondin Drain Map
2	Schedule A – Drainage Act Excerpts

HIGHWAY 401

11TH CONCESSION RD

12TH CONCESSION RD

MANNING RD

GRONDIN DRAIN

COUNTY RD 46



Legend

Grondin Drain

Municipality of Lakeshore

Document Path: N:\Maps.mxd

Conditions of Use
DISCLAIMER
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TOWN OF Tecumseh
ONTARIO · CANADA

28

Work Done:	
Author:	jkell
	TK
Date:	2024-11-29
Scale:	NTS

GRONDIN DRAIN

Town of Tecumseh
Location Map

PROJECT No.

SHEET No.

1 of 1

Legislation

Petition

4 (1) A petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the clerk of the local municipality in which the area is situate by,

- (a) the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;
- (b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 per cent of the hectarage in the area;
- (c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);
- (d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director. R.S.O. 1990, c. D.17, s. 4 (1).

Form of petition

(2) A petition under subsection (1) shall be in the form prescribed by the regulations and, where it is filed by an owner or owners under clause (1) (a) or (b), shall be signed by such owner or owners. R.S.O. 1990, c. D.17, s. 4 (2).

Petition where area lies on each side of boundary line

(3) Where it is desired to construct a drainage works for the drainage of an area composed of lands or roads lying on each side of a boundary line between two or more local municipalities, the council of any of them may proceed upon a petition as required by this Act in all respects, including the sending of notices, as if such area were entirely within the limits of the municipality. R.S.O. 1990, c. D.17, s. 4 (3).

Person deemed owner

(4) Where a person who is the owner of land, but does not appear by the last revised assessment roll of the municipality to be the owner, is a petitioner, the person shall be deemed an owner if the person's ownership is proved to the satisfaction of the clerk, and, if the person who appears by the assessment roll to be the owner is a petitioner, the person's name shall be disregarded in determining the sufficiency of the petition. R.S.O. 1990, c. D.17, s. 4 (4).

Persons jointly assessed

(5) Where two or more persons are jointly assessed for a property, in determining the sufficiency of a petition, they shall be deemed to be one owner. R.S.O. 1990, c. D.17, s. 4 (5).

Section 25(1) – Engineer may assess a block, etc.

The council of the local municipality may direct the engineer to assess as a block, a

built-up area designated by the council, and the sum assessed therefor may be levied against all the ratable properties in the designated area proportionately on the basis of the assessed value of the land and buildings.

Section 25(2) – Assessments to be charged against public roads

Where the engineer makes a block assessment under subsection (1), the engineer shall designate the proportion of the assessment to be charged against the public roads in the designated area.

Section 26 – Increased cost, how borne

In addition to all other sums lawfully assessed against the property of a public utility or road authority under this Act, and despite the fact that the public utility or road authority is not otherwise assessable under this Act, the public utility or road authority shall be assessed for and shall pay all the increase of cost of such drainage works caused by the existence of the works of the public utility or road authority.

Section 41(1) – Notice of drainage works

Upon the filing of the engineer's report, the council of the initiating municipality, if it intends to proceed with the drainage works, shall, within thirty days of the filing of the report, cause the clerk of the initiating municipality to send a copy of the report and a notice stating,

- 1) the date of the filing of the report;
- 2) the name or other designation of the drainage works; and
- 3) the date of the council meeting at which the report will be considered, to;
 - a) the owners, in the initiating municipality, as shown by the last revised assessment roll to be the owners of lands and roads assessed for the drainage works or for which compensation or other allowances have been provided in the report;
 - b) the clerk of every other local municipality in which any land or road that is assessed for the drainage works or for which compensation or other allowances have been provided in the report is situate;
 - c) the secretary-treasurer of each conservation authority that has jurisdiction over any land affected by the report;
 - d) any railway company, public utility or road authority affected by the report, other than by way of assessment;
 - e) the Minister of Natural Resources where land under his or her jurisdiction may be affected by the report; and
 - f) the Director.

Section 41(3) – Copy of report not required

Despite subsections (1) and (2), where a block assessment is made, the notice to the owners of the lands so assessed need not be accompanied by a copy of the report.

Section 41(3.1) – Same

Despite subsections (1) and (2), the council of a local municipality is not required to send a copy of the report to owners of lands and roads assessed for a sum of less than \$100.

Section 42 – Consideration of report

The council of the initiating municipality at the meeting mentioned in section 41 shall consider the report, and, where the drainage works is requested on petition, shall give an opportunity to any person who has signed the petition to withdraw from it by filing a signed withdrawal with the clerk and shall also give those present owning lands within the area requiring drainage who have not signed the petition an opportunity to do so, and should any of the lands or roads owned by the municipality within the area requiring drainage as described in the petition be assessed, the council may by resolution authorize the head of the municipality to sign the petition for the municipality, and such signature counts as that of one person in favour of the petition.

Section 48(1) – Appeal to Tribunal

Any owner of land or any public utility affected by a drainage works, if dissatisfied with the report of the engineer on the ground that,

- (a) The benefits to be derived from the drainage works are not commensurate with the estimated cost thereof;
- (b) The drainage works should be modified on grounds to be stated;
- (c) The compensation or allowances provided by the engineer are inadequate or excessive;
- (d) The engineer has reported that the drainage works is not required, or is impractical, or cannot be constructed, may appeal to the Tribunal, and in every case a notice of appeal shall be served within 40 days after the sending of the notices under Section 40 or subsection 46(2), as the case may be.

Section 54(1) – Appeal to Tribunal

Any party to an appeal before the court of revision may appeal to the Tribunal by giving notice addressed to the clerk of the Tribunal, given to the clerk of the initiating municipality, from the decision of the court of revision or from its omission, neglect or refusal to hear or decide an appeal within twenty-one days of the pronouncement of the decision of the court of revision or of any matter evidencing such omission, neglect or refusal.

Section 57 – Referral back to engineer

The council of the initiating municipality, at any time before passing the by-law, if it appears that there are or may be errors in the report of the engineer or that for any other reason the report should be reconsidered, may refer the report back to the engineer for reconsideration, and the engineer shall thereupon reconsider the report and shall further report to the council, which report has the same effect and shall be dealt with in the same manner and the proceedings thereon shall be the same as upon the original report.

Section 61(1) – Imposition of special assessment

The council of each local municipality that is required to raise the whole or any part of the cost of the drainage works shall by by-law impose upon the land assessed for the drainage works the assessment with which it is chargeable, and the amount so imposed is payable in such instalments as the council may prescribe.

Section 61(2) – Commutation of special assessment

The council of any local municipality may provide that persons whose lands are assessed may commute for a payment in cash the assessments imposed thereon and may prescribe the terms and conditions thereof.

Section 61(3) – Assessments of \$50 or less

Where the assessment against any parcel of land is \$50 or less, the council of the local municipality may that the assessment shall be paid out of the general funds of the municipality or that the assessment shall be paid in the first year in which the assessment is imposed upon the land assessed.

Section 65(1) – Subsequent subdivision of land

If, after the final revision of an engineer's assessment of land for a drainage works, the land is divided by a change in ownership of any part, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to apportion the assessment among the parts into which the land was divided, taking into account the part of the land affected by the drainage works.

Section 65(2) – Agreement on share of assessment

If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1).

Section 65(3) – Subsequent connection to drainage works, etc.

If an owner of land that is not assessed for a drainage works subsequently connects the land with the drainage works for the purpose of drainage, or if the nature or extent of the use of a drainage works by land assessed for the drainage works is subsequently altered, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to inspect the land and assess it for a just proportion of the drainage works, taking into account any compensation paid to the owner of the land in respect of the drainage works.

Section 65(4) – Subsequent disconnection from drainage works

If an owner of land that is assessed for a drainage works subsequently disconnects the land from the drainage works, the clerk of the local municipality in which the land is situate shall instruct an engineer in writing to inspect the land and determine the amount by which the assessment of the land should change.

Section 65(5) – Restriction on connection or disconnection

No person shall connect to or disconnect from drainage works without the approval of the council of the municipality.

Section 65(6) – Notice of instructions

The clerk of the local municipality shall send a copy of the instructions mentioned in subsection (1), (3) or (4) to the owners of the affected lands as soon as reasonably possible.

Section 65(7) – Engineer’s assessment

An engineer who prepares an assessment pursuant to instructions received under subsection (1), (3) or (4) shall file the assessment with the clerk of the local municipality.

Section 65(8) – Notice of assessment

The clerk of the local municipality shall attach the engineer’s assessment to the original assessment and send a copy of both to the owners of the affected lands.

Section 65(9) – Assessment binding

Subject to subsection (11), the engineer’s assessment is binding on the assessed land.

Section 65(10) – Costs

The costs of the assessment, including the fees of the engineer, shall be paid by the owners of the lands in the proportion fixed by the engineer or, on appeal, by the Tribunal, and subsection 61(4) applies to these costs.

Section 65(11) – Appeal of assessment

If the engineer’s assessment is for an amount greater than \$500, the owner of the land may appeal to the Tribunal within 40 days after the date the clerk sends a copy of the assessment to the owner.

Section 65(12) – Use of amount collected

Any amount collected under subsection (3) shall be credited to the account of the drainage works and shall be used only for the improvement, maintenance or repair of the whole or any part of the drainage works.

Section 76(1) - Varying original assessments for maintenance

The Council of any local municipality liable for contribution to a drainage works in connection with which conditions have changed or circumstances have arisen such as to justify a variation of the assessment for maintenance and repair of the drainage works may make an application to the Tribunal, of which notice has been given to the head of every other municipality affected by the drainage works, for permission to procure a report of an engineer to vary the assessment, and, in the event of such permission being given, such council may appoint an engineer for such purpose and may adopt the report but, if all the lands and roads assessed or intended to be assessed lie within the limits of one local municipality, the council of that municipality may procure and adopt such report without such permission.

Section 76(2) – Proceedings on report of engineer

The proceedings upon such report, excepting appeals, shall be the same, as nearly as may be, as upon the report for construction of the drainage works.

Section 76(3) – Appeal from report of engineer

Any council served with a copy of such report may, within 45 days of such service, appeal to the Tribunal from the finding of the engineer as to the portion of the cost of the drainage works for which the municipality is liable.

Section 76(4) – Appeal from assessment

Any owner of land assessed for maintenance or repair may appeal from the assessment in the report on the grounds and in the manner provided by Section 52 in the case of the construction of the drainage works.

Section 76(5) – Basis of future assessments

An assessment determined under this section shall thereafter, until it is further varied, form the basis of any assessment for maintenance or repair of the drainage works affected thereby.

Section 78(1) – Improving, upon examination and report of engineer

If a drainage works has been constructed under a by-law passed under this Act or any predecessor of this Act, and the council of the municipality that is responsible for maintaining and repairing the drainage works considers it appropriate to undertake one or more of the major improvement projects listed in subsection (1.1) for the better use, maintenance or repair of the drainage works or of lands or roads, the municipality may undertake and complete the project in accordance with the report of an engineer appointed by it and without the petition required by section 4. 2010, c.16, Sched. 1, s. 2 (27); 2020, c. 18, Sched. 4, s. 9 (1).

Section 78(1.1) – Projects

The projects referred to in subsections (1) are:

- 1) 1. Changing the course of the drainage works.
- 2) 2. Making a new outlet for the whole or any part of the drainage works.
- 3) 3. Constructing a tile drain under the bed of the whole or any part of the drainage works.
- 4) 4. Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, bridges, pumping stations or other protective works in connection with the drainage works.
- 5) 5. Extending the drainage works to an outlet.
- 6) 5.1 Improving or altering the drainage works if the drainage works is located on more than one property.
- 7) 6. Covering all or part of the drainage works.
- 8) 7. Consolidating two or more drainage works.
- 9) 8. Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement. 2010, c. 16, Sched. 1, s. 2 (27); 2020, c. 18, Sched. 4, s. 9 (2-4).

Section 78(2) – Notice to conservation authority

2) An engineer shall not be appointed under subsection (1) until 30 days after a notice has been sent to the following persons advising them of the municipality's intent to undertake the major improvement project:

1. The secretary-treasurer of each conservation authority that has jurisdiction over any lands that would be affected by the project.
2. The prescribed persons. 2020, c. 18, Sched. 4, s. 9 (5).

Section 78(3) – Powers and duties of engineer

(3) The engineer has all the powers and shall perform all the duties of an engineer appointed with respect to the construction of a drainage works under this Act. R.S.O. 1990, c. D.17, s. 78 (3).

Section 78(4) – Proceedings

(4) All proceedings, including appeals, under this section shall be the same as on a report for the construction of a drainage works. R.S.O. 1990, c. D.17, s. 78 (4).

Minor improvements to drainage works

(5) Despite subsections (2) to (4), the Minister may prescribe the process for approving minor improvements to a drainage works mentioned in paragraph 8 of subsection (1.1). 2020, c. 18, Sched. 4, s. 9 (6).

AMENDMENTS TO ENGINEER'S REPORT

84.1 (1) This section applies with respect to engineer's reports that are prepared for the purpose of a petition under section 4 or for the purpose of section 78 and that are adopted by a municipal by-law. 2020, c. 18, Sched. 4, s. 10.

Approval process

(2) The Minister may, by regulation, set out the process by which the engineer's report may be amended and the process by which those amendments are to be approved. 2020, c. 18, Sched. 4, s. 10.

Section Amendments with date in force (28/09/2021)



The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: December 10, 2024

Report Number: PWES-2024-61

Subject: Source Protection Plan, Part IV Enforcement Transfer Agreement 2025

Recommendations

It is recommended:

That Report PWES-2024-61 titled “Source Protection Plan, Part IV Enforcement Transfer Agreement 2025” **be received**;

And that By-law No. 2024-111 be given first, second, third and final reading to **authorize** the Mayor and Clerk to execute the Source Protection Plan, Part IV Enforcement Transfer Agreement 2025, satisfactory in form to the Town solicitor, with the Essex Region Conservation Authority (ERCA);

And further that the Town’s estimated annual cost share of \$2,670 **be funded** from the Water Operational Budget.

Background

In 2015, the Town entered into a three-year agreement with the Essex Region Conservation Authority (ERCA) for the purpose of developing and implementing a joint program for the enforcement and jurisdictional rights under Part IV of the *Clean Water Act, 2006*. Amendments to this agreement were authorized in 2018 and again in 2021 which extended the agreement for additional three-year terms. The current amended agreement expires on December 31, 2024.

Essex Region Source Protection Plan

The *Clean Water Act, 2006* enables communities to protect their drinking water sources through the preparation of collaborative, locally developed, science-based Source Protection Plans. The Source Protection Plan (SPP) for the Essex Region Source Protection Area was developed by the Essex Region Source Protection Committee, which is comprised of representatives from local municipalities, businesses, industries, landowners and interested stakeholders. The SPP was approved by the Ministry of Environment and Climate Change, and since October 1, 2015, this plan has set out policies that protect the water sources that supply our municipal drinking water systems.

Policies in the Source Protection Plans include a variety of approaches to manage and prevent risks to municipal drinking water. These approaches include education and outreach, the development of risk management plans, land use planning, and monitoring. These policies have helped to keep contaminants out of our rivers and lakes that are sources of municipal drinking water.

The source protection planning process is directed and funded by the Ministry of Environment and Climate Change in conjunction with municipalities. Local Conservation Authorities provide additional technical, communications and administrative support for the source protection planning process.

Essex Region Conservation Authority – Risk Management Services

The Essex Region SPP identified a number of Significant Drinking Water Threats (SDWT) including the storage of fuel. Municipalities with SDWTs needed to have Risk Management Officials (RMO) and Risk Management Inspectors (RMI) to implement the *Clean Water Act, 2006* Part IV policy tools identified in the Essex Region SPP.

ERCA has been providing Risk Management Services to all the municipalities within its jurisdiction, as allowed for by the *Clean Water Act, 2006*, since October 1, 2015. These services include program development, *Clean Water Act 2006* Part IV tasks (risk management plans, prohibition and restricted land use), compliance monitoring and enforcement, site-specific risk assessment review, land use planning support, and monitoring and reporting.

Comments

Source Protection Plan, Part IV Enforcement Transfer Agreement 2025

Each municipality is required to provide Risk Management Services as part of the Essex Region Source Protection Plan. ERCA has offered to continue to provide this service to the region's municipalities on a proportional cost recovery basis. Administration is of the opinion that this is the most cost-effective way of providing the Risk Management Services component of the Essex Region Source Protection Plan.

The 2025 Agreement would continue in perpetuity commencing on the 1st day of January 2025 and renew annually on January 1st thereafter. ERCA will initiate a review of the Agreement no later than 120 days prior to January 1, 2028 and every four years thereafter.

The proposed budget below includes estimated annual costs associated with the delivery of Risk Management Services by ERCA on behalf of the Municipalities in the Essex Region. It should be noted that the minimum fixed costs will be subject to an annual economic adjustment equal to the negotiated percentage wage rate increase for ERCA's unionized staff complement.

Municipality	Fixed Costs	Shared Costs	Direct Costs	Total Costs
Amherstburg	\$ 2,000	\$ 1,000	\$ 670	\$ 3,670
Town of Essex	\$ 2,000	\$ 690	\$ 260	\$ 2,950
Kingsville	\$ 2,000	\$ 1,130	\$ 850	\$ 3,980
Lakeshore	\$ 2,000	\$ 830	\$ 430	\$ 3,260
LaSalle	\$ 2,000	\$ 570	\$ 100	\$ 2,670
Leamington	\$ 2,000	\$ 2,110	\$ 2,150	\$ 6,260
Pelee	\$ 2,000	\$ 570	\$ 100	\$ 2,670
Tecumseh	\$ 2,000	\$ 570	\$ 100	\$ 2,670
Windsor	\$ 2,000	\$ 1,460	\$ 1,300	\$ 4,760
Chatham-Kent	\$ 2,000	\$ 1,070	\$ 770	\$ 3,840
TOTAL	\$ 20,000	\$ 10,000	\$ 6,730	\$ 36,730

Consultations

Financial Services
 Legislative Services & Clerk
 Essex Region Conservation Authority

Financial Implications

Administration recommends that the Town's estimated annual cost share of \$2,670 be funded from the Water Operational Budget.

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 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:

Joseph Lappalainen, E.I.T.
Project Technician

Reviewed by:

Brad Dupuis, C. Tech.
Manager Water Services

Reviewed by:

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

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Engineering Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	2024 Risk Management Services Proposal for Renewal of Part IV Transfer Agreement



RISK MANAGEMENT SERVICES PROPOSAL FOR RENEWAL OF PART IV TRANSFER AGREEMENT

Prepared by the Essex Region Conservation Authority for municipalities within the Essex Region

INTRODUCTION

Through the Clean Water Act, 2006 (CWA), the local Source Protection Committee (SPC) worked together with ERCA, municipalities, community groups and residents to develop a local, watershed-based Source Protection Plan (SPP) and policies to protect our source water from contamination and overuse, now and into the future. Following an extensive process that included broad public input and municipal consultation, the Essex Region SPP came into effect on October 1, 2015. For more information about the SPP, please [visit our website](#).

The Ministry of the Environment, Conservation and Parks (MECP) prescribed activities as drinking water threats if they may cause contamination that could be harmful to human health. The SPP contains policies to ensure that those activities cease to be, or never become, significant threats, using tools such as education and outreach, land use planning, stewardship, existing provincial prescribed instruments, and tools specific to Part IV of the CWA. Significant threat policies, including those written under Part IV of the CWA are legally binding and must be complied with.

The implementation of Part IV policies is the responsibility of the municipality who, under the Municipal Act, has the ability to pass bylaws pertaining to the treatment and distribution of drinking water. However, the CWA allows municipalities to delegate enforcement of their Part IV responsibilities to another municipality, a board of health, planning board or Source Protection Authority (SPA) using a Source Protection Plan Part IV Enforcement Transfer Agreement.

Part IV tools can only be implemented by trained and certified Risk Management Officials (RMO) or Risk Management Inspectors (RMI), collectively referred to as RMO/I. The CWA and O.Reg 287 outline the training, roles and responsibilities of these persons. Currently, two members of ERCA's staff are trained and appointed as RMO/Is. This ensures access to appropriate resources to perform the duties of the RMO/I as described below as well as the ability to respond in a timely manner to inquiries and applications. In carrying out SPA and CA responsibilities, ERCA staff have already built a collaborative peer network with those responsible for planning and building permit processes, engineering technical support, information technology, water treatment plant operators, neighbouring jurisdictions, and other RMO/Is throughout the province.

In 2015, all municipalities in the Essex Region delegated their Part IV responsibilities to the Essex Region Source Protection Authority. This agreement was amended on October 1, 2018 to extend the period of agreement to December 31, 2021. A second amendment further extended the agreement from January 2, 2022 to December 31, 2024. The RMO/I provides these services on behalf of the municipalities in the Essex Region Source Protection Area (ERSPA), as well as the southernmost portion of the Thames-Sydenham and Region Source Protection Region (TSR), which includes parts of the Town of Lakeshore, the Municipality of Leamington, and the Municipality of Chatham-Kent. The Essex Region Risk Management Office collaborates with the Thames-Sydenham and Region Source Protection Authority to ensure consistent implementation of our similar policies.

At this time ERCA is proposing a new perpetual agreement that will not need to be renewed. The new agreement will begin January 1, 2025, and will renew annually. The agreement will be reviewed every four years. Any municipality may withdraw from the agreement effective January 1 of any given year by providing notice within 120 days of December 31st of the previous year.

SCOPE OF RISK MANAGEMENT SERVICES

Policies written under Part IV of the Clean Water Act can be used to prohibit (s.57) or manage (s.58) existing and future (new) activities identified as Significant Drinking Water Threats (SDWTs). In the Essex Region SPP, activities are only prohibited using s.57 if they are not known to occur in identified vulnerable areas and are not likely to occur in the future. Most of the identified SDWT activities are managed with s.58 Risk Management Plans. Policies written using s.59 of the Clean Water Act, 2006, are intended to act as a screening tool by municipal planning and building staff to identify any potential future (new) SDWTs that would be subject to s.57 or s.58 policies.

Risk Management Plan Negotiation (s.58)

Risk Management Plans (RMPs) are required for existing and new SDWTs. The handling and storage of large volumes of liquid fuel was identified as a SDWT throughout the Essex Region. Other threats were also identified in small areas close to certain drinking water intakes. A RMP describes how these activities can be managed such that the threat to drinking water can be mitigated. It is a negotiated agreement between the RMO and the person engaging in an activity (the proponent). The RMO will work with the proponent to review and describe risk management measures that are already in place and any additional measures needed for the situation, which will be included in the agreed upon RMP. Alternatively, the proponent may wish to have the RMO develop the RMP to establish it either through agreement or by order. If negotiation does not work, the RMO may notify the proponent that they intend to establish a RMP by Order.

Restricted Land Use (s.59)

Section 59 policies were effective when the SPPs took effect and were a priority for implementation because building permits and approvals under the Planning Act and the Building Code Act cannot be issued until it has been determined that a SDWT will not be created and/or has been managed as part of the proposed works. The RMO/I provided municipalities with a written direction to expedite the s.59 screening process for proposed projects under the Planning Act in the Event Based Area (EBA), and a "Building Information Sheet" to be attached to permit applications under the Building Code Act. ERCA has also integrated s.59 screening in our internal processes, allowing for quick turnaround time so that new building projects are not held up by this requirement. The RMO/I will continue to provide this screening service and work with municipalities to find further efficiencies and to ensure that the intent of these policies is being met. The RMO/I updates the written direction from time to time and offers refresher training to municipal staff by request.

Site Specific Risk Assessment

A proponent can undertake their own Site Specific Risk Assessment (SSRA) if they question the Risk Assessment completed in the approved Assessment Report. An SSRA would be conducted by professionals retained by the proponent and would be completed according to the same technical rules which guided the Assessment Report. It would also be based on guidance and requirements to be provided by the Province.

In the unlikely event that a proponent chooses to conduct an SSRA, the RMO will be required to review and accept the analysis or have access to appropriate professionals to review the work. These situations would be considered on a case-by-case basis and would be considered extraordinary costs. Should these situations arise, the municipality would be immediately notified and consulted. To date, no SSRAs have been completed in the Essex Region.

Compliance

The CWA provides the regulatory tools to ensure compliance with both s.57 (Prohibition) s.58 policies (Risk Management Plans). The CWA allows the RMO/I to issue orders following due notice. These orders can include establishing a RMP, forcing compliance with a RMP or, if appropriate, causing things to be done and recovering costs. In addition to these powers, the CWA provides the RMO/I with similar enforcement tools to Building Officials, By Law Enforcement Officers and other Provincial Offenses Officers. These include seeking a warrant to gain access to property and the ability to lay charges.

There are currently over 100 established RMPs in the Essex Region and the portions served in the Thames Sydenham and Region. Compliance monitoring will be conducted for all existing RMPs. It is not anticipated that many compliance issues will arise that require legal action. Should these situations arise, they would be considered extraordinary costs and the municipality would be immediately notified and consulted.

Education & Outreach

The RMO/I also provides education and outreach to landowners through their threat verification site visits and subsequent negotiation of RMPs. A package is provided to the landowner with site specific information, general information about the Source Water Protection Program and a sticker to be placed on the fuel tanks indicating that the tank is in a vulnerable area and includes the number for Spills Action Center. The RMO/I also provides training for municipal staff as needed and can act as a liaison to provide additional education material either about the Source Protection program or other services provided by ERCA and/or the municipalities.

Monitoring & Reporting

The CWA requires the RMO/I to prepare and submit an annual report on their activities. The CWA contains specific details about the required reporting elements for which the MECF has provided templates and a database. RMO/I are also required to report to each Source Protection

Authority (SPA) in their jurisdiction. For some municipalities in the Essex Region, this includes both the Essex Region SPA and the Thames-Sydenham and Region SPA. The RMO/I also prepares a more fulsome annual report for municipalities detailing the activities undertaken by the RMO/I in the previous year. ERCA uses an internal information management tool to effectively and efficiently record data, track records, analyze and report on the program. All annual reports are publicly available on our [website](#).

COST ALLOCATION

Cost allocation and recovery is broken down into three parts:

- Cost Category A -an equally allocated fixed minimum charge necessary to sustain and deliver the program and determined to be \$2000 per annum, per municipality that is party to the agreement. Cost is recovered bi-annually.
- Cost Category B -weighted shared costs for activities that ensure Risk Management Services are provided consistently such as project management, development and maintenance of databases and templates, training and attendance at regional meetings, and a portion of corporate services. Costs are allocated according to a weighted formula, described below and recovered bi-annually
- Cost Category C -direct costs for activities such as the negotiation of RMPs, s.59 screening and compliance visits, and are estimated in Appendix A, based on previous years and estimated future work. Actual costs are tracked and recorded for each municipality and recovered bi-annually.

The level of effort required for implementation of the services will vary for each municipality. The size, type and number of existing significant drinking water threat (SDWTs) vary, as does the size and nature of the areas which will be regulated through these tools. In consideration of the fact that shared costs are correlated to an extent with activity, ERCA will apply a weighted formula to these costs, as follows: 50% of shared costs (Category A) will be allocated equally amongst the municipalities and 50% of shared costs (Category B) will be allocated on a proportionate basis, calculated as each municipality's direct costs divided by the total direct costs, as incurred by all municipalities. Estimated annual costs are provided in Appendix A.

The attached budget estimates have been prepared to assist municipalities in planning for the services and exploring the merits of receiving the services from ERCA. ERCA will keep accurate records relating to expenses in accordance with generally accepted accounting principles. ERCA issues two invoices per year based on a cost recovery model for services rendered.

The proposed budget does not include the recovery of non-routine costs, as is outlined in section 4.3 of the agreement (e.g. legal action; retention of third party experts). These situations would be considered on a case-by-case basis and the municipality would be consulted with as soon as these situations come to light. Any external parties required to be retained (e.g. legal counsel)

would be hired upon mutual agreement with the affected municipality. To date, no such situation has occurred, and it is anticipated that these situations will continue to be rare.

COST RECOVERY OPTIONS

Risk Management Services may be funded through cost recovery (fees), property taxes and/or water rates.

The CWA allows fees to be collected only for specific actions including receiving an application (s58,59,60); agreeing to or establishing a RMP (s56,58); accepting a SSRA (s60); entering property or any other power under s62 (inspections). Further, the CWA requires that the RMO/I confirm that applicable fees have been paid before issuing certain documents (such as notices of acceptance). These fees could be used to offset the costs charged to the municipalities.

The water system (through rates charged for water) can be used to fund Risk Management Services (or those parts of the services not recovered from the person engaged in the activity). Alternatively, municipal budgets (generated from property taxes) can be used. This would have the benefit of sharing the costs over a larger funding base, however in many cases the water systems provide services to only part of the municipality or may be providing water for a neighbouring municipality.

ERCA can discuss these options with municipalities, but ultimately the source of the funding drawn upon to fund these agreements is left to each municipality to decide. ERCA would support an approach that was consistent throughout the Region. To date, there have been no fees to landowners associated with Risk Management Services.

UNCERTAINTIES ASSOCIATED WITH COST OF SERVICES

The relative level of effort on each of the components will shift as the program matures. For example, negotiation of RMPs for all existing SDWTs has been completed, allowing the RMO/I to focus on compliance and enforcement. Other external factors such as growth and development pressures, and updates to the SPP as a result of modifications to the CWA, its Regulations and/or Technical Rules will also have an impact on costs. It is anticipated that the next update of the SPP will result in the identification of additional SDWTs that will require RMPs. This change will take place during the period of this amended agreement.

TERM AND RENEWAL

ERCA is proposing a new perpetual agreement that will not need to be renewed. The new agreement will begin January 1, 2025, and will renew annually. The agreement will be reviewed every four years. Any municipality may withdraw from the agreement effective January 1 of any given year by providing notice within 120 days of December 31st of the previous year.

APPENDIX A

The proposed budget below includes estimated annual costs associated with the delivery of Risk Management Services by the Essex Region Conservation Authority on behalf of the Municipalities in the Essex Region as outlined in the proposal above. Cost Category A will be subject to an annual economic adjustment equal to the negotiated percentage wage rate increase for the Authority's unionized staff complement.

	Cost Category A Minimum Fixed Cost	Cost Category B Estimated Shared	Cost Category C Estimated Direct	Total Estimated Annual Program Cost
Amhersburg	\$ 2,000	\$ 1,000	\$ 670	\$ 3,670
Essex	2,000	690	260	2,950
Kingsville	2,000	1,130	850	3,980
Lakeshore	2,000	830	430	3,260
Lasalle	2,000	570	100	2,670
Leamington	2,000	2,110	2,150	6,260
Pelee	2,000	570	100	2,670
Tecumseh	2,000	570	100	2,670
Windsor	2,000	1,460	1,300	4,760
Chatham-Kent	2,000	1,070	770	3,840
	\$ 20,000	\$ 10,000	\$ 6,730	\$ 36,730



The Corporation of the Town of Tecumseh

Financial Services

To: Mayor and Members of Council

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

Date to Council: December 10, 2024

Report Number: FS-2024-19

Subject: Administrative Fees and Charges 2025

Recommendations

It is recommended:

That By-law No. 2024-097, being a by-law prescribing a tariff of administrative fees and charges for 2025, **be approved,**

And that By-law No. 2024-096, being a by-law to amend Schedule 3 "Permit Fee Rates" of By-law 2023-37, the Tecumseh Building By-law, **be approved.**

Background

On an annual basis, Council approves a by-law for Administrative Fees and Charges to be charged by departments for various municipal goods, programs and services.

As part of the 2006 budget process, Council approved increasing fees and charges annually reflective of the previous year's Consumer Price Index (CPI) increase. Administration follows this practice through this annual exercise.

Comments

As per Council's direction, fees and charges are raised annually to reflect the increase in CPI over the course of the year. The CPI increase for August 2024 over August 2023 is 2.1% (2023 over 2022 was 3.8%) based on the Ontario All Items Index.

Administration reviewed circumstances where an increase or other adjustment not equal to CPI might be considered including where:

- Fees have not changed for a number of years
- The current fee does not cover all municipal costs
- A new fee for service would be appropriate, and
- Fees are not competitive with other service providers.

Fees covered by specific legislation, such as water and wastewater, are dealt with separately. The one exception is By-law 2023-37, which is the Building By-law. Adjustments to rates within the Building By-law are included in this report for consideration of proposed Permit Fee adjustments along with the other proposed annual adjustments of the Administrative Fees and Charges for 2025.

A complete list of administrative rates comparing 2025 proposed and 2024 actual rates is attached as Schedules "A" to "H" of proposed By-law 2025-097 (see Attachments 1 to 8). A complete list of Building Permit Fee rates comparing 2025 proposed and 2024 actual rates is included as Schedule "3" of Building By-law 2023-37, proposed to be amended by By-law 2024-096 (see Attachment 9).

Highlighted Changes

Specific changes to the Fees and Charges Schedules are highlighted below, including:

- A. Rate changes not equal to the general CPI rate increase, because of one of the following:
 - a. Pricing methodology, i.e. round-dollar increments either before or after applicable taxes to facilitate marketing or cash handling respectively
 - b. Actual service/product costs
 - c. Matching competitor rates
 - d. Rates had not changed for several years
- B. New Fees and Charges

Schedule A: General Administration

A. Rate changes not equal to the general CPI rate increase

Increase greater than or less than CPI:

- Town paraphernalia – held at 2024 level to accommodate pricing methodology
- Legislative Services fees – held at 2024 level due to pricing methodology and round-dollar increments. Some of these fees (Commission/Notary services, Liquor Licence application and Noise By-law Exemptions) were recently implemented in 2024 and as such, no increase is recommended

Schedule B: Community Safety

A. Rate changes not equal to the general CPI rate increase

Increase greater than CPI:

- Risk Safety Management Plan Review – Level 2 Propane Facility – to reflect actual service/product cost

Schedule C: Police Services

All rates held static at 2024 level – pricing guided by OPP; separate report forthcoming regarding False Alarm charges for Police, previously administered under a separate by-law

Schedule D: Development Services

All rates are proposed to change by CPI, with consideration for round-dollar increments

Schedule E: Public Works & Engineering Services

All rates held static at 2024 rates – to accommodate pricing methodology

Schedule F: Community and Recreation Services

A. Rate changes not equal to the general CPI rate increase

Increase greater than CPI:

- Audio Visual Equipment rental – to reflect market competitor rates
- Summer Ice rental (July - August) – to better reflect actual service/product cost

- Aquatic Programs:
 - NLS Lifeguard – to reflect actual service/product cost
 - Instructor School – to reflect actual service/product cost

Increase less than CPI:

- Public skating, Public swim and Swim card pass rates held at 2024 level – consideration for round-dollar increments
- Marketing and advertising held at 2024 level – to reflect market competitor rates

B. Removal of the following charges:

- Leisure Pool Birthday Party Packages
- Ice Rental – Capital surcharge – now incorporated within regular rate

Schedule G: Water Division

A. Rate change not equal to the general CPI rate increase

All existing rates held static at 2024 rates – to accommodate pricing methodology

B. New Fees and Charges

New fees added, consistent with common municipal practice:

- Meter Pit – charge exists on permit applications, now added to schedule as well
- Unauthorized Operation of Valves – to help enforce regulatory compliance

Schedule H: Tecumseh Transit

All rates held static at 2024 rates to accommodate pricing methodology

Consultations

All Departments

Financial Implications

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:

Vanessa DaDalt, CPA, CA, CTP
Deputy Treasurer & Manager Revenue 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	Schedule A of By-law 2024-097: General Administration
2	Schedule B of By-law 2024-097: Community Safety
3	Schedule C of By-law 2024-097: Police Service
4	Schedule D of By-law 2024-097: Development Services
5	Schedule E of By-law 2024-097: Public Works
6	Schedule F of By-law 2024-097: Community and Recreation Services
7	Schedule G of By-law 2024-097: Water Division
8	Schedule H of By-law 2024-097: Tecumseh Transit
9	Schedule 3 of By-law 2023-37, as amended by By-law 2023-096: Permit Fee Rates, Building Services

Schedule A - General Administration			
By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Archival Research - per hour or part thereof with a minimum fee of one hour plus cost of photocopying or plotting	\$ 45.36	\$ 44.47	Y
Photocopies (per page)			
a) 11inch X 17 inch	\$ 0.75	\$ 0.74	Y
b) 11inch X 17 inch (Colour)	\$ 3.01	\$ 2.95	Y
c) 8-1/2 inch x 11 inch	\$ 0.20	\$ 0.20	Y
d) 8-1/2 inch x 11 inch (Colour)	\$ 1.51	\$ 1.48	Y
e) 8-1/2 inch x 14 inch	\$ 0.69	\$ 0.68	Y
f) 8-1/2 inch x 14 inch (Colour)	\$ 2.01	\$ 1.97	Y
g) Bound publications	\$ 10.03	\$ 9.83	Y
Maps, plans on plotter - per square foot	\$ 4.01	\$ 3.93	Y
Maps, plans on plotter - per square foot (Colour)	\$ 7.02	\$ 6.88	Y
Large Format Scanning - per square foot	\$ 4.76	\$ 4.67	Y
Geo-referenced data (reference Policy #43)			
a) Each Segment (layer)	20% of cost	20% of cost	Y
b) Per parcel/entity	\$ 0.22	\$ 0.22	Y
c) Data production service fee	\$ 62.82	\$ 61.59	Y
Digital data on CD/DVD	\$ 62.82	\$ 61.59	Y
Compliance Reports			
a) Building	\$ 102.00	\$ 100.00	N
b) Fire	\$ 80.00	\$ 78.00	N
c) Public Works	\$ 80.00	\$ 78.00	N
d) Tax Certificates	\$ 85.00	\$ 83.00	N
e) Tax Certificates - rush - 3 business days	\$ 170.00	\$ 166.00	N
Municipal Paraphernalia			
a) Town pins - each	\$ 0.44	\$ 0.44	Y
b) Town golf shirts - each	\$ 22.79	\$ 22.79	Y
c) Baseball Caps	\$ 9.29	\$ 9.29	Y
d) Town of Tecumseh flags	\$ 46.61	\$ 46.61	Y
e) Canadian flags	\$ 36.54	\$ 36.54	Y
f) Ontario flags	\$ 47.89	\$ 47.89	Y
Return Cheque	\$ 35.00	\$ 35.00	N
Burial permit	\$ 30.00	\$ 30.00	N
Marriage License	\$ 135.00	\$ 135.00	N
Mobile Food Vender	\$ 350.00	\$ 350.00	N
Temporary Outdoor Patio	\$ 250.00	\$ 250.00	N
Fireworks Application	\$ 50.00	\$ 50.00	N
Alley Closing - Title Search	\$ 40.00	\$ 40.00	N
Alley Closing - Application Fee	\$ 200.00	\$ 200.00	N
Tax Account Hardcopy	\$ 15.00	\$ 15.00	N
Tax Notice-Duplicate	\$ 15.00	\$ 15.00	N
Tax Registration administration fee (plus costs)	\$ 340.00	\$ 335.00	N
Refund or Misdirected Payment Fee	\$ 25.00	\$ 25.00	N
Other charges against the Tax Roll-Water, AR, POA, WSIB etc.	\$ 25.00	\$ 25.00	N
Signing of Document by Commissioner of Oaths (pension papers exempt)	\$ 15.00	\$ 15.00	N
Signing of Document by Notary Public	\$ 40.00	\$ 40.00	N
Review of Liquor Licence Application	\$ 50.00	\$ 50.00	N
Request for Noise By-Law Exemption	\$ 50.00	\$ 50.00	N
By-Law Enforcement Administration Fee			
Corrective work performed under any Town of Tecumseh By-law	\$ 148.51	\$ 145.60	N

**Schedule B - Community Safety
 By-Law 2024-097**

Type of Fee	2025 Fees	2024 Fees	HST
Property Inspection by request; Determination of occupancy; Licensing (Liquor Licensing); Change in property use	\$ 215.00	\$ 208.00	Y
Review and inspection of new construction / development applications (collected with certain application fees under Schedule D)	\$ 380.00	\$ 364.00	Y
Code compliance inspection of apartments, boarding and lodging houses made under retrofit, apartments in single family dwelling			
a) Property owner's request	\$ 380.00	\$ 364.00	Y
b) From complaint where violations are found	\$ 540.00	\$ 520.00	Y
Follow-up Inspection where deficiencies remain outstanding	\$ 175.00	\$ 166.40	Y
Fire assistance for private standby beyond normal fire protection at Commercial or Industrial premises, per hour per manned apparatus (minimum 1 hour)	Current MTO rate	Current MTO rate	Y
Fire scene photographs on memory stick (per incident)	\$ 27.00	\$ 26.00	Y
Fire incident report copy, at owner's request (per incident)	\$ 27.00	\$ 26.00	Y
Fire investigation report, at owner's request	\$ 540.00	\$ 520.00	Y
Fire safety plan review	\$ 110.00	\$ 104.00	Y
Risk Safety Management Plan Review Level 1 Propane Facility	\$ 325.00	\$ 312.00	-
Risk Safety Management Plan Review Level 2 Propane Facility	\$ 2,450.00	\$ 2,080.00	Y
Engineering Peer Review of RSMP, in addition to fees above	cost +5%	cost +5%	Y
Room Rental (per day) ¹	\$ 220.00	\$ 208.00	Y
Training tower rental (per day) ¹	\$ 430.00	\$ 416.00	Y
Smokehouse rental (per day) ¹	\$ 430.00	\$ 416.00	Y
Confined space course (per day) ¹	\$ 220.00	\$ 208.00	Y
False Alarm			
a) Alarm Registration	\$ 35.00	\$ 32.00	N
b) At Fault False Alarm, per hour per apparatus responding (minimum 1 hour)	Current MTO rate	Current MTO rate	N
Cost recovery for emergency response over and above normal response, including but not limited to heavy equipment, and specialised/technical team response and/or cleanup costs.	cost +5%		Y

NOTES

¹ Fee does not apply to Mutual Aid partner agencies

Schedule C - Police Services

By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Criminal Record, Police Record & Vulnerable Sector Check - Employment	\$ 41.00	\$ 41.00	N
Duplicate Copy of Criminal and Police Record Check	\$ 9.73	\$ 9.74	Y
Criminal Record, Police Record & Vulnerable Sector Check - Volunteer	No Charge	No Charge	n/a
Occurrence Confirmation Reports/Incident Reports	\$ 52.21	\$ 52.21	Y
Technical Traffic Collision Report	\$ 1,973.45	\$ 1,973.45	Y
Reconstructionist Report	\$ 3,637.14	\$ 3,637.17	Y

Schedule D - Development Services

By-Law 2024-097				
Type of Fee		2025 Fees	2024 Fees	HST
Application for Consent per severed lot ¹		\$ 1,430.00	\$ 1,400.00	N
Change a Conditional approval		\$ 205.00	\$ 200.00	N
Application for Certificate of Cancellation		\$ 205.00	\$ 200.00	N
Special Meeting Fee		\$ 305.00	\$ 300.00	N
Application Fee Minor Variance		\$ 1,020.00	\$ 1,000.00	N
Application Fee Official Plan Amendment	Fee	\$ 4,600.00	\$ 4,500.00	N
	Deposit ³	\$ 500.00	\$ 500.00	
	Total	\$ 5,100.00	\$ 5,000.00	
Application Fee Zoning By-law Amendment Regulation	Fee	\$ 4,100.00	\$ 4,000.00	N
	Deposit ³	\$ 500.00	\$ 500.00	
	Total	\$ 4,600.00	\$ 4,500.00	
Application Fee Zoning By-law Amendment Minor ²	Fee	\$ 2,050.00	\$ 2,000.00	N
	Deposit ³	\$ 250.00	\$ 250.00	
	Total	\$ 2,300.00	\$ 2,250.00	
Application Fee Holding removal By-law		\$ 1,025.00	\$ 1,000.00	N
Application Fee Temporary Use By-law	Fee	\$ 2,050.00	\$ 2,000.00	N
	Deposit ³	\$ 250.00	\$ 250.00	
	Total	\$ 2,300.00	\$ 2,250.00	
Application Fee Renewal Temporary Use By-law		\$ 1,025.00	\$ 1,000.00	N
Application Fee Plan of Sub-division/Condominium Review) (Pre-County Final Submission)	Fee	\$ 2,050.00	\$ 2,000.00	N
	Deposit ³	\$ 500.00	\$ 500.00	
	Total	\$ 2,550.00	\$ 2,500.00	
Application Fee Part Lot Control By-law		\$ 2,050.00	\$ 2,000.00	N
Application Fee Development Subdivision Development Agreement	Fee	\$ 6,125.00	\$ 6,000.00	N
	Deposit ³	\$ 3,500.00	\$ 3,500.00	
	Total	\$ 9,625.00	\$ 9,500.00	
Application Fee Subdivision Development Agreement Amendment	Fee	\$ 2,550.00	\$ 2,500.00	N
	Deposit ³	\$ 1,000.00	\$ 1,000.00	
	Total	\$ 3,550.00	\$ 3,500.00	

Schedule D - Development Services

By-Law 2024-097				
Type of Fee		2025 Fees	2024 Fees	HST
Application Fee Site Plan Control Agreement	Fee	\$ 3,575.00	\$ 3,500.00	N
	Deposit ³	\$ 500.00	\$ 500.00	
	Total	\$ 4,075.00	\$ 4,000.00	
Application Fee Site Plan Control Agreement Amendment and Additions to Existing Building	Fee	\$ 2,050.00	\$ 2,000.00	N
	Deposit ³	\$ 500.00	\$ 500.00	
	Total	\$ 2,550.00	\$ 2,500.00	

NOTES

¹ Where multi-lot development is proceeding by consent, only one application will be required however the \$1,430 fee per required per each new lot proposed to be created.

² A minor zoning by-law amendment application is proposed to include: a change to regulations; ZBA surplus dwelling severance; a ZBA continued with an OPA application; an ARU in an Agricultural Zone

³ All costs incurred by the Town for outside technical services over and above the deposit will be reimbursed to the Town by the applicant. A \$250 deposit has been incorporated in the Application Fee where applicable.

Schedule E - Public Works & Engineering Services

By-Law 2024-097				
Type of Fee		2025 Fees	2024 Fees	HST
MECP CLI-ECA Reviews/Approvals				
a) Sanitary Infrastructure		\$ 2,000.00	\$ 2,000.00	N
b) Storm Infrastructure		\$ 2,000.00	\$ 2,000.00	N
Sanitary Sewer Inspections				
a) within road and 5 ft back of curb	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	
	Total	\$ 2,167.00	\$ 2,167.00	
b) beyond 5 ft back of curb	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	
	Total	\$ 2,167.00	\$ 2,167.00	
Storm Sewer Inspections				
a) within road and 5 ft back of curb	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	
	Total	\$ 2,167.00	\$ 2,167.00	
b) beyond 5 ft back of curb	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	
	Total	\$ 2,167.00	\$ 2,167.00	
Curb Cuts	Fee	\$ 84.00	\$ 84.00	N
	Indemnity	\$ 500.00	\$ 500.00	
	Total	\$ 584.00	\$ 584.00	
Road Crossings	Fee	\$ 328.00	\$ 328.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	
	Total	\$ 2,328.00	\$ 2,328.00	
Culverts	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 500.00	\$ 500.00	
	Total	\$ 667.00	\$ 667.00	
Weed cutting				
a) minimum charge		\$ 453.00	\$ 453.00	Y
b) hourly rate		\$ 520.00	\$ 520.00	Y
Construct a paved driveway entrance	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 1,000.00	\$ 1,000.00	
	Total	\$ 1,167.00	\$ 1,167.00	
Construct an unpaved driveway entrance	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 1,000.00	\$ 1,000.00	
	Total	\$ 1,167.00	\$ 1,167.00	
Signs				
a) Handicap, Fire Route & No Parking		\$ 73.00	\$ 73.00	N
b) Sign Posts		\$ 26.00	\$ 26.00	N
General labour charges per hour		\$ 112.00	\$ 112.00	Y
Drainage Tiles Inspection		\$ 78.00	\$ 78.00	N
Municipal Drain Apportionment Agreement		\$ 217.00	\$ 217.00	N
Inspection of Private-Development-Services installed in ROW				
a) Minimum charge		\$ 1,200.00	\$ 1,200.00	N
Emily Project Access Point (EPAP)		\$ 40.00	\$ 40.00	N

Schedule F - Community & Recreation Services

By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Park Pavilion Rental			
a) Private Use	\$ 127.00	\$ 124.00	Y
b) Commercial Corporations	\$ 216.45	\$ 212.00	Y
c) School Use	\$ 64.00	\$ 62.50	Y
d) Lacasse Pavillion/Leisure Pool Rental Combo	\$ 64.00	\$ 62.50	Y
e) Hourly Rental (Outdoor Program Instruction)	\$ 20.00	\$ 18.50	Y
Room Rentals - Arena			
a) Affiliated Comm. Organizations (Local Non-profit) (Flat)	\$ 43.00	\$ 42.00	Y
b) Private use - Horwood Room (Flat)	\$ 196.00	\$ 192.00	Y
c) Private use - Horwood Room (Hourly)	\$ 33.00	\$ 32.00	Y
d) Private use - Centre Ice Room (Flat)	\$ 245.00	\$ 240.00	Y
e) Private use - Centre Ice Room (Hourly)	\$ 41.00	\$ 40.00	Y
f) Private use - Centre Ice Room Seasonal Contract (Hourly)	\$ 35.00	\$ 34.00	Y
g) Private use - Boardroom (Hourly)	\$ 17.00	\$ 17.00	Y
h) Lobby (Flat)	\$ 28.00	\$ 27.50	Y
i) Kitchen with room rental (Flat)	\$ 28.00	\$ 27.50	Y
j) Kitchen only (Hourly)	\$ 17.00	\$ 17.00	Y
k) Kitchen only (Flat)	\$ 68.00	\$ 66.50	Y
l) Security Deposit for Large Rentals (100 + attendees)	\$ 200.00	\$ 200.00	N
m) Security Deposit for Small Rentals	\$ 50.00	\$ 50.00	N
n) Security Deposit for Alcohol Rentals	\$ 500.00	\$ 500.00	N
o) Facility Staff Set-Up & Clean-Up 2 staff for 1 hour	\$ 70.00	\$ 68.50	Y
Audio Visual Equipment			
a) Overhead Projector & screen (arena use only) (per day)	\$ 29.00	\$ 28.50	Y
b) Podium/Sound System (per day)	\$ 29.00	\$ 28.50	Y
c) Movie Screen System (4-hours)	\$ 350.00	\$ 300.00	Y
Room Rentals - St. Clair Beach Community Centre			
a) Affiliated Comm. Organizations (Local Non-profit) (Flat 1 room)	\$ 43.00	\$ 42.00	Y
b) Private use - 1 Room (Flat)	\$ 211.00	\$ 207.00	Y
c) Kitchen (Flat)	\$ 28.00	\$ 27.50	Y
d) Hourly Rate - 1-Room	\$ 35.00	\$ 34.50	Y
e) Private Use - 2-Room (Hourly)	\$ 56.00	\$ 55.00	Y
f) Entire Building - All Day Use	\$ 337.00	\$ 330.00	Y
g) Seasonal Contract (Hourly) 1-Room	\$ 33.00	\$ 32.00	Y
h) Seasonal Contract (Hourly) 2-Room	\$ 53.00	\$ 52.00	Y
i) Security Deposit for Large Rentals (100+ attendees)	\$ 200.00	\$ 200.00	Y
j) Security Deposit for Small Rentals	\$ 50.00	\$ 50.00	N
j) Security Deposit for Alcohol Rentals	\$ 500.00	\$ 500.00	N
Parks Commemorative Program			
a) Park Bench with new concrete pad	\$ 2,550.00	\$ 2,500.00	N
b) Park Bench existing	\$ 1,630.00	\$ 1,600.00	N
c) Tree Planting donation	\$ 531.00	\$ 520.00	N
d) Tree Planting donation with Plaque	\$ 868.00	\$ 850.00	N
e) Park Bench renewal (10-years, same bench, same plaque)	\$ 1,000.00	\$ 1,000.00	N
f) Tree Renewal (5-years, same tree, same plaque)	\$ 350.00	\$ 350.00	N
Court Keys			
a) Full season			
Tennis Court	\$ 30.97	\$ 30.09	Y
Pickleball/per person	\$ 30.97	\$ 30.09	Y
Tennis/Pickleball Combo Key/per person	\$ 48.67	\$ 46.90	Y
Pickleball/person (Association Member)	\$ 17.70	\$ 16.81	Y
b) 1/2 season - starting Sept. 1st			
Tennis Court	\$ 15.49	\$ 15.04	Y
Pickleball/per person	\$ 15.49	\$ 15.04	Y
Tennis/Pickleball Combo Key/per person	\$ 24.33	\$ 23.45	Y
Pickleball/person (Association Member)	\$ 8.85	\$ 8.41	Y
c) Lost Key Replacement	\$ 12.25	\$ 12.00	Y
d) Association court time access	Negotiated	Negotiated	

Schedule F - Community & Recreation Services

By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Special Event - Lakewood Park			
1 day event (Non-Paid Admission Events)*	\$ 541.00	\$ 520.00	Y
1 day event	\$ 1,082.00	\$ 1,040.00	Y
2 day event	\$ 1,893.00	\$ 1,820.00	Y
3 day event	\$ 2,434.00	\$ 2,340.00	Y
4 day event	\$ 2,974.00	\$ 2,860.00	Y
Wedding Ceremonies (Lakewood South)	\$ 270.00	\$ 260.00	Y
Wedding Receptions (Lakewood South)	\$ 811.00	\$ 780.00	Y
Small Community Special Event (Hourly)	\$ 42.00	\$ 40.00	Y
Special Event - Lacasse Park/McAuliffe Park			
Special Event 1 day (Non-Paid Admission Events)	\$ 520.00	\$ 520.00	Y
Special Event 1 day	\$ 780.00	\$ 780.00	Y
Small Community Special Event (Hourly)	\$ 40.00	\$ 40.00	Y
Non-profit Triathlon/Cross country/Walkathon Park			
Rental (per hour - maximum 5 hours)	\$ 87.50	\$ 87.50	Y
School (per hour - maximum 5 hours)	\$ 52.00	\$ 52.00	Y
Additional Special Event Charges			
Special Event - Hosted in Municipal Parking Lot	\$ 212.00	\$ 208.00	Y
Small Special Event - Hosted in Municipal Parking Lot (per hour)	\$ 41.00	\$ 40.00	Y
Building Key Deposit	\$ 200.00	\$ 200.00	Y
Security Deposit for Noise Bylaw Exemptions	\$ 520.00	\$ 520.00	N
Mapping services (IT Department) - 3 hours	\$ 135.00	\$ 135.00	Y
Food/Beverage Sales	\$ 265.46	\$ 260.00	Y
Greenspace Parking	\$ 1,225.20	\$ 1,200.00	Y
Greenspace Parking - damage deposit	\$ 531.00	\$ 520.00	N
Special Event Hydro (Per day)	\$ 205.00	\$ 200.00	Y
Garbage collection Town Staff (per can/per day)	\$ 3.00	\$ 3.00	Y
Special Event Set-up & Take down (per day)	\$ 320.00	\$ 320.00	Y
Special Event Tent rental (15'x15' - 1 - 3 days)	\$ 250.00	\$ 250.00	Y
Temporary Stage	\$ 350.00	\$ 350.00	Y
Security Fencing:			
8ft high x 6ft wide Panels			
3.5ft high x 7ft wide Panels			
a) Per Panel (1 - 5 day event) delivered only	\$ 5.00	\$ 5.00	Y
b) Per Panel (1 month) delivered only	\$ 8.00	\$ 8.00	Y
c) Per Panel (1 - 5 day event) installed	\$ 7.00	\$ 7.00	Y
d) Per Panel (1 month) installed	\$ 11.00	\$ 11.00	Y
Sports Fields rental (Max 4 hr block)			
Ball Diamond - Adult	\$ 43.00	\$ 42.00	Y
Ball Diamond - Youth	\$ 25.50	\$ 25.00	Y
Ball Diamond with lights - Adult	\$ 65.00	\$ 64.00	Y
Ball Diamond with lights - Youth	\$ 42.00	\$ 41.00	Y
Soccer Pitch - Adult	\$ 43.00	\$ 42.00	Y
Soccer Pitch - Youth	\$ 25.50	\$ 25.00	Y
User Group: per registrant (Ball/Soccer)	\$ 10.00	\$ 10.00	N

Schedule F - Community & Recreation Services

By-Law 2024-097

Type of Fee	2025 Fees	2024 Fees	HST
Ice Rental - hourly			
Ice Rental - Prime Time (effective April 1) Monday to Friday; 3:30 PM to Midnight All day Saturday & Sunday	\$ 191.15	\$ 181.73	Y
Ice Rental - Non- Prime Time (effective April 1) Monday to Friday, 6:00 AM to 3:30 PM	\$ 147.79	\$ 140.13	Y
1-8 people: Non-Prime 6am-3pm (Party / small group instruction)	\$ 130.09	\$ 121.99	Y
1/2 Ice: Ice barriers mandatory (max 8 players excluding coaches)	\$ 86.73	\$ 82.01	Y
Summer Ice July-Aug	\$ 191.15	\$ 140.13	Y
Tournament/Event booking 35 hrs or more April - Aug	\$ 130.09	\$ 121.99	Y
Municipal or Municipal partnership program Apr - Aug	\$ -	\$ 121.99	Y
Lifecycle Hourly Capital Surcharge	\$ -	\$ 5.00	Y
Lifecycle Hourly Capital Surcharge for 1/3 and 1/2 ice	\$ -	\$ 2.50	Y
Public Skating			
Open/Parent & Tot/Adult Skate	\$ 3.98	\$ 3.98	Y
Additional Parent/tot	\$ 1.99	\$ 1.99	Y
Open/Parent & Tot/Adult Skating Card (10 skates + 5 bonus)	\$ 39.82	\$ 39.82	Y
Family rate (up to 5)	\$ 13.27	\$ 13.27	Y
Figure Skating Practice (day use if available)	\$ 8.85	\$ 8.85	Y
Sponsorship (per hour)	\$ 283.19	\$ 283.19	Y
Weekend Public Skating			
Individual	\$ 4.43	\$ 4.43	Y
Family (up to 5 people)	\$ 13.27	\$ 13.27	Y
Individual Season Pass	\$ 70.80	\$ 70.80	Y
Family Season Pass	\$ 212.39	\$ 212.39	Y
Shinny Hockey (per person)	\$ 8.85	\$ 8.85	Y
Shinny Weekday Card	\$ 88.50	\$ 88.50	Y
Senior Shinney Hockey	\$ 5.31	\$ 5.31	Y
Arena Floor (Non ice rentals)			
a) Special Events (Not for Profit per hour)	\$ 104.00	\$ 104.00	Y
b) Lacross/ball hockey/inline skating etc (per hour)	\$ 80.00	\$ 75.47	Y
c) Commercial Rental (per day)	\$ 1,623.02	\$ 1,589.64	Y
d) Security Deposit for Large Rentals (100+ attendees)	\$ 200.00	\$ 200.00	Y
e) Multiple Day Rental (to be negotiated)	Negotiated	Negotiated	Y
Program/Rental Administration Fees			
a) Program Transfer/Withdrawal Fee	\$ 11.50	\$ 11.50	Y
b) Rental Cancellation Fee	25% of Rental Cost	25% of Rental Cost	Y
Marketing and Advertising			
a) Ice Resurfacer Wrap - 3 year (Fee plus cost of wrap production/installation)	\$ 5,300.00	\$ 5,300.00	Y
b) In-Ice Advertising	\$ 1,040.00	\$ 1,040.00	Y
c) Rink Boards (Max size 32" x120", yearly contract, includes installation)	\$ 625.00	\$ 625.00	Y
d) 2nd Rink Board (Max size 32" x120", yearly contract, includes installation)	\$ 520.00	\$ 520.00	Y
e) Rink Boards Weekly Contract (Max 32" x120")	\$ 18.00	\$ 18.00	Y
f) 2nd Rink Boards Weekly Contract (Max 32" x120")	\$ 15.00	\$ 15.00	Y
g) Rink Board Ad Installation	\$ 42.00	\$ 42.00	Y
h) Illuminated Wall Panel			
3' X 15' (yearly contract)	\$ 1,700.00	\$ 1,700.00	Y
5' x 9' (yearly contract)	\$ 1,250.00	\$ 1,250.00	Y
5' x 5' (A-Side) / 4x8' (B-Side) (yearly contract)	\$ 1,050.00	\$ 1,050.00	Y
k) Event Sponsorship	Negotiated	Negotiated	Y

Schedule F - Community & Recreation Services

By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Pool Rentals			
a) Pool			
Max 24 persons	\$ 80.00	\$ 78.00	Y
Max 49 persons	\$ 130.00	\$ 127.00	Y
Max 74 persons	\$ 160.00	\$ 157.00	Y
Max 100 persons	\$ 200.00	\$ 197.00	Y
b) Pool & Slide			
Max 24 persons	\$ 140.00	\$ 138.00	Y
Max 49 persons	\$ 190.00	\$ 186.00	Y
Max 74 persons	\$ 220.00	\$ 217.00	Y
Max 100 persons	\$ 260.00	\$ 255.00	Y
c) Pool & Tot Pool			
Max 24 persons	\$ 125.00	\$ 123.00	Y
Max 49 persons	\$ 175.00	\$ 172.00	Y
Max 74 persons	\$ 215.00	\$ 211.00	Y
Max 100 persons	\$ 235.00	\$ 231.00	Y
d) Pool, Tot Pool & Slide			
Max 24 persons	\$ 185.00	\$ 182.00	Y
Max 49 persons	\$ 230.00	\$ 226.00	Y
Max 74 persons	\$ 270.00	\$ 265.00	Y
Max 100 persons	\$ 285.00	\$ 280.00	Y
Full capacity (224 persons)	\$ 355.00	\$ 345.00	Y
e) Training Room (Hourly)	\$ 34.00	\$ 33.00	Y
Leisure Pool Birthday Party Packages (additional fees will be applied for food & beverages)			
a) One Pool with Party Room & Staff	\$ -	\$ 132.00	Y
b) One Pool & Slide with party Room & Staff	\$ -	\$ 192.00	Y
c) Two Pools with Party Room & Staff	\$ -	\$ 177.00	Y
d) Two Pools & Slide with Party Room & Staff	\$ -	\$ 236.00	Y
e) Recreation Swim with Party Room & Staff	\$ -	\$ 115.00	Y
f) Recreation Swim & Slide with Party Room & Staff	\$ -	\$ 142.00	Y
Public Swim			
a) Tot Time - Adult and 1 child	\$ 4.43	\$ 4.43	Y
b) Tot Time - each additional child	\$ 1.99	\$ 1.99	Y
c) Open Rec Swim - Individual	\$ 3.54	\$ 3.54	Y
d) Open Rec Swim - Family (max 5)	\$ 11.06	\$ 11.06	Y
e) Adult Length	\$ 4.43	\$ 4.43	Y
f) Aquafit	\$ 4.43	\$ 4.43	Y
g) Waterslide	\$ 1.99	\$ 1.99	Y
h) Sponsorship	Negotiated	Negotiated	Y
Swim Card Passes Access to Recreation Swim Programs (12 ticket entries per card)			
a) Tot Time - Adult and 1 Child	\$ 44.25	\$ 44.25	Y
b) Open Rec Swim (Individual)	\$ 35.40	\$ 35.40	Y
c) Open Rec Swim (Family) (max 5)	\$ 110.62	\$ 110.62	Y
d) Adult Lengths	\$ 44.25	\$ 44.25	Y
e) Aquafit	\$ 44.25	\$ 44.25	Y
f) Waterslide	\$ 17.70	\$ 17.70	Y
Seasonal Swim Passes Access to all Rec Swims for the summer (Tot Time, Adult Length, Aquafit, Open)			
a) Individual Pass	\$ 70.80	\$ 69.03	Y
b) Individual Pass (1/2 season starting August 1st)	\$ 35.40	\$ 34.51	Y
c) Family Pass (max 5)	\$ 150.44	\$ 147.79	Y
d) Family Pass (max 5) (1/2 season starting August 1st)	\$ 75.22	\$ 73.45	Y

Schedule F - Community & Recreation Services

By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Aquatic Programs - "Learn to Swim" (Fee assumes 10 classes)			
a) Parent & Tot (1:10 Ratio: per 30 min. class)	\$ 8.25	\$ 8.00	N
b) Preschool (1:4 Ratio: per 30 min class)	\$ 9.25	\$ 9.00	N
c) Rookie/Ranger/Star (1:10 Ratio: per 60 min. class)	\$ 9.25	\$ 9.00	N
d) Swimmer 1-3 (1.4 Ratio: per 30 min. class)	\$ 11.25	\$ 11.00	N
e) Swimmer 4&5 (1:6 Ratio: per 45 min. class)	\$ 11.25	\$ 11.00	N
f) Swimmer 6 (1:8 Ratio: per 45 min class)	\$ 8.50	\$ 8.40	N
g) Adult Swim Lessons Level 1 - 3 (1.8 Ratio per 45 min. class)	\$ 8.50	\$ 8.40	Y
h) Semi-Private Swim Lessons (3 persons, each pay) per 30 min. session	\$ 12.50	\$ 12.00	Y
i) Semi-Private Swim Lessons (2 persons, each pay) per 30 min. session	\$ 16.75	\$ 16.00	Y
j) Private Swim Lessons per 30 min. session	\$ 31.25	\$ 30.00	Y
k) Bronze Star	\$ 104.00	\$ 100.00	Y
i) Bronze Medallion	\$ 205.00	\$ 200.00	Y
m) Bronze Cross	\$ 140.00	\$ 137.00	Y
n) Swim Teams	\$ 225.00	\$ 220.00	N
o) NLS Lifeguard	\$ 342.00	\$ 300.00	Y
p) Assistant Instructor	\$ 136.00	\$ 133.00	Y
q) Instructor School	\$ 330.00	\$ 300.00	Y
Day Camp			
a) Weekly Rate (5 days)	\$ 170.00	\$ 165.00	N
b) Holiday Week Rate (4 days)	\$ 135.00	\$ 130.00	N
c) Daily Rate	\$ 40.00	\$ 39.00	N
d) Field Trip	\$ 20.00	\$ 18.00	N
e) Hot Lunch	\$ 8.00	\$ 7.00	N
f) Specialty Camps (negotiated)	Negotiated	Negotiated	N
Seasonal Recreation Programs			
a) Children Programs (per hour/class)	\$ 7.25	\$ 7.00	N
b) Adult Programs (per hour/class)	\$ 7.25	\$ 7.00	Y

Schedule G - Water Department

By-Law 2024-097

Type of Fee	2025 Fees	2024 Fees	HST
Unauthorized water usage	\$1000 + cost	\$1000 + cost	Y
Illegal connection	\$2000 + cost	\$2000 + cost	Y
Unauthorized Infrastructure work	\$2000 + cost	\$2000 + cost	Y
Unauthorized Hydrant usage	\$2000 + cost	\$2000 + cost	Y
Unauthorized Alteration to water service / watermain	\$2000 + cost	\$2000 + cost	Y
Unauthorized operation of valving (any appurtenance)	\$2000 + cost		Y
Damage to Town Equipment /Infrastructure	At cost	At cost	Y
Boil Water Advisory- per event	At cost	At cost	N
Fire Hydrants			
Private Hydrant Maintenance	At cost or \$1200	At cost or \$1200	Y
Flow Testing Public Hydrants- Inspection only	\$100 per hydrant	\$100 per hydrant	Y
Flow Testing Public Hydrants per call - Regular Hours	\$550 + 100 per hydrant	\$550 + 100 per hydrant	Y
Flow Testing Public Hydrants per call - After Hours	\$900 + 100 per hydrant	\$900 + 100 per hydrant	Y
Water Meter			
5/8" & 3/4"	\$ 800.00	\$ 800.00	N
1"	\$ 950.00	\$ 950.00	N
1.5"	\$ 1,500.00	\$ 1,500.00	N
2"	\$ 1,800.00	\$ 1,800.00	N
larger than 2"	At cost	At cost	N
Meter Pit			
1" supply (standard 5/8" & 3/4" meter) 1" outlet connection	\$ 2,700.00		N
1" supply single (dual standard 5/8" & 3/4" meter) dual 1" individual outlets	\$ 3,700.00		N
1" supply (1" meter) 1" outlet connection	\$ 3,700.00		N
2" supply (2" meter) 2" outlet connection	\$ 7,500.00		N
larger than 2"	At cost		N
Service Call			
Turn Water On/Off	\$ 100.00	\$ 100.00	N
After hours callout	\$ 900 + costs	\$ 900 + costs	N
Water Service			
Watermain Service Tap - 25mm to 50mm diameter - inspection only	\$ 550.00	\$ 550.00	N
Watermain Service Tap - 25mm to 50mm diameter	\$500 + costs	At cost	N
Water Service Repair - private	At cost	At cost	N
Inspection of Private Development - watermains equal to or greater than 100 mm (4")			
a) Minimum charge	\$ 1,800.00	\$ 1,800.00	N
b) per metre of pipe installed	\$ 15.00	\$ 15.00	N
c) After Hours inspection/commissioning - First 4 hours	\$ 800.00	\$ 800.00	N
d) After hours inspection/commissioning - Every additional hour	\$ 110.00	\$ 110.00	N
e) Weekend Sample testing	\$ 1,100.00	\$ 1,100.00	N
Alterations/Repairs of Distribution System for all customers (examples include watermain lowering/cut in Tee/valve/hydrant relocation)	At cost	At cost	N
Service Abandonments	At cost	At cost	N
Abandonment in concrete	\$ 5,000.00	\$ 5,000.00	N
Abandonment in asphalt	\$ 3,000.00	\$ 3,000.00	N
Abandonment in the boulevard	\$ 1,500.00	\$ 1,500.00	N

Schedule H - Tecumseh Transit

By-Law 2024-097

Type of Fee	2025 Fees	2024 Fees	HST
Transit Fare			
Adult	\$ 2.50	\$ 2.50	N
Senior	\$ 2.00	\$ 2.00	N
Student	\$ 1.50	\$ 1.50	N
Child (under 5)	\$ -	\$ -	N
Veteran	\$ -	\$ -	N
Blind Person	\$ -	\$ -	N
Person Accompanying Disabled Rider Fare	\$ -	\$ -	N
Adult Bus Pass			
Monthly	\$ 40.00	\$ 40.00	N
6 Month	\$ 200.00	\$ 200.00	N
12 Month	\$ 400.00	\$ 400.00	N
Senior Bus Pass			
Monthly	\$ 35.00	\$ 35.00	N
6 Month	\$ 175.00	\$ 175.00	N
12 Month	\$ 350.00	\$ 350.00	N
Student Bus Pass			
Monthly	\$ 30.00	\$ 30.00	N
6 Month	\$ 150.00	\$ 150.00	N
12 Month	\$ 300.00	\$ 300.00	N

Schedule 3 - Permit Fee Rates of Building By-law, Building Services

By-Law 2024-097			
TYPE OF FEE	2025 Fees	2024 Fees	HST
Permit Fees			
Minimum Permit Fee	\$ 265.00	\$ 260.00	N
Permit Holdback Fee (per permit)	\$ 1,000.00	\$ 1,000.00	N
Permit Deposit (per dwelling unit)	\$ 500.00	\$ 500.00	N
Residential			
\$ / Sq. Ft unless otherwise noted (house)	\$ 1.30	\$ 1.25	N
Plus for applicable extras: attached deck/porch without a roof, unfinished basement, attached garage, etc.	\$ 0.95	\$ 0.90	N
\$ / Sq. Ft unless otherwise noted (other residential)	\$ 1.30	\$ 1.25	N
Plus for applicable extras: attached deck/porch w/o a roof	\$ 0.95	\$ 0.90	N
Industrial			
\$ / Sq. Ft unless otherwise noted	\$ 1.10	\$ 1.05	N
Commercial/Institutional			
\$ / Sq. Ft unless otherwise noted	\$ 1.30	\$ 1.25	N
Post Disaster Buildings			
\$ / Sq. Ft unless otherwise noted	\$ 2.65	\$ 2.60	N
Other Permit Fees			
Heating, Ventilating & Air Conditioning (HVAC) System			
Heating, Ventilating and Air Conditioning (HVAC) System	\$ 372.00	\$ 365.00	N
Post Disaster HVAC System	\$ 745.00	\$ 730.00	N
Life Safety and Other Mechanical System Fees			
Mechanical Roof-Top Unit per unit	\$ 265.00	\$ 210.00	N
Commercial Kitchen Hood	\$ 372.00	\$ 365.00	N
Fire Alarm System per \$1,000 of Construction Value (min \$265.00)	\$ 15.00	\$ 365.00	N
Sprinkler System per \$1,000 of Construction Value (min \$265.00)	\$ 15.00		N
Standpipe per \$1,000 of Construction Value (min \$265.00)	\$ 15.00		N
Spray Booth per \$1,000 of Construction Value (min \$265.00)	\$ 15.00		N
Dust Collectors per \$1,000 of Construction Value (min \$265.00)	\$ 15.00		N
Plumbing Fees			
New Bathroom, rough-in bathroom (minimum \$260.00)	\$ 214.00	\$ 210.00	N
Backwater Valve/Sump Pit/Ejector Pump	\$ 265.00	\$ 260.00	N
Residential Sanitary Sewer	\$ 265.00	\$ 260.00	N
All Other Sanitary Sewer \$ / lineal foot (minimum \$260.00)	\$ 3.20	\$ 3.15	N
Residential Storm Sewer	\$ 265.00	\$ 260.00	N
All Other Storm Sewer \$ / lineal foot (minimum \$260.00)	\$ 3.20	\$ 3.15	N
Residential Water Service	\$ 265.00	\$ 260.00	N
All Other Water Service \$ / lineal foot (minimum \$260.00)	\$ 3.20	\$ 3.15	N
Septic Sewage System (Class 4 All Types-new or repair)	\$ 1,060.00	\$ 1,040.00	N
Septic Sewage System (Class 5 Holding Tank)	\$ 1,060.00	\$ 1,040.00	N
Lot Grading Fees			
Residential Lot Grading Review	\$ 265.00	\$ 260.00	N
All Other Lot Grading Review	\$ 372.00	\$ 365.00	N

Schedule 3 - Permit Fee Rates of Building By-law, Building Services

By-Law 2024-097			
TYPE OF FEE	2025 Fees	2024 Fees	HST
Miscellaneous Permit Fees			
(\$ / Sq. Ft unless otherwise noted)			
Deck / Porch without a roof (minimum \$260.00)	\$ 0.95	\$ 0.90	N
Finish Basement	\$ 1.30	\$ 1.25	N
Accessory Building (minimum \$260.00)	\$ 0.95	\$ 0.90	N
House Demolition	\$ 372.00	\$ 365.00	N
All Other Demolition (minimum \$365.00)	\$ 0.35	\$ 0.30	N
Fences	\$ 120.00		N
Swimming Pools	\$ 265.00		N
Temporary Structure - Tent	\$ 265.00	\$ 260.00	N
Change of Use - no construction required	\$ 265.00	\$ 260.00	N
Farm Building (new, alternations and additions)	\$ 0.60	\$ 0.55	N
Work Not Specifically Listed (Renovations) / \$1,000 of Construction Value	\$ 16.30	\$ 16.00	N
Permit Resubmission before permit is ready to be issued	\$ 265.00	\$ 260.00	N
Permit Resubmission after permit is issued	\$ 265.00	\$ 260.00	N
Partial Occupancy Permit (per sq. ft. of area to be occupied) (minimum \$260.00)	\$ 0.15	\$ 0.10	N
Conditional Permit (permit fee plus \$1000.00)	\$ 1,020.00	\$ 1,000.00	N
Partial Permit	\$ 510.00	\$ 500.00	N
Alternative Solution Application	\$ 265.00	\$ 260.00	N
Permit Transfer	\$ 265.00	\$ 260.00	N
Inspection Fees			
Inspection requested and site attended but the site is deemed unsafe to enter by Inspector	\$ 128.00	\$ 125.00	N
Inspection requested and site attended but the work to be reviewed is incomplete	\$ 128.00	\$ 125.00	N
Inspection requests exceed the maximum two (2) inspections for each required inspection stage	\$ 128.00	\$ 125.00	N
Work Without a Permit Penalty Fees			
Work commenced without a building permit being issued shall be twice the applicable maximum building permit fee			
Administrative Fees			
Records Search	\$ 56.00	\$ 55.00	N
Property Information Letter see Schedule "A"			
Permit Finalization Letter	\$ 56.00	\$ 55.00	N
Opening Dormant Permit	\$ 107.00	\$ 105.00	N



**The Corporation of the
Town of Tecumseh**

Development Services

To: Mayor and Members of Council

From: Brian Hillman, Director Development Services

Date to Council: December 10, 2024

Report Number: DS-2024-44

Subject: Tecumseh Transit Service (TTS)
Execution of Purchase Agreement
Three Accessible Electric Transit Buses and Associated
Charging Infrastructure
OUR FILE: T03 TTS

Recommendations

It is recommended:

That Report DS-2024-44, entitled “Tecumseh Transit Service (TTS), Execution of Purchase Agreement, Three Accessible Electric Transit Buses and Associated Charging Infrastructure,” **be received**;

And that a by-law authorizing the execution of the “Agreement for Electric Transit Buses with Charging Infrastructure between The Corporation of the Town of Tecumseh and Damera Bus Sales Canada Corp.” for the purchase of three accessible electric transit buses and associated charging infrastructure, as attached hereto and/or in such modified version as may be approved by the Town’s solicitor prior to execution and such further documents as are called for, **be approved**.

Background

Early this year, the Town was awarded \$1,080,000 through the Rural Transit Solutions Fund (“RTSF”) to purchase three accessible electric transit buses and associated charging infrastructure to replace the two existing gas-powered transit buses. In

February of 2024, by way of Report [DS-2024-03](#), Council authorized Administration to undertake a Request for Proposals (RFP) for the purchase and delivery of three electric transit buses and two charging stations and report back to Council with the outcome. In November of 2024, by way of Report [DS-2024-38](#), Council awarded the tender to purchase three Karsan e-Jest electric transit buses and two Express 250 Smart DC Fast Charging stations in the proposed amount of \$1,282,583 plus HST to Damera Bus Sales Canada Corp. subject to the successful negotiation of a purchasing agreement. The purchase agreement has now been finalized by Town Administration.

Comments

As part of the finalization of a purchase agreement, the following specifications have been added to the Damera proposal:

- The installation of bike racks at a cost of \$3,568.27 per rack for a total cost of \$10,704.81;
- The buses are to be outfitted by Damera at a cost range of \$3,500 to \$6,500 per bus depending on the scope and complexity of the design. This would be a total cost of between \$10,500 to \$19,500. The design is currently being developed in conjunction with the Town's Communications team to ensure it is consistent with Town branding policies;
- An improved warranty on each bus of 2 years/200,000 km on items that were previously warrantied at 2 years/100,000 km at no charge.

Damera is also installing ZF Busconnect Telematics in each bus with associated software at no cost for two years. This feature enables the Town and its service providers to monitor various functions of the bus including the charge remaining, mechanical issues and the location of the bus on the route through GPS. After the two years, the software costs would be in the range of \$60-75 a month and the Town can make a decision on its continued use at that time.

Based on the foregoing, a final purchase agreement has been prepared and reviewed by the Town's Legal Services and is in the By-law section of the agenda for Council's consideration.

Consultations

Financial Services
Legislative Services & Clerk
Public Works & Engineering Services

Financial Implications

The final total cost for the three electric buses and two charging stations (which includes the above noted amendments) is \$1,303,788 to \$1,312,788 plus non-rebated HST. This cost has marginally increased from the original estimated cost of \$1,282,583 that was noted in DS-2024-38. With the \$1,080,000 in funding committed by the Federal government through the RTSF, the Town's share of the final cost is estimated to be \$223,788 to \$232,788. This amount is to be funded through the Lifecycle Fleet Reserve.

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 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:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services & Local Economic Development

Reviewed by:

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

Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Development Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None



**Town of Tecumseh
Business Improvement Area**

Board of Management

To: Mayor and Members of Council

From: Executives of the Board – Leo Demarce (Chair), Laura Carcelen (Vice Chair) & Sandra Zanet (Treasurer)

Date to Council: December 10, 2024

Subject: 2025 Business Improvement Area Proposed Budget

Background

The Business Improvement Area (BIA) Board of Management is required to prepare a proposed budget for each fiscal year and hold one or more meetings of the members of the improvement area for discussion of the proposed budget.

The BIA Board of Management is then required to submit its approved budget to Town Council for consideration. The municipality may approve the BIA Budget in whole or in part, but may not add expenditures to it.

If the BIA Budget is approved by the municipality, the municipality will raise the amount required for the purposes of the BIA Board of Management and remit to the BIA. The Town establishes a special charge for the billing and collection of the BIA budget by way of an annual by-law and BIA levy.

The special charge is applicable to rateable property that is in a prescribed business property class within the improvement area boundary as established through By-law 2016-012.

Comments

The BIA 2025 Proposed Budget was reviewed at the October 15, 2024 BIA Regular General Meeting and was approved (BBM - 49/24) for submission to the Town as presented.

The 2025 BIA Proposed Budget will have been presented to the BIA membership at the December 5, 2024 Annual General Meeting by BIA Chair, Leo Demarce. The 2025 BIA Proposed Budget requires a levy of \$300,000, a \$65,000 increase to the levy of 2024. The BIA 2025 Proposed Budget was received by Financial and Legislative Services in the form required by the municipality.

The 2025 BIA Proposed Budget, as approved by the BIA and as submitted to the Town for consideration, is included in this report as Attachment 1. The BIA 2025-2026 Strategic Plan as approved by the BIA is included in this report as Attachment 2.

The 2025 BIA Proposed Budget calls for a levy of \$300,000, an increase of \$65,000 to the 2024 BIA levy.

Major 2025 BIA Initiatives

Major 2025 initiatives, as provided by the Tecumseh BIA, focus on:

- Marketing (including events) with social media, education talks, sector meetups, bi-annual mixers, members holiday event, seasonal farmers market support, community clean-up day and open-air market;
- Beautification with tree planters program, all-season white string lights, and digital signage at parkette;
- Membership with Tecumseh Dollars gift card program, bi-annual sales, and Associate Membership program; and
- Governance with Customer Relationship Management database and mass mailing, streaming board meetings, training and policies, and part-time administrator.

Financial Implications

The BIA levy is applicable to commercial properties with taxable assessment within the BIA boundary as established through By-law 2016-012.

The Town bills the BIA levy by way of a special charge calculated on the Final Tax Notice of applicable properties and collects in the same manner as property tax. The Town remits installments to the BIA quarterly, with first installment due March 31.

There are no financial implications to the Town.

Link to Town Strategic Priorities

Applicable	2023-2026 Strategic Priorities
✓	Sustainable Growth: Achieve prosperity and a livable community through sustainable growth.

This report has been reviewed by Executives of the Board as indicated below.

Prepared by:

Kim McFadden
BIA Coordinator

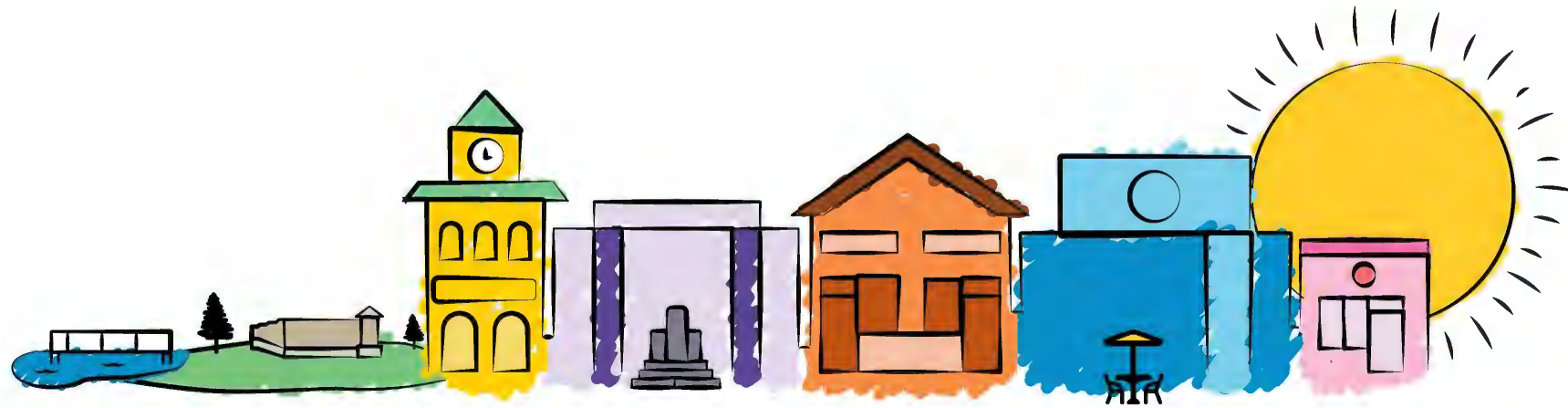
Reviewed by:

Leo Demarce
Chair

Laura Carcelen
Vice Chair

Sandra Zanet
Treasurer

Attachment Number	Attachment Name
1	2025 BIA Proposed Budget
2	BIA 2025-2026 Strategic Plan



TECUMSEH *BA*

2025 Budget Proposal

Organization Overview

Mission: To empower local businesses, celebrate our heritage, and create a vibrant community experience in the town of Tecumseh supporting economic and social prosperity by facilitating growth, fostering engagement, and enhancing the unique character of our town.

Vision: To make Tecumseh a premier destination where history is preserved and embraced, businesses thrive, and community is strengthened by fostering civic pride and engaging tourism experiences.

Background

Values – Progress, Partnership, Advocacy, Innovation & Development

Strengths:

- Economic Growth
- Clean & Safe
- Affluence & Affordability

2024 Highlights

Recap Video

2024 Achievements

Major Initiatives:

- **Marketing** (*including events*) with social media, bi-annual mixers and members' holiday event;
- **Beautification** with oversized lighted Christmas tree display (*plus Sea-Can for storage*), murals, banners, and planters for small trees or large shrubs; and
- **Membership** with the launch of the new Tecumseh Dollars gift card program, educational videos, and holiday sale.

2025 Goals

1. Become a hub for education, information & resources.
2. Increase district representation in all areas.
3. Position the TOTBIA as a place-making leader.

Objectives & Tactics

- **Marketing** (*including events*) with social media, education talks, sector meetups, bi-annual mixers, members holiday event, seasonal farmers market support, community clean-up day and open-air market;
- **Beautification** with tree planters program, all-season white string lights, and digital signage at parkette;
- **Membership** with Tecumseh Dollars gift card program, bi-annual sales, and Associate Membership program; and
- **Governance** with Customer Relationship Management database and mass mailing, streaming board meetings, training and policies, and part-time administrator.

Challenges

Weaknesses:

- Infrastructure
- Governance
- Workforce

Threats:

- Planning vs. reactivity
- Data collection
- Changing business landscape

Recommendations

Opportunities:

- Communication
- Engagement & Outreach
- Tourism

The 2025 TOTBIA Proposed Budget requests a levy of \$300,000, a base increase of \$65,000 to the 2024 levy, to better services and support to offer more.

Note: BIAs (*ex. DWBIA and Streetsville*) of similar size (500+ members) have operating budgets of \$500,000 plus to best serve their membership.

Thank You for your Consideration.

**Town of Tecumseh Business Improvement Area
2025 BUDGET & Two Years Actuals, Approved and Proposed**

	Approved Budget 2023	Actuals 2023	Approved Budget 2024	Proposed Budget 2025	Budget Variance (%) 2024 - 25		Actuals Jan - Oct 2024	Projected Year End Actuals 2024
REVENUE								
Levy ¹	\$235,000	\$235,169	\$235,000	\$300,000	27.66%		\$176,250	\$235,000
Associate Memberships Revenue	\$500	\$625	\$250	\$1,000	300.00%		\$250	\$250
Events Revenue	\$5,500	\$6,504	\$5,000	\$8,750	75.00%		\$0	\$5,000
Interest Revenue	\$1,500	\$5,828	\$5,000	\$5,825	16.50%		\$4,530	\$5,364
Miscellaneous Revenue	\$0	\$2,466	\$0	\$0	0.00%		\$0	\$0
TOTAL	\$242,500	\$250,593	\$245,250	\$315,575	28.67%		\$181,030	\$245,614
EXPENSES								
Administrative								
Fees/Permits/Licenses	\$500	\$0	\$0	\$0	0.00%		\$0	\$0
Wages & Salaries	\$57,500	\$47,763	\$65,545	\$85,800	30.90%		\$54,180	\$65,105
EI Expense	\$1,250	\$1,090	\$1,265	\$1,970	55.73%		\$1,031	\$1,243
CPP Expense	\$3,278	\$2,642	\$3,868	\$4,689	21.23%		\$2,488	\$3,134
Clothing	\$2,000	\$0	\$0	\$0	0.00%		\$0	\$0
Accounting & Legal	\$14,500	\$10,278	\$18,055	\$10,462	-42.05%		\$15,949	\$17,749
Bank Charges & Interest	\$2,000	\$286	\$300	\$200	-33.33%		\$85	\$135
Meals & Entertainment	\$2,000	\$2,467	\$2,010	\$2,150	6.97%		\$3,147	\$3,481
Insurance (Town w HUB)	\$1,000	\$0	\$0	\$0	0.00%		\$0	
Membership & Association Dues	\$250	\$360	\$710	\$707	-0.37%		\$531	\$651
Office & Miscellaneous	\$2,000	\$9,000	\$2,260	\$15,552	588.15%		\$2,934	\$3,314
Software & Computer	\$3,000	\$4,116	\$2,140	\$2,326	8.68%		\$2,220	\$2,580
Freight & Courier Fees	\$200	\$303	\$0	\$0	0.00%		\$0	
Repairs & Maintenance	\$2,000	\$1,210	\$1,535	\$1,640	6.84%		\$970	\$1,225
Rent	\$13,500	\$14,408	\$15,500	\$16,209	4.58%		\$12,787	\$15,497
Telephone & Internet	\$3,000	\$1,402	\$1,625	\$1,624	-0.07%		\$1,173	\$1,447
Conference & Seminars	\$4,000	\$2,330	\$2,825	\$1,900	-32.74%		\$2,543	\$2,543
Travel	\$4,000	\$329	\$2,035	\$1,355	-33.42%		\$2,283	\$2,283
Mileage	\$1,000	\$1,049	\$935	\$900	-3.74%		\$479	\$634
Sub Total	\$116,978	\$99,031	\$120,608	\$147,484	22.28%		\$102,801	\$121,022
Advertising & Marketing								
Advertising & Promotions	\$17,000	\$15,065	\$30,805	\$43,580	41.47%		\$10,580	\$15,715

Streaming, Governance training & Board policy manual, CRM

Sponsorships & Donations	\$3,500	\$0	\$1,150	\$1,900	65.22%	\$0	\$190
Promotional Photography	\$1,000	\$0	\$0	\$0	0.00%	\$0	
Tecumseh Dollars	\$35,000	\$12,958	\$24,480	\$26,414	7.90%	\$15,894	\$20,119
Website & Storage	\$10,000	\$9,180	\$930	\$475	-48.97%	\$19,431	\$19,583
Sub Total	\$66,500	\$37,203	\$57,365	\$72,368	26.15%	\$45,905	\$55,607
Beautification & Events							
Beautification Projects & Events	\$90,000	\$54,694	\$107,280	\$82,725	-22.89%	\$50,616	\$88,705
Sub Total	\$90,000	\$54,694	\$107,280	\$82,725	-22.89%	\$50,616	\$88,705

EXPENDITURES TOTAL	\$273,478	\$190,928	\$285,253	\$302,577		\$199,322	\$265,334
SURPLUS(DEFICIT) before transfers	-\$30,978	\$59,665	-\$40,003	\$12,998		-\$18,292	-\$19,720
Transfer from/(to) Operating Reserve	\$4,500	-\$59,665	\$0	-\$16,250		\$0	\$0
Transfer from/(to) Special Projects	\$26,478	\$0	\$40,003	\$3,252		\$18,292	\$19,720
SURPLUS(DEFICIT)	\$0	\$0	\$0	\$0		\$0	\$0
RESERVE BALANCES Activity							
Opening Balance	\$60,346	\$60,346	\$120,011	\$80,009		\$120,011	\$120,011
BIA Operating Reserve ²	-\$30,978	\$59,665	\$0	\$16,250		\$0	\$0
BIA Special Projects	\$0	\$0	-\$40,003	-\$3,252		-\$18,292	-\$19,720
Ending Balance	\$29,368	\$120,011	\$80,009	\$93,007		\$101,719	\$100,291
Closing BIA Operating Reserve	\$58,750	\$58,750	\$58,750	\$75,000		\$58,750	\$58,750
Closing Special Projects Reserve	-\$29,382	\$61,261	\$21,259	\$18,007		\$42,969	\$41,541
Total Reserve Balance	\$29,368	\$120,011	\$80,009	\$93,007		\$101,719	\$100,291

¹NOTE: There is no levy increase in the 2024 Budget

²NOTE: Transfer of Reserve - Goal is to maintain a reserve of 25% of annual operating levy for expenses every 1st QTR.

³NOTE: Approved 2023 - SURPLUS(DEFICIT) did not properly balance to zero. Adjusted transfer from/(to) Operating Reserve to reconcile.

Special Project Reserve is to hold surplus of funds that are earmarked for Streetscaping

Special Projects Reserve was originally projected to have \$30,000 in it, but due to the unforeseen change to this year's holiday event format, it will likely have closer to \$45,000 at the end of 2024.

These funds have been set aside for new larger one-time expenses of:

Board meeting streaming setup (equipment and installation) ~\$5,000

Governance training (with board policy manual) ~\$5,000

Open-air market (district-wide on a Saturday in the summer, including event help) ~\$15,000

Parkette digital signage (including mount) ~\$15,000 (unable to get official quotes until specs are determined)

Customer Relationship Management database (and mass mailing) ~\$5,000

TOTAL = \$45,000



2025-2026 Strategic Plan

Organization Mission, Vision & Values:

Mission – to empower local businesses, celebrate our heritage, and create a vibrant community experience in the town of Tecumseh supporting economic and social prosperity by facilitating growth, fostering engagement, and enhancing the unique character of our town.

Vision – to make Tecumseh a premier destination where history is preserved and embraced, businesses thrive, and community is strengthened by fostering civic pride and engaging tourism experiences.

Values – Progress, Partnership, Advocacy, Innovation, and Development.

SWOT Analysis:

Strengths	Weaknesses	Opportunities	Threats
<ul style="list-style-type: none"> ▪ Economic Growth ▪ Clean & Safe ▪ Affluence & affordability 	<ul style="list-style-type: none"> ▪ Infrastructure ▪ Governance ▪ Workforce 	<ul style="list-style-type: none"> ▪ Communication ▪ Engagement & Outreach ▪ Tourism 	<ul style="list-style-type: none"> ▪ Planning vs reactivity ▪ Data collection ▪ Changing business landscape

Prioritized Goals:

1. Become a hub for education, information & resources.
2. Increase district representation in all areas.
3. Position the TOTBIA as a place-making leader.

SMART (Specific, Measurable, Attainable, Realistic, Time-based) Objectives & Actionable Tactics:

- Facilitate Education Talks – three per year (Health & Safety, Social Media, Sales, Accounting, Insurance, Real Estate) in January, May and September.
- Host Sector Meet-Ups – three per year (Restaurants, Retail, Service) in February, June and October.
- Organize a Community Clean-Up Day on a Saturday morning in May.
- Hold an Open-Air Market on a Saturday in August.
- Support initiation of seasonal farmers’ market
- Pursue digital signage at BIA Parkette for additional member promotion and events advertising
- Continue to rollout tree/shrub planters program to wider district
- Installation of all-season white string lights for Beautification
- Continue Tecumseh Dollars gift card program – bi-annual sales in April and early November.
- Implement amended Associate Membership program
- Purchase OBIAA CRM for database and mass mailing
- Governance training and board policies (constitution)
- Hire part-time administrator
- Stream board meetings

Essex County OPP Detachment Board – North (Lakeshore, Essex, Tecumseh)

2025 Proposed Budget

Presented by:

Dave Kigar, Vice Chair to Town of Essex
November 25, 2024

Paul Sweet, Chair to
Town of Tecumseh and Municipality of Lakeshore
December 10, 2024



Policing Oversight in Ontario

- New Policing Legislation
 - Community Safety and Policing Act, 2019 (CSPA) and associated regulations are now in effect
 - Detachment Boards (DB) replace Police Services Boards (PSB) for OPP serviced communities
 - There is a distinction between PSBs and DBs under the CSPA:
 - PSBs maintain their own police services while DBs provide civilian input into OPP policing in their communities
 - DBs must report annually (by June 30th) to the municipal Councils of the communities in their detachment area on the policing provided by the detachment



Oversight of Detachment Boards

- The CSPA:
 - Provides for a Code of Conduct for OPP DB members
 - Gives the Inspector General of Policing responsibility for inspecting Ontario's police services and boards
- Adequate and Effective Policing:
 - For OPP serviced communities, the Commissioner of the OPP is responsible for providing adequate and effective policing



Essex County OPP Detachment Board – North Composition

- The ECODB-N serves the municipalities of Lakeshore, Essex and Tecumseh

- Current 9 member board:

Essex Council Appointment

Essex Community Appointment

Lakeshore Council Appointment

Lakeshore Community Appointment

Tecumseh Council Appointment

Tecumseh Community Appointment

At-Large Community Appointment

Provincial Appointment

Provincial Appointment

Mayor Sherry Bondy

Dave Kigar (Vice Chair)

Mayor Tracey Bailey

John Quennell

Mayor Gary McNamara

Paul Sweet (Chair)

Christopher Hales (Tecumseh - 2024)

Karen Robertson

Marc Gomes



Detachment Board Activities

- ECODB-N established April 1, 2024
- Board activities to date include:
 - Establishing Board composition, 2024 operating budget, administration, and insurance
 - Hiring of part-time Administrative Support position
 - Mandatory report on policing activity to Lakeshore, Essex and Tecumseh Councils in June
 - 4 meetings in 2024 - 3 regular and 1 budget
 - Attendance at OAPSB Annual Conference and Zone meetings (2)
 - Extensive mandatory training per Ministry of the Solicitor General
 - Preparation of 2025 Budget estimates for Council consideration
 - Acceptance of 2025 at-large member appointment



Detachment Board Budget

- Under the CSPA, DBs are required to provide estimates of the Board's operating expenses to every municipality within the policing area of the detachment
- The CSPA requires each municipality to pay an equal share of the Board's estimates
 - Each municipality in the detachment area confirmed the rates of pay and the equal apportionment of Board expenses when the 2024 operating budget was established earlier this year



Detachment Board Budget - 2024

- The approved ECODB-N operating budget for 2024 was \$70,113 plus an estimate of \$2,500 for insurance (annualized at \$5,000)
- Board insurance was addressed in September with the purchase of group insurance through the Ontario Association of Police Services Boards (OAPSB) for \$3,880 (annualized)
- Overall, the Board is tracking toward a negative variance of \$3,530 for 2024
- Any actual negative variance at year end will be credited to each member municipality



Detachment Board Budget - 2025

- The details of the ECODB-N budget estimates for 2025 are summarized as follows:

Wages and Benefits	\$ 77,849
Office Supplies	1,000
Memberships (OAPSB, Zone 6)	7,570
Professional Development	15,307
DB Host Support (IT, Finance)	2,400
Insurance	4,034
Public Relations	6,710
Total Expenditures	\$ 114,870



2025 Key Budget Highlights

- **Annual wages and benefits** are estimated at \$77,849 for 2025, incorporating 2% cost of living allowance, negotiated benefits-in-lieu for the Administrative Support position and employee health tax and WSIB for all members
- **Memberships** were estimated at an annualized cost of \$3,450 in June, however, we have since received invoices for memberships with the OAPSB and Zone 6 for 2025, with fees of \$7,269 plus tax and \$300, respectively
- **Professional development** expenses for 2025 are based on five (5) members and one (1) Municipal Liaison attending the annual OAPSB conference and three (3) members attending two (2) Zone 6 meetings
- **Insurance** for 2025 is based on the annual insurance cost of \$3,880 plus allowance for inflation (4%)
- **Public Relations** estimates include OAPSB annual conference sponsorship, annual holiday dinner, community policing and an allowance for miscellaneous expenses



Distribution of Expenditure

- Operating budget is divided equally between municipalities except for OMERS contributions for Tecumseh appointments, which are wholly covered by Tecumseh
- Allocations are as follows:

Essex: \$ 38,109.67

Lakeshore: \$ 38,109.67

Tecumseh: \$ 38,650.67



Detachment Board Budget Resolution

- At the Detachment Board meeting of November 4, 2024, the following resolution (ECODB-27/24) was adopted:

That Report No. ECODB-2024-06, 2025 Budget, **be received**;

And that the 2025 Draft Budget for the Essex County OPP Detachment Board – North (Lakeshore, Essex, Tecumseh) **be approved**;

And further that the Detachment Board’s recommendation to approve the 2025 Draft Board Budget **be forwarded** to the Municipality of Lakeshore, the Town of Essex and the Town of Tecumseh for consideration of approval during their respective 2025 municipal budget deliberations;

And further that the Board Chair or alternate **be authorized** to present the 2025 Draft Board Budget to each municipal Council when each municipal budget is tabled.

- On behalf of the Detachment Board, I respectfully request Council’s favourable consideration of our proposed 2025 Budget during municipal budget deliberations



Questions?

Thank you for the opportunity to present to Council this evening.

I am available to address questions of Council.



2025 Proposed Business Plan & Budget

Presentation to Town Council December 10, 2024

2025 Proposed Budget

- Overview – Chief Administrative Officer
- Budget – Treasurer & Deputy Treasurer
 - Budget Document
 - Operations
 - General
 - Water & Wastewater
- Lifecycle
- Reserves
- Conclusion
- Q & A



Council Vision:

Proud of the Past. Confident in the Future. A Community for everyone.



Council Mission:

Working together for sustainable growth and service delivery to support an exceptional quality of life.



Strategic Priorities 2023-2026



Sustainable Growth

Achieve prosperity and a livable community through sustainable growth.



Community Health & Inclusion

Integrate community health and inclusion into our places and spaces and everything we do.



Service Experience

Enhance the experience of Team Tecumseh and our citizens through responsive and respectful service.



2025 Objectives: Sustainable Growth

- Continue with growth-related initiatives:
 - Tecumseh Hamlet Secondary Plan Area – secondary plan adoption, water & wastewater servicing (with HEWSF grant - secured); stormwater management facilities (with CHIF grant – pending)
 - Manning Road Secondary Plan Area – stormwater management facilities (with HECS grant – pending); planning applications
 - Housing Action Plan (with HAF grant – secured) – Initiatives 1 to 9
 - Oldcastle Heights subdivision build-out – 220 residential lots
 - Oldcastle Special Planning Study – future plans for Oldcastle Hamlet
 - Town New Comprehensive Zoning By-law – completion
 - Installation of local sanitary sewers in Oldcastle Hamlet



2025 Objectives: Sustainable Growth

- Continue with growth-related initiatives cont'd:
 - Design/construction of capital projects with secured funding:
 - DMAF Storm & Sanitary Pumping Stations
 - Centennial & Woodbridge watermain replacements
 - Lesperance Road multi-use trails (Riverside Drive to First Street and CR22 to CR42)
 - Studies & Plans
 - Continue work on Asset Management
 - Storm water rates study
 - Class EA's for water and wastewater services



2025 Objectives: Community Health & Inclusion

- Develop community amenities and facilities:
 - Lakewood Park South water feature and washrooms
 - Southfield Park trail, water feature, washrooms
 - Rocheleau Park improvements
 - Optimist Park/St. Clair Beach Community Centre pavilion refresh
 - Next phase of Sports Fields rehabilitation
 - Improve connectivity at municipal sites & add to public wireless hotspots



2025 Objectives: Community Health & Inclusion

- Accessible Programs & Services
 - Maintain hybrid transit system & introduce 3 new electric transit buses
 - New educational & friendship activities with our Indigenous Community
 - Expand the offerings of the Senior's Active Living Centre
 - Implement updated Emergency Response Plan
 - Support the new OPP Detachment Board – North & Policing Services
- Studies & Plans
 - Climate Change Mitigation Strategy
 - Parks & Recreation Master Plan update
 - Healthy Aging Strategy



2025 Objectives: Service Experience

- New/Improved Programs & Services
 - Launch 2-year pilot for Administrative Monetary Penalty System (AMPs)
 - Revamp Municipal Freedom of Information/Protection of Privacy process
 - Implement regional Food & Organics and Biosolids waste management
 - Finalize & implement branding study for 4 main commercial districts
 - Implement county-wide Emergency Services radio system upgrades
- Citizen Outreach
 - Carry out and report findings of 2024/25 Citizen Satisfaction Survey
 - Prepare annual report out of 2023-2026 Corporate Strategic Priorities



2025 Objectives: Service Experience

- Internal Service Improvements
 - Commence new Records & Information Management processes
 - Implement new HRIS/Payroll Time & Attendance software
 - Positive labour relations & collective bargaining with 4 CUPE Locals
 - New leadership development framework for Directors/Managers/Leads
 - Create Equity, Diversity & Inclusion action plan
 - Improve budget communications, tracking & pursue 15th GFOA award



2025 Proposed Business Plan & Budget

As presented to Town Council
December 10, 2024



2025 Proposed Business Plan & Budget

Electronic Document Overview

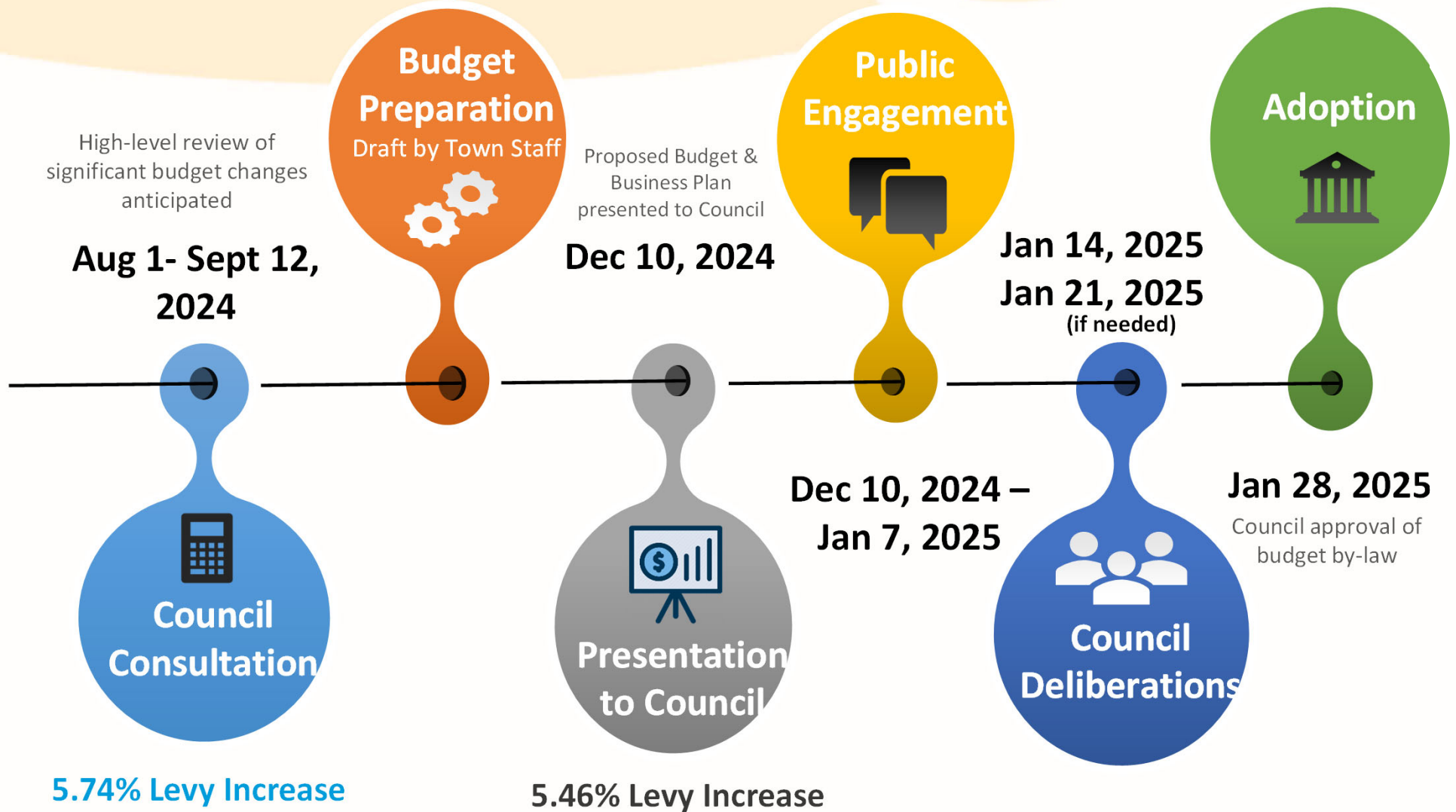
New-look Budget Document

1. Transmittal
2. Executive Summary
3. Budget Reconciliation – PSAB Adjustments
4. Recommended New Staffing Enhancements
5. Operating Budget
6. Lifecycle
7. Reserves
8. Supplementary Information
 1. Budget Process
 2. Revenue and Expenditure Analysis



Budget Process

6.08% Levy Increase



Council Consideration

- Total Municipal tax levy required is \$30.6M
 - \$1.6M or 5.46% increase vs prior year approved budget
- Municipal tax rate increase of 5.46% vs prior year approved rate

Impact on \$275K Property	% of Increase	\$ Increase
Noncontrollable/Inflationary	0.21%	\$ 5
Contribution to Capital	1.55%	36
Operations (net of growth)	3.70%	85
	5.46%	\$ 126

- Consolidated levy increase ~4.32% expected vs prior year approved budget
 - \$182 consolidated increase on \$275K assessed property
- Province postponed Assessment Update indefinitely
 - Property assessments are based on fully phased-in January 2016 values



2025 Proposed Levy Summary

Budget Drivers	2024	2025 Proposed	2026	2027
Base Department Operations (excl Pay/Ben)	0.05%	3.10%	1.30%	0.98%
Service Level Enhancements	3.29%	1.03%	0.95%	0.00%
Payroll/Benefits	0.78%	1.19%	1.22%	0.77%
Sub-total - Operating	4.12%	5.32%	3.46%	1.74%
Lifecycle	0.73%	0.86%	0.82%	0.82%
New Infrastructure Levy	0.73%	0.69%	0.65%	0.65%
Sub-total - Capital	1.46%	1.55%	1.47%	1.47%
Total	5.58%	6.87%	4.93%	3.21%
Assessment (Growth)/Loss	-0.55%	-1.41%	-1.06%	-1.31%
Total w/ Growth factor	5.03%	5.46%	3.87%	1.91%



Key Revenue Items

- Assessment Growth \$ 400,000
- User Charges \$ 150,000
 - Arena and facilities rentals
 - Pool programs
 - Essex County Detachment Board North
 - Participation, through Essex Energy, in IESO Capacity Auction
- Grants **\$(277,000)**
 - Summer student grant
 - Pool programs
 - HAP funding



Key Expenditure Items

- Contract Services \$ 590,000
 - OPP Police Services
 - Garbage Collection/Disposal
 - Facility Maintenance
 - Recreation Programs
- Inflationary items \$ 100,000
 - Garbage
 - Insurance
 - Utilities



Police Services

- OPP Labour settlement
 - \$565,000 increase – retroactive to 2023
 - \$193,000 expensed in 2024
 - Budget deficit - draw from Reserves for 2024
 - \$372,000 increase for 2025 Budget
 - 1.3% increase to general tax rate
 - 2024 retroactive costs to come in 2026
 - Provincial financial relief proposal
 - Proposed billing reduction changes estimated \$539,000
 - Administration to determine budget options to be considered at Budget Deliberations of January 14, 2025



Police Services

- Comparative Policing Costs (2023)

Police Service	Per Household Cost 2023	Projected Household Cost 2025
Kingsville	\$364	\$442
Essex	\$386	\$471
Tecumseh	\$391	\$471
Lakeshore*	\$431	\$498
Amherstburg	\$575	N/A
Leamington*	\$610	\$709
LaSalle	\$878	N/A
Windsor	\$1,124	N/A

* Note: 2022 data used as 2023 was not available



Staffing Enhancements

- Positions that were funded through the 2024 budget but deferred to 2025
 - Implementation of Results of Reviews
 - 2021 Organization Review (Transportation Supervisor, Business Analyst) \$150,000
 - Building Review (Sr. Building Inspector)
 - Legislative & Clerk Services \$120,000
 - Records Management Clerk
 - Paralegal, Prosecution Coordinator
 - Customer Service Representative \$20,000
- Additional hours in Community and Recreation \$65,000
 - Facility Leader and Programs/Events Leader
- PT Payroll Clerk \$18,000



What's Not in the Budget

- CUPE Collective agreements expire December 2024
 - 2025 Budget includes 2% provision
- Non-Bargaining Unit compensation review conducted in 2024
 - 2025 Budget includes provision of \$100,000
- Implementation of recommendations from Fire and Community Safety Master Plan
 - Plan to be completed 2025
- OPP
 - Provincial funding (proposed \$539K)
 - 2024 reconciliation
- Lottery licensing litigation

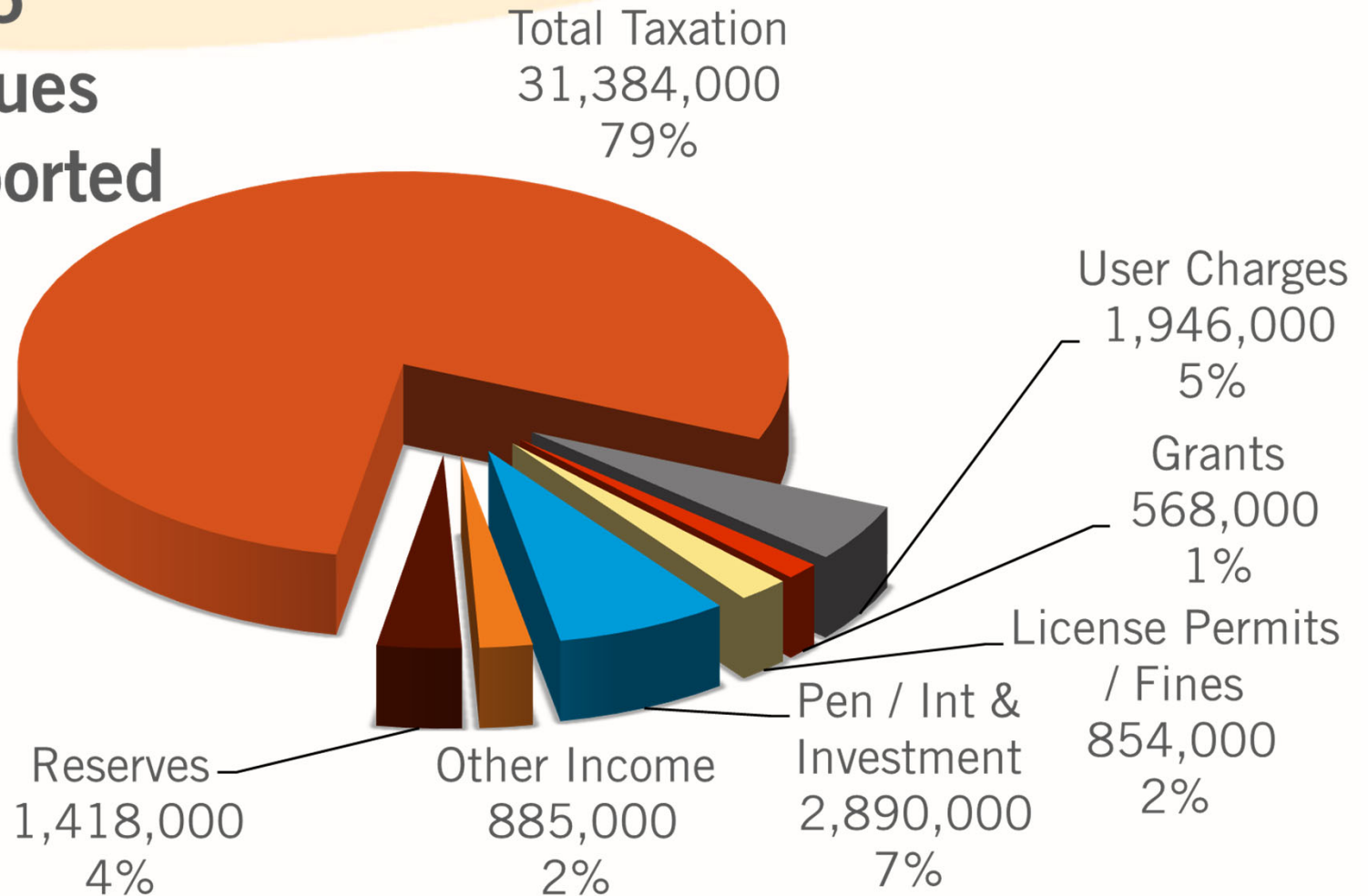


Operating Budget Revenues

2025

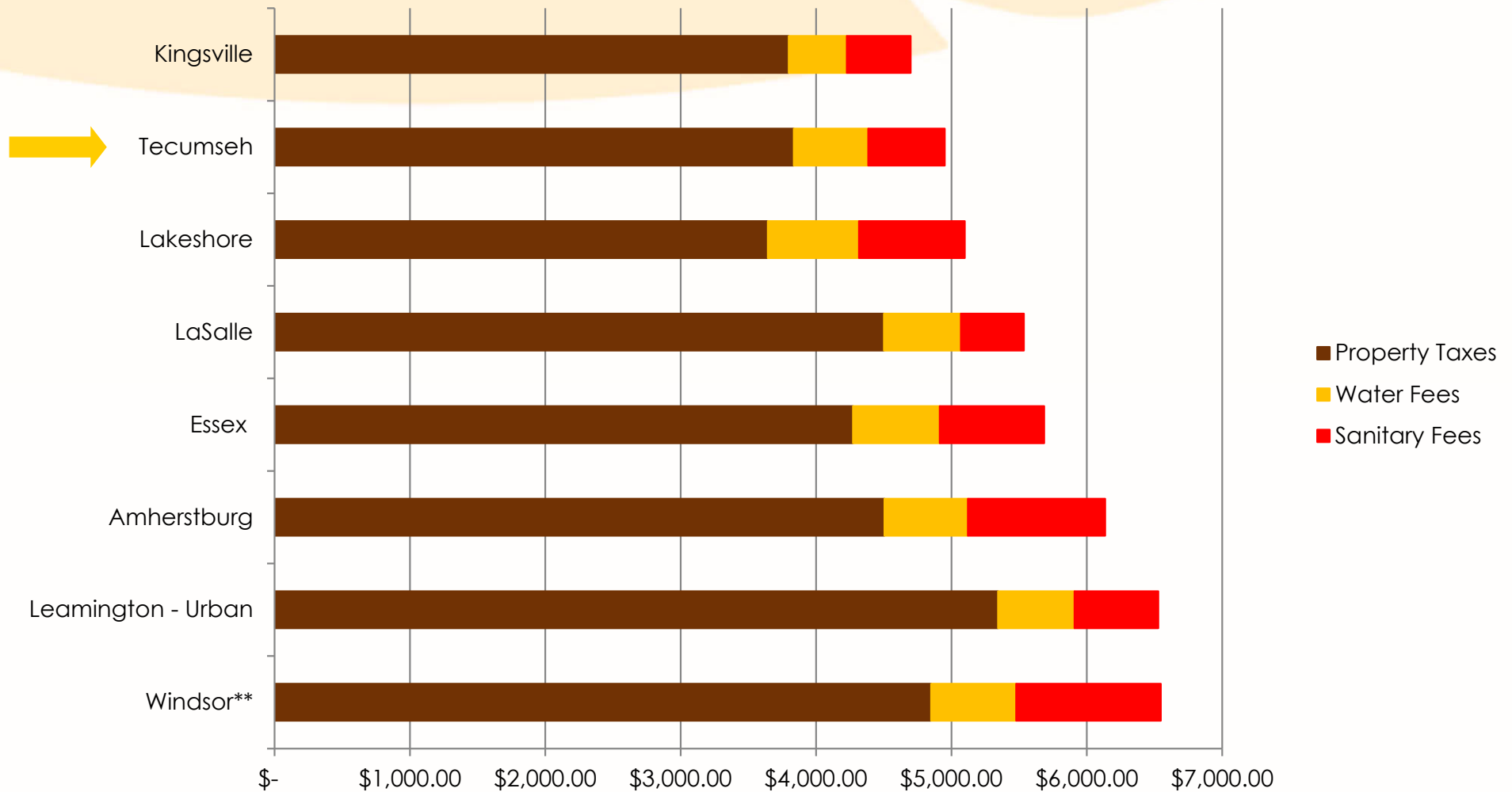
Revenues

Tax Supported



2024 Comparative – Essex County

Combined Tax, Water and Sanitary Burden Comparison *



* - Property Taxes calculated based on home with an assessed value of \$250,000.

Water and Sanitary Fees based on monthly consumption of 20 cubic meters.

** - Windsor taxes calculated using 2023 rate.



2025 Tax Levy Change - \$275K Home

Levying Authority	2025 Levy	2024 Levy	Dollar Difference	Percent Difference
Municipal	\$ 2,438	\$ 2,312	\$ 126	5.46%
County	1,542	1,487	56	3.76%
Education	421	421	0	0.00%
Total	\$ 4,401	\$ 4,220	\$ 182	4.32%



Rate Supported – Water & Wastewater

- Full cost recovery rates – 2023 Rate Study
 - Adjustment to Wastewater Rates
- Rate increase for average residential user
 - 2025 \$45 or 4% (\$1,114 to \$1,159)*
- Rate revenue
 - Wastewater \$5.6M (\$200K increase)
 - Water \$6.5M (\$500K increase)
- 2025 Budgeted capital reserve allocation
 - Wastewater \$2.0M (\$400K decrease)
 - Water \$2.3M (\$360K increase)

* Based on monthly consumption of 20m³



Wastewater – Key Items

- Wastewater Treatment Costs
 - Extraordinary rate increases at Little River Plant
 - Future plant expansion – EA costs
- 8th Concession sanitary extension
 - By-law 2024-060
 - Assessments for first four phases to be issued
 - Next phases scheduled
- Sanitary Sewer Model Update
 - Adopted by Council Feb 2024 – includes \$38M in projects
- Tecumseh Hamlet SPA – Wastewater servicing
 - Tender Dec 2024, Construction 2025
 - \$21M project (water and wastewater) - HEWSF grant \$15M



Water – Key Items

- Bulk Water Purchase Agreement
 - Annual rate increase at CPI
 - Rate adjustment request (WUC-2026)
- Watermain improvement - County projects
 - CR 42 watermain – completed 2023
 - CR 43 trunk watermain – completed 2024
 - CR 19 watermain – 2025/2026
- Watermain replacement – Town project
 - Centennial/Woodbridge – 2025 (ICIP-Green grant funding)
 - Southfield/Arbour – late 2024
 - Brouillette – 2025
- Tecumseh Hamlet SPA – Water servicing



Capital Program and Funding Strategy

- Capital Strategic Workshop 2022
- County and City Capital Programs
- Lifecycle Funding – 2025 allocation \$9.0M (\$250k increase)
 - Lifecycle annual funding target = \$9.9M
- NIL – 2025 allocation \$2,350,000 (\$200K increase)
 - Both LC and NIL annual targets to be updated in 2025 following 2024 DC Study and AMP v4
- Funding Mix – Use of Debt
 - Annual repayment limit / Net Debt : Own Revenues ~3%
- Grant and Partnership Funding



Capital Works Plans

- 5-Year Capital Plans – Approval for 2025 with forecast for 2026-2029
 - Recommendations for proposed projects follow budget
- Recreation and Cultural – SCM March 2022
 - Lacasse Ball Diamond – completed 2024
 - Cada Library Reno – completed 2024
 - Lakewood Park Amenities – planned 2025
 - Maidstone Recreation Centre – septic system and outdoor washrooms completed 2024
 - Sport Field Turf – Phase 1 completed 2024; Phase 2 planned 2025
 - Southfield Park Water Feature, Washroom, Trail – planned 2025



Capital Works Plans

- Public Works – SCM May 2022
 - Focus on development and growth opportunities
 - Tecumseh Hamlet SPA
 - Oldcastle Industrial and Business Park
 - Storm Pump Station Replacements/Enhancements
 - Scully/St. Mark's and P.J. Cecile
 - Trails
 - Lesperance Road CR 22 to CR 42 (3.1 km)
 - Lesperance Road Riverside to First (2.6 km)
 - MRSPA Stormwater Infrastructure
 - Accelerated at property owners' request



Capital Works Plans

- Over \$75M Capital Projects for 2025 and Contributing Funding
 - Scully and St. Mark's Storm Pump Station (DMAF and OCIF)
 - P.J. Cecile Storm Pump Station (DMAF and OCIF)
 - Tecumseh Hamlet SPA Water and Wastewater Servicing (HEWSF)
 - Lesperance Trail – Riverside to First (AFT)
 - Fire Aerial Truck
 - Lesperance right turn lane
 - Centennial/Woodbridge Watermain (ICIP-Green)
 - MRSPA Stormwater Infrastructure (HECS – applied/pending)
 - Southfield Park Water Feature, Washroom, Trail
 - Lakewood Park Washroom / Water Feature
 - Maidstone Recreation Centre
 - Transit Electric Fleet (RTSF)



Reserves Strategy

- Lifecycle Reserves and Reserve Funds
 - Funding sources for replacement
 - \$23M towards PW infrastructure projects in 2025
- Infrastructure Reserve
 - Funding source for new and/or enhanced infrastructure
 - \$7.5M towards Recreation/Community projects in 2025
- 2024 Year-End Reserves/Reserve Funds estimated balance - \$76M
 - Lifecycle / Infrastructure / Water / Wastewater
- 2025 Estimated Net Draw Reserves/Reserve Funds
 - \$23M



Reserves Strategy

- 2026-2029 Outlook
 - Continuance of Capital Works Plans of 2022
- Pressures
 - Annual expenditures well above average
 - Material and labour cost inflation
 - Construction industry capacity
 - Declining reserve balances



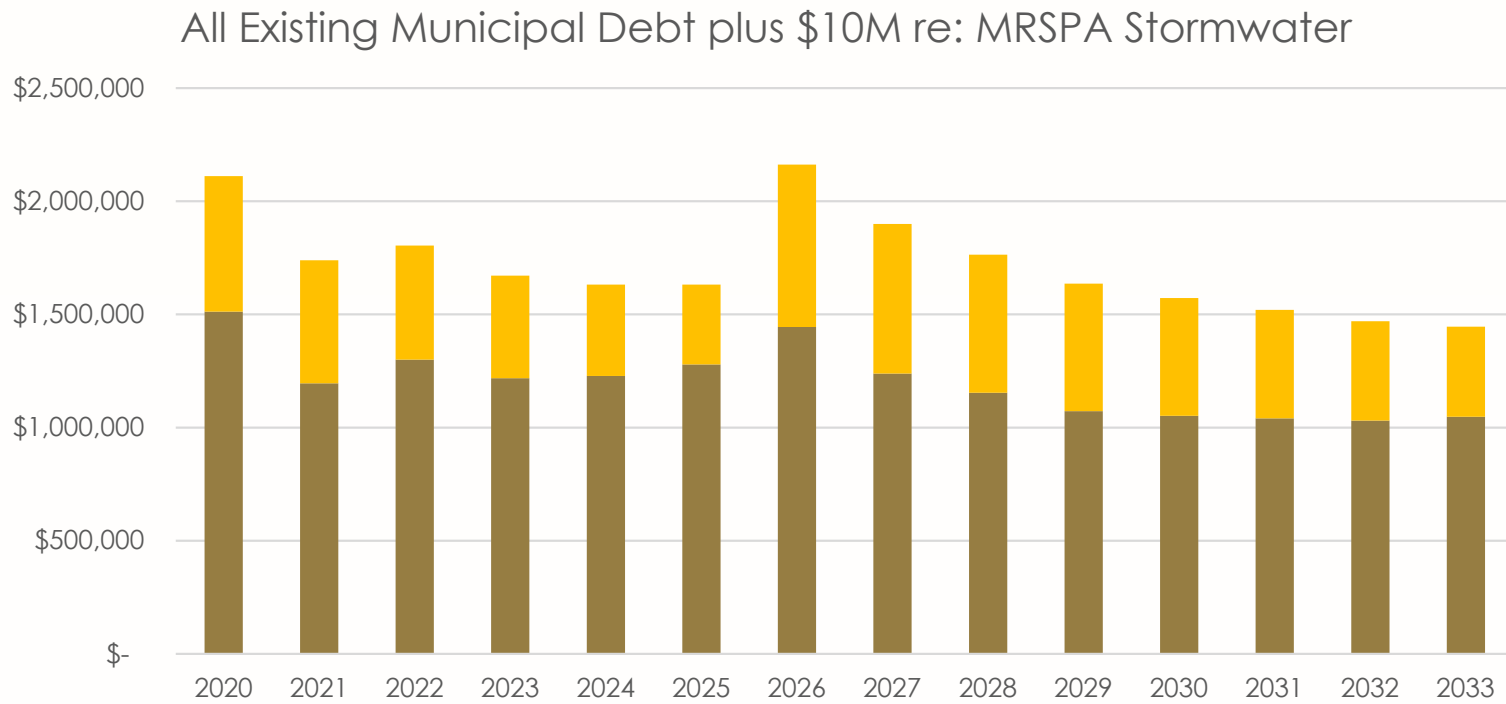
Reserves Strategy

- Mitigating Measures
 - Strength of Town's Lifecycle Program and Reserves provide flexibility
 - Grant and Partnership opportunities
 - Borrowing capacity
 - Declining interest rates
 - Developer option to finance and recover



Long-Term Debt

Estimated Change to Annual Debt Servicing Cost *



*Note: 2025 Proposed Budget does NOT include increase to General Tax Levy for Outlook years to accommodate borrowing. Borrowing in 2025 would initiate re-payments to commence in 2026. Estimated annual increase to debt servicing costs is \$745,000 in 2026, which may be funded through existing LC Storm allocation and expiring corporate Lifecycle Program debt.



Closing

- The 2025 Proposed Budget:
 - Incorporates Council's adopted capital works plans
 - Advances on Council and Community Strategic Priorities
 - Housing Accelerator Plan
 - Tecumseh Hamlet Secondary Plan Area Water and Wastewater Servicing (HEWSF grant support)
 - Proposes Fair Value Tax Rate Increase to Property Owners



Conclusion

- Public Engagement
 - PlaceSpeak opens December 11, 2024
- Budget Deliberations
 - SCM - January 14, 2025 @ 4:00 pm
 - SCM - January 21, 2025 @ 4:00 pm (if needed)
- Budget Approval
 - RCM – January 28, 2025 @ 7:00 pm



Discussion





**The Corporation of the
Town of Tecumseh**

Development Services

To: Mayor and Members of Council

From: Brian Hillman, Director Development Services

Date to Council: December 10, 2024

Report Number: DS-2024-40

Subject: Expanding Housing Choices and Improving Affordability
Housing Accelerator Fund (HAF)
Initiative 5 – Scheduling of Public Meeting to Amend Tecumseh
Road Main Street CIP:
New CIP Grants for Affordable Housing and
Expand CIP Area
OUR FILE: L11 FED

Recommendations

It is recommended:

That Report DS-2024-40, entitled “Expanding Housing Choices and Improving Affordability, Housing Accelerator Fund (HAF), Initiative 5 – Scheduling of Public Meeting to Amend Tecumseh Road Main Street CIP: New CIP Grants for Affordable Housing and Expand CIP Area” **be received;**

And that the scheduling of a public meeting, to be held in the first quarter of 2025, in accordance with the *Planning Act* for the purpose of seeking public and stakeholder input on a proposed amendment to the Tecumseh Road Main Street Community Improvement Plan (“Main Street CIP”) in order to introduce an Affordable Rental Housing Grant Program, to reintroduce the Building and Property Improvement Grant Program for eligible new affordable housing rental units, and to expand the Main Street CIP Area, **be authorized.**

Background

Tecumseh Housing Action Plan

In August of 2023, Council adopted a Housing Action Plan, incorporating new housing goals, targets and initiatives that would lead to comprehensive, long-term, positive changes to improve housing affordability and to broaden the range of housing choices available to Tecumseh residents.

Tecumseh Housing Accelerator Fund

In February 2024, the Town's Housing Accelerator Fund (HAF) Application received approval, and an agreement was entered into with CMHC setting out nine initiatives to be undertaken by the Town and their corresponding timelines and milestones – including HAF Initiative No. 5. This initiative is intended to identify and implement one or more incentives to facilitate and support the construction of new affordable rental housing in the Town's Tecumseh Road Main Street Community Improvement Plan ("Main Street CIP") Area. This CIP was adopted by Council in 2016, in accordance with Section 28 of the *Planning Act*. The Main Street CIP project area encompasses approximately 75 acres of land and more than 100 properties with a mix of residential and commercial buildings and uses, with several underutilized sites that are available for redevelopment and within easy access to the Town's transit system. Attachment 1 illustrates the location and extent of the Main Street CIP Area.

Larry Silani of MillerSilani Inc. assisted with background research and with the preparation of this Report. Mr. Silani will be in attendance as a delegate at the December 10, 2024, Regular Council Meeting to assist Administration with the review of this Report.

The purpose of this Report is to:

- 1) consider proposed amendments to the Main Street CIP to implement HAF Initiative No. 5;
- 2) recommend the reintroduction of the Building and Property Improvement Grant (BPIG) Program only for developments that include affordable rental housing units. In accordance with [Report DS-2022-16](#), Council had discontinued support for the original BPIG Program and directed that Administration establish criteria for the purpose of providing scoped BPIG grants to those residential development proposals that meet specific affordability criteria over a specified period of time;

- 3) recommend the southerly expansion of the Main Street CIP Area to incorporate an additional 92 properties totalling 21 acres.

Key Main Street CIP Developments to Date

One of the primary objectives of the Main Street CIP is to create opportunities and support the construction of new higher density apartment style residential buildings within the Town's "Downtown Core," where residents can live, work, shop and enjoy a broad range of services and amenities in a safe and inviting built environment. Since its adoption in 2016, 24 properties have received Main Street CIP grants resulting in the following key major improvements and developments:

- 1 residential subdivision totaling 48 dwelling units;
- 7 new apartment buildings totaling 323 dwelling units;
- 4,000 square feet of new commercial development;
- 10 building façade improvements to existing commercial buildings;
- 5 new/renovated residential units above existing commercial buildings; and
- 4 new outdoor sidewalk patios associated with commercial businesses.

Main Street CIP Change in 2022 – Discontinuation of BPIG Program

In April of 2022, by way of Report DS-2022-16, Council discontinued support for the Main Street CIP BPIG Program for grant applications received after April 26, 2022. The BPIG program was intended to promote the substantial development, intensification and/or improvement of commercial, institutional, multi-unit residential (greater than six units), and mixed-use buildings and properties within the CIP Area. The program enabled property owners to receive a 100 percent rebate of the municipal portion of the increased taxation generated by the improvements made to the building or property for a five-year period. This grant was committed to four properties comprising 311 units and has a total estimated value of \$1,674,020, which amounts to \$334,804 annually. These multi-unit buildings have been constructed and have resulted in an increased population within the CIP Area of approximately 500 people.

In addition, as part of Report DS-2022-16, detailed information was provided to Council with respect to the rationale for discontinuing this CIP program and establishing the expectations for a future Main Street CIP program that was more strategic in nature and

targeted towards providing incentives for affordable housing projects in the Town's "Downtown Core". As a result, Council also directed that Administration prepare a report with a revised BPIG Program that establishes criteria for the purpose of providing BPIG grants to those residential development proposals that meet specific affordability criteria over a specified period.

Potential Expansion of Main Street CIP Area

Given that amendments will be required to the Main Street CIP to incorporate the preceding proposed changes, it is an opportune time to also contemplate the merits of expanding the Main Street CIP Area. As noted previously, the current CIP project area encompasses approximately 75 acres of land and more than 100 properties comprising a mix of uses. To create greater opportunities for the introduction of additional housing choices in proximity to the downtown core incentivized by the preceding grant programs, additional lands are proposed to be added to the Main Street CIP Area. The proposed lands to be added total 21 acres comprising 92 properties (see Attachment 1).

Comments

Common Affordable Housing Criteria in CIPs

A review of Affordable Housing CIP best practices highlights the importance of the following criteria in considering financial grant programs for the provision of new affordable rental housing units:

- i) establishing that the new rental units would be subject to an agreement and must remain affordable for 25 years;
- ii) establishing that the maximum monthly rent must be at or below the affordable monthly rents established by the Province of Ontario through the issuance of a Bulletin. The most recent Provincially-issued affordable monthly rents for the Town of Tecumseh are: \$856 for a bachelor unit; \$1,055 for a 1-bedroom unit; \$1,253 for a 2-bedroom unit; and \$1,341 for a 3-bedroom unit; and
- iii) establishing the maximum amount of the CIP Grant that is available per eligible new affordable rental unit;
- iv) noting that in accordance with Provincial Legislation, eligible new affordable rental housing units are already exempt from paying a development charge and from paying parkland dedication requirements (i.e. cash-in-lieu of parkland fees); and

- v) establishing a capped funding amount and CIP program expiry date and establishing funding allocations/approvals are to be prioritized on a first-come, first-serve basis.

In accordance with the preceding criteria, it is recommended that a new Affordable Rental Housing Grant Program be added to the current support programs and incentives offered in the Main Street CIP to promote the construction of affordable rental units in the Main Street CIP Area. Based on the maximum available HAF funding of \$627,000 and the targeted amount of 14 affordable units in the CIP Area, the maximum grant would be \$44,785 per dwelling unit. The applications would have to be approved by Council and agreements entered into before February 5, 2028 in accordance with the HAF Agreement.

Revised BPIG Program

The original BPIG Program was intended to promote the substantial development, intensification and/or improvement of commercial, institutional, multi-unit residential (greater than six units), and mixed-use buildings and properties within the CIP Area. The program enabled property owners to receive a 100 percent rebate of the municipal portion of the increased taxation generated by the improvements made to the building or property for a five-year period.

At this time, to further entice and incentivize the construction of affordable housing rental units in the Main Street CIP Area, the BPIG Program is proposed to be revised so that it exclusively applies to development of new affordable rental units. Qualifying criteria would be the same as those noted previously for the proposed new Affordable Rental Housing Grant Program, with the additional requirement that the housing development would have a minimum of six rental units with 25% of the total units qualifying as affordable.

Expansion of Main Street CIP Area

As noted previously, the proposed lands to be added total 21 acres comprising 92 properties. These lands result in a “rounding out” and a logical extension of the current Main Street CIP Area. They are characterized by primarily older, lower density residential properties of sufficient size to support missing middle housing in conformity with the Town’s Official Plan. All these properties are within walking distance of the downtown core and are serviced by the Town’s transit system. Including them in the Main Street CIP Area will make them available to the CIP grant programs that are intended to, among other things, incentivize residential intensification and create greater housing choices and affordability.

Conclusion

It is believed that the combination of the proposed new Affordable Rental Housing Grant Program and the proposed revised BPIG Program will provide adequate financial incentives to improve the likelihood of affordable units being constructed in the Tecumseh Road Main Street CIP Area. In addition, the proposed expansion of the Main Street CIP Area allows more strategically located residential properties to also take advantage of the CIP grant programs.

Need for Public Meeting

The Planning Act establishes that Council shall have at least one public meeting prior to amendments that have the effect of adding grant funding programs to a CIP or expanding a CIP Area. Such a meeting offers an opportunity for public and stakeholder input. Accordingly, it is recommended that Council authorize the scheduling of a public meeting in the first quarter of 2025.

Consultations

Financial Services
Canada Mortgage and Housing Corporation (CMHC)
MillerSilani Inc.

Financial Implications

The Town's HAF application was approved and is providing \$4,383,110 in funding, approximately \$1,184,000 of which is to be used for the implementation of the Town's nine initiatives. As noted previously, \$627,000 would off set the cost of the proposed new CIP Affordable Rental Housing Grant Program.

The BPIG Program involves a 100 percent rebate of the municipal portion of the increased taxation generated by the improvements made to the building or property for a five-year period. After the 5-year period, the full municipal tax levy would be due on an ongoing basis.

The Council-approved 2024 Planning Services budget included line items that incorporate HAF funding to fund the costs being incurred by the Town to complete these initiatives.

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:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services & Local Economic Development

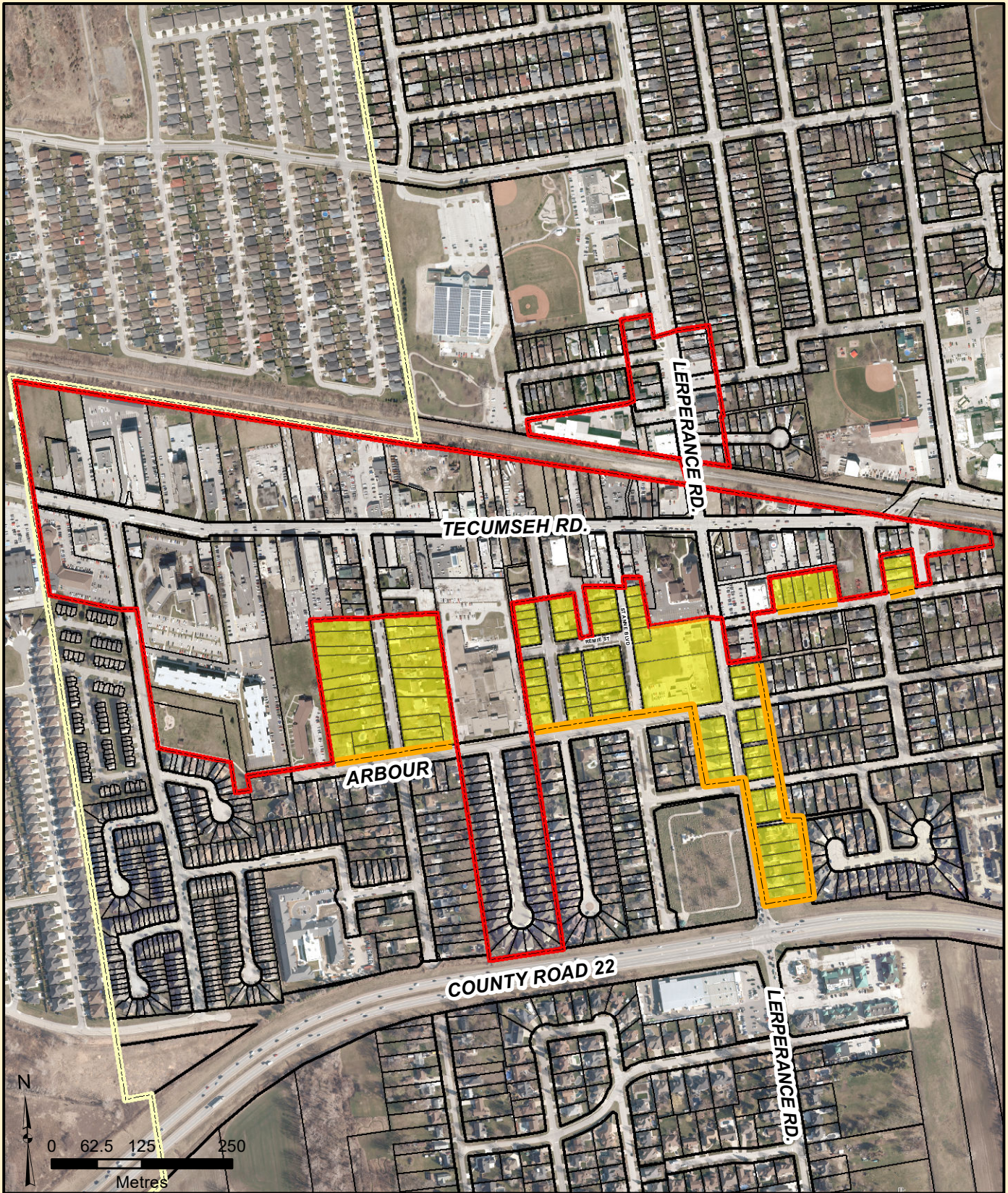
Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Development Services

Recommended by:




Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	CIP Area and Proposed Expansion



Prepared By:
Development Services

Legend:

-  CIP Area
-  Proposed Expansion to CIP Area
-  Municipal Boundary

Attachment 1, DS-2024-40
Housing Accelerator Fund (HAF)
Initiative 5 – New CIP Grants for Affordable Housing
CIP Study Area and Proposed Expansion



The Corporation of the Town of Tecumseh

Development Services

To: Mayor and Members of Council

From: Brian Hillman, Director Development Services

Date to Council: December 10, 2024

Report Number: DS-2024-41

Subject: Expanding Housing Choices and Improving Affordability,
Housing Accelerator Fund:
Initiative 6 - Additional Residential Unit (ARU) Guideline,
Initiative 7 – Elimination of Building Permit Fees for ARUs

Recommendations

It is recommended:

That Report DS-2024-41, entitled “Expanding Housing Choices and Improving Affordability, Housing Accelerator Fund: Initiative 6 - Additional Residential Unit (ARU) Guideline, Initiative 7 - Elimination of Building Permit Fees for ARUs” **be received**;

And that the document titled “Additional Residential Unit (ARU) Guideline, Town of Tecumseh”, dated December 10, 2024, **be received and endorsed**;

And that By-law 2024-096, which will eliminate building permit fees for Additional Residential Units (ARUs) from January 1, 2025 to December 31, 2027, or until such time that associated HAF funding is exhausted, **be approved**.

Background

Tecumseh Housing Action Plan

In August of 2023, Council adopted a Housing Action Plan, incorporating new housing goals, targets and initiatives that that would lead to comprehensive long-term positive

changes to improve housing affordability and to broaden the range of housing choices available to Tecumseh residents.

Tecumseh Housing Accelerator Fund

In February 2024, the Town's Housing Accelerator Fund (HAF) Application received approval, and a funding agreement was entered into with the Canada Mortgage and Housing Corporation (CMHC) setting out nine (9) initiatives to be undertaken by the Town and their corresponding timelines and milestones. HAF Initiatives 6 and 7 deal with facilitating the construction of Additional Residential Units (ARUs) in the Town. ARUs are deemed to be one of the forms of housing that provides more choice and affordability in the Town.

Comments

Initiative 6 – ARU Guideline

HAF Initiative 6 involves the preparation of a user-friendly ARU Guideline that: provides simple illustrations and information on how to add an ARU to a residential property; describes different types of ARUs; and addresses several topics that are commonly asked by the public.

Larry Silani of MillerSilani Inc. lead the preparation of the Town's first ARU Guideline, with illustrations provided by J.P. Thomson Architects Ltd. and graphic design provided by Mackenzie Vandenberg, Tecumseh Communications Officer (see Attachment 1). The intent of the ARU Guideline is to provide, in one document, pertinent information to homeowners and builders that will make it simpler to navigate the approval process along with links to relevant information and contacts. It is believed that the ARU Guideline will assist in facilitating the construction of additional ARUs in the Town.

In addition to the hard-copy version, a web-based version of the ARU Guideline will be placed on the Town's website. The ARU Guideline will be updated over time to ensure the content remains relevant and accurate.

Initiative 7 – Elimination of Building Permit Fees for ARUs

HAF Initiative 7 proposes to eliminate building permit fees for ARUs for a 3-year period. Accordingly, By-law 2024-096 is on the December 10, 2024, Regular Council Meeting agenda. It amends the current Building By-law, Schedule "3" - Administration Fees and Charges, by eliminating the permit fee for ARUs, effective January 1, 2025, to December 31, 2027, or until such time that associated HAF funding is exhausted. For a typical ARU at 650 square feet, the building permit fee would be \$812.50 based on the current permit fee of \$1.25 per square foot.

To compensate the Town, HAF funding will be used to offset any lost revenue because of the elimination of these permit fees.

As with the ARU Guideline, it is believed that the elimination of building permit fees for ARUs will assist in facilitating the construction of additional ARUs in the Town.

Next Steps

Town Administration recommends that Council endorse the ARU Guideline and adopt By-law 2024-096. Once endorsed, the ARU Guideline will be updated to include the preceding By-law number. The Guideline will be made available on the Town's website and hardcopies will be printed for distribution at Town Hall and other public-facing municipal buildings.

Consultations

Chief Building Official

Financial Services

Canada Mortgage and Housing Corporation (CMHC)

MillerSilani Inc.

Financial Implications

The Town's HAF application was approved and is providing \$4,383,110 in funding, approximately \$1,184,000 of which is to be used for the implementation of the Town's nine initiatives. As previously noted, HAF funding will be used to offset any lost revenue to the Town because of eliminating ARU permit fees.

The Council-approved 2024 Planning Services budget included line items that incorporate HAF funding to fund the costs being incurred by the Town to complete the nine initiatives.

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:

Brian Hillman, MA, MCIP, RPP
Director Development Services

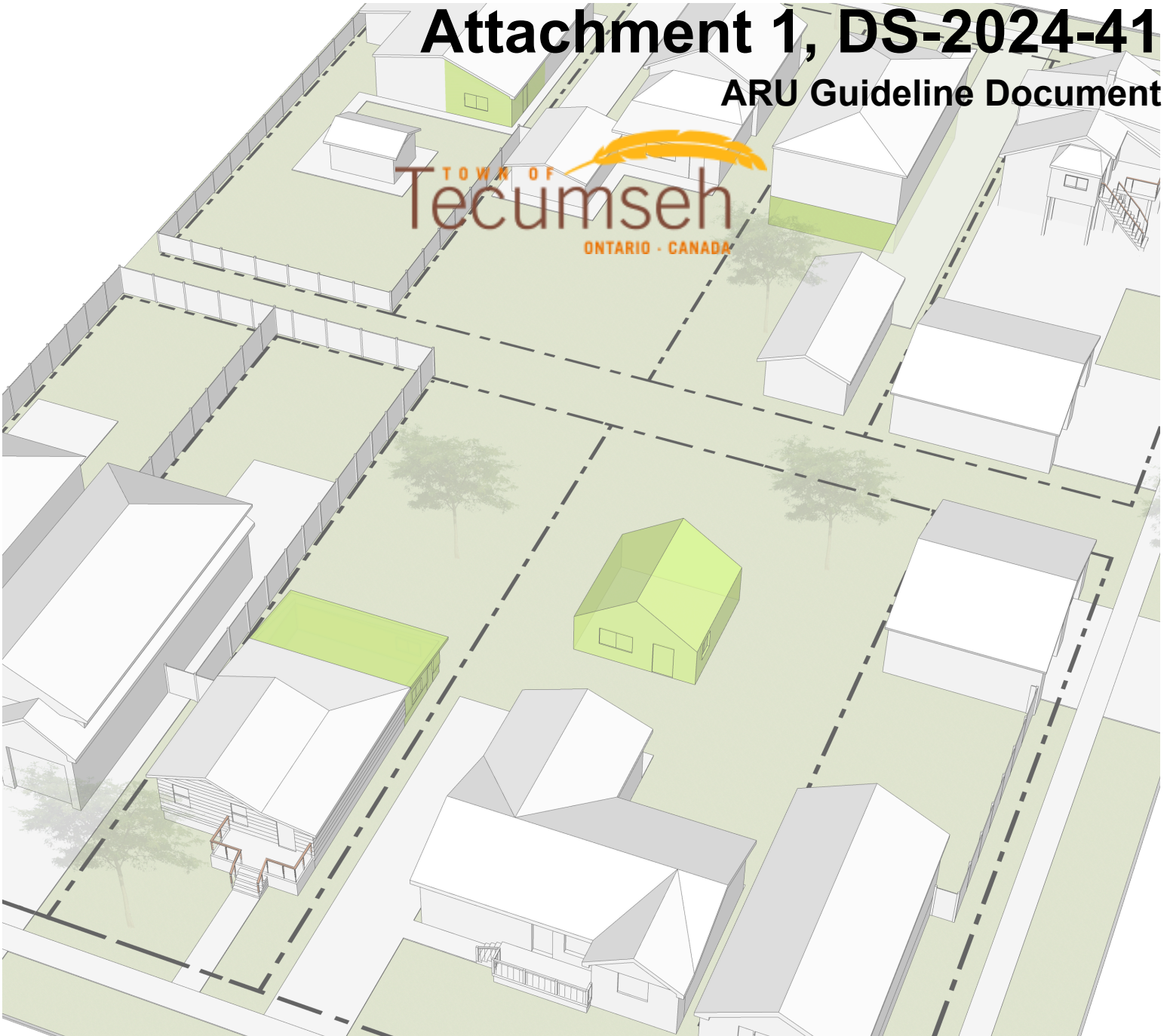
Reviewed by:

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.	Additional Residential Units Guideline, December 10, 2024



Additional Residential Unit (ARU) Guideline

TOWN OF TECUMSEH

1.0 What are additional residential units (ARUs)?

An ARU is a self-contained dwelling unit located within the same building, or on the same lot, as an existing residential unit. Self-contained means that it has its own kitchen and washroom facilities, and a separate entrance.

There are four (4) main types of ARUs including:

- interior conversion to an existing dwelling to create a new ARU;
- basement conversion in an existing dwelling to create a new ARU;
- building a detached stand-alone new ARU; and
- building an addition to existing dwelling to create a new ARU.

They can be located within the interior of the existing house (for example in the basement), in an existing garage, or by constructing a detached “tiny home” on the property or as an addition to a single detached, semi-detached, or townhouse dwelling.



2.0 How many ARUs can I have and where can they be built?

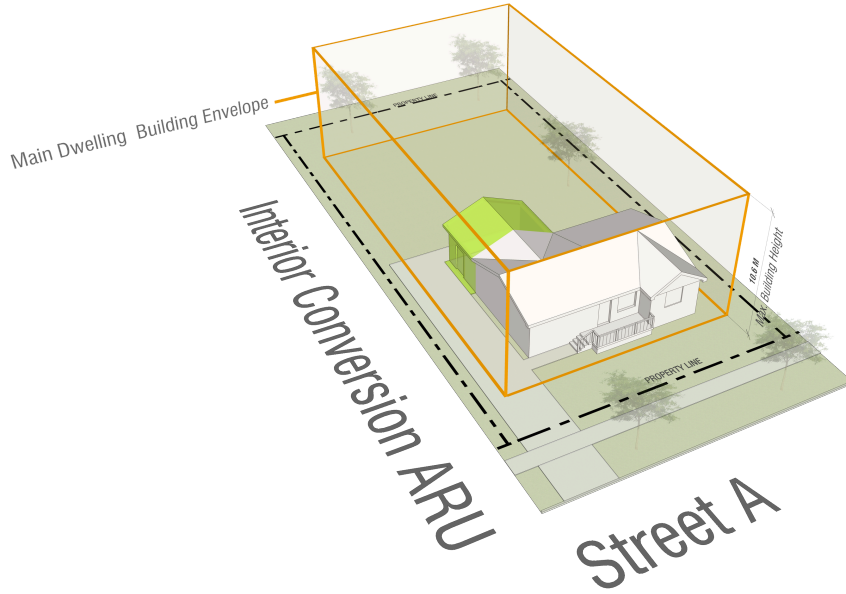
The Town of Tecumseh is encouraging this form of residential development to be constructed in the Town, to expand housing choices and to improve affordability for residents of all ages and income levels.

You can have up to 2 separate Additional Residential Units (ARUs) on a residential property where the zoning permits single detached dwellings, semi-detached dwellings, or street townhouse dwellings.

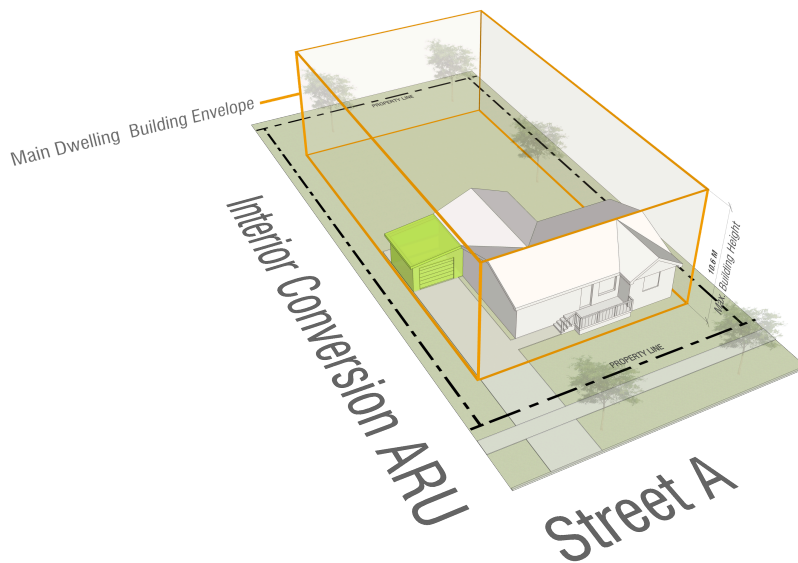
You can convert space in your existing home (including a basement, a 2nd floor, or an attached garage) to create a new ARU. You can also build an addition onto your existing home, or convert an existing detached garage, or build a new detached dwelling on your property, provided the new ARU meets the standards set out in the Ontario Building Code and the applicable zoning by-law regulations.

The following diagrams are intended to illustrate each of these ARU types and where they can be constructed on an existing residential lot in Tecumseh.

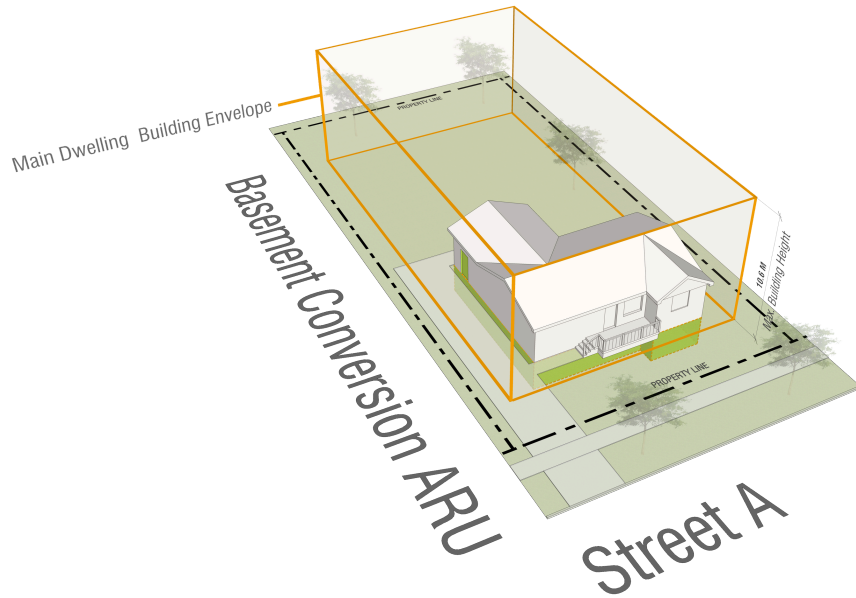
*Type 1a: Interior Conversion in Your Existing Home
to Create a new ARU*



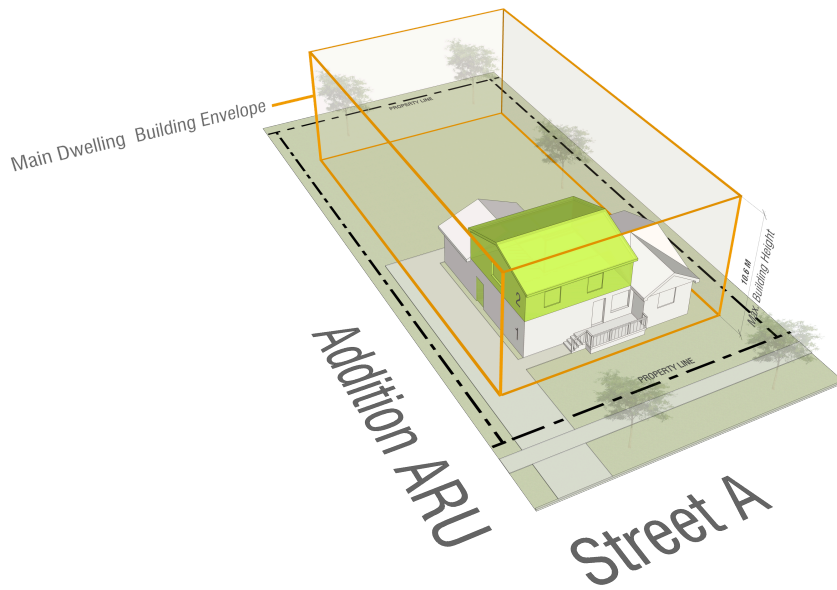
*Type 1b. Interior Conversion in Your Existing Attached
Garage to Create a new ARU*



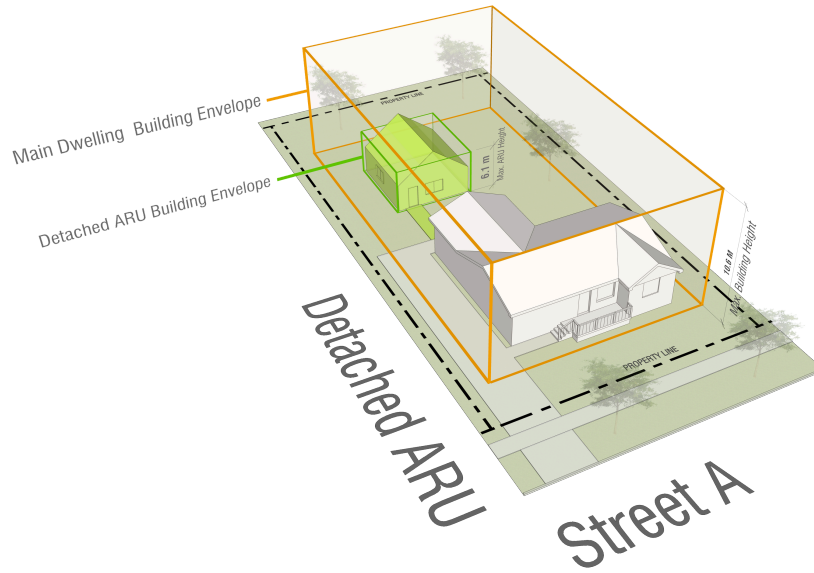
Type 2. Basement Conversion In Your Existing Home to Create a New ARU



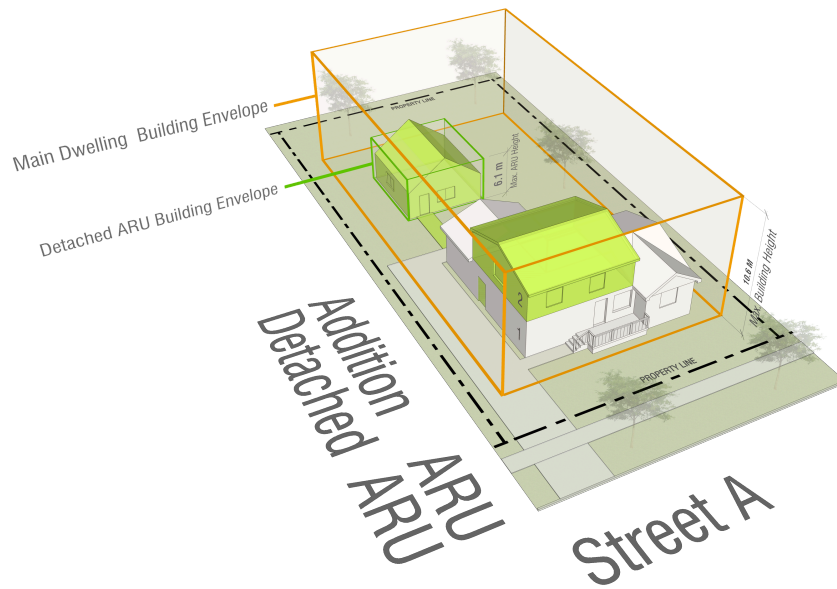
Type 3. Building An ARU As Part Of A New Addition To Your Existing Home



*Type 4. Building An ARU In A Detached Structure
On The Same Lot As Your Existing Home*



Type 5. Building 2 ARUs On The Same Lot As Your Existing Home



3.0 What About Zoning and Building Code Regulations?

The Town of Tecumseh currently has three (3) zoning by-laws – By-law 1746 (for the former Tecumseh area), By-law 2065 (for the former St. Clair Beach area), and By-law 85-18 (for the former Sandwich South area).

These zoning by-laws establish land use regulations that apply to any ARU building project, including detailed information about maximum floor area, building height, and required setbacks from property lines. Learn more about Tecumseh’s ARU zoning regulations by visiting www.tecumseh.ca/ARU.

A building permit is required for all ARU construction. The Ontario Building Code applies to the creation of all ARU units. It sets out requirements for building-related details including but not limited to room heights and sizes, fire separations, smoke alarms, window size and egress, plumbing, electrical, HVAC and lighting. The Building Code specifies the minimum size for any dwelling unit, whether it is existing or additional. For a bachelor style ARU (where the sleeping, living, dining, and kitchen areas are combined as one space) a minimum floor area of 13.5 square metres per OBC 9.5.8.1 is required.

4.0 What Fees and Costs Are Associated with ARUs?

There are costs associated with applying for and obtaining a building permit from the Town, purchasing building materials, undertaking site preparation/site alteration (as needed), extending water, electrical, sewage, and other utility service lines, and hiring any professionals needed to do the work. The following list is not comprehensive, and is subject to change depending on your specific circumstances, but some of the typical fees include:

Building Permit Fees

The cost of a building permit is determined by the size of the ARU, the amount of work done, and the type of building being constructed or renovated. For more information regarding ARU building permits, contact the Building Department by email at cwalter@tecumseh.ca or by phone 519-735-2184 ext. 103.

Public Works, Utility Connection/Inspection Fees

Permits will be required for water and sewage service inspections and for other utilities. For more information regarding public works fees and charges, please contact the Public Works Department at by email at jhenderson@tecumseh.ca or call 519-735-2184 ext. 166.

5.0 Are there any programs to help offset the cost of constructing a new ARU in the Town of Tecumseh?

On December 10, 2024 the Town of Tecumseh passed By-law _____ that exempted the construction of a new ARU on a lot that had an existing primary dwelling as of the date of passage of By-law _____ from the requirement to pay a building permit fee. This exemption is in effect until December 31, 2027, at which time building permit fees will be required to be paid to obtain a permit to construct a new ARU.

6.0 What do I need to submit to the Town to obtain a building permit for a new ARU?

Documents required for ARU within an existing house:

- Schedule 1 Designer Information Form filled out by a qualified designer.
- Existing floor plans for all floors within the house.
- Proposed architectural floor plans for the new ARU signed by the Schedule 1 designer.

Documents required for ARU with addition to existing house:

- Schedule 1 Designer Information Form filled out by a qualified designer.
- Proposed plan showing the location of the proposed addition.
- Existing floor plans for all floors within the house.
- Proposed architectural plans signed by the Schedule 1 designer including:
 - Proposed foundation and floor plans
 - Elevations
 - Wall/Building Sections
 - Floor joist and roof truss designs
 - Energy efficiency Design Summary (EEDS) form completed by the Schedule 1 designer.

Note: All required design drawings shall be to scale.

Documents required for converting an existing detached structure:

- Schedule 1 Designer Information Form filled out by a qualified designer.
- Proposed plan showing the location of the existing detached structure being converted to an ARU.
- Proposed architectural plans for the new ARU signed by the Schedule 1 designer including:
 - Proposed Floor Plan
 - Elevations
 - Wall/Building Sections
 - Energy Efficiency Design Summary (EEDS) form completed by the Schedule 1 designer.

Documents required when constructing a new detached ARU:

- Schedule 1 Designer Information Form filled out by a qualified designer.
- Proposed plan showing the location of the newly proposed detached ARU.
- Proposed architectural plans for the new detached ARU signed by the Schedule 1 designer including:
 - Proposed Foundation Plan
 - Proposed Floor Plan
 - Elevations
 - Wall/Building Sections
- Energy Efficiency Design Summary (EEDS) form completed by the Schedule 1 designer.
- Roof truss package complete with truss member reports stamped by a Professional Engineer and truss layout signed by the Schedule 1 designer. (Only required if using pre-engineered roof trusses)

Note: Additional documentation may be requested at time of application.

7.0 How do I connect to water, sewer, electricity, gas etc?

You will need to contact the appropriate service providers and, in some cases, a qualified professional that can advise if your current service connections can accommodate the increase in service use, or if you will need to pay to have your services upgraded. In most cases, you should be able to connect through the existing dwelling and/or directly to the street.

Listed below are some of the service providers:

- Town Water and Sewer: Email: jhenderson@tecumseh.ca or call 519-735-2184 ext. 166
- Electrical Services:
 - Essex Powerlines Corporation provides hydro service for customers located north of County Road 22. Phone: 519-737-6640
 - Hydro One provides hydro service for customers located south of County Road 22. Phone: 1-800-434-1235
- Natural Gas Services: Enbridge Gas Phone: 1-888-774 -3111.

8.0 Will my ARU affect my property taxes?

Yes, your property taxes will increase when you create an ARU. General information regarding assessment and property taxes is provided by the Municipal Property Assessment Corporation (MPAC).

You may contact MPAC at:

1695 Manning Road, Unit 195
Tecumseh (Ontario) N8N 0H5
Phone: 1-866-296-6722

9.0 Does my ARU need a separate address?

No, a new municipal address will not be required for ARUs created on the same property as an existing dwelling.

However, a new unit number must be created to ensure the safety of people residing in all dwelling units. A new unit number will be added to your existing property at the time that a building permit is issued for your new ARU unit.

10.0 Can an ARU be severed and sold separately?

An ARU provides an additional dwelling unit on a property where a primary dwelling unit already exists. It cannot be severed and sold separately from the primary dwelling unit.

11.0 Do I need to provide additional parking spaces for an ARU on my property?

In addition to the parking required for the primary dwelling on the property, one parking space for each additional ARU is required. For example, a single detached dwelling with a basement apartment ARU will require a total of 3 parking spaces on the property.

12.0 Do I need insurance on my ARU?

Yes. You will need to contact your individual property insurance provider for quotes and information on insurance coverage for your ARU.

13.0 Does my ARU need a separate address?

No, a new municipal address will not be required for ARUs created on the same property as an existing dwelling.

However, a new unit number must be created to ensure the safety of people residing in all dwelling units. A new unit number will be added to your existing property at the time that a building permit is issued for your new ARU unit.

CONTACT US

To get more information about building a new ARU on your existing property, please contact:

pdocherty@tecumseh.ca

519-735-2184 ext. 182

Website:

www.tecumseh.ca/ARU

Address:

917 Lesperance Road

Tecumseh, ON N8N 1W9



@TOWNOFTECUMSEH



Parkland Dedication By-law

Town of Tecumseh
December 10, 2024

Parkland Dedication



Purpose:

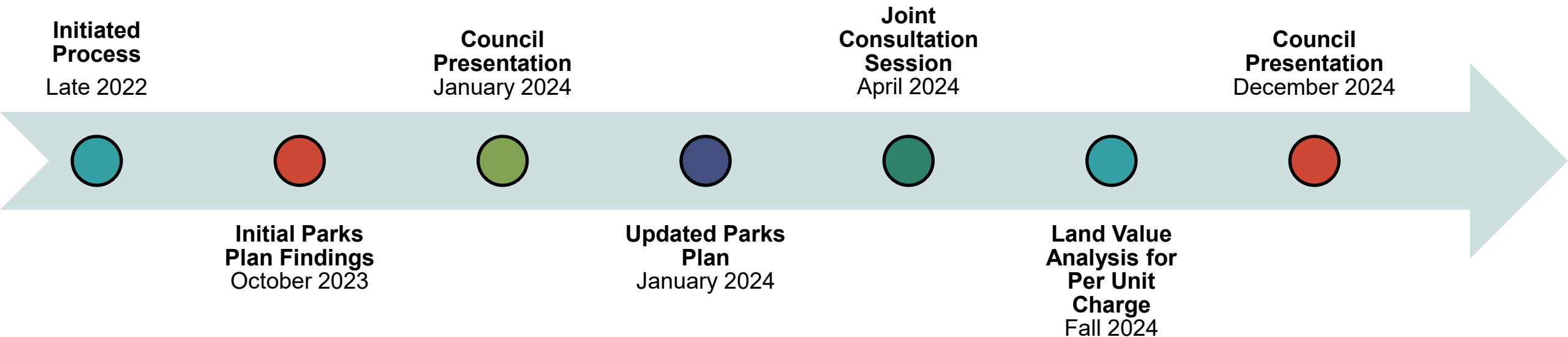
- Allows municipalities to grow their park systems in tandem with their community, providing essential parkland for their residents.
- The dedication of parkland may be required under *the Planning Act*
- Changes to the legislation via Bill 23 have reduced a municipality's ability to recover parkland/Payment-in-Lieu (PIL) and increased pressure on taxes through reductions in Development Charges



Overview of Parkland Dedication By-law Process



- 6 Municipalities in the County are reviewing/updating parkland dedication by-laws and policies
 - Essex, Kingsville, Lakeshore, LaSalle, Leamington, and Tecumseh



Parkland Dedication – *Planning Act*



S. 51.1 (S.53)

For subdivisions (Consents)

- No by-law required (impose as condition)
- 5% for res and institutional and 2% commercial/ industrial
 - Dedication
 - PIL
- Alternative rate for residential
 - Dedication (1ha for 600 units)
 - PIL (1ha for 1,000 units)
- Timing of PIL – day before approval of draft plan (provisional consent)

S. 42

For all development and redevelopment

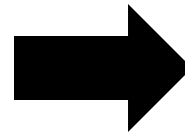
- by-law required
- 5% for res and institutional and 2% commercial/ industrial
 - Dedication
 - PIL
- Alternative rate for residential
 - Dedication (1ha for 600 units)
 - PIL (1ha for 1,000 units)
- Timing of PIL – day before building permit

Parkland Dedication – Current vs. Recommended Approach



Current Approach

Dedication and PIL	Residential	Non-residential
Parkland Dedication By-law?	MRSPA only	No
Consents	\$750 per lot	\$750 per lot
Subdivisions-Dedication	5%	2%
Subdivisions-PIL	5% at Agreement	2%
Other-Dedication	n/a	n/a
Other-PIL	n/a	n/a



Recommended Approach

Dedication and PIL	Residential	Non-residential
Parkland Dedication By-law?	Yes	Yes
Consents	\$ per unit (see next slide)	2% at Building Permit
Subdivisions-Dedication	5% or Alt Rate	2%
Subdivisions-PIL	\$ per unit (see next slide)	2% at Building Permit
Other-Dedication	5% or Alt Rate	2%
Other-PIL	\$ per unit (see next slide)	2% at Building Permit

Parkland Dedication – Per Unit Charge



- To simplify the process for the development community and administration, a per unit charge has been estimated.
 - Based on land value analysis undertaken by external appraiser
 - Propose to phase-in the calculated charges
 - Developing landowner may choose to get appraisal if they disagree with these charges

Unit Type	PIL per Unit January 1, 2025 to December 31, 2025	PIL per Unit January 1, 2026 to December 31, 2026	PIL per Unit January 1, 2027 onwards
Single-detached Rural	\$2,400	\$4,450	\$6,500
Single-detached Urban	\$5,100	\$9,450	\$13,800
Semi-detached and Multiples	\$1,300	\$2,400	\$3,500
Apartments	¹⁷³ \$500	\$950	\$1,400

Only change since consultation meeting

Parkland Dedication – Proposed Exemptions



- Town of Tecumseh buildings/structures
- All institutional development (including schools)
- Replacement of building where there is no increase in residential units or gross floor area
- Enlargement of a residential unit provided no additional units are added
- Enlargement of a non-residential structure by 50% or less
- Temporary uses
- Up to two additional residential units in a single, semi, or rowhouse (mandatory similar to DC exemptions)

Questions?





The Corporation of the Town of Tecumseh

Development Services

To: Mayor and Members of Council

From: Brian Hillman, Director Development Services

Date to Council: December 10, 2024

Report Number: DS-2024-42

Subject: New Parkland Dedication or Payment-In-Lieu By-law
OUR FILE: C01 PARKLAND

Recommendations

It is recommended:

That Report DS-2024-42, titled “New Parkland Dedication or Payment-In-Lieu By-law”, **be received;**

And that Parkland Dedication or Payment-In-Lieu By-law 2024-108, which establishes parkland dedication or payment cash-in-lieu rates for residential and non-residential development, in accordance with DS-2024-42, **be adopted.**

Background

Current Parkland Dedication Framework for Tecumseh

The *Planning Act* provides municipalities with the authority to impose conditions on development and redevelopment to receive parkland or payment-in-lieu thereof, as established by the following Sections:

- i) Section 42 provides the rules to be imposed at the time of building permit issuance (to be imposed by by-law);

- ii) Section 51.1 provides the rules to be imposed as a condition of approval of a plan of subdivision; and
- iii) Section 53 provides the rules to be imposed as a condition of consent.

Revenue generated from payment-in-lieu of parkland conveyance can be used for the acquisition of parkland or for other public recreational purposes throughout the municipality.

Currently, Tecumseh does not have a Town-wide Parkland Dedication or Payment-In-Lieu By-law ("Parkland Dedication By-law") but instead relies on the provisions of Sections 51.1 and 53 of the Planning Act in requiring a payment-in-lieu of parkland dedication of 5% for residential developments and 2% for non-residential developments which is valued and collected at the time of lot creation for plans of subdivision. The Town also has a policy of requiring a payment-in-lieu rate of \$750 per residential lot that is created by way of a consent to sever application which is also collected at the time of lot creation.

It is important to note that the collection of park fees at the time of lot creation is based on a lower land valuation, and therefore lower park fee, as compared to that which can be collected under Section 42 which allows for the valuation and collection of park fees at the time of building permit issuance. At this later stage, land values are higher due to the land being fully serviced, resulting in a higher park fee. A Parkland Dedication By-law is required before the provisions of Section 42 can apply.

Currently, the Town has only one Parkland Dedication By-law passed in accordance with Section 42 of the *Planning Act*, By-law 2015-68, which exclusively applies to the Manning Road Secondary Plan Area. This By-law establishes that a payment-in-lieu of parkland dedication shall be provided at a value of 2% for commercial and industrial lands and 5% for development of lands in all other zoning classifications and is valued and collected at the time of building permit issuance. The By-law was intended to provide a means of establishing the 10-acre central park identified in the Official Plan for this planning district and ensuring that the landowner upon which the park is to be located is provided fair compensation from the other benefiting developers. Given that the proposed new Parkland Dedication By-law will provide the same outcome, By-law 2015-68 is proposed to be repealed at the time of passage of the new by-law. The proposed new Parkland Dedication By-law would also provide for the option of a different approach that would have some of the plans of subdivision in MRSPA provide parkland dedication and others provide payment-in-lieu of parkland. The result would be the distribution of smaller parks throughout the planning area rather than having one central 10-acre park.

Review of Town's Parkland Dedication Policies

In November 2022, changes to the *Planning Act* via *Bill 23, More Homes Built Faster Act, 2022* were introduced which affected parkland dedication and cash-in-lieu of parkland. Accordingly, Watson & Associates Economists Ltd. ("Watson") was retained by the Town to undertake a review and analysis of the Town's current parkland policies in the context of Bill 23 and to recommend a new Parkland Dedication By-law. Six of the seven County municipalities also engaged Watson to undertake these tasks, resulting in similar processes and draft By-law terminology.

Based on the recommendation of Report [DS-2024-01](#), Council passed Motion SCM-07/24 at the January 23, 2024, Regular Council Meeting, which included the following:

"That the Memorandum entitled "Parks Plan – Parkland Dedication and Payment-in- Lieu of Parkland Analysis," dated January 25, 2024, as prepared by Watson & Associates Economists Ltd., **be received**;

And further that Administration **be directed**, with the assistance of Watson & Associates Economists Ltd., to undertake public engagement to review a draft Parkland Dedication By-law to regulate the dedication of parkland or the payment-in-lieu thereof as a condition of development or redevelopment to implement the changes made by Bill 23, as presented at the January 23, 2024 Special Council Meeting and in accordance with DS-2024-01."

Comments

Public/Agency Consultation

The adoption of a new Parkland Dedication By-law requires public consultation in accordance with the *Planning Act*. The *Planning Act* requires a municipality to consult with persons and public bodies as the municipality considers appropriate. Watson recommended a joint consultation meeting be held for the six local municipalities that had retained their services to update their Parkland Dedication By-laws.

Accordingly, the municipalities of Tecumseh, Essex, Kingsville, Lakeshore, LaSalle and Leamington held a joint in-person/virtual public consultation session on April 4, 2024. The session was advertised by each participating municipality and circulated to the Windsor Home Builders Association as well as the Heavy Construction Association and local school boards.

Summary of Consultation

The session included members of the development community, the public and Administration and some Councillors from the participating municipalities. Roughly 20

people attended the session. Daryl Abbs, Managing Partner with Watson made a presentation regarding the project to explain the methodology used when preparing the draft by-laws, followed by a question-and-answer period. The summary table below lists the comments and questions received at the meeting. No additional feedback regarding the proposed by-law has since been received.

Question/Comment	Feedback Provided
Are school boards exempt from having to pay Parkland Dedication Fees?	All by-laws will exempt those school boards with a shared use agreement for recreational services between the municipality and the individual school.
Why are the land values different between the municipalities? Can the municipalities look at a reasonable range among all areas?	Fees are based on land values as per the <i>Planning Act</i> . Land values differ among the municipalities and were estimated using MPAC data.
Can a copy of the PowerPoint Slide Deck be shared?	One was shared with the registered participants.

Following the session, and after further discussion by all municipal representatives, and as means to ensure accuracy, an appraiser was commissioned to provide updated land value data by municipality.

Proposed Parkland Dedication By-law

As has been noted, the proposed Parkland Dedication By-law will be an important tool for the municipality to collect adequate parkland and secure the required funds for additional parks identified within the Town’s policy documents. The proposed Parkland Dedication By-law establishes how the Town collects these fees and acquires land in a manner that is consistent with Provincial legislation. In the absence of a Parkland Dedication By-law that governs how parkland and cash-in-lieu of parkland is to be

collected, the municipality limits its ability to effectively build its park system on pace with new development.

Mr. Daryl Abbs of Watson will be attending the December 10, 2024, Regular Council meeting as a delegation and will provide a brief overview of the process, legislation and proposed Parkland Dedication By-law.

Schedule A to the Parkland Dedication By-law establishes the per unit rate for parkland dedication when cash-in-lieu is required. These rates were derived based on land values established through an appraisal, which calculated the average current market values for low, medium and high-density residential lands in each municipality. Given that the new rates represent a significant departure from the parkland fees currently collected, Administration from the six participating municipalities are recommending a three-year phase-in for the new rates to allow an adjustment period for the building community. This phased-in approach for Tecumseh would result in the following park fee per unit for residential development, paid at the time of building permit issuance:

Unit Type	PIL per Unit January 1, 2025 to December 31, 2025	PIL per Unit January 1, 2026 to December 31, 2026	PIL per Unit January 1, 2027 onwards
Single-detached Rural	\$2,400	\$4,450	\$6,500
Single-detached Urban	\$5,100	\$9,450	\$13,800
Semi-detached and Multiples	\$1,300	\$2,400	\$3,500
Apartments	\$500	\$950	\$1,400

The proposed Parkland Dedication By-law establishes that the residential rates shall be indexed by the Statistics Canada New Housing Price Index annually on January 1st of each year, commencing January 1, 2026. To ensure that rates remain reflective of current market conditions, Administration will undertake a review of the By-law and associated land values every five years.

A comparison of rates between municipalities in Essex County for single detached urban units is provided in Attachment 1. The rates for other unit types are similar between the municipalities and have therefore not been provided.

It is important to note that most of the new greenfield development is currently anticipated to proceed by the dedication of actual parkland to the Town and not by cash-in-lieu of parkland. More specifically, the location and size of parkland has been pre-determined in the draft Tecumseh Hamlet Secondary Plan (which will ultimately be incorporated into the Official Plan) and in the Manning Road Secondary Plan Area

(which currently includes a centrally designated park in the Official Plan). These parks will come into the ownership of the Town at the time of subdivision approval and through agreements. Accordingly, most of the new, greenfield development in the Town will not pay a park fee as the Town will be taking land for park purposes.

The bulk of residential infill development in existing developed areas of the Town has recently been of a more intensive nature, comprising semis, townhomes and apartments. The park fee that is proposed to apply to these units is like those proposed for other municipalities in Essex County. Single-detached units as infill in existing development areas has become much rarer. The By-law establishes that where an existing home is demolished and a new one constructed, there is no payment of a park fee.

Administration is recommending that Council adopt the new Parkland Dedication By-law, which will be placed on the December 10, 2024, Regular Council Meeting agenda as By-law 2024-108. If adopted, a notice of by-law adoption will be circulated.

Consultations

Community & Recreation Services
Financial Services
Watson & Associates Economists Ltd.
County of Essex Municipalities

Financial Implications

Funds from cash-in-lieu of parkland dedication will be held in the Town's Parkland Dedication reserve account and used in accordance with the requirements of the *Planning Act*.

The new Parkland Dedication By-law is being proposed to adequately develop the municipal parkland system as planned. If the by-law is not supported, the funds to grow and enhance the parkland system will need to be subsidized by the municipal tax base.

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:

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

Reviewed by:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services & Local Economic Development

Reviewed by:

Beth Gignac, BA Hons
Director Community & Recreation Services

Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Development Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1	Comparison of Park Fees for Single Detached Urban Units in Essex County Municipalities

Attachment 1, DS-2024-42

Summary of Per Unit Charge for Single-Detached Unit (Urban) in Each Municipality (as per appraisal report)

Municipality Single-Detached Unit (Urban)	PIL per Unit January 1, 2025 to December 31, 2025	PIL per Unit January 1, 2026 to December 31, 2026	PIL per Unit January 1, 2027 onwards
Essex	\$4,000	\$6,700	\$9,400
Kingsville	\$4,000	\$6,550	\$9,100
Lakeshore	\$3,800	\$5,550	\$7,300
LaSalle	\$5,900	\$9,850	\$13,800
Leamington	\$3,200	\$5,250	\$7,300
Tecumseh	\$5,100	\$9,450	\$13,800



November 28, 2024

The Right Honourable Justin Trudeau
Office of the Prime Minister
80 Wellington Street
Ottawa, ON K1A 0A2

Dear Prime Minister Trudeau:

**The Regional
Municipality of
Durham**

Corporate Services
Department –
Legislative Services
Division

605 Rossland Rd. E.
Level 1
PO Box 623
Whitby, ON L1N 6A3
Canada

905-668-7711
1-800-372-1102

durham.ca

**Alexander Harras
M.P.A.
Director of
Legislative Services
& Regional Clerk**

**RE: Motion Requesting the Redistribution of the Provincial
Land Transfer Tax and GST to Municipalities for
Sustainable Infrastructure Funding, Our File: C00**

Council of the Region of Durham, at its meeting held on November 27, 2024, passed the following resolution:

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development;

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment;

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities;

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs;

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers;

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

1. Now Therefore Be It Hereby Resolved That The Regional Municipality of Durham Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities;
2. Be It Further Resolved That The Regional Municipality of Durham Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities;
3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs;
4. Be It Further Resolved That the province be reminded it has been asked by AMO and municipalities to develop a new and comprehensive funding arrangement with municipalities including the housing affordability taskforce recommendations;
5. Be It Further Resolved That a copy of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and
6. Be It Further Resolved That a copy of this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

Alexander Harras

Alexander Harras, M.P.A.
Director of Legislative Services & Regional Clerk
AH/tf

- c: Hon. D. Ford, Premier, Province of Ontario
Hon. P. Bethlenfalvy, Ontario Minister of Finance, MPP,
Pickering/Uxbridge
Hon. P. Calandra, Minister of Municipal Affairs and Housing

Hon. M. Holland, MP, Ajax
J. Jivani, MP, Durham
J. Schmale, MP, Haliburton/Kawartha Lakes/Brock
P. Lawrence, MP, Northumberland/Peterborough South
C. Carrie, MP, Oshawa
J. O'Connell, MP, Pickering/Uxbridge
R. Turnbull, MP, Whitby
P. Barnes, MPP, Ajax
L. Coe, MPP, Whitby
J. French, MPP, Oshawa
Hon. T. McCarthy, MPP, Durham
Hon. D. Piccini, MPP, Northumberland/Peterborough South
L. Scott, MPP, Haliburton/Kawartha Lakes/Brock
Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities
A. Burgess, Director, Communications and Engagement
B. Hannelas, Manager, Corporate Initiatives and Government
Relations

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000



Ontario

234-2024-5434

November 28, 2024

Dear Head of Council:

Through the *More Homes Built Faster Act, 2022*, changes were made to the *Planning Act* to accelerate implementation of the province's additional residential unit (ARU) framework. These changes allowed "as-of-right" (without the need to apply for a rezoning) the use of up to 3 units per lot in many existing residential areas (i.e., up to 3 units allowed in the primary building, or up to 2 units allowed in the primary building and 1 unit allowed in an ancillary building such as a garage).

To support implementation of ARUs, the *Cutting Red Tape to Build More Homes Act, 2024*, made further changes to the *Planning Act* to provide me, as the Minister of Municipal Affairs and Housing, with broader regulation-making authority to remove municipal zoning by-law barriers that may be limiting the development of ARUs.

Following consultation on the Environmental Registry of Ontario, our government has taken further action to tackle the housing supply crisis and reach our goal of building more homes by amending [Ontario Regulation 299/19 – Additional Residential Units](#) to remove certain municipal zoning by-law barriers. These changes took effect upon filing.

These changes will help to facilitate the creation of ARUs, such as basement suites and garden suites, by eliminating barriers including maximum lot coverage, angular planes, floor space index (FSI), minimum separation distances and minimum lot sizes on parcels of urban residential land subject to the ARU framework in the *Planning Act*. More information on these changes can be found through [Environmental Registry of Ontario posting 019-9210](#).

It is my expectation that municipalities will respect these regulatory changes and the intent behind them. I will not hesitate to use my available powers to ensure these changes to the *Planning Act* are allowed to support our goal of building more homes.

We will continue working with our municipal partners to achieve our goal of building the homes that Ontarians need.

Sincerely,



Hon. Paul Calandra
Minister of Municipal Affairs and Housing

c. Martha Greenberg, Deputy Minister

Jessica Lippert, Chief of Staff to Minister Calandra

Chief Administrative Officer
Office of The Clerk

November 29, 2024

**Sent via email to: premier@ontario.ca; minister.mah@ontario.ca;
ministerenergy@ontario.ca**

Premier of Ontario

Legislative Building
Queen's Park
Toronto, ON M7A 1A1

The Honourable Paul Calandra

Minister of Municipal Affairs and Housing
17th Floor, 777 Bay Street
Toronto, ON M7A 2J3

The Honourable Stephen Lecce

Minister of Energy and Electrification
10th Floor, 77 Grenville Street
Toronto, ON M7A 2C1

**RE: Guelph City Council Resolution to Enable Municipalities to Charge Fees
for use of Municipal Property by Gas Utilities**

Dear Premier Ford, Minister Calandra and Minister Lecce,

Guelph City Council at its meeting held on November 26, 2024 passed a resolution regarding the ability of municipalities to charge gas utilities for their use of municipal property, which included the following motions:

1. That Council request the Province of Ontario to amend section 9 of Regulation 584/06 under the Municipal Act, 2001, to permit municipalities to charge fair fees to for-profit gas utilities for their use of public property, as municipalities do in most other provinces.
2. That Council direct staff, to the satisfaction of the DCAO of IDE, to negotiate a Franchise Agreement with the gas distribution company that:
 - a. will allow the City of Guelph to charge fees for use of public property if and when Ontario Regulation 584/06 is amended to allow such charges,
 - b. will ensure that the City of Guelph is not liable to pay for any gas infrastructure relocations needed due to conflicts with municipal infrastructure, and
 - c. will ensure future charges for use of municipal property is not passed on to Guelph customers of the gas distribution company.
3. That the City of Guelph supports, in principle, the Bill 219, "No Free Ride for Fossil Fuels Act, 2024" tabled November 4, 2024 by Guelph MPP Mike Schreiner.

City Hall
1 Carden St
Guelph, ON
Canada
N1H 3A1

T 519-822-1260
TTY 519-826-9771

Across most of Canada, municipalities charge for-profit gas utilities fees for the use of municipal property. This revenue supports municipalities in managing abandoned gas distribution infrastructure and any conflicts with municipal infrastructure without increasing the financial burden on property taxpayers. However, in Ontario, Section 9 of *O.Reg. 584/06* under the *Municipal Act, 2001* prohibits municipalities from charging for-profit gas utilities these fees. If the charging of these fees is permitted, revenues would provide much needed funding towards essential City services and programs, and support the City in funding any future work associated with gas distribution infrastructure.

As Guelph seeks to renew its Franchise Agreement, which sets out the conditions for the use of municipal property by the gas distribution company, there is an opportunity to review the compensation framework for municipalities across Ontario. Many sectors and individuals are increasingly transitioning away from natural gas in favour of cleaner and carbon-free technologies, and Guelph Council believes municipalities should not be locked in to long-term agreements which limit the ability of municipalities to receive fair compensation from for-profit gas distribution companies.

As such, Guelph City Council requests the Province of Ontario amend section 9 of *O.Reg. 584/06* under the *Municipal Act, 2001*, to permit municipalities to charge fees to for-profit gas utilities for their use of public property. Additionally, Guelph City Council would like to express its support, in principle, for Bill 219 – the *No Free Ride for Fossil Fuels Act, 2024*, which would enshrine the right of municipalities to charge fees under the *Municipal Act, 2001*, and the *City of Toronto Act, 2006*.

Sincerely,

Intergovernmental Services on behalf of Guelph City Council

Chief Administrative Office

intergovernmental.relations@guelph.ca

City Hall, 1 Carden Street, Guelph ON N1H 3A1

519-822-1260 x5602

TTY: 519-826-9771

CC: Mike Schreiner, Member of Provincial Parliament for Guelph;
Ontario's Big City Mayors
Association of Municipalities of Ontario
All Ontario Municipalities



29 November 2024

The Hon. Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

RE: Resolution - Support for Provincial Absorption of OPP Costs

Dear Premier Ford,

Please be advised that the Council of the Corporation of the Township of Lanark Highlands passed the following resolution at their regular meeting held November 26th, 2024:

Moved by Councillor Kelso

Seconded by Reeve McLaren

THAT, the Council of the Township of Lanark Highlands expresses its support for the resolution from the Town of Midland, advocating for the full absorption of Ontario Provincial Police (OPP) costs into the provincial budget, eliminating cost recovery from municipalities;

AND THAT, a copy of this resolution be circulated to the Premier of Ontario, the Ministry of the Solicitor General, the Ministry of Finance, the Association of Municipalities of Ontario (AMO), and all municipalities across Ontario for their information and consideration.

Resolved

Sincerely,

Nicole Guthrie
Clerk

Encls.

c.c. The Solicitor General
Minister of Finance
Association of Municipalities
All Ontario Municipalities

THE CORPORATION OF THE
TOWN OF MIDLAND



575 Dominion Avenue
Midland, ON L4R 1R2
Phone: 705-526-4275
Fax: 705-526-9971
info@midland.ca

November 7, 2024

Premier Ford
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Via email: premier@ontario.ca

Dear Premier Ford:

Re: Sustainable Funding for Small Urban Municipalities

At its November 6, 2024 Regular Council Meeting the Council for the Town of Midland passed the following Resolution:

WHEREAS it is apparent that the Ontario Government has overlooked the needs of Ontario's small urban municipalities; and

WHEREAS Ontario's small urban municipalities face insurmountable challenges to fund both upfront investments and ongoing maintenance of their capital assets including roads, water/ wastewater and municipally owned buildings including recreational facilities, libraries and other tangible capital assets; and

WHEREAS an increase of 26% one year, which is a million dollars (roughly 4% tax increase) for Midland and is something never projected;

NOW THEREFORE IT IS RESOLVED THAT The Town of Midland call on the Ontario Government to immediately implement sustainable funding for small urban municipalities by reabsorbing the cost of the Ontario Provincial Police Force back into the provincial budget with no cost recovery to municipalities; and

FURTHER THAT the OPP Billing Model be referred to the Auditor General for review; and

FURTHER THAT Council direct Staff to circulate this resolution to Premier Doug Ford (premier@ontario.ca), Minister of Solicitor General, Minister of Finance, and to the Association of Municipalities of Ontario (amo@amo.on.ca) and all Municipalities in Ontario.

Thank you.

Yours very truly,

THE CORPORATION OF THE TOWN OF MIDLAND

Sherri Edgar

Sherri Edgar, AMCT
Municipal Clerk
Ext. 2210

cc.

MPP, Simcoe North, Jill Dunlop jill.dunlopco@pc.ola.org
Minister of the Solicitor General, Sylvia Jones sylvia.jones@pc.ola.org
Minister of Finance, Peter Bethlenfalvy peter.bethlenfalvyco@pc.ola.org
Association of Municipalities of Ontario (AMO) resolutions@amo.on.ca
All Municipalities in Ontario

Good day Elected Official,

For many years, we have advocated for our fair share of funding from both Provincial and Federal governments. Through FCM and AMO, we've pushed for reforms and for sustainable, predictable funding for municipal infrastructure. With both Provincial and Federal elections approaching, I believe it's time for us to unite and propose a solution for municipalities' fair share.

As we're asked to meet growth targets, our municipalities urgently need predictable, long-term funding to support critical infrastructure, including roads, bridges, and public transit. We need all levels of government to collaborate on a solution that doesn't rely solely on property taxes to fund essential infrastructure in our communities. That's why we're calling on the Province to allocate a portion of the Land Transfer Tax, and on the Federal Government to allocate a portion of the GST from new home sales-no new taxes, just a fair distribution of our own funds for our communities!

Bellow is a Motion I respectfully ask you to bring forward at your council.

This motion ensures that we have the resources to build and maintain the infrastructure that keeps our municipalities running smoothly, without increasing property taxes.

Please consider adding this Motion to your Council agendas. It is essential that our collective voices are heard. Local governments deserve predictable, long-term funding to support critical infrastructure. Together, we can build a brighter future for all Ontarians.

Motion: Request the Redistribution of the Provincial Land Transfer Tax and GST

to Municipalities for Sustainable Infrastructure Funding

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on

property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

*1. Now Therefore Be It Hereby Resolved That **_Municipality_** Council formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and*

*2. Be It Further Resolved That **_Municipality_** Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and*

3. Be It Further Resolved That this redistribution of the Land Transfer Tax and GST

should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

4. Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

5. Be It Further Resolved That copies of this resolution be forwarded to a/1444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) for their endorsement and advocacy.

Regards,

Tom Mrakas

Mayor Town of Aurora

416-543-1624



Policies and Priorities Committee Meeting

Minutes

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

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

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

A. Roll Call

B. Call to Order

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

C. Land Acknowledgement

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

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

D. Disclosure of Pecuniary Interest

E. Delegations

1. Customer Service Annual Report for 2024

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

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

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

Motion: PPC - 17/24

Moved By Councillor Rick Tonial
Seconded By Councillor James Dorner

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

Carried

F. Communications

There are no Communication items presented to the Committee.

G. Reports

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

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

The Mayor opens the floor to questions from the Members.

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

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

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

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

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

Motion: PPC - 18/24

Moved By Councillor Rick Tonial

Seconded By Councillor Tania Jobin

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

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

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

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

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

Carried

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

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

The Mayor opens the floor for questions from the Members.

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

Motion: PPC - 19/24

Moved By Councillor Brian Houston

Seconded By Councillor Rick Tonial

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

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

Carried

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

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

Motion: PPC - 20/24

Moved By Deputy Mayor Joe Bachetti

Seconded By Councillor Brian Houston

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

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

Carried

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

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

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

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

The Mayor opens the floor to questions from the Members.

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

Motion: PPC - 21/24

Moved By Councillor Brian Houston
Seconded By Councillor Rick Tonial

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

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

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

Carried

H. Unfinished Business

There are no unfinished business items presented to the Committee.

I. New Business

Town Council Christmas Cards

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

J. Next Meeting

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

K. Adjournment

Motion: PPC - 22/24

Moved By Councillor Brian Houston

Seconded By Councillor James Dorner

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

Carried

Gary McNamara, Mayor

Robert Auger, Clerk



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number:	134
Effective Date:	December 10, 2024
Supersedes:	N/A
Approval:	
Subject:	Asset Retirement Obligations

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:
- 3.1.1 Assets with legal title held by the Town;
 - 3.1.2 Assets controlled by the Town; and
 - 3.1.3 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:

- (a) there is a legal obligation to incur retirement costs related to a TCA;
- (b) the past transaction or event resulting in this obligation has already occurred;
- (c) it is expected that the Town will have to give up future economic benefits; and
- (d) 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:

- (a) agreements or contracts;
- (b) legislation of another government;
- (c) the Town's own legislation; and
- (d) 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:

- (a) Acquisition:

Original costs to acquire, construct or develop a TCA.

(b) 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.

(c) Maintenance:

Costs relating to routine maintenance of a TCA. These costs shall be expensed as incurred.

(d) 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.

(e) Catastrophic Events:

Costs resulting from catastrophic events such as flooding or fires.

(f) Repurposing:

Costs relating to the preparation of a TCA for an alternate use.

(g) 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.

(h) Improper Use:

Costs caused by improper use of an asset.

(i) 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:

- (a) Third party proposals and quotes;
- (b) External quotes and market data on costs of similar activities; and
- (c) 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:

- (a) Revisions to the useful life of the TCA;
- (b) New information on the cost of the ARO activities;
- (c) New, more cost-effective technologies; and
- (d) 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:

- (a) Asset retirement costs should be deducted from the ARO liability as the related cash flows are incurred; and
 - (b) 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:
 - 5.1.1 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;
 - 5.1.2 Assisting in the preparation of cost estimates for retirement obligations;
 - 5.1.3 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
 - 5.1.4 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:

- 5.2.1 The development and adherence to policies for asset retirement obligations in accordance with PS 3280;
- 5.2.2 Monitoring the application of this policy;
- 5.2.3 Managing processes within the accounting systems and ensuring the TCA database accurately reflects the ARO; and
- 5.2.4 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

Policy Manual

Policy Number:	38
Effective Date:	December 10, 2024
Supersedes:	RCM 364/14 September 9, 2014
Approval:	
Subject:	Flag Protocol Policy

1. Purpose

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 four (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 flagpoles 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 Corporation of the Town of Tecumseh

4. Flag Poles

- 4.1 The Town has a number of Flagpole locations throughout the Town. (See [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 request 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.

In the event the criteria are satisfied, administration will present a report to Town Council recommending the location for approval.

5. Flag Care and Maintenance

- 5.1.1 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 done by the Community and Recreation Services department for the Town.
- 5.1.2 Flags are stored at the Town Hall, or other designated Town storage facility in a safe and proper manner.

6. 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.

6.1 Dignity of the National Flag of Canada :

- 6.1.1 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.
- 6.1.2 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.
- 6.1.3 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.
- 6.1.4 When the National Flag of Canada is raised or lowered, or when it is carried past in a parade or review, all persons presents should face the flag and all should remain silent.

6.2 Position of Honour:

- 6.2.1 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.
- 6.2.2 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.
- 6.2.3 All flags should remain unobstructed and should not touch anything beneath them.
- 6.2.4 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.
- 6.2.5 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.

- 6.2.6 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.
- 6.2.7 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).

6.3 **Precedence:**

- 6.3.1 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

6.4 **Single Flagpole:**

- 6.4.1 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.
- 6.4.2 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.
- 6.4.3 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.
- 6.4.4 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.

6.5 Multiple Flagpoles:

- 6.5.1 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.
- 6.5.2 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.
- 6.5.3 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

6.6 Town Flag:

- 6.6.1 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.
- 6.6.2 The Town Flag shall not be used for commercial purposes by any organization.
- 6.6.3 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.

6.7 General Guidelines:

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

7. Half-Masting for Mourning

7.1 General Guidelines

7.1.1 Flags will be flown at half-mast positions at the Town Hall location, OPP building and Fire Hall Station No. 1 flagpoles, where feasible to do so, as a sign of mourning upon the passing of the following persons:

- (a) Members of the Royal family
- (b) A past or present Prime Minister
- (c) A past or present day elected representative of the Federal, Provincial and Municipal Governments
- (d) Present day employees of the Town of Tecumseh or members of the Town Council
- (e) A resident of Tecumseh who is a member of the Canadian Armed Forces, killed while deployed on duty
- (f) As otherwise directed by the Mayor and Town Council or the Chief Administrative Office

7.1.2 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.

7.1.3 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.

7.1.4 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.

7.2 Federal and Provincial Annual Half-Masting

7.2.1 Where feasible to do so 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 9th - 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 11th – Remembrance Day
- (e) November 8th - Indigenous Veterans' Day
- (f) December 6th - National Day of Remembrance and Action on Violence against Women
- (g) January 27th - International Holocaust Remembrance Day

7.3 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 on the observance.

8. Special Requests - Town of Tecumseh Flag sites

- 8.1 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.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 The Town of Tecumseh reserves the right to choose which flags may or may not be flown at Town owned properties.
- 8.6 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.
- 8.7 All flag requests must be submitted through the form available online on the Town's website. Requests are 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.

9. Flag Raising Criteria

9.1 Criteria

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

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

9.2 Restrictions:

- 9.2.1 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
- 9.2.2 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.
- 9.2.3 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 rising the following business day.

- 9.2.4 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 8th - International Women's Day
 - (c) June – Pride Month
 - (d) June 21st - National Indigenous Peoples Day
 - (e) September 25th - Franco – Ontarian Day
 - (f) September 30th - National Day for Truth and Reconciliation
 - (g) November 8th – 11th - Veterans' Week

10. Responsibilities

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

Schedule A – Flagpole Locations

Town of Tecumseh Flagpole Locations

Location	Number of Flagpoles	Address
Carling Park	1	1155 Lacasse Boulevard
Lacasse Park	1	590 Lacasse Boulevard
Lakewood Park (North)	4	13400 Riverside Drive
McAuliffe Park	1	2391 St. Alphonse Road
St. Mary's Park	1	12020 County Rd. 34
Tecumseh Centre Park	1	12021 McNorton Street
Town Hall Front	6	917 Lesperance Road
Tecumseh Library	1	13975 St. Gregory's Road
Tecumseh Fire Hall One	1	985 Lesperance Road
Tecumseh Fire Hall Two	1	5520 Walker Road
Tecumseh Legion Branch 261	1	12326 Lanoue Street
Tecumseh OPP Station	1	963 Lesperance Road
Tecumseh Historical Museum	1	12340 Tecumseh Road East
Total Flagpoles	21	



The Corporation of the Town of Tecumseh

Policy Manual

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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 <small>ONTARIO CANADA</small>		Town of Tecumseh - Travel Expense Account <small>Travel Policy No. 14/11 and 127</small>		
Date: _____				
Name: _____				
Position: <input type="checkbox"/> Mayor <input type="checkbox"/> Deputy Mayor <input type="checkbox"/> Committee Member				
<input type="checkbox"/> Councillor <input type="checkbox"/> Employee				
Date of Event: _____				
Type of Event: _____ <small>(conference/workshop/training)</small>				
Location: _____				
Details: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>				
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: <input type="checkbox"/> Yes <input type="checkbox"/> No				
NOTE: Actual hotel receipt must be submitted for HST and audit purposes.				<small>Revised May 2024</small>



The Corporation of the Town of Tecumseh

Policy Manual

Policy Number: 127

Effective 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:

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	\$10,000/year
Members of Council	\$7,500/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: <input type="checkbox"/> Mayor <input type="checkbox"/> Deputy Mayor <input type="checkbox"/> Committee Member <input type="checkbox"/> Councillor <input type="checkbox"/> Employee				
Date of Event: _____				
Type of Event: _____ (conference/workshop/training)				
Location: _____				
Details: <div style="border: 1px solid black; height: 30px; width: 100%;"></div>				
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: <input type="checkbox"/> Yes <input type="checkbox"/> No				
NOTE: Actual hotel receipt must be submitted for HST and audit purposes.				



The Corporation of the Town of Tecumseh

Chief Administrative Officer

To: Mayor and Members of Council
From: Margaret Misek-Evans, Chief Administrative Officer
Date to Council: December 10, 2024
Report Number: CAO-2024-09
Subject: Alarm Registration and False Alarm Fees

Recommendations

It is recommended:

That Report CAO-2024-09 entitled “Alarm Registration and False Alarm Fees” **be received;**

And that Council **deliberate** on the options outlined in this report regarding the proposed fee structure change for false alarm calls to Police Services;

And further that direction **be given** at the January 14, 2025 Budget Deliberation meeting on the preferred option outlined in this report regarding the fee structure.

Background

Section 391 (1) of the *Municipal Act, 2001*, as amended, permits a municipality to pass by-laws imposing fees and charges as follows:

“391 (1) Without limiting sections 9, 10 and 11, those sections authorize a municipality to impose fees or charges on persons,

(a) for services or activities provided or done by or on behalf of it;

(b) for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and

(c) for the use of its property including property under its control. 2006, c. 32, Sched. A, s. 163 (1).

Accordingly, By-Law 2019-75 prescribes administrative fees and charges for the services and activities provided by the Town of Tecumseh's Fire & Rescue Services related to the registration of fire alarm systems for residential and commercial property owners and to impose a fee for at fault false alarms. ([Attachment 1](#)) The Town's annual Administrative Fees & Charges By-Law also includes these administrative fees and charges for alarm registration and at fault false alarms for Fire Services.

Tecumseh Police Services Board By-Law 2000-01 imposes fees and charges for services of activities provided by the Ontario Provincial Police, Tecumseh Detachment on behalf of the Town. ([Attachment 2](#))

This report centres on the current alarm registration and false alarm provisions and the existing fee structure for same.

Comments

Alarm Registration Fee

Annually, residential and commercial properties can register all security and fire alarms for a fee. The current rate under the Administrative Fees & Charges By-Law 2023-115 for 2024 is \$32.00.

Concurrent to this report, Council will be considering the administrative fees and charges for 2025 which provides for an increase in fees and charges annually reflective of the previous year's Consumer Price Index (CPI) increase. The proposed alarm registration fee for 2025 is \$35.00.

Residents and commercial owners receive notification annually to register their alarm and can do so via the Town's website or in-person at Town Hall.

False Alarm Charge

Once registered, Police Services and Fire Services will each respond to two (2) at fault false alarms to any **registered** premises with an alarm during each calendar year without charge to the premises. Charges for a **third or any subsequent** at fault false alarms or if the premises is **unregistered**, are as follows:

- Responding to Police Services alarm - \$100 per call
- Responding to Fire Services alarm - fees based on current Ministry of Transportation (MTO) response rates with respect to Fire Services per apparatus per hour (minimum 1 hour).

[Note: 2024 rate established by the MTO is \$559.86 and is subject to annual increases based on CPI]

- The owner or occupier of a Registered Premise must attend their premises within 30 minutes of an activated fire alarm. Failure to attend within 30 minutes of a fire alarm will result in a charge using the Ministry of Transportation rate.

As noted, the fee for at fault false alarms for Fire Services is set in accordance with MTO rates and increased annually in line with CPI. This administrative fee is also identified in the annual Administrative Fees & Charges By-Law.

However, the fee for at fault false alarms for Police Services is only addressed in the Tecumseh Police Services Board By-Law 2000-01, which is currently set at a rate of \$100 per call (for third/subsequent calls or unregistered premises).

As Council is aware, on March 26, 2019, Ontario passed the [*Community Safety and Policing Act, 2019*](#) (CSPA), as part of the *Comprehensive Ontario Police Services Act, 2019*. Effective April 1, 2024, the CSPA replaced the *Police Services Act, 1990* (PSA) and the Police Services Board was discontinued in favour of the new Detachment Boards formed under the CSPA. As such, the Tecumseh Police Services Board By-Law 2000-01 will be repealed.

Moreover, the rate set within the by-law for responding to Police Services was established over 24 years ago. In actuality, the current (2023) fee for service by the Ontario Provincial Police (OPP) in responding to calls for service is approximately \$382 per call.

In 2023, the Town collected \$13,301.21 in false alarm charges for Police Services. At the established rate of \$100 per call, this equates to approximately 133 (\$13,301.21 divided by \$100) calls for service by the OPP. The Town was billed at the OPP's current call for service rate of \$382, for an estimated total of \$50,806 (133 calls for service x \$382). This amounts to an estimated deficit of \$37,505 for false alarm responses by Police Services. This deficit does not capture the Town's overhead costs and staff time to oversee the administrative components of the program, nor does this reflect the first two (2) at fault false alarms to any registered premises without charge.

To note, approximately twenty (20) unregistered and two (2) registered commercial properties have had multiple calls for service for false alarms in 2024.

In light of the above fee for service analysis, the following options are presented for Council's consideration:

1. Maintain the status quo but commence indexing the annual fees in accordance with the CPI.

2. Maintain the established rate of \$100 per call for Police Services and remove two (2) at fault false alarms to any registered premises with an alarm during each calendar year without charge to the premises. Registered and unregistered premises would be charged at \$100 per call from first occurrence, i.e., no forgiveness.
3. Increase the rate to \$200 per call for Police Services and maintain the two (2) at fault false alarms to any registered premises with an alarm during each calendar year without charge to the premises. Unregistered premises would be charged at \$200 per call from first occurrence.
4. Increase the rate to \$375 per call for Police Services for greater cost recovery and maintain the two (2) at fault false alarms to any registered premises with an alarm during each calendar year without charge to the premises. Unregistered premises would be charged at \$375 per call from first occurrence.

Additionally, for Options 2 to 4, it is recommended that the fees be subject to annual adjustment in accordance with the CPI.

Administration, with each of the proposed options, will continue to monitor and evaluate the program against the billable calls for service by the OPP.

It is recommended that Council deliberate on the options presented in this report regarding the proposed fee structure change and provide direction to Administration at the January 14, 2025 Budget Deliberation meeting on the preferred option for same.

Following Council's direction, an amendment to the 2025 Administrative Fees & Charges By-Law reflecting the selected false alarm fee structure for Police Services will be brought to Council for consideration of approval and to repeal any by-law inconsistent with the Administrative Fees & Charges By-Law.

Consultations

Financial Services
Legislative Services & Clerk
Ontario Provincial Police

Financial Implications

The alarm registration fee for security and fire alarms is collected in one combined fee (\$32 in 2024; \$35 proposed for 2025). This fee revenue is split equally between the Police Services and Fire Service budgets.

The fee structure for responding to false alarm calls by the OPP was established by the Tecumseh Police Services Board nearly 24 years ago and has been in place since then,

without change. As outlined in this report, the cost recovery to the Policing budget for these calls is conservatively estimated to be in the order of 26 percent of the amount the Town is billed, using data and rates from 2023.

Adjustments to the fee structure outlined in this report will enhance the Town's cost recovery for false alarm calls, particularly Options 3 and 4.

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:

Christina Hebert, BA (Hons), MA, Dipl. M.A.
Deputy Clerk – Clerks Services & Policy Advisor

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	Fire Alarms By-Law 2019-75
2	Tecumseh Police Services Board By-Law 2000-01

The Corporation of the Town of Tecumseh

By-Law Number 2019-75

A by-law to impose fees and charges for the services or activities provided by the Town of Tecumseh Fire/Rescue Service on behalf of The Corporation of the Town of Tecumseh related to Fire Alarms

Whereas the *Municipal Act, 2001 S.O. 2001, c. M.25* grants a municipality the power to pass by-laws that impose specific fees for licensing, services, permits and other reasons;

And Whereas Section 220.1 of the *Municipal Act, 2001, S.O.2001, c.25*, as amended or substituted from time to time, similarly permits a municipality to pass by-laws imposing fees and charges;

And Whereas Section 446(1) of *The Municipal Act 2001 S.O. 2001, c. M.25* authorizes a municipality under this or any other Act or under a bylaw under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

And Whereas The Corporation of the Town of Tecumseh desires to prescribe administrative fees and charges for the registration of fire alarm systems for residential and commercial property owners and to impose a fee for At-Fault False Alarms;

And Whereas responses to At-Fault False Alarms interferes with the ability of the Tecumseh Fire & Rescue Services to respond to emergency events;

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

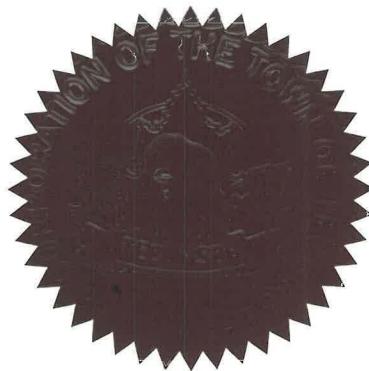
In this By-law and recitals:

1. "Alarm" or "Alarms" means any form of notification to Windsor Fire/ Police Dispatch of an Emergency Situation or of an At-Fault False Alarm;
2. "At-Fault False Alarm" means any one of the following:
 - A) The testing of an Alarm without prior notification to and approval of Windsor Fire Dispatch and OPP;
 - B) An Alarm caused by the mechanical failure or improper installation of any warning device; or
 - C) An Alarm inadvertently activated by any means, including internal or external atmospheric conditions, vibrations or power surges;
 - D) An Alarm caused by carelessness or negligence of any person at a Registered Premise or an Unregistered Premise;


4. "Emergency Situation" means any type of emergency occurring at or in relation to any business or residential premises located within the geographic boundaries of the Town of Tecumseh and requiring the assistance of the Tecumseh Fire & Rescue Services.
5. "Registered Premise" or "Registered Premises" means any business, commercial, industrial, institutional, or residential premises located within the geographic boundaries of the Town of Tecumseh containing an Alarm which automatically notifies Windsor Fire Dispatch and the Tecumseh Fire & Rescue Services of an Emergency Situation and which premises have been registered with the Town of Tecumseh by the owner thereof in accordance with the provisions of this by-law;
6. "Unregistered Premise" or "Unregistered Premises" means any business commercial, industrial, institutional, or residential premises located within the geographic boundaries of the Town of Tecumseh which are not Registered Premises;
7. "Tecumseh Fire & Rescue Services" means The Corporation of the Town of Tecumseh Fire & Rescue Services Department;
8. "Town" means The Corporation of the Town of Tecumseh;
9. "Windsor Fire Dispatch" means the Windsor Fire Dispatch, a division of the Windsor Fire and Rescue Service, an entity which provides fire dispatch services to the Town.
10. The Town shall maintain the following:
 - A) A written record of each separate Alarm, which record shall include, without limiting generality, the date, time, and location of such Alarm; and
 - B) A written record of all Registered Premises.
11. The owner or occupier of a Registered Premise shall pay, in advance, a fee for the maintenance of the register of Alarms as set out in the annual Fees and Charges By-law.
12. The Tecumseh Fire & Rescue Services will respond to all Alarms and all At-Fault False Alarms.
13. Notwithstanding any other provision of this by-law:
 - A) The owners or occupiers of a Registered Premise shall pay to the Town the Ministry of Transportation rate for responses to an emergency on a provincial highway (MTO Rate) after the second At-Fault False Alarm within each calendar year.
 - B) The owners or occupiers of an Unregistered Premise shall pay to the Town the MTO Rate for each At-Fault False Alarm which occurs at the Unregistered Premise.
 - C) In the event of non-payment of the amounts required to be paid by the owner or occupier of a Registered Premise or an Unregistered Premise pursuant to the provisions of this by-law within 30 days of receipt of an invoice from the Town, the Town may, in addition to any other collection remedies, add the amount required to be paid to the municipal tax rolls to be collected in a like manner as municipal taxes.

- 14. No person shall install, maintain or use an automatic calling device designed to transmit a message to the Town, OPP, or the Tecumseh Fire & Rescue Services.
- 15. The owner or occupier of each Registered Premise shall:
 - A) Attend their Registered Premise when its Alarm is activated, within thirty (30) minutes of the activation; and
 - B) Allow access to the Registered Premise for inspection purposes and to answer inquiries from the Tecumseh Fire & Rescue Services.
 - C) An owner or occupier that does not attend in accordance within thirty (30) minutes of the activation shall pay to the Town the MTO Rate.
- 16. Should any section, clause, paragraph or provision of this by-law be declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or any part thereof, other than the part which was declared to be invalid.
- 17. By-law No. 2001-48, and any by-law inconsistent with this by-law, is hereby repealed.
- 18. This by-law shall come into full force and effect upon final passing thereof.

Read a first, second and third time and finally passed this 12th day of November, 2019.




Gary McNamara, Mayor


Laura Moy, Clerk



TECUMSEH POLICE SERVICES BOARD

BY-LAW NUMBER PSB 2000-01

Being a By-Law to Impose Fees and Charges

For Services or Activities Provided by

The Ontario Provincial Police, Tecumseh Detachment

On Behalf of The Corporation of the Town of Tecumseh

Police Services Board Related to Alarms

WHEREAS pursuant to section 220.1 of the Municipal Act, R.S.O. 1990c.M.45, as amended, the Municipality of Tecumseh being a local Board as defined in section 1 of the Municipal Affairs Act, R.S.O. 1990 c.M.46, is authorized to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by it and for the use of its property:

AND WHEREAS the Ontario Provincial Police, Tecumseh Detachment will register information pertaining to premises equipped with alarms;

AND WHEREAS the Ontario Provincial Police, Tecumseh Detachment incurs costs responding to call for service initiated by alarm systems installed in residential and commercial premises which are false alarms;

AND WHEREAS response to false alarms interferes with the ability of the Police Service to respond to actual incidents;

NOW THEREFORE the Police Services Board enacts as follows:

1. In this By-Law:

“ALARM” is the signal activated for the legitimate purpose of notification of a criminal act, an attempted criminal act, or any bona fide emergency situation.
‘AT FAULT FALSE ALARM’ will be defined as follows:

- I.** the testing of an alarm without police knowledge and approval, alarms caused by the negligence or carelessness of the alarm company, the alarm monitoring company, the alarm owner or alarm user;
- II.** alarms activated due to mechanical failure or improper installation,
- III.** alarms activated by internal or external atmosphere conditions, vibrations or power surges.

A ‘BONA FIDE’ emergency is defined to exist where there is

- VI.** an attempted or completed criminal act, or any other valid emergency situation occurring at, or in relation to the premise.

‘REGISTERED PREMISES’ means any premises containing an alarm which, validly registered with the Ontario Provincial Police, Tecumseh Detachment.

‘SUSPENSION NOTICE’ means a document issued by the Ontario Provincial Police, Tecumseh Detachment after three (3) “at fault false alarms” which suspends response to an alarm at a specified location upon service of the Notice, for a period of one(1) year.

2. The Ontario Provincial Police, Tecumseh Detachment shall maintain a registration system of any alarmed premises which are voluntarily registered by the owner/occupier. For any premises owner/occupier who wishes to register the alarmed premises, there will be an annual registration fee of \$10.00 including applicable taxes, payable to the Town of Tecumseh upon registration and every 365 days subsequent. Upon payment of the fee, the Police Service will register, retain and update information relating to the registered premises.
3. Registration fees for new alarms are due and payable prior to the first request for response to the premises.
4. The Police Service will respond to two "at fault false alarms" as defined herein, to any registered premises with an alarm during each 365 day period without charge to the premises owner/occupier
5. A charge in the amount of one hundred dollars (\$100.00) will be imposed on the premises owner/occupier of any registered premises for response by the Police Service for the third "at fault false alarms" within a period of 365 days.
6. A charge in the amount of one hundred dollars (\$100.00) will be imposed on the premises owner/occupier of any unregistered premises for response by the Police Service for each "at fault false alarms" with a period of 365 days.
7. Unless otherwise specified, all fees collectable shall be due and payable at the time of invoicing.
8. In the event that the premises owner/occupier fails to pay "at fault false alarms" charge within thirty (30) days of remittance, the Town of Tecumseh will take appropriate steps in relation to collection thereof, which may include civil action and or the addition of the charge to the appropriate municipal tax roll and or suspension of further response by the Police Service to that premises for any alarm calls.
9. Where the Police Service has responded to a premises as a result of an "at fault false alarm" as defined herein, on three (3) occasions within a 365 day period, the premises may be suspended from Police Service response for one (1) year, effective upon the date of notification of suspension. A suspension may be lifted prior to the completion of one(1) year, and the premises reinstated to Police Service response, at the discretion of the Ontario Provincial Police, Tecumseh Detachment Alarm Co-ordinator or designate. The re-instatement fee of one hundred dollars (\$100.00) is payable upon full police response being restored.
10. Fees and charges shall be collected in cash or by cheque, at the discretion of the Police Service.
11. User fees and service charges may also be collected by addition of the fee or charge to the tax roll for any real property in the municipality, to be collected in a like manner as municipal taxes.
12. This By-Law shall come into force upon the date which Municipal Council passes a resolution approving this By-Law pursuant to subsection 220.1(8) of the Municipal Act.
13. No person shall install, maintain or use an automatic calling device designated to transmit a message to the Ontario Provincial Police, Tecumseh Detachment.

The premise owner/agent shall:

- a) Attend the premise where the alarm is activated, within 30 minutes of the activation;
- b) Be available between 0800-2100 hours to allow access to the premise where the alarm is located for inspection purposes and to answer inquiries from the Ontario Provincial Police, Tecumseh Detachment.

This By-Law #PSB 2000-01 is herein enacted and passed this 21st day of September, 2000.



 Kenneth Towers, CHAIR



 Gerald Sykes, Secretary



The Corporation of the Town of Tecumseh

Development Services

To: Mayor and Members of Council

From: Brian Hillman, Director Development Services

Date to Council: December 10, 2024

Report Number: DS-2024-43

Subject: Old Castle Heights Residential Subdivision – Phase 1
Placing of Services on Maintenance/Release of Building
Permits and Part Lot Control Exemption for Lots 1-6 and Blocks
71-89 on Plan 12M-709 for Creation of Individual Lots for Semi-
detached and Townho

Recommendations

It is recommended:

That Report DS-2024-43, titled “Old Castle Heights Residential Subdivision – Phase 1, Placing of Services on Maintenance/Release of Building Permits and Part Lot Control Exemption for Lots 1-6 and Blocks 71-89 on Plan 12M-709 for Creation of Individual Lots for Semi-detached and Townhouse Units”, **be received;**

And that Council **authorize the placement** of the municipal services on maintenance and **the release** of building permits for Phase 1 of the Old Castle Heights Residential Subdivision, in accordance with the requirements of the registered Old Castle Heights Inc. Development Agreement;

And further that By-law 2024-101, having the effect of removing certain parcels of lands, more particularly described as Lots 1-6 and Blocks 71-89 on Plan 12M-709, as registered in the Registry Office for the Registry Division of Essex (12), from the provisions of part lot control under Section 50(5) of the *Planning Act*, which By-law shall expire three years from its date of adoption, and in accordance with Section 50(7.3) of the *Planning Act*, **be adopted;**

And further that By-law 2024-101 **be forwarded** to the County of Essex, the Approval Authority, for its consideration and final approval, in accordance with Section 50(7.1) of the *Planning Act*;

And further that upon approval of By-law 2024-101 by the County of Essex, that it **be registered** on title in accordance with Section 50(28) of the *Planning Act*.

Background

Plan of Subdivision and Development Agreement Approvals

In February of 2022, the County of Essex issued draft plan approval for the Old Castle Heights Residential Subdivision (Plan 12M-709), located at the northeast corner of the 8th Concession/North Talbot Road intersection (see Attachment 1). The subdivision, comprising 157 blocks/lots, is to be developed in two phases (see Attachments 1 and 2). The first phase, which generally encompasses the westerly portion of the subdivision, includes:

- 64 detached dwellings units;
- 12 semi-detached units (six semi-detached dwellings);
- 76 attached dwelling units (one 3-unit townhouse dwelling, one 5-unit townhouse dwelling and 17 4-unit townhouse dwellings); and
- blocks identified for buffer areas/passive open space/multi-purpose pathways, stormwater corridors and a stormwater pond.

The second phase encompasses the easterly portion of the subdivision and includes the remaining 68 lots for single unit detached dwellings.

Council authorized the execution of the Old Castle Heights Inc. Development Agreement (“Development Agreement”) with the Owner in May of 2022. That agreement established that building permits could be issued once the required services were accepted and placed on maintenance by the Town via a resolution of Council upon the recommendation of the Town’s Public Works & Engineering Services department (PWES). The developer has completed the construction of works and services for Phase 1 and is now seeking to place the works on maintenance and permit the release of building permits in accordance with the Development Agreement.

Part Lot Control Exemption Application

It is the Owner's intent that the lands in Phase 1 be further subdivided such that each semi-detached and townhouse dwelling unit along with its associated yard may be separately conveyed and owned (i.e. freehold ownership). To achieve this, the Owner has applied for Part Lot Control Exemption approval for Blocks 1-6 and Blocks 71-89 on Plan 12M-709 (see Attachment 2). A Part Lot Control Exemption By-law, once adopted by Council, is then submitted to the County of Essex (the Approval Authority) for final approval. The by-law does not come into force until it is approved by the Approval Authority.

Once approved, the by-law is returned to the Town for registration purposes. A Part Lot Control Exemption By-law typically contains a provision establishing that it expires after a specific period of time. This time period is deemed long enough to allow for the new lots to be transferred which, in this instance, is recommended to be three years. Once expired, part lot control would once again apply to the lands in question. Council may repeal parts or all of the By-law prior to the expiry date, provided the repealing By-law is registered on title.

Comments

Development Agreement – Maintenance Period and Release of Building Permits for Phase 1

In November of 2024, the Owner's consulting engineer notified the Town that all the required works/services for Phase 1 of the subdivision were completed in accordance with the approved Development Agreement. Therefore, the Owner has requested that Phase 1 of the development be placed onto maintenance by the Town so that full building permits can be made available. A final walkthrough with Town Administration was also conducted and no significant deficiencies were identified.

Public Works and Engineering Services has reviewed this request and is satisfied that the construction of roads and services and the remittance of all payments required by the Development Agreement for Phase 1 of the development has been completed to the point where building permits can be released and the services placed on maintenance. The Town will continue to retain sufficient security to assure completion of any outstanding obligations or repair of any outstanding deficiencies during the maintenance period. As outstanding works and the remaining obligations stipulated in the Development Agreement are fulfilled, securities will be reduced in accordance with the provisions noted in the Development Agreement. Accordingly, the Director of Public Works and Engineering Services recommends that Council pass a resolution allowing

the release of building permits and the placing of services on maintenance for Phase 1 of this development.

Part Lot Control Exemption Process

The *Planning Act* establishes that only whole lots/blocks within a registered Plan of Subdivision can be conveyed – not part of lots or blocks. In order to convey parts of a block (i.e. for each semi-detached or townhouse unit), Section 50 (7) of the *Planning Act* enables municipalities to pass a by-law removing Part Lot Control from all or part of lands that are identified in Registered Plans of Subdivision. The By-law is then forwarded to the County of Essex for approval and is ultimately registered on the land.

As noted above, the land subject to the proposed Part Lot Control Exemption By-law are Lots 1-6 and Blocks 71-89 on Plan 12M-709. Draft Reference Plans (12R Plans) have been prepared by a surveyor identifying each individual unit/lot where the building foundations/dividing walls for each of the townhouse and semi-detached dwelling units will be constructed. These 12R Plans are consistent with the blocks on Plan 12M-709 and the recently completed municipal servicing of the property.

Once the draft 12R Plans are registered and all individual units/lots have been transferred to different owners, Part Lot Control will be re-instituted on the lands, thus prohibiting any further division of land. This ultimately has the effect of creating the individual lots upon which each dwelling unit of the proposed semi-detached and townhouse units are situated.

When considering the appropriateness of a request for Part Lot Control Exemption for a parcel of land, the following matters are considered:

1. Conformity with the Official Plan

The subject land is designated “Residential” in the Town’s Official Plan and the development proposed is in conformity with the associated policies.

2. Compliance with the Zoning By-law regulations

The subject lands are zoned “Residential Zone 2 (R2-4)” in the Tecumseh Zoning By-law 85-15. The R2-4 zone establishes minimum lot frontages, areas and interior side yard widths, depending on the type of dwelling (single, semi-detached or townhouse) being constructed and whether the unit is an interior or end unit. The proposed lots will comply with the minimum lot frontages and minimum lot areas established in the Zoning By-law.

3. Availability of municipal services (water, sanitary, storm)

As noted above, the subject property has been serviced by municipal water supply and municipal sanitary and storm sewers to accommodate all the lots being proposed. The servicing of the lands, including individual service connections for each of the proposed new lots, has been done in accordance with the requirements of the Development Agreement and Plan 12M-709.

4. Whether a more thorough review process should be taken based on the lotting pattern being proposed (i.e. is a new Plan of Subdivision or Consent Application required).

Subsequent to a detailed planning approval process, the lands being proposed for Part Lot Control Exemption have been given Plan of Subdivision Approval by the County of Essex. As noted above, the proposed lotting pattern is consistent with the Development Agreement approved by Town Council in 2022.

Summary

Administration recommends that Council pass a resolution approving the placing of services on maintenance and the release of building permits for Phase 1 of the Old Castle Heights Subdivision. It is also recommended that Council adopt a By-law having the effect of removing Blocks 1-6 and Blocks 71-89 on Plan 12M-709 from the provisions of part lot control under Section 50(5) of the *Planning Act*, which by-law shall expire three years from its date of adoption, and in accordance with Section 50(7) of the *Planning Act*.

In addition, it is recommended that the By-law be forwarded to the County of Essex for its consideration and final approval, in accordance with Section 50 (7.1) of the *Planning Act* and, that upon approval, the By-law be registered on title.

Consultations

Public Works & Engineering Services
County of Essex

Financial Implications

None.

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 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:

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

Reviewed by:

Chad Jeffery, MA, MCIP, RPP
Manager Planning Services & Local Economic Development

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Engineering Services

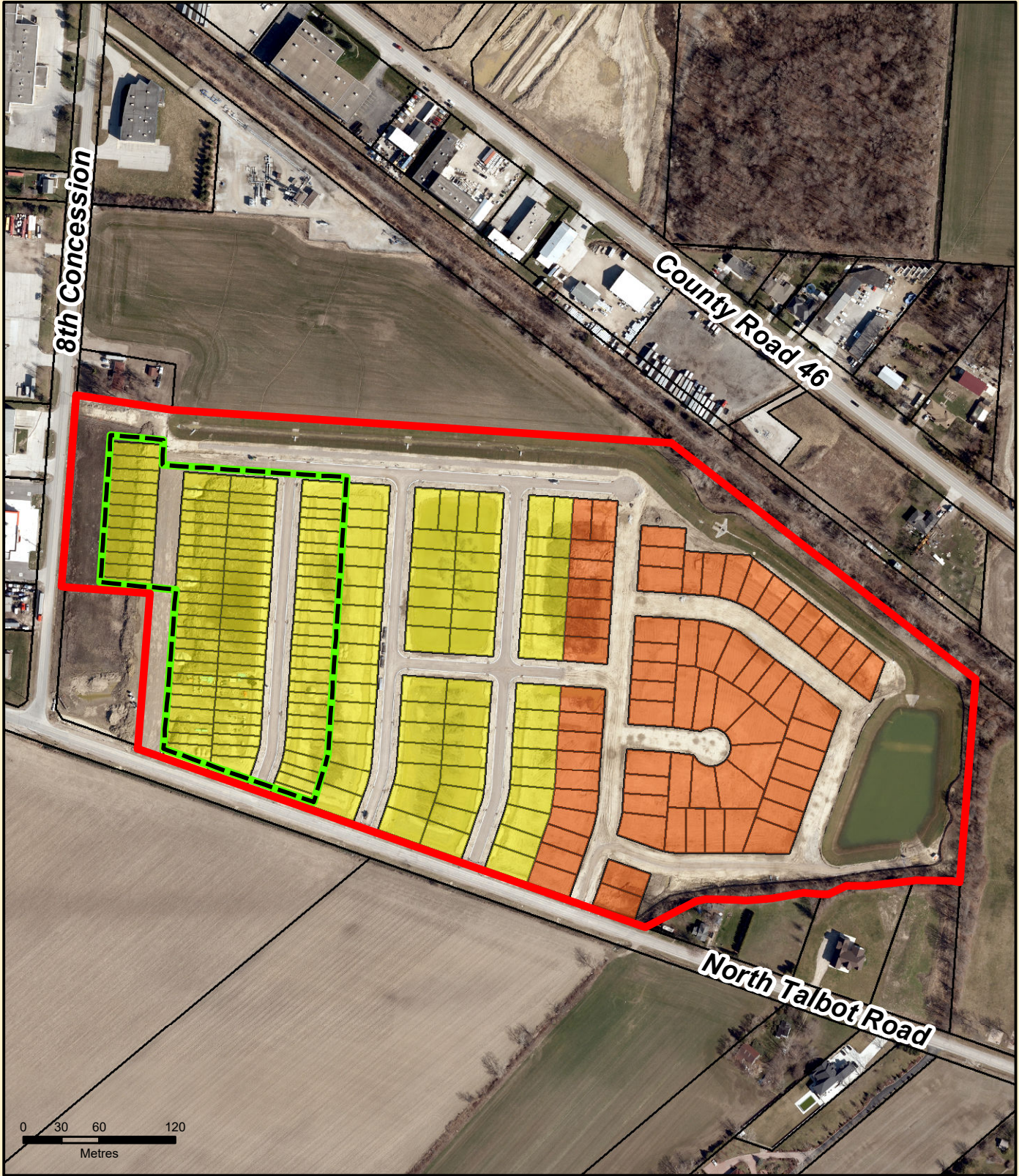
Reviewed by:

Brian Hillman, MA, MCIP, RPP
Director Development Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
1.	Property Location Map
2.	Plan 12M-709



Legend

- Subject Property
- Lands Subject to Part Lot Control Exemption
- Phase 1 Residential Building Lots
- Phase 2 Residential Building Lots

Attachment 1, DS-2024-43
 Release of Building Permits and
 Part Lot Control Exemption
 Oldcastle Heights Residential Subdivision
Property Location and Lands
Subject to Part Lot Control Exemption



Prepared By:
 Development Services





The Corporation of the Town of Tecumseh

Legislative & Clerk Services

To: Mayor and Members of Council
From: Robert Auger, Director Legislative Services & Clerk
Date to Council: December 10, 2024
Report Number: LCS-2024-20
Subject: Dog Licensing and Control By-Law Exemption

Recommendations

It is recommended:

That Report LCS-2024-20 entitled “Dog Licensing and Control By-Law Exemption”, **be received**;

And that an exemption from the provisions of Section 9.2, 9.3 and 9.4 of the Dog Licensing and Control By-Law **be approved**;

And further that that direction **be given** to alternatively provide for this Owner’s appeal of the Dangerous Dog designation to be heard by way of written submissions, with such written submissions to be provided to Council by the relevant parties pursuant to the notice and upon such other terms to be specified by Administration.

Background

By-Law 2003-91 ‘Dog Licensing and Control By-Law’ (Dog Control By-Law) is a by-law to provide for the regulation, restriction and prohibition of the keeping and the Running At Large of Dogs in the Town of Tecumseh.

Part 9 of the Dog Control By-Law pertains to ‘Dangerous Dogs’, including the provisions and procedures under which a dog may be deemed or designated as dangerous or

potentially dangerous, notice and other requirements of such a designation and the appeal process from such a designation.

Specifically, Section 9.2 'Notice – Dangerous Dog – Potentially Dangerous Dog' stipulates:

"The notice referred to in Section 9.1 shall include:

- a) *A statement that the Dog Controller deemed the dog to be a Dangerous Dog or a Potentially Dangerous Dog.*
- b) *The requirements that the Owner must comply with in accordance with section 9.1.*
- c) *A statement that the Owner may request, within three (3) working days of receipt of the notice required by section 9.1, a hearing of the Council of the Town which may affirm or rescind the Dog Controller's designation of the Dog as Potentially Dangerous or Dangerous Dog, as the case may be and that Council may substitute its own designation or its own requirements of the Owner of a Dangerous Dog or Potentially Dangerous Dog pursuant to Sections 9.1."*

Should the Town receive notice from an Owner appealing the Dog Controller's (Animal Control Officer) designation of the Dog as a Potentially Dangerous or Dangerous Dog, the Dog Control By-Law indicates that an Appeal hearing shall be held by Council within twenty-one (21) working days of the Town Clerk's receipt of the request for a hearing.

Comments

Following a complaint received and an investigation by Essex County Animal Control, the Town's appointed Animal Control Officer, a dog was designated as a 'Dangerous Dog' under the Dog Control By-Law. Per the Dog Control By-Law, By-Law Enforcement hand-delivered a Notice, on November 20, 2024, to the Owners advising of the designation and the appeal process.

Pursuant to Section 9.2 (c) of the Dog Control By-Law, the Town received written correspondence from the Owners seeking an appeal of the Dangerous Dog designation on November 21, 2024.

In accordance with Section 9.3 'Hearing – by Council – Dog deemed dangerous – potentially dangerous' provides:

Where the owner of a dog receives a notice from the Dog Controller deeming such dog as a dangerous dog so requests in writing to the Municipality within three (3) working days of receipt of such notice a hearing of Council. Council

shall hold a hearing within twenty-one (21) working days of the Town's Clerk's receipt of the request for a hearing.

While this section in the current by-law designates Council to hold an appeal if requested, this section fails to specify in any detail the form and manner of such an appeal process. While some municipalities throughout the Province have an independent Appeals Committee already established to hear such appeals, the Town does not have such a Committee.

Given the logistical challenges associated with the scheduling and holding of a Special Council meeting to hear this appeal, including the requirement that the hearing be held within 21 days, it is recommended that Council grant an exemption from the requirements of Section 9.2, 9.3 and 9.4 of the Dog Control By-law and that Council alternatively provide direction for this Owner's appeal of the Dangerous Dog designation to be heard by way of written submissions. Such written submissions would be provided to Council by the relevant parties pursuant to the notice and upon such other terms to be specified by Administration, for Council's consideration and decision at a future meeting to be identified.

The current Dog Control By-Law has been identified by Administration as a by-law in need of further updates and review, having been drafted shortly after amalgamation over 21 years ago. In addition to updating the dangerous dog provisions of this by-law, the by-law is also being considered for inclusion in the Town's Administrative Monetary Penalty system launching in 2025. Once this by-law has been formally added to the AMPS, the dangerous dog designation provisions of the by-law will be tied to the charging of an administrative penalty which penalty charge carries with it a formal appeal process identified in the Town's AMPS By-law.

If Council approves Administration's recommendation for an exemption on this appeal, a subsequent report would be provided to Council for consideration at a meeting in early 2025. This report will contain the Owner's written submissions, the Animal Control Officer and By-Law Enforcement's report or written submissions and any other written materials deemed relevant for Council's consideration.

Upon receiving Council's direction on this matter, By-Law Enforcement together with Legislative & Clerks Services will advise the Owners of the next steps in the process including such interim steps that may be deemed necessary by By-Law Enforcement to ensure a careful watch of the dog pending such appeal.

Consultations

Community Safety
Animal Control Officer

Financial Implications

There are no financial implications associated with this report.

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:

Christina Hebert, BA (Hons), MA, Dipl. M.A.
Deputy Clerk – Clerks Services & Policy Advisor

Reviewed by:

Wade Bondy
Director Community Safety & Fire Chief

Reviewed by:

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

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None



The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: December 10, 2024

Report Number: PWES-2024-60

Subject: 2024 Asset Management Plan Update (Version 4)
Final Adoption

Recommendations

It is recommended:

That Report PWES-2024-60 2024 Asset Management Plan Update (version 4), Final Adoption, **be received**;

And that the 2024 Asset Management Plan Update (version 4) as presented to Council at the November 26, 2024 Regular Meeting of Council, **be adopted**.

Background

The purpose of this report is to bring forward the 2024 Asset Management Plan Update (version 4) for adoption. Ontario Regulation (O.Reg.) 588/17 requires that asset management plans and the strategic asset management policy be approved by a resolution passed by Council and made available to the public via the municipality's website and to persons who request a copy.

At the November 26, 2024 Regular Meeting of Council, the members received a [Presentation](#) from Administration and also received report [PWES-2024-59](#) titled '2024 Asset Management Plan Update (version 4)', which covers a 10-year timeframe and combines the state of infrastructure, current levels of service, asset management

strategies, risk, future demands and emerging challenges and a financial summary of all municipal infrastructure assets.

Comments

At the November 26, 2024 meeting, Council provided positive feedback on the 2024 Asset Management Plan Update (version 4) and had a number of questions on the financial implications and financing strategy. A full copy of the 2024 Asset Management Plan (version 4) was posted on the Town's [website](#).

There were no additional questions or comments received by Administration at the time of writing this report.

Consultations

Community & Recreation Services
Financial Services
Technology & Client Services
Dillon Consulting Ltd.

Financial Implications

The financial implications of the 2024 Asset Management Plan Update (version 4) are outlined in Report No. PWES-2024-59 and as presented to Council on November 26, 2024.

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:

Joseph Lappalainen, E.I.T.
Project Technician

Reviewed by:

Beth Gignac, BA Hons
Director Community & Recreation Services

Reviewed by:

Shaun Fuerth, BCS
Director Technology & Client Services

Reviewed by:

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

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Engineering Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None



The Corporation of the Town of Tecumseh

Public Works & Engineering Services

To: Mayor and Members of Council

From: Phil Bartnik, Director Public Works & Engineering Services

Date to Council: December 10, 2024

Report Number: PWES-2024-62

Subject: Sewer Use By-Law Amendment

Recommendations

It is recommended:

That Report PWES-2024-62 Sewer Use By-Law Amendment **be received;**

And that the recommended changes to By-Law 2003-80 as summarized within Report PWES-2024-62 **be approved** through the adoption of an Amending By-Law 2024-104;

Background

Council at their meeting held October 8, 2003 adopted Sewer Use By-Law 2003-80, a by-law to prohibit, regulate, and inspect the discharge of sewage into the Municipal sewage system of the Corporation of the Town of Tecumseh (Motion RCM-712/03). It is important to note that the adopted Sewer Use By-Law is identical to the City of Windsor's as they receive and treat the Town's wastewater.

Comments

The current Sewer Use By-Law would benefit from enhanced language, clearer definitions and stronger provisions related to enforcement. It explicitly only allows for enforcement from the Chemist-Pollution Control Officer of the Corporation of the City of Windsor. The proposed amendment will clarify to enable enforcement of this by-law to include staff designated by the Town.

The amendment will also more clearly define Municipal Drains as being included under the provision of this by-law so that they can be regulated in the same manner as other Town infrastructure.

Key Changes Captured by Amending By-Law 2024-104

- 1) Deleting Section 1(vv) in its entirety and replacing same with the following:

“**Storm Sewer**” means a sewer or municipal drain for the collection and transmission of uncontaminated water, storm water, drainage from land or from a water course or any combination thereof.”

- 2) Adding new subsections to Section 1

“**Land Drainage Works**” means collectively, any private or public property involved in the conveyance, control, and disposal of land drainage.”

- 3) Deleting Section 9(E) in its entirety and replacing same with the following:

“The Director of Public Works and Engineering, or their delegate, may require the owner or operator of industrial premises to install and maintain devices to monitor sewage discharges and to submit regular reports regarding the discharges to the Municipality.”

- 4) Deleting Sections 10(B) and (C) in its entirety and replacing same with the following:

“(B) The Director of Public Works and Engineering, or their delegate, is appointed inspector for the purpose of carrying out inspections for the enforcement of this By-law.

“(C) In accordance with Section 436 of the Municipal Act, the Director of Public Works and Engineering, or their delegate, may, for the purpose of carrying out such inspections, enter in or upon any land or premises, except land or premises being used as a dwelling, at any time without a warrant, to inspect the discharge of any matter into the sewage works sanitary sewer or storm sewer, as the case may be, of the Municipality, or into any other sewage system the contents of which ultimately empty into the Municipality’s sewage works, sanitary sewer or storm sewer, as the case may be, and may conduct tests and take samples for this purpose, inspect and observe any plant, machinery, equipment, work, activity or documents, make inquiries and take photographs.”

These changes are key to ensuring that the Town can adequately protect all our sewer systems and respond appropriately to acts of non-compliance as they arise.

Consultations

Legislative Services & Clerk

Financial Implications

There are no financial implications arising from this report.

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:

Matthew Shiha, E.I.T.
Drainage Superintendent

Reviewed by:

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

Reviewed by:

Phil Bartnik, P.Eng.
Director Public Works & Engineering Services

Recommended by:

Margaret Misek-Evans, MCIP, RPP
Chief Administrative Officer

Attachment Number	Attachment Name
None	None

The Corporation of the Town of Tecumseh

By-Law Number 2024-096

Being a by-law to amend by-Law 2023-037, being a by-law respecting the issuance of various permits and performing of inspections for construction, demolition, change of use permits and related matters

Whereas Section 7 of the Building Code Act, R.S.O. 1992, authorizes a Municipal Council to pass By-Laws, respecting the issuance of construction, demolition and change of use permits, and perform various inspections and related matters;

And Whereas Section 7.1 of the Building Code Act, R.S.O. 1992, requires a principal authority to establish and enforce a code of conduct for the Chief Building Official and inspectors;

And Whereas Section 446 of the Municipal Act S.O., 2001, c.25 provides that if a Municipality has authority under this or any other Act or under a By-Law under this or any other Act to direct or require a person to do a matter or thing, the Municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense, and the municipality may recover the costs of doing a matter or thing under from the person directed or required to do it by action or by adding the costs to the tax roll and collecting them in the same manner as property taxes;

Whereas Council adopted By-Law 2023-037 on March 13, 2023 to authorize the issuance of various permits and performing of inspections for construction, demolition, change of use permits and related matters with prescribed provisions, forms and fees associated to permits and inspections;

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

1. **That** By-Law 2023-037 be amended by deleting its schedule 3 in its entirety and replacing same with he amended Schedule 3 entitled Permits Fee Rates attached hereto and forming part of this by-law and to do such further and other act which may be necessary to implement the Schedule #
2. **That** upon resolution of Council, Schedule 3 of By-law 2023-037 may be further amended from time to time as recommended by the Chief Building Officer or designate to reflect current administrative or costs.

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

Gary McNamara, Mayor

Robert Auger, Clerk

Schedule 3 - Permit Fee Rates of Building By-law, Building Services

By-Law 2024-097			
TYPE OF FEE	2025 Fees	2024 Fees	HST
Permit Fees			
Minimum Permit Fee	\$ 265.00	\$ 260.00	N
Permit Holdback Fee (per permit)	\$ 1,000.00	\$ 1,000.00	N
Permit Deposit (per dwelling unit)	\$ 500.00	\$ 500.00	N
*Residential (Includes Additional Residential Unit (ARU))			
\$ / Sq. Ft unless otherwise noted (house)	\$ 1.30	\$ 1.25	N
Plus for applicable extras: attached deck/porch without a roof, unfinished basement, attached garage, etc.	\$ 0.95	\$ 0.90	N
\$ / Sq. Ft unless otherwise noted (other residential)	\$ 1.30	\$ 1.25	N
Plus for applicable extras: attached deck/porch w/o a roof	\$ 0.95	\$ 0.90	N
Industrial			
\$ / Sq. Ft unless otherwise noted	\$ 1.10	\$ 1.05	N
Commercial/Institutional			
\$ / Sq. Ft unless otherwise noted	\$ 1.30	\$ 1.25	N
Post Disaster Buildings			
\$ / Sq. Ft unless otherwise noted	\$ 2.65	\$ 2.60	N
Other Permit Fees			
Heating, Ventilating & Air Conditioning (HVAC) System			
Heating, Ventilating and Air Conditioning (HVAC) System	\$ 372.00	\$ 365.00	N
Post Disaster HVAC System	\$ 745.00	\$ 730.00	N
Life Safety and Other Mechanical System Fees			
Mechanical Roof-Top Unit per unit	\$ 265.00	\$ 210.00	N
Commercial Kitchen Hood	\$ 372.00	\$ 365.00	N
Fire Alarm System per \$1,000 of Construction Value (min \$265.00)	\$ 15.00	\$ 365.00	N
Sprinkler System per \$1,000 of Construction Value (min \$265.00)	\$ 15.00		N
Standpipe per \$1,000 of Construction Value (min \$265.00)	\$ 15.00		N
Spray Booth per \$1,000 of Construction Value (min \$265.00)	\$ 15.00		N
Dust Collectors per \$1,000 of Construction Value (min \$265.00)	\$ 15.00		N
Plumbing Fees			
New Bathroom, rough-in bathroom (minimum \$260.00)	\$ 214.00	\$ 210.00	N
Backwater Valve/Sump Pit/Ejector Pump	\$ 265.00	\$ 260.00	N
Residential Sanitary Sewer	\$ 265.00	\$ 260.00	N
All Other Sanitary Sewer \$ / lineal foot (minimum \$260.00)	\$ 3.20	\$ 3.15	N
Residential Storm Sewer	\$ 265.00	\$ 260.00	N
All Other Storm Sewer \$ / lineal foot (minimum \$260.00)	\$ 3.20	\$ 3.15	N
Residential Water Service	\$ 265.00	\$ 260.00	N
All Other Water Service \$ / lineal foot (minimum \$260.00)	\$ 3.20	\$ 3.15	N
Septic Sewage System (Class 4 All Types-new or repair)	\$ 1,060.00	\$ 1,040.00	N
Septic Sewage System (Class 5 Holding Tank)	\$ 1,060.00	\$ 1,040.00	N
Lot Grading Fees			
Residential Lot Grading Review	\$ 265.00	\$ 260.00	N
All Other Lot Grading Review	\$ 372.00	\$ 365.00	N

Schedule 3 - Permit Fee Rates of Building By-law, Building Services

By-Law 2024-097			
TYPE OF FEE	2025 Fees	2024 Fees	HST
Miscellaneous Permit Fees			
(\$ / Sq. Ft unless otherwise noted)			
Deck / Porch without a roof (minimum \$260.00)	\$ 0.95	\$ 0.90	N
Finish Basement	\$ 1.30	\$ 1.25	N
Accessory Building (minimum \$260.00)	\$ 0.95	\$ 0.90	N
House Demolition	\$ 372.00	\$ 365.00	N
All Other Demolition (minimum \$365.00)	\$ 0.35	\$ 0.30	N
Fences	\$ 120.00		N
Swimming Pools	\$ 265.00		N
Temporary Structure - Tent	\$ 265.00	\$ 260.00	N
Change of Use - no construction required	\$ 265.00	\$ 260.00	N
Farm Building (new, alternations and additions)	\$ 0.60	\$ 0.55	N
Work Not Specifically Listed (Renovations) / \$1,000 of Construction Value	\$ 16.30	\$ 16.00	N
Permit Resubmission before permit is ready to be issued	\$ 265.00	\$ 260.00	N
Permit Resubmission after permit is issued	\$ 265.00	\$ 260.00	N
Partial Occupancy Permit (per sq. ft. of area to be occupied) (minimum \$260.00)	\$ 0.15	\$ 0.10	N
Conditional Permit (permit fee plus \$1000.00)	\$ 1,020.00	\$ 1,000.00	N
Partial Permit	\$ 510.00	\$ 500.00	N
Alternative Solution Application	\$ 265.00	\$ 260.00	N
Permit Transfer	\$ 265.00	\$ 260.00	N
Inspection Fees			
Inspection requested and site attended but the site is deemed unsafe to enter by Inspector	\$ 128.00	\$ 125.00	N
Inspection requested and site attended but the work to be reviewed is incomplete	\$ 128.00	\$ 125.00	N
Inspection requests exceed the maximum two (2) inspections for each required inspection stage	\$ 128.00	\$ 125.00	N
Work Without a Permit Penalty Fees			
Work commenced without a building permit being issued shall be twice the applicable maximum building permit fee			
Administrative Fees			
Records Search	\$ 56.00	\$ 55.00	N
Property Information Letter see Schedule "A"			
Permit Finalization Letter	\$ 56.00	\$ 55.00	N
Opening Dormant Permit	\$ 107.00	\$ 105.00	N

*** Note 1: Notwithstanding any of the foregoing, permit fees are waived for a 36 month period, commencing on January 1, 2025 and concluding on December 31, 2027 for any new Additional Residential Unit, or until such time that associated HAF funding is exhausted.**

The Corporation of the Town of Tecumseh

By-Law Number 2024-097

Being a by-law to prescribe a tariff of administrative fees and charges for the Town of Tecumseh for 2025

Whereas Section 391 of *The Municipal Act, 2001 S.O. 2001, c. M.25* authorizes a municipality to impose fees or charges on persons for services or activities provided or done by or on behalf of it; for costs payable by it for services or activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control;

And whereas *The Municipal Act, 2001, S.O, 2001, C. M25* grants a municipality the power to pass by-laws that impose specific fees for licensing, services, permits and other reasons;

And whereas Section 69 of *The Planning Act, R.S.O 1990 c.P.13* grants a Council of a municipality, by-law, and a planning board, by resolution, authority to establish a tariff of fee for the processing of applications made in respect of planning matters;

And whereas Section 446(1) of *The Municipal Act S. O. 2001, c.M.25* authorizes a municipality under this or any other Act or under a bylaw under this or any other Act to direct or require a person to do a matter or thing, the municipality may also provide that, in default of it being done by the person directed or required to do it, the matter or thing shall be done at the person's expense;

And whereas the Council of The Corporation of the Town of Tecumseh deems it desirable to prescribe administrative fees and charges for The Corporation of the Town of Tecumseh, not otherwise prescribed by by-law.

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

1. In this By-law:
 - A) "Council" means the municipal Council of The Corporation of the Town of Tecumseh;
 - B) "Month" means any consecutive thirty-day time period;
 - C) "Town" means The Corporation of the Town of Tecumseh;
 - D) "Treasurer" means the Treasurer of The Corporation of the Town of Tecumseh.
2. Schedules "A" to "H" attached hereto and forming part of this By-law shall be adopted and prescribed as the administrative fees or charges for the Town.

3. Any person who makes an application to, or a request for services of, or enters into an agreement with, or obtains an approval from, the Town, in respect of the things or matters set out in this By-law, shall pay to the Treasurer the applicable administrative fees or charges set out in the Schedules “A” to “H” of this By-law unless otherwise provided for in this By-law, and such administrative fees and charges are not refundable and are payable upon the person making such application or request for services or entering into such agreement or obtaining such approval.
4. The administrative fees and charges listed in Schedules “A” to “H” attached to this By-law will be subject to applicable taxes including but not limited to Harmonized Sales Tax (HST).
5. Interest on all amounts due and unpaid shall be charged at the rate of 2.0 percent per Month.
6. Any administrative fees or charges imposed under this By-law constitute a debt of the person to the Town and may be added by the Treasurer, together with interest, to the tax roll for any real property in the municipality all of the owners of which are responsible for paying such administrative fees and charges to be collected in like manner as municipal taxes.
7. Nothing in this By-law shall be so construed as to prevent the Council from reducing or waiving any administrative fee or charge set under this By-law.
8. Should any section, subsection, clause or provision of this By-law or its Schedules “A” to “H” be declared by a court of competent jurisdiction to be invalid, the said section, subsection, clause or provision shall not affect the validity of this By-law or its Schedules “A” to “H” as a whole or any part thereof, other than the part so declared to be invalid.
9. That any by-law(s) inconsistent with this by-law are hereby repealed.
10. This by-law may be cited as the “Administrative Fees and Charges By-law”.
11. This By-law shall come into force and take effect on January 1, 2025.

Read a first, second, third time and finally passed this 10th day of December, 2025.

Gary McNamara, Mayor

Robert Auger, Clerk

Schedule A - General Administration			
By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Archival Research - per hour or part thereof with a minimum fee of one hour plus cost of photocopying or plotting	\$ 45.36	\$ 44.47	Y
Photocopies (per page)			
a) 11inch X 17 inch	\$ 0.75	\$ 0.74	Y
b) 11inch X 17 inch (Colour)	\$ 3.01	\$ 2.95	Y
c) 8-1/2 inch x 11 inch	\$ 0.20	\$ 0.20	Y
d) 8-1/2 inch x 11 inch (Colour)	\$ 1.51	\$ 1.48	Y
e) 8-1/2 inch x 14 inch	\$ 0.69	\$ 0.68	Y
f) 8-1/2 inch x 14 inch (Colour)	\$ 2.01	\$ 1.97	Y
g) Bound publications	\$ 10.03	\$ 9.83	Y
Maps, plans on plotter - per square foot	\$ 4.01	\$ 3.93	Y
Maps, plans on plotter - per square foot (Colour)	\$ 7.02	\$ 6.88	Y
Large Format Scanning - per square foot	\$ 4.76	\$ 4.67	Y
Geo-referenced data (reference Policy #43)			
a) Each Segment (layer)	20% of cost	20% of cost	Y
b) Per parcel/entity	\$ 0.22	\$ 0.22	Y
c) Data production service fee	\$ 62.82	\$ 61.59	Y
Digital data on CD/DVD	\$ 62.82	\$ 61.59	Y
Compliance Reports			
a) Building	\$ 102.00	\$ 100.00	N
b) Fire	\$ 80.00	\$ 78.00	N
c) Public Works	\$ 80.00	\$ 78.00	N
d) Tax Certificates	\$ 85.00	\$ 83.00	N
e) Tax Certificates - rush - 3 business days	\$ 170.00	\$ 166.00	N
Municipal Paraphernalia			
a) Town pins - each	\$ 0.44	\$ 0.44	Y
b) Town golf shirts - each	\$ 22.79	\$ 22.79	Y
c) Baseball Caps	\$ 9.29	\$ 9.29	Y
d) Town of Tecumseh flags	\$ 46.61	\$ 46.61	Y
e) Canadian flags	\$ 36.54	\$ 36.54	Y
f) Ontario flags	\$ 47.89	\$ 47.89	Y
Return Cheque	\$ 35.00	\$ 35.00	N
Burial permit	\$ 30.00	\$ 30.00	N
Marriage License	\$ 135.00	\$ 135.00	N
Mobile Food Vender	\$ 350.00	\$ 350.00	N
Temporary Outdoor Patio	\$ 250.00	\$ 250.00	N
Fireworks Application	\$ 50.00	\$ 50.00	N
Alley Closing - Title Search	\$ 40.00	\$ 40.00	N
Alley Closing - Application Fee	\$ 200.00	\$ 200.00	N
Tax Account Hardcopy	\$ 15.00	\$ 15.00	N
Tax Notice-Duplicate	\$ 15.00	\$ 15.00	N
Tax Registration administration fee (plus costs)	\$ 340.00	\$ 335.00	N
Refund or Misdirected Payment Fee	\$ 25.00	\$ 25.00	N
Other charges against the Tax Roll-Water, AR, POA, WSIB etc.	\$ 25.00	\$ 25.00	N
Signing of Document by Commissioner of Oaths (pension papers exempt)	\$ 15.00	\$ 15.00	N
Signing of Document by Notary Public	\$ 40.00	\$ 40.00	N
Review of Liquor Licence Application	\$ 50.00	\$ 50.00	N
Request for Noise By-Law Exemption	\$ 50.00	\$ 50.00	N
By-Law Enforcement Administration Fee			
Corrective work performed under any Town of Tecumseh By-law	\$ 148.51	\$ 145.60	N

**Schedule B - Community Safety
 By-Law 2024-097**

Type of Fee	2025 Fees	2024 Fees	HST
Property Inspection by request; Determination of occupancy; Licensing (Liquor Licensing); Change in property use	\$ 215.00	\$ 208.00	Y
Review and inspection of new construction / development applications (collected with certain application fees under Schedule D)	\$ 380.00	\$ 364.00	Y
Code compliance inspection of apartments, boarding and lodging houses made under retrofit, apartments in single family dwelling			
a) Property owner's request	\$ 380.00	\$ 364.00	Y
b) From complaint where violations are found	\$ 540.00	\$ 520.00	Y
Follow-up Inspection where deficiencies remain outstanding	\$ 175.00	\$ 166.40	Y
Fire assistance for private standby beyond normal fire protection at Commercial or Industrial premises, per hour per manned apparatus (minimum 1 hour)	Current MTO rate	Current MTO rate	Y
Fire scene photographs on memory stick (per incident)	\$ 27.00	\$ 26.00	Y
Fire incident report copy, at owner's request (per incident)	\$ 27.00	\$ 26.00	Y
Fire investigation report, at owner's request	\$ 540.00	\$ 520.00	Y
Fire safety plan review	\$ 110.00	\$ 104.00	Y
Risk Safety Management Plan Review Level 1 Propane Facility	\$ 325.00	\$ 312.00	-
Risk Safety Management Plan Review Level 2 Propane Facility	\$ 2,450.00	\$ 2,080.00	Y
Engineering Peer Review of RSMP, in addition to fees above	cost +5%	cost +5%	Y
Room Rental (per day) ¹	\$ 220.00	\$ 208.00	Y
Training tower rental (per day) ¹	\$ 430.00	\$ 416.00	Y
Smokehouse rental (per day) ¹	\$ 430.00	\$ 416.00	Y
Confined space course (per day) ¹	\$ 220.00	\$ 208.00	Y
False Alarm			
a) Alarm Registration	\$ 35.00	\$ 32.00	N
b) At Fault False Alarm, per hour per apparatus responding (minimum 1 hour)	Current MTO rate	Current MTO rate	N
Cost recovery for emergency response over and above normal response, including but not limited to heavy equipment, and specialised/technical team response and/or cleanup costs.	cost +5%		Y

NOTES

¹ Fee does not apply to Mutual Aid partner agencies

Schedule C - Police Services

By-Law 2024-097

Type of Fee	2025 Fees	2024 Fees	HST
Criminal Record, Police Record & Vulnerable Sector Check - Employment	\$ 41.00	\$ 41.00	N
Duplicate Copy of Criminal and Police Record Check	\$ 9.73	\$ 9.74	Y
Criminal Record, Police Record & Vulnerable Sector Check - Volunteer	No Charge	No Charge	n/a
Occurrence Confirmation Reports/Incident Reports	\$ 52.21	\$ 52.21	Y
Technical Traffic Collision Report	\$ 1,973.45	\$ 1,973.45	Y
Reconstructionist Report	\$ 3,637.14	\$ 3,637.17	Y

Schedule D - Development Services

By-Law 2024-097				
Type of Fee		2025 Fees	2024 Fees	HST
Application for Consent per severed lot ¹		\$ 1,430.00	\$ 1,400.00	N
Change a Conditional approval		\$ 205.00	\$ 200.00	N
Application for Certificate of Cancellation		\$ 205.00	\$ 200.00	N
Special Meeting Fee		\$ 305.00	\$ 300.00	N
Application Fee Minor Variance		\$ 1,020.00	\$ 1,000.00	N
Application Fee Official Plan Amendment	Fee	\$ 4,600.00	\$ 4,500.00	N
	Deposit ³	\$ 500.00	\$ 500.00	
	Total	\$ 5,100.00	\$ 5,000.00	
Application Fee Zoning By-law Amendment Regulation	Fee	\$ 4,100.00	\$ 4,000.00	N
	Deposit ³	\$ 500.00	\$ 500.00	
	Total	\$ 4,600.00	\$ 4,500.00	
Application Fee Zoning By-law Amendment Minor ²	Fee	\$ 2,050.00	\$ 2,000.00	N
	Deposit ³	\$ 250.00	\$ 250.00	
	Total	\$ 2,300.00	\$ 2,250.00	
Application Fee Holding removal By-law		\$ 1,025.00	\$ 1,000.00	N
Application Fee Temporary Use By-law	Fee	\$ 2,050.00	\$ 2,000.00	N
	Deposit ³	\$ 250.00	\$ 250.00	
	Total	\$ 2,300.00	\$ 2,250.00	
Application Fee Renewal Temporary Use By-law		\$ 1,025.00	\$ 1,000.00	N
Application Fee Plan of Sub-division/Condominium Review) (Pre-County Final Submission)	Fee	\$ 2,050.00	\$ 2,000.00	N
	Deposit ³	\$ 500.00	\$ 500.00	
	Total	\$ 2,550.00	\$ 2,500.00	
Application Fee Part Lot Control By-law		\$ 2,050.00	\$ 2,000.00	N
Application Fee Development Subdivision Development Agreement	Fee	\$ 6,125.00	\$ 6,000.00	N
	Deposit ³	\$ 3,500.00	\$ 3,500.00	
	Total	\$ 9,625.00	\$ 9,500.00	
Application Fee Subdivision Development Agreement Amendment	Fee	\$ 2,550.00	\$ 2,500.00	N
	Deposit ³	\$ 1,000.00	\$ 1,000.00	
	Total	\$ 3,550.00	\$ 3,500.00	

Schedule D - Development Services

By-Law 2024-097				
Type of Fee		2025 Fees	2024 Fees	HST
Application Fee Site Plan Control Agreement	Fee	\$ 3,575.00	\$ 3,500.00	N
	Deposit ³	\$ 500.00	\$ 500.00	
	Total	\$ 4,075.00	\$ 4,000.00	
Application Fee Site Plan Control Agreement Amendment and Additions to Existing Building	Fee	\$ 2,050.00	\$ 2,000.00	N
	Deposit ³	\$ 500.00	\$ 500.00	
	Total	\$ 2,550.00	\$ 2,500.00	

NOTES

¹ Where multi-lot development is proceeding by consent, only one application will be required however the \$1,430 fee per required per each new lot proposed to be created.

² A minor zoning by-law amendment application is proposed to include: a change to regulations; ZBA surplus dwelling severance; a ZBA continued with an OPA application; an ARU in an Agricultural Zone

³ All costs incurred by the Town for outside technical services over and above the deposit will be reimbursed to the Town by the applicant. A \$250 deposit has been incorporated in the Application Fee where applicable.

Schedule E - Public Works & Engineering Services

By-Law 2024-097				
Type of Fee		2025 Fees	2024 Fees	HST
MECP CLI-ECA Reviews/Approvals				
a) Sanitary Infrastructure		\$ 2,000.00	\$ 2,000.00	N
b) Storm Infrastructure		\$ 2,000.00	\$ 2,000.00	N
Sanitary Sewer Inspections				
a) within road and 5 ft back of curb	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	
	Total	\$ 2,167.00	\$ 2,167.00	
b) beyond 5 ft back of curb	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	
	Total	\$ 2,167.00	\$ 2,167.00	
Storm Sewer Inspections				
a) within road and 5 ft back of curb	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	
	Total	\$ 2,167.00	\$ 2,167.00	
b) beyond 5 ft back of curb	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	
	Total	\$ 2,167.00	\$ 2,167.00	
Curb Cuts	Fee	\$ 84.00	\$ 84.00	N
	Indemnity	\$ 500.00	\$ 500.00	
	Total	\$ 584.00	\$ 584.00	
Road Crossings	Fee	\$ 328.00	\$ 328.00	N
	Indemnity	\$ 2,000.00	\$ 2,000.00	
	Total	\$ 2,328.00	\$ 2,328.00	
Culverts	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 500.00	\$ 500.00	
	Total	\$ 667.00	\$ 667.00	
Weed cutting				
a) minimum charge		\$ 453.00	\$ 453.00	Y
b) hourly rate		\$ 520.00	\$ 520.00	Y
Construct a paved driveway entrance	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 1,000.00	\$ 1,000.00	
	Total	\$ 1,167.00	\$ 1,167.00	
Construct an unpaved driveway entrance	Fee	\$ 167.00	\$ 167.00	N
	Indemnity	\$ 1,000.00	\$ 1,000.00	
	Total	\$ 1,167.00	\$ 1,167.00	
Signs				
a) Handicap, Fire Route & No Parking		\$ 73.00	\$ 73.00	N
b) Sign Posts		\$ 26.00	\$ 26.00	N
General labour charges per hour		\$ 112.00	\$ 112.00	Y
Drainage Tiles Inspection		\$ 78.00	\$ 78.00	N
Municipal Drain Apportionment Agreement		\$ 217.00	\$ 217.00	N
Inspection of Private-Development-Services installed in ROW				
a) Minimum charge		\$ 1,200.00	\$ 1,200.00	N
Emily Project Access Point (EPAP)		\$ 40.00	\$ 40.00	N

Schedule F - Community & Recreation Services

By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Park Pavilion Rental			
a) Private Use	\$ 127.00	\$ 124.00	Y
b) Commercial Corporations	\$ 216.45	\$ 212.00	Y
c) School Use	\$ 64.00	\$ 62.50	Y
d) Lacasse Pavillion/Leisure Pool Rental Combo	\$ 64.00	\$ 62.50	Y
e) Hourly Rental (Outdoor Program Instruction)	\$ 20.00	\$ 18.50	Y
Room Rentals - Arena			
a) Affiliated Comm. Organizations (Local Non-profit) (Flat)	\$ 43.00	\$ 42.00	Y
b) Private use - Horwood Room (Flat)	\$ 196.00	\$ 192.00	Y
c) Private use - Horwood Room (Hourly)	\$ 33.00	\$ 32.00	Y
d) Private use - Centre Ice Room (Flat)	\$ 245.00	\$ 240.00	Y
e) Private use - Centre Ice Room (Hourly)	\$ 41.00	\$ 40.00	Y
f) Private use - Centre Ice Room Seasonal Contract (Hourly)	\$ 35.00	\$ 34.00	Y
g) Private use - Boardroom (Hourly)	\$ 17.00	\$ 17.00	Y
h) Lobby (Flat)	\$ 28.00	\$ 27.50	Y
i) Kitchen with room rental (Flat)	\$ 28.00	\$ 27.50	Y
j) Kitchen only (Hourly)	\$ 17.00	\$ 17.00	Y
k) Kitchen only (Flat)	\$ 68.00	\$ 66.50	Y
l) Security Deposit for Large Rentals (100 + attendees)	\$ 200.00	\$ 200.00	N
m) Security Deposit for Small Rentals	\$ 50.00	\$ 50.00	N
n) Security Deposit for Alcohol Rentals	\$ 500.00	\$ 500.00	N
o) Facility Staff Set-Up & Clean-Up 2 staff for 1 hour	\$ 70.00	\$ 68.50	Y
Audio Visual Equipment			
a) Overhead Projector & screen (arena use only) (per day)	\$ 29.00	\$ 28.50	Y
b) Podium/Sound System (per day)	\$ 29.00	\$ 28.50	Y
c) Movie Screen System (4-hours)	\$ 350.00	\$ 300.00	Y
Room Rentals - St. Clair Beach Community Centre			
a) Affiliated Comm. Organizations (Local Non-profit) (Flat 1 room)	\$ 43.00	\$ 42.00	Y
b) Private use - 1 Room (Flat)	\$ 211.00	\$ 207.00	Y
c) Kitchen (Flat)	\$ 28.00	\$ 27.50	Y
d) Hourly Rate - 1-Room	\$ 35.00	\$ 34.50	Y
e) Private Use - 2-Room (Hourly)	\$ 56.00	\$ 55.00	Y
f) Entire Building - All Day Use	\$ 337.00	\$ 330.00	Y
g) Seasonal Contract (Hourly) 1-Room	\$ 33.00	\$ 32.00	Y
h) Seasonal Contract (Hourly) 2-Room	\$ 53.00	\$ 52.00	Y
i) Security Deposit for Large Rentals (100+ attendees)	\$ 200.00	\$ 200.00	Y
j) Security Deposit for Small Rentals	\$ 50.00	\$ 50.00	N
j) Security Deposit for Alcohol Rentals	\$ 500.00	\$ 500.00	N
Parks Commemorative Program			
a) Park Bench with new concrete pad	\$ 2,550.00	\$ 2,500.00	N
b) Park Bench existing	\$ 1,630.00	\$ 1,600.00	N
c) Tree Planting donation	\$ 531.00	\$ 520.00	N
d) Tree Planting donation with Plaque	\$ 868.00	\$ 850.00	N
e) Park Bench renewal (10-years, same bench, same plaque)	\$ 1,000.00	\$ 1,000.00	N
f) Tree Renewal (5-years, same tree, same plaque)	\$ 350.00	\$ 350.00	N
Court Keys			
a) Full season			
Tennis Court	\$ 30.97	\$ 30.09	Y
Pickleball/per person	\$ 30.97	\$ 30.09	Y
Tennis/Pickleball Combo Key/per person	\$ 48.67	\$ 46.90	Y
Pickleball/person (Association Member)	\$ 17.70	\$ 16.81	Y
b) 1/2 season - starting Sept. 1st			
Tennis Court	\$ 15.49	\$ 15.04	Y
Pickleball/per person	\$ 15.49	\$ 15.04	Y
Tennis/Pickleball Combo Key/per person	\$ 24.33	\$ 23.45	Y
Pickleball/person (Association Member)	\$ 8.85	\$ 8.41	Y
c) Lost Key Replacement	\$ 12.25	\$ 12.00	Y
d) Association court time access	Negotiated	Negotiated	

Schedule F - Community & Recreation Services

By-Law 2024-097

Type of Fee	2025 Fees	2024 Fees	HST
Special Event - Lakewood Park			
1 day event (Non-Paid Admission Events)*	\$ 541.00	\$ 520.00	Y
1 day event	\$ 1,082.00	\$ 1,040.00	Y
2 day event	\$ 1,893.00	\$ 1,820.00	Y
3 day event	\$ 2,434.00	\$ 2,340.00	Y
4 day event	\$ 2,974.00	\$ 2,860.00	Y
Wedding Ceremonies (Lakewood South)	\$ 270.00	\$ 260.00	Y
Wedding Receptions (Lakewood South)	\$ 811.00	\$ 780.00	Y
Small Community Special Event (Hourly)	\$ 42.00	\$ 40.00	Y
Special Event - Lacasse Park/McAuliffe Park			
Special Event 1 day (Non-Paid Admission Events)	\$ 520.00	\$ 520.00	Y
Special Event 1 day	\$ 780.00	\$ 780.00	Y
Small Community Special Event (Hourly)	\$ 40.00	\$ 40.00	Y
Non-profit Triathlon/Cross country/Walkathon Park			
Rental (per hour - maximum 5 hours)	\$ 87.50	\$ 87.50	Y
School (per hour - maximum 5 hours)	\$ 52.00	\$ 52.00	Y
Additional Special Event Charges			
Special Event - Hosted in Municipal Parking Lot	\$ 212.00	\$ 208.00	Y
Small Special Event - Hosted in Municipal Parking Lot (per hour)	\$ 41.00	\$ 40.00	Y
Building Key Deposit	\$ 200.00	\$ 200.00	Y
Security Deposit for Noise Bylaw Exemptions	\$ 520.00	\$ 520.00	N
Mapping services (IT Department) - 3 hours	\$ 135.00	\$ 135.00	Y
Food/Beverage Sales	\$ 265.46	\$ 260.00	Y
Greenspace Parking	\$ 1,225.20	\$ 1,200.00	Y
Greenspace Parking - damage deposit	\$ 531.00	\$ 520.00	N
Special Event Hydro (Per day)	\$ 205.00	\$ 200.00	Y
Garbage collection Town Staff (per can/per day)	\$ 3.00	\$ 3.00	Y
Special Event Set-up & Take down (per day)	\$ 320.00	\$ 320.00	Y
Special Event Tent rental (15'x15' - 1 - 3 days)	\$ 250.00	\$ 250.00	Y
Temporary Stage	\$ 350.00	\$ 350.00	Y
Security Fencing:			
8ft high x 6ft wide Panels			
3.5ft high x 7ft wide Panels			
a) Per Panel (1 - 5 day event) delivered only	\$ 5.00	\$ 5.00	Y
b) Per Panel (1 month) delivered only	\$ 8.00	\$ 8.00	Y
c) Per Panel (1 - 5 day event) installed	\$ 7.00	\$ 7.00	Y
d) Per Panel (1 month) installed	\$ 11.00	\$ 11.00	Y
Sports Fields rental (Max 4 hr block)			
Ball Diamond - Adult	\$ 43.00	\$ 42.00	Y
Ball Diamond - Youth	\$ 25.50	\$ 25.00	Y
Ball Diamond with lights - Adult	\$ 65.00	\$ 64.00	Y
Ball Diamond with lights - Youth	\$ 42.00	\$ 41.00	Y
Soccer Pitch - Adult	\$ 43.00	\$ 42.00	Y
Soccer Pitch - Youth	\$ 25.50	\$ 25.00	Y
User Group: per registrant (Ball/Soccer)	\$ 10.00	\$ 10.00	N

Schedule F - Community & Recreation Services

By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Ice Rental - hourly			
Ice Rental - Prime Time (effective April 1) Monday to Friday; 3:30 PM to Midnight All day Saturday & Sunday	\$ 191.15	\$ 181.73	Y
Ice Rental - Non- Prime Time (effective April 1) Monday to Friday, 6:00 AM to 3:30 PM	\$ 147.79	\$ 140.13	Y
1-8 people: Non-Prime 6am-3pm (Party / small group instruction)	\$ 130.09	\$ 121.99	Y
1/2 Ice: Ice barriers mandatory (max 8 players excluding coaches)	\$ 86.73	\$ 82.01	Y
Summer Ice July-Aug	\$ 191.15	\$ 140.13	Y
Tournament/Event booking 35 hrs or more April - Aug	\$ 130.09	\$ 121.99	Y
Municipal or Municipal partnership program Apr - Aug	\$ -	\$ 121.99	Y
Lifecycle Hourly Capital Surcharge	\$ -	\$ 5.00	Y
Lifecycle Hourly Capital Surcharge for 1/3 and 1/2 ice	\$ -	\$ 2.50	Y
Public Skating			
Open/Parent & Tot/Adult Skate	\$ 3.98	\$ 3.98	Y
Additional Parent/tot	\$ 1.99	\$ 1.99	Y
Open/Parent & Tot/Adult Skating Card (10 skates + 5 bonus)	\$ 39.82	\$ 39.82	Y
Family rate (up to 5)	\$ 13.27	\$ 13.27	Y
Figure Skating Practice (day use if available)	\$ 8.85	\$ 8.85	Y
Sponsorship (per hour)	\$ 283.19	\$ 283.19	Y
Weekend Public Skating			
Individual	\$ 4.43	\$ 4.43	Y
Family (up to 5 people)	\$ 13.27	\$ 13.27	Y
Individual Season Pass	\$ 70.80	\$ 70.80	Y
Family Season Pass	\$ 212.39	\$ 212.39	Y
Shinny Hockey (per person)	\$ 8.85	\$ 8.85	Y
Shinny Weekday Card	\$ 88.50	\$ 88.50	Y
Senior Shinny Hockey	\$ 5.31	\$ 5.31	Y
Arena Floor (Non ice rentals)			
a) Special Events (Not for Profit per hour)	\$ 104.00	\$ 104.00	Y
b) Lacross/ball hockey/inline skating etc (per hour)	\$ 80.00	\$ 75.47	Y
c) Commercial Rental (per day)	\$ 1,623.02	\$ 1,589.64	Y
d) Security Deposit for Large Rentals (100+ attendees)	\$ 200.00	\$ 200.00	Y
e) Multiple Day Rental (to be negotiated)	Negotiated	Negotiated	Y
Program/Rental Administration Fees			
a) Program Transfer/Withdrawal Fee	\$ 11.50	\$ 11.50	Y
b) Rental Cancellation Fee	25% of Rental Cost	25% of Rental Cost	Y
Marketing and Advertising			
a) Ice Resurfacer Wrap - 3 year (Fee plus cost of wrap production/installation)	\$ 5,300.00	\$ 5,300.00	Y
b) In-Ice Advertising	\$ 1,040.00	\$ 1,040.00	Y
c) Rink Boards (Max size 32" x120", yearly contract, includes installation)	\$ 625.00	\$ 625.00	Y
d) 2nd Rink Board (Max size 32" x120", yearly contract, includes installation)	\$ 520.00	\$ 520.00	Y
e) Rink Boards Weekly Contract (Max 32" x120")	\$ 18.00	\$ 18.00	Y
f) 2nd Rink Boards Weekly Contract (Max 32" x120")	\$ 15.00	\$ 15.00	Y
g) Rink Board Ad Installation	\$ 42.00	\$ 42.00	Y
h) Illuminated Wall Panel			
3' X 15' (yearly contract)	\$ 1,700.00	\$ 1,700.00	Y
5' x 9' (yearly contract)	\$ 1,250.00	\$ 1,250.00	Y
5' x 5' (A-Side) / 4x8' (B-Side) (yearly contract)	\$ 1,050.00	\$ 1,050.00	Y
k) Event Sponsorship	Negotiated	Negotiated	Y

Schedule F - Community & Recreation Services

By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Pool Rentals			
a) Pool			
Max 24 persons	\$ 80.00	\$ 78.00	Y
Max 49 persons	\$ 130.00	\$ 127.00	Y
Max 74 persons	\$ 160.00	\$ 157.00	Y
Max 100 persons	\$ 200.00	\$ 197.00	Y
b) Pool & Slide			
Max 24 persons	\$ 140.00	\$ 138.00	Y
Max 49 persons	\$ 190.00	\$ 186.00	Y
Max 74 persons	\$ 220.00	\$ 217.00	Y
Max 100 persons	\$ 260.00	\$ 255.00	Y
c) Pool & Tot Pool			
Max 24 persons	\$ 125.00	\$ 123.00	Y
Max 49 persons	\$ 175.00	\$ 172.00	Y
Max 74 persons	\$ 215.00	\$ 211.00	Y
Max 100 persons	\$ 235.00	\$ 231.00	Y
d) Pool, Tot Pool & Slide			
Max 24 persons	\$ 185.00	\$ 182.00	Y
Max 49 persons	\$ 230.00	\$ 226.00	Y
Max 74 persons	\$ 270.00	\$ 265.00	Y
Max 100 persons	\$ 285.00	\$ 280.00	Y
Full capacity (224 persons)	\$ 355.00	\$ 345.00	Y
e) Training Room (Hourly)	\$ 34.00	\$ 33.00	Y
Leisure Pool Birthday Party Packages (additional fees will be applied for food & beverages)			
a) One Pool with Party Room & Staff	\$ -	\$ 132.00	Y
b) One Pool & Slide with party Room & Staff	\$ -	\$ 192.00	Y
c) Two Pools with Party Room & Staff	\$ -	\$ 177.00	Y
d) Two Pools & Slide with Party Room & Staff	\$ -	\$ 236.00	Y
e) Recreation Swim with Party Room & Staff	\$ -	\$ 115.00	Y
f) Recreation Swim & Slide with Party Room & Staff	\$ -	\$ 142.00	Y
Public Swim			
a) Tot Time - Adult and 1 child	\$ 4.43	\$ 4.43	Y
b) Tot Time - each additional child	\$ 1.99	\$ 1.99	Y
c) Open Rec Swim - Individual	\$ 3.54	\$ 3.54	Y
d) Open Rec Swim - Family (max 5)	\$ 11.06	\$ 11.06	Y
e) Adult Length	\$ 4.43	\$ 4.43	Y
f) Aquafit	\$ 4.43	\$ 4.43	Y
g) Waterslide	\$ 1.99	\$ 1.99	Y
h) Sponsorship	Negotiated	Negotiated	Y
Swim Card Passes Access to Recreation Swim Programs (12 ticket entries per card)			
a) Tot Time - Adult and 1 Child	\$ 44.25	\$ 44.25	Y
b) Open Rec Swim (Individual)	\$ 35.40	\$ 35.40	Y
c) Open Rec Swim (Family) (max 5)	\$ 110.62	\$ 110.62	Y
d) Adult Lengths	\$ 44.25	\$ 44.25	Y
e) Aquafit	\$ 44.25	\$ 44.25	Y
f) Waterslide	\$ 17.70	\$ 17.70	Y
Seasonal Swim Passes Access to all Rec Swims for the summer (Tot Time, Adult Length, Aquafit, Open)			
a) Individual Pass	\$ 70.80	\$ 69.03	Y
b) Individual Pass (1/2 season starting August 1st)	\$ 35.40	\$ 34.51	Y
c) Family Pass (max 5)	\$ 150.44	\$ 147.79	Y
d) Family Pass (max 5) (1/2 season starting August 1st)	\$ 75.22	\$ 73.45	Y

Schedule F - Community & Recreation Services

By-Law 2024-097			
Type of Fee	2025 Fees	2024 Fees	HST
Aquatic Programs - "Learn to Swim" (Fee assumes 10 classes)			
a) Parent & Tot (1:10 Ratio: per 30 min. class)	\$ 8.25	\$ 8.00	N
b) Preschool (1:4 Ratio: per 30 min class)	\$ 9.25	\$ 9.00	N
c) Rookie/Ranger/Star (1:10 Ratio: per 60 min. class)	\$ 9.25	\$ 9.00	N
d) Swimmer 1-3 (1.4 Ratio: per 30 min. class)	\$ 11.25	\$ 11.00	N
e) Swimmer 4&5 (1:6 Ratio: per 45 min. class)	\$ 11.25	\$ 11.00	N
f) Swimmer 6 (1:8 Ratio: per 45 min class)	\$ 8.50	\$ 8.40	N
g) Adult Swim Lessons Level 1 - 3 (1.8 Ratio per 45 min. class)	\$ 8.50	\$ 8.40	Y
h) Semi-Private Swim Lessons (3 persons, each pay) per 30 min. session	\$ 12.50	\$ 12.00	Y
i) Semi-Private Swim Lessons (2 persons, each pay) per 30 min. session	\$ 16.75	\$ 16.00	Y
j) Private Swim Lessons per 30 min. session	\$ 31.25	\$ 30.00	Y
k) Bronze Star	\$ 104.00	\$ 100.00	Y
i) Bronze Medallion	\$ 205.00	\$ 200.00	Y
m) Bronze Cross	\$ 140.00	\$ 137.00	Y
n) Swim Teams	\$ 225.00	\$ 220.00	N
o) NLS Lifeguard	\$ 342.00	\$ 300.00	Y
p) Assistant Instructor	\$ 136.00	\$ 133.00	Y
q) Instructor School	\$ 330.00	\$ 300.00	Y
Day Camp			
a) Weekly Rate (5 days)	\$ 170.00	\$ 165.00	N
b) Holiday Week Rate (4 days)	\$ 135.00	\$ 130.00	N
c) Daily Rate	\$ 40.00	\$ 39.00	N
d) Field Trip	\$ 20.00	\$ 18.00	N
e) Hot Lunch	\$ 8.00	\$ 7.00	N
f) Specialty Camps (negotiated)	Negotiated	Negotiated	N
Seasonal Recreation Programs			
a) Children Programs (per hour/class)	\$ 7.25	\$ 7.00	N
b) Adult Programs (per hour/class)	\$ 7.25	\$ 7.00	Y

Schedule G - Water Department

By-Law 2024-097

Type of Fee	2025 Fees	2024 Fees	HST
Unauthorized water usage	\$1000 + cost	\$1000 + cost	Y
Illegal connection	\$2000 + cost	\$2000 + cost	Y
Unauthorized Infrastructure work	\$2000 + cost	\$2000 + cost	Y
Unauthorized Hydrant usage	\$2000 + cost	\$2000 + cost	Y
Unauthorized Alteration to water service / watermain	\$2000 + cost	\$2000 + cost	Y
Unauthorized operation of valving (any appurtenance)	\$2000 + cost		Y
Damage to Town Equipment /Infrastructure	At cost	At cost	Y
Boil Water Advisory- per event	At cost	At cost	N
Fire Hydrants			
Private Hydrant Maintenance	At cost or \$1200	At cost or \$1200	Y
Flow Testing Public Hydrants- Inspection only	\$100 per hydrant	\$100 per hydrant	Y
Flow Testing Public Hydrants per call - Regular Hours	\$550 + 100 per hydrant	\$550 + 100 per hydrant	Y
Flow Testing Public Hydrants per call - After Hours	\$900 + 100 per hydrant	\$900 + 100 per hydrant	Y
Water Meter			
5/8" & 3/4"	\$ 800.00	\$ 800.00	N
1"	\$ 950.00	\$ 950.00	N
1.5"	\$ 1,500.00	\$ 1,500.00	N
2"	\$ 1,800.00	\$ 1,800.00	N
larger than 2"	At cost	At cost	N
Meter Pit			
1" supply (standard 5/8" & 3/4" meter) 1" outlet connection	\$ 2,700.00		N
1" supply single (dual standard 5/8" & 3/4" meter) dual 1" individual outlets	\$ 3,700.00		N
1" supply (1" meter) 1" outlet connection	\$ 3,700.00		N
2" supply (2" meter) 2" outlet connection	\$ 7,500.00		N
larger than 2"	At cost		N
Service Call			
Turn Water On/Off	\$ 100.00	\$ 100.00	N
After hours callout	\$ 900 + costs	\$ 900 + costs	N
Water Service			
Watermain Service Tap - 25mm to 50mm diameter - inspection only	\$ 550.00	\$ 550.00	N
Watermain Service Tap - 25mm to 50mm diameter	\$500 + costs	At cost	N
Water Service Repair - private	At cost	At cost	N
Inspection of Private Development - watermains equal to or greater than 100 mm (4")			
a) Minimum charge	\$ 1,800.00	\$ 1,800.00	N
b) per metre of pipe installed	\$ 15.00	\$ 15.00	N
c) After Hours inspection/commissioning - First 4 hours	\$ 800.00	\$ 800.00	N
d) After hours inspection/commissioning - Every additional hour	\$ 110.00	\$ 110.00	N
e) Weekend Sample testing	\$ 1,100.00	\$ 1,100.00	N
Alterations/Repairs of Distribution System for all customers (examples include watermain lowering/cut in Tee/valve/hydrant relocation)	At cost	At cost	N
Service Abandonments	At cost	At cost	N
Abandonment in concrete	\$ 5,000.00	\$ 5,000.00	N
Abandonment in asphalt	\$ 3,000.00	\$ 3,000.00	N
Abandonment in the boulevard	\$ 1,500.00	\$ 1,500.00	N

Schedule H - Tecumseh Transit

By-Law 2024-097

Type of Fee	2025 Fees	2024 Fees	HST
Transit Fare			
Adult	\$ 2.50	\$ 2.50	N
Senior	\$ 2.00	\$ 2.00	N
Student	\$ 1.50	\$ 1.50	N
Child (under 5)	\$ -	\$ -	N
Veteran	\$ -	\$ -	N
Blind Person	\$ -	\$ -	N
Person Accompanying Disabled Rider Fare	\$ -	\$ -	N
Adult Bus Pass			
Monthly	\$ 40.00	\$ 40.00	N
6 Month	\$ 200.00	\$ 200.00	N
12 Month	\$ 400.00	\$ 400.00	N
Senior Bus Pass			
Monthly	\$ 35.00	\$ 35.00	N
6 Month	\$ 175.00	\$ 175.00	N
12 Month	\$ 350.00	\$ 350.00	N
Student Bus Pass			
Monthly	\$ 30.00	\$ 30.00	N
6 Month	\$ 150.00	\$ 150.00	N
12 Month	\$ 300.00	\$ 300.00	N

The Corporation of the Town of Tecumseh

By-Law Number 2024-100

Being a by-law to establish the water and wastewater rates for the year 2025

Whereas the *Municipal Act, 2001*, S.O. 2001, c. 25 and in particular section 391 et seq. thereof, provide, inter alia, that a municipality may pass by-laws imposing fees or other charges for services or activities provided or done by it, for use of property under its control, and for capital costs payable by it;

And Whereas in pursuance thereof, The Corporation of the Town of Tecumseh (Town) is desirous of enacting a by-law to impose fees or charges for use of its wastewater system, and for use of its waterworks system and for the consumption of water supplied by the waterworks system;

And Whereas public notice was given on the Town's website intent to give consideration to the adoption of a by-law to impose fees or charges for use of its wastewater management system, and for use of its waterworks system and for the consumption of water supplied by the waterworks system at their regular meeting to be held on Tuesday, November 26, 2024.

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

Part 1 - Short Title

1.1 The short title of this by-law is the Water and Wastewater Rates By-law.

Part 2 - Definitions

2.1 In this by-law, the following words or expressions shall have the following meanings:

- (a) **"Customer"** shall include any person, firm or corporation who receives, takes, uses or agrees to receive, take or use water from the Town;
- (b) **"Owner"** shall include any person, firm or corporation who is the registered owner of, or is entitled to any estate or interest in land to which water from the Town is supplied;
- (c) **"Premises or Facilities"** shall include any land, house, tenement, building, lot (or part thereof), or any facility to which water is supplied by the Town; and

- (d) **“Town”** shall mean The Corporation of the Town of Tecumseh.

Part 3 - When Rates Effective

- 3.1 The rates and charges imposed by this by-law shall be in effect and be imposed as of January 1, 2022, and thereafter until this by-law is replaced by a successor water rates by-law or amendment hereto.

Part 4 - Water Rates and Charges

- 4.1 Before the initial supply of water to or the additional or subsequent connection for water to any Premises or Facility within the Town, the Owner shall make application therefore, and the Owner shall pay the water connection charges prescribed by Part I to the schedule to this by-law.
- 4.2 A Customer shall pay the fixed charges for the provision and supply of water, and for maintenance of the water supply and the waterworks system, based on water meter size, as are prescribed by Part II to the schedule to this by-law.
- 4.3 In addition to the said fixed charges, a Customer shall pay the water consumption charges for metered Premises or Facilities, the water consumption charges, based on volume of water consumption, as are prescribed by Part III to the schedule to this by-law.
- 4.4 A Customer shall pay, with respect to unmetered Premises or Facilities, the flat rate water consumption charges prescribed by Part IV to the schedule to this by-law.
- 4.5 A user of a fire hydrant shall pay the hydrant rental charge prescribed by Part V to the schedule to this by-law.

Part 5 - Wastewater Collection and Treatment Rates and Charges

- 5.1 A Customer shall pay the fixed charges for the collection and treatment of wastewater, and for maintenance of the wastewater system, based on water meter size, as are prescribed by Part II to the schedule to this by-law.
- 5.2 In addition to the said fixed charges, a Customer shall pay the wastewater collection and treatment charges with respect to metered Premises or Facilities, the wastewater collection and treatment charges, based on volume of water consumption, as are prescribed by Part VI to the schedule to this by-law.
- 5.3 A Customer shall pay, with respect to unmetered Premises or Facilities, the flat rate wastewater collection and treatment charges prescribed by Part VII to the schedule to this by-law.

Part 6 - Enforcement

- 6.1 Water meters may be read and accounts rendered monthly, bi-monthly or on any other basis that the Town may determine. All accounts shall be deemed to be served upon the Customer or Owner if delivered or sent by ordinary mail to the Premises or Facilities supplied.
- 6.2 All accounts shall be paid by the due date stated thereon. Thereafter, late payment charges shall be added to the account, as prescribed by Part 9 to the schedule to this by-law.
- 6.3 In the event a Customer or Owner neglects or refuses to pay any account rendered under authority of this by-law, the Town may in its discretion shut off or reduce the flow of water to the customer or to the Premises or Facility. In such event, the reconnection charges prescribed by Part I to the schedule to this by-law shall be imposed upon the Customer or Owner.
- 6.4 The Town may, in its discretion, as a pre-condition to the supply of water to a Premise or Facility, require a Customer or Owner to make a deposit of such sum of money as it may consider advisable. The deposit shall be held as security for payment of charges imposed in pursuance of this by-law. Such deposit may be applied by the Town in satisfaction of unpaid accounts.

Part 7 - Repeal

- 7.1 In the event of a conflict between the provisions of this by-law and the provisions of any other by-law of the Town, the provisions of this by-law shall prevail and govern and be paramount.

Part 8 - Effective Date

- 8.1 This by-law comes into force on January 1, 2025.

Read a first, second, third time and finally passed this 26th day of November, 2024.

Gary McNamara, Mayor

Robert Auger, Clerk

Schedule A – Town of Tecumseh Water and Wastewater Rates

Part 9: Part I: Fixed Charges for Water and Wastewater Service

Fixed Charge Per Month

Meter Size

Meter Size	Water	Wastewater
5/8" & 3/4"	20.14	20.53
1"	34.94	35.62
1 1/2"	68.59	69.92
2"	102.19	104.17
3"	171.56	174.89
4"	276.92	282.29
6"	492.45	502.02

Part 10: Part II: Metered Water Consumption Charges

usage under 10,200 cubic meters per month

\$1.3523 per cubic meter

Metered Water Consumption Charges

usage over 10,200 cubic meters per month

\$0.9775 per cubic meter

Part 11: Part III: Flat Rate Water Un-Metered Consumption Charges

\$57.32 per month

Part 12: Part IV: Wastewater Collection and Treatment Charges

\$1.4444 per cubic meter of water consumed

Nortera Foods:

\$ 0.9627 per cubic meter of water consumed

Part 13: Part V: Flat Rate Un-Metered Wastewater Collection and Treatment Charge

\$60.25 per month

Part 14: Part VI: Oasis Water Filling Station

\$2.60 per cubic meter

Part 15: Part VII: Miscellaneous Charges

Late Payment Charges: 1.25% per month charged to overdue accounts

NSF Cheques: \$35.00 plus bank charges

The Corporation of the Town of Tecumseh

By-Law Number 2024 - 101

Being a by-law to provide that part lot control shall not apply to certain parcels of lands, more particularly described as Lots 1-6 and Blocks 71-89 on Registered Plan of Subdivision 12M-709, as registered in the Registry Office for the Registry Division of Essex (12).

Whereas the *Planning Act, R.S.O. 1990*, as amended, provides that part lot control shall apply where land is within a plan of subdivision registered before or after the coming into force of the Act;

And whereas Section 50 (7) of the *Planning Act, R.S.O. 1990*, provides that the Council of a municipality may by by-law provide that part lot control does not apply to land that is within such registered plan or plans of subdivision or parts thereof as is or are designated in the by-law, and where the by-law is passed and approved part lot control as described in Section 50 (5) of the *Planning Act, R.S.O. 1990* ceases to apply to such land;

And whereas it is deemed desirable that the provisions of Section 50 (5) of the *Planning Act, R.S.O. 1990* shall not apply to certain lands that are within Registered Plan of Subdivision 12M-709, in the Town of Tecumseh.

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

- 1.. **That** the provisions of Section 50 (5) of the *Planning Act, R.S.O. 1990*, as amended, do not apply to certain parcels of land, which lands are more particularly described as follows:

Lots 1-6 and Blocks 71-89 on Registered Plan of Subdivision 12M-709, in the Town of Tecumseh, County of Essex.
2. **That** this by-law shall expire on December 10, 2027.
3. **That** By-law shall come into force and take effect after the final passing thereof on the date upon which this by-law is approved by the County of Essex, pursuant to the provisions of the *Planning Act, R.S.O. 1990*.

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

Gary McNamara, Mayor

Robert Auger, Director Legislative Services &
Clerk

The Corporation of the Town of Tecumseh

By-Law Number 2024 - 105

Being a by-law to provide for an Interim Tax Rate for the Year 2025.

Whereas Section 342(1)(a) of The Municipal Act 2001, S.O. 2001 c.25 provides that a local municipality may pass a by-law providing for the payment of taxes in one amount or by installments and the date or dates in the year for which taxes are imposed on which the taxes or installments are due;

And Whereas Section 342(1)(b) of The Municipal Act 2001, S.O. 2001 c.25 provides that a local municipality may pass a by-law providing for alternative installments and due dates in the year for which the taxes are imposed other than those established under Section 342(1)(a) to allow taxpayers to spread the payment of taxes more evenly over the year;

And Whereas Section 342(3) of The Municipal Act 2001, S.O. 2001 c.25 provides that a taxpayer shall pay taxes in accordance with the installments and due dates established, unless the municipality has established alternative installments and due dates, and the Treasurer receives and approves the taxpayer's request to use the alternative installments and due dates;

And Whereas Section 342(4) of The Municipal Act 2001, S.O. 2001 c.25 provides that where the Treasurer has approved a request for payment of taxes in alternative installments established by a municipality, the taxes of the taxpayer are payable in accordance with the alternative installments and due dates;

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

1. **That** an interim tax rate will be made for the Year 2025.
2. **That** an interim rate of 50% of the previous year's billed amount is hereby imposed and levied on all classes, less write-offs and supplementary adjustments.
3. **That** the interim tax rate on real property assessments will be due in two (2) installments; the first installment due February 26, 2025, and the second installment due April 28, 2025.
4. **That** taxpayers may apply to the Treasurer for payment of taxes in 10 equal installments on the 15th day in each of the months of February through to and including November, and that each of the said installments to be withdrawn directly from the ratepayer's bank account and deposited directly into the Town's bank account.

5. **That** this by-law shall come into force and take effect upon and after the final reading thereof.
6. **That** all by-laws not consistent with this by-law be and are hereby repealed.
7. **That** the Treasurer shall send a tax bill to the taxpayer's residence or place of business or to the premises in respect of which taxes are payable [Section 343 (6)].
8. **That** this by-law shall come into force and take effect upon the third and final reading 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

By-Law Number 2024 - 106

Being a by-law to impose late payment charges for non-payment of taxes or any installment of taxes by due date

Whereas under the provision of The Municipal Act 2001, S.O. 2001, c.25, Section 345 (1), a municipality may impose late payment charges for the non-payment of taxes or any installment by the due date;

And Whereas under the provision of The Municipal Act 2001, S.O. 2001, c.25, Section 345 (2), a percentage charge, not to exceed 1-1/4% of the amount of taxes due and unpaid, may be imposed as a penalty for the non-payment of taxes on the first day of default or such later date as may be prescribed;

And Whereas under the provision of The Municipal Act 2001, S.O. 2001, c.25, Section 345 (3) interest charges, not to exceed 1-1/4% each month of the amount of taxes due and unpaid, may be imposed for the non-payment of taxes in the manner specified in the by-law but interest may not start to accrue before the first day of default;

And Whereas the Council of the Corporation of the Town of Tecumseh deems it expedient to impose such a penalty charge on overdue taxes and interest charge on tax arrears;

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

1. **That** overdue taxes are those taxes that have been levied in 2025 and have not been paid on or before the last day of the month payment is due.
2. **That** tax arrears are taxes that are due and unpaid after December 31st of the year in which they are levied.
3. **That** the penalty charge to be imposed on overdue taxes and the interest charge to be added to tax arrears shall be 1-1/4% per month, being 15% per annum.
4. **That** the penalty charge for overdue taxes shall be imposed on the first day of each calendar month following default, but not after December 31, 2025.
5. **That** the Treasurer shall give notice of this by-law in accordance with Section 348(2) of The Municipal Act 2001.
6. **That** the Treasurer shall add to the amount of all tax arrears due and unpaid, interest at the rate specified in paragraph 3 of this by-law effective January 1, 2025, and thereafter on the first day of each calendar month.
7. **That** no interest or penalty added to taxes shall be compounded.

8. **That** all by-laws or sections of by-laws inconsistent with this by-law be and are hereby repealed.
9. **That** this by-law shall come into force and take effect on January 1, 2025.

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

By-Law Number 2024-107

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 other 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 that 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 as amended.
- 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 2 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.
- 9.1.5 The following factors shall be considered by the Municipality in reviewing an application for a permit or authorization under this Bylaw:
- (a) whether such activity will damage the Park;
 - (b) whether the proposed activity will or is likely to cause a hazardous or dangerous condition;
 - (c) the payment of applicable fees and charges if applicable, and as set out in the Municipality's Fees and Charges Bylaw; and
 - (d) the potential for conflicts with other persons using the Park.

Any person or group receiving any such permit or authorization is, at all times, subject to the conditions imposed and the provisions of this Bylaw in every respect; and the responsibility, at all times, is on the person or group receiving such permission to duly carry out all such conditions imposed, and to save harmless and protect the Municipality from and against any and all claims, demands, suits, or compensation of whatsoever kind arising either directly or indirectly out of the permission granted.

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 exemptions or 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

By-Law Number 2024-108

Being a by-law to provide for the dedication of parkland or the payment in lieu thereof for all Development or Redevelopment in the Corporation of the Town of Tecumseh.

Whereas Section 42 of the *Planning Act*, R.S.O. 1990, c.P.13 provides that for the Development or Redevelopment of land, the council of a local municipality may, by by-law, require that land in an amount not exceeding, in the case of land proposed for Development or Redevelopment for Commercial or Industrial purposes, two percent (2%), and in all other cases five percent (5%), be conveyed to the municipality for park or other public recreational purposes;

And Whereas Section 51.1 of the Planning Act provides that an approval authority may impose, as a condition of the approval of a plan of subdivision, that land be conveyed to the local municipality for park or other public recreational purposes, such land not to exceed, in the case of a subdivision proposed for Commercial or Industrial purposes two percent (2%), and in all other cases five percent (5%);

And Whereas Section 53 of the Planning Act provides that Section 51.1 of the Planning Act also applies to the granting of consents;

And Whereas in the case of land proposed for Development or Redevelopment for residential purposes, a municipality may require that such land be conveyed at the rate of up to one (1) hectare for each six hundred (600) net residential units, provided that the municipality has specific policies dealing with the provision of lands for park or other public recreational purposes and the use of this alternative requirement is included within its Official Plan;

And Whereas in the case of land proposed for Development or Redevelopment for residential purposes, a municipality may require that payment-in-lieu of land be provided at a rate up to the equivalent value of one (1) hectare for each one thousand (1,000) net residential units, provided the municipality has specific policies dealing with the provision of lands for park or other public recreational purposes, and the use of this alternative requirement is included within its Official Plan

And Whereas a Parks Plan was prepared in consultation with the local school boards and other persons or public bodies the municipality considered appropriate, and made publicly available on January 23, 2024;

And Whereas the Council of the Town of Tecumseh wishes to use the provisions of the Planning Act for the purposes of acquiring and providing parkland for the use and enjoyment of the residents of the Town of Tecumseh

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

Section 1 Interpretation

1.1 Definitions

In this by-law:

- 1.1.1 “**Act**” means the *Planning Act*, R.S.O. 1990, c.P.13.
- 1.1.2 “**Affordable Residential Unit**” means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the *Development Charges Act*, 1997, S.O. 1997, c. 27.
- 1.1.3 “**Apartment**” means a Residential Dwelling comprised of a building containing more than four Dwelling Units where the units are connected by an interior corridor.
- 1.1.4 “**Attainable Residential Unit**” means a residential unit that meets the criteria set out in subsection 4.1(4) of the *Development Charges Act*, 1997, S.O. 1997, c. 27.
- 1.1.5 “**Board of Education**” has the same meaning as “board”, as defined in the *Education Act*, R.S.O. 1990, c.E.2, as amended;
- 1.1.6 “**Commercial**” means the use of land, buildings, or structures for a use which is not industrial, and which are used in connection with:
- (a) the selling of commodities to the general public; or
 - (b) the supply of services to the general public; or
 - (c) office or administrative facilities.
- 1.1.7 “**Council**” means the Council for the Corporation of the Town of Tecumseh.
- 1.1.8 “**Development**” means the construction, erection, or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of substantially increasing the size or usability thereof.
- 1.1.9 “**Dwelling Unit**” means any part of a building or structure used, designed or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use.
- 1.1.10 “**Gross Floor Area**” has the same meaning as in the Town’s Development Charges By-law, as amended.
- 1.1.11 “**Industrial**” means lands, buildings or structures used or designed or intended for use for manufacturing, processing, fabricating or assembly

of raw goods, warehousing or bulk storage of goods, and includes office uses and the sale of commodities to the general public where such uses are accessory to an industrial use, but does not include the sale of commodities to the general public through a warehouse club.

- 1.1.12 “**Institutional**” means the use of land, buildings, or structures for hospitals, correctional institutions and associated facilities, municipal facilities, elementary and secondary schools, colleges, universities, places of worship and ancillary uses, military and cultural buildings, daycare centres, residential care facilities for more than ten persons and long-term care centres.
- 1.1.13 “**Mixed Use**” means the physical integration of two or more of the following uses within a building or structure or separate buildings or structures on the lands proposed for Development or Redevelopment: Commercial; Industrial; Institutional; Residential; or any other use not noted herein.
- 1.1.14 “**Multiple Dwellings**” means all dwellings other than single-detached, semi-detached and apartment unit dwellings.
- 1.1.15 “**Non-Profit Housing Development**” means development of a building or structure intended for use as residential premises by,
- (a) a corporation without share capital to which the Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing;
 - (b) a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or
 - (c) a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act, or any successor legislation.
- 1.1.16 “**Official Plan**” means the Town’s Official Plan, as amended.
- 1.1.17 “**PIL**” means payment-in-lieu of parkland otherwise required to be conveyed.
- 1.1.18 “**Planning Act**” means the *Planning Act*, R.S.O. 1990, c.P.13, as amended.
- 1.1.19 “**Redevelopment**” means the removal of a building or structure from land and the further Development of the land or, the expansion or renovation of a building or structure which results in a change in the character or density of the use in connection therewith.
- 1.1.20 “**Residential**” means the use of land, buildings, or structures for human habitation.

- 1.1.21 “**Residential Unit**” means one or more habitable rooms each of which is accessible from the others and which function as an independent and separate housekeeping unit in which separate kitchen and sanitary facilities are provided for the use of the occupants, with a private entrance from outside the building or from a common hallway or stairway inside the building.
- 1.1.22 “**Rural Area**” means those areas designated as not being within a settlement area by the Official Plan.
- 1.1.23 “**Semi-Detached Dwelling**” means a building divided vertically into two dwelling units each of which has a separate entrance and access to grade.
- 1.1.24 “**Shared Use Agreement**” means an agreement between a Board of Education and Tecumseh for the sharing of buildings and/or property.
- 1.1.25 “**Single Detached Dwelling**” means a residential building consisting of one dwelling unit and not attached to another structure.
- 1.1.26 “**Tecumseh**” means the Corporation of the Town of Tecumseh.
- 1.1.27 “**Town**” means the Corporation of the Town of Tecumseh.
- 1.1.28 “**Zoning By-law**” means the by-law passed pursuant to section 34 of the Planning Act.

1.2 Rules of Interpretation

The following rules of interpretation shall be applied to interpretation of this by-law:

- 1.2.1 References to items in the plural include the singular, as applicable.
- 1.2.2 The words "include", "including" and "includes" are not to be read as limiting the phrases or descriptions that precede them. Any examples provided are intended to be representative examples and not intended to be an exhaustive list.
- 1.2.3 Headings are inserted for ease of reference only and are not to be used as interpretation aids.
- 1.2.4 Specific references to laws or by-laws are meant to refer to the current laws applicable at the time that this by-law was enacted and shall be interpreted to include amendments, restatements and successor legislation.
- 1.2.5 The obligations imposed by this by-law are in addition to obligations otherwise imposed by law or contract.

- 1.2.6 Where this by-law provides metric and imperial units of measure, the metric unit of measure shall prevail. For convenience only, approximate imperial measurements may be provided but are of no force or effect. The abbreviation "mm" stands for millimetres and "m" stands for metres.
- 1.2.7 Terms with capitals shall be read with the meaning in section 1 and other words shall be given their ordinary meaning.
- 1.2.8 If any court of competent jurisdiction finds any provision of this by-law is illegal or ultra vires of the jurisdiction of the Town, such provision shall be deemed to be severable and shall not invalidate any of the other provisions of this by-law.
- 1.2.9 Nothing in this by-law relieves any person from complying with any provision of any federal or provincial legislation or any other by-law of the Town.
- 1.2.10 Where a provision of this by-law conflicts with the provisions of another by-law in force in the Town, the more specific by-law shall prevail.

1.3 **Application**

The provisions of this by-law apply to the entire geographic area of the Town of Tecumseh.

1.4 **Exemptions**

Development or Redevelopment described in the subsections 1.4.1 through to and including 1.4.8 shall be exempt from the obligations to convey land or make a PIL under Sections 2 and 3 of this by-law:

- 1.4.1 Development or Redevelopment of land, buildings or structures owned by and used for the purposes of the Town of Tecumseh;
- 1.4.2 Development or Redevelopment of land, buildings or structures owned by and used for the purposes of a Board of Education, where a Shared Use Agreement exists;
- 1.4.3 The replacement of any building provided that no intensification or change of use is proposed, including but not limited to an increase in total Residential Units count, or Gross Floor Area specifically in relation to non-residential buildings;
- 1.4.4 The enlargement of an existing Residential Unit provided that the enlargement does not result in additional Residential Units;
- 1.4.5 The enlargement of an existing Commercial, Industrial, or Institutional building or structure if the Gross Floor Area is enlarged by 50% or less. The area of the existing building or structure shall be calculated by

reference to the first building permit which was issued in respect of the building or structure for which the exemption is sought;

- 1.4.6 Institutional Development;
- 1.4.7 Development or Redevelopment of land, buildings or structures for temporary construction uses as defined by the Town's Zoning By-law; and
- 1.4.8 Development or Redevelopment or location of,
 - (a) a second residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit;
 - (b) a third residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or
 - (c) one residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units.

Section 2 Conveyance of Land for Park Purposes

2.1 Amount of Land to be Conveyed

- 2.1.1 Land shall be required to be conveyed to Tecumseh for park purposes as a condition of Development or Redevelopment of land in an amount to be determined in accordance with subsections 2.1.2 through to and including 2.1.5.
- 2.1.2 In the case of lands proposed for Residential uses:
 - (a) If the density of the Development is less than 30 units per hectare, at a rate of 5%. With respect to land proposed for Development or Redevelopment that will include affordable residential units or attainable residential units, as defined in subsection 4.1 (1) of the Development Charges Act, or residential units described in subsection 4.3 (2) of that Act, the

amount of land that may be required to be conveyed shall not exceed 5%, multiplied by the ratio of A to B where,

- (i) “A” is the number of residential units that are part of the Development or Redevelopment but are not affordable residential units, attainable residential units or residential units described in subsection 4.3 (2) of the Development Charges Act; and
- (ii) “B” is the number of residential units that are part of the Development or Redevelopment;

or

- (b) If the density of the Development is greater than 30 units per hectare, at a rate of one (1) hectare for each six hundred (600) net Residential Units proposed.
 - (i) the net residential units proposed shall be determined by subtracting the number of residential units on the land immediately before the proposed Development or Redevelopment from the number of residential units that will be on the land after the proposed Development or Redevelopment;
 - (ii) Affordable residential units and attainable residential units, as defined in subsection 4.1 (1) of the Development Charges Act, 1997, and residential units described in subsection 4.3 (2) of that Act shall be excluded from the number of net residential units;
 - (iii) in the case of land proposed for Development or Redevelopment that is 5 hectares or less in area, the maximum conveyance shall be 10 per cent of the land; and
 - (iv) in the case of land proposed for Development or Redevelopment that is greater than 5 hectares in area, the maximum conveyance shall be 15 per cent of the land.

2.1.3 In the case of lands proposed for Commercial, or Industrial uses, land in the amount of two per cent (2%) of the land to be Developed or Redeveloped.

2.1.4 In the case of a Mixed-Use Development or Redevelopment, land in the aggregate, calculated as follows:

- (a) the Residential component, if any, as determined by Tecumseh, of the lands being Developed or Redeveloped, shall require the

conveyance of land as determined in accordance with subsection 2.1.2 of this by-law; plus

- (b) the Commercial, or Industrial component of the lands being Developed or Redeveloped, if any as determined by Tecumseh, shall require the conveyance of land as determined in accordance with subsection 2.1.3 of this by-law; plus
- (c) the component of the lands proposed for any use other than Residential, Commercial, or Industrial if any as determined by the Town, shall require the conveyance of land as determined in accordance with subsection 2.1.5 of this by-law.

2.1.5 In the case of lands proposed for Development or Redevelopment for a use other than those referred to in subsections 2.1.2, 2.1.3, 2.1.4 of this section, land in the amount of five per cent (5%) of the land to be Developed or Redeveloped.

- (a) Where the Development of land results from the approval of a site plan or zoning by-law amendment and the approval of the application occurred within 18 months of building permit issuance, the conveyance shall be determined on the date of the planning application. Where both planning applications apply, conveyance shall be determined on the date of the later planning application.

2.2 Location of Conveyance and Condition of Title

2.2.1 Subject to restrictions in the Planning Act, the location and configuration of land required to be conveyed pursuant to this by-law shall be as determined by Tecumseh and all such lands shall be free of all encumbrances, including but not limited to such easements which Tecumseh, in its sole and absolute discretion, is not prepared to accept and shall be free of any contamination, including but not limited to any toxic, noxious or dangerous contaminants, and shall otherwise be in a condition satisfactory to Tecumseh.

2.2.2 A requirement as part of Development or Redevelopment to convey any valley land or watercourse corridors, woodlands, natural heritage system lands and associated buffers, easements, vista blocks and storm water management ponds, as those terms are defined in the Official Plan or any secondary plan adopted under the Official Plan, shall not be considered to be a conveyance of land for park purposes in satisfaction of a requirement under this by-law.

2.3 Timing of Conveyance

Where land is required to be conveyed in accordance with this by-law, the lands shall be conveyed as follows:

- 2.3.1 in the case of Development or Redevelopment to be approved pursuant to sections 51.1 or 53 of the Planning Act, the conveyance of land may be required as a condition of approval, and said lands shall be conveyed to Tecumseh either prior to or immediately upon registration of the plan of subdivision or upon the consent being given, as determined by Tecumseh; and
- 2.3.2 in the case of Development or Redevelopment where land has not been conveyed or has not been required pursuant to sections 51.1 or 53 of the Planning Act, Tecumseh shall require the conveyance of land as a condition of Development or Redevelopment prior to building permit issuance in accordance with section 42 of the Planning Act.

Section 3 Payment-in-Lieu of Parkland

3.1 Amount of Payment

In lieu of requiring the conveyance of land required by part 2 of this by-law, Tecumseh may require the payment of the value of the lands otherwise required to be conveyed, calculated in accordance with the following:

- 3.1.1 For all residential Development or Redevelopment, the PIL may be calculated and imposed by unit type based on Schedule 1. These rates shall be indexed annually on January 1st of each year commencing January 1, 2026, by the Statistics Canada New Housing Price Index (house and land, most recent month year-over-year) and posted by Tecumseh. Tecumseh's failure to post the indexed rate shall not waive the requirement for compliance with this by-law.
- 3.1.2 Where an applicant does not agree with the per unit rate identified in Schedule 1 to this by-law, the applicant shall commission an appraisal from a list of approved appraisers provided by the Town and the PIL shall be based on the equivalent value of the land as per the following:
- (a) in the case of lands proposed for Residential:
- (i) if the density of the Development is 50 units per hectare or less, at a rate of five per cent (5%) of the value of land being Developed or Redeveloped
- With respect to land proposed for Development or Redevelopment that will include affordable residential units or attainable residential units, as defined in subsection 4.1 (1) of the Development Charges Act, 1997, or residential units described in subsection 4.3 (2) of that Act, the PIL that may be required shall not exceed 5 per cent of the value of the land multiplied by the ratio of A to B where,

- > “A” is the number of residential units that are part of the Development or Redevelopment but are not affordable residential units, attainable residential units or residential units described in subsection 4.3 (2) of the Development Charges Act, 1997; and
 - > “B” is the number of residential units that are part of the Development or Redevelopment;
- (ii) If the density of the Development is greater than 50 units per hectares, at a rate of the value of one (1) hectare of land for each one thousand (1,000) net residential units proposed.
- the net residential units proposed shall be determined by subtracting the number of residential units on the land immediately before the proposed Development or Redevelopment from the number of residential units that will be on the land after the proposed Development or Redevelopment;
 - Affordable residential units and attainable residential units, as defined in subsection 4.1 (1) of the Development Charges Act, 1997, and residential units described in subsection 4.3 (2) of that Act shall be excluded from the number of net residential units;
 - in the case of land proposed for Development or Redevelopment that is 5 hectares or less in area, the maximum value of land for PIL shall be 10 per cent; and
 - in the case of land proposed for Development or Redevelopment that is greater than 5 hectares in area, the maximum value of land for PIL shall be 15 per cent.
- (iii) For commercial and industrial Development or Redevelopment, as well as Mixed-Use Development, the PIL shall be calculated as the equivalent value of the land required based on a property appraisal provided by the applicant, as follows:
- in the case of lands proposed for Commercial or Industrial uses, the value of two per cent (2%) of the land to be Developed or Redeveloped;

- in the case of a Mixed-Use Development or Redevelopment, the value of the land in the aggregate, calculated as follows:
 - > the Residential component, if any as determined by Tecumseh, of the lands being Developed or Redeveloped, shall require the PIL of the value of land as determined in accordance with subsection 3.1.1 or 3.1.2 of this by-law; plus
 - > the Commercial or Industrial component of the lands being Developed or Redeveloped, if any as determined by Tecumseh, shall require the PIL of the value of land as determined in accordance with paragraph 3.1.2(a) of this subsection; plus
 - > the component of the lands proposed for any use other than Residential, Commercial or Industrial if any as determined by the Town, shall require the PIL of the value of land as determined in accordance with subsection 3.1.2 of this subsection; and
 - > in the case of lands proposed for Development or Redevelopment for a use other than those referred to in paragraphs 3.1.2(iii) of this subsection, the value of five per cent (5%) of the land to be Developed or Redeveloped.

3.2 Timing of PIL Payment and Determination of Value

PIL shall be paid as follows:

- 3.2.1 For Development or Redevelopment where the payment of PIL is not required as a condition of an approval or a consent, pursuant to either sections 51.1 or 53 of the Planning Act, the PIL shall be paid prior to the issuance of the building permit in respect of the Development or Redevelopment in accordance with section 42 of the Planning Act. The value of the land shall be determined as of the day before the day the building permit is issued in respect of the Development or Redevelopment or, if more than one building permit is required for the Development or Redevelopment, as of the day before the day the first permit is issued.
- 3.2.2 In the event that an extension of an approval described in subsection 3.2.1 is requested, the value of the land shall be determined as of the day before the day of the approval of the extension.

- 3.2.3 Where the Development of land results from the approval of a site plan or zoning by-law amendment and the approval of the application occurred within eighteen (18) months of building permit issuance, the PIL shall be calculated on the value of the land on the date of the planning application. Where both planning applications apply, PIL shall be calculated on the value of the land on the date of the later planning application.

Section 4 Other

4.1 Previous or Required Conveyances

- 4.1.1 Notwithstanding parts 2 and 3 of this By-Law, if land has been conveyed or is required to be conveyed to Tecumseh for park or other public recreational purposes or PIL has been received by Tecumseh or is owing to it pursuant to a condition imposed pursuant to sections 42, 51.1 or 53 of the Planning Act, no additional conveyance or payment in respect of the lands subject to the earlier conveyance or payment will be required by Tecumseh in respect of subsequent Development or Redevelopment unless:
- (a) There is a change in the proposed Development or Redevelopment which would increase the density of the Development; or
 - (b) Land originally proposed for Development or Redevelopment for Residential, Commercial, or Industrial, uses is now proposed for Development or Redevelopment for other uses.
- 4.1.2 Where there is a claim of previous conveyance or PIL payment, it is the applicant's/owner's responsibility to provide suitable evidence of such previous conveyance or PIL payment, to Tecumseh's satisfaction.
- 4.1.3 Land or PIL required to be conveyed or paid to Tecumseh for park or other public recreation purposes pursuant to parts 2 and 3 of this by-law shall be reduced by the amount of land or PIL previously received by Tecumseh pursuant to sections 42, 51.1 or 53 of the Planning Act in respect of the lands being Developed or Redeveloped.

4.2 Phased Development

Where approvals are issued in phases for Development or Redevelopment, Tecumseh shall calculate and require the conveyance of land for park purposes or the payment of PIL, in accordance with parts 2 and 3 of this by-law, on a phase-by-phase basis.

4.3 Redevelopment

- 4.3.1 In the case of Redevelopment, the maximum amount of the parkland dedication and/or PIL shall not exceed an amount equal to the amount

calculated as per the previous sections of this by-law, multiplied by the ratio of “A” to “B” where,

- (a) “A” is the floor area of any part of a building or structure, which part is proposed to be erected or located as part of the Development or Redevelopment, and
- (b) “B” is the floor area of all buildings and structures that will be on the land after the Development or Redevelopment.

Section 5 General

- 5.1 Where a determination is required to be made by Tecumseh in this by-law, that determination shall be made by the Director of Development Services. The Director of Development Services’ decision shall be final.
- 5.2 This by-law shall be referred to as the “Parkland Dedication By-law”.
- 5.3 This by-law comes into force January 1, 2025.
- 5.4 Upon the coming into force of this by-law, By-law 2015-68 (Parkland Dedication for the Manning Road Secondary Plan Area) is hereby repealed.

Section 6 Schedules

- 6.1 The following schedule shall form part of this By-law:
 - 6.1.1 Schedule 1: PIL of Parkland Per Unit for Residential Development

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

Gary McNamara, Mayor

Robert Auger, Clerk

Schedule 1 to By-Law 2024-108

PIL Per Unit for Residential Development

Unit Type	PIL per Unit January 1, 2025, to December 31, 2025	PIL per Unit January 1, 2026, to December 31, 2026	PIL per Unit January 1, 2027, onwards
Single-detached Rural	\$2,400	\$4,450	\$6,500
Single-detached Urban	\$5,100	\$9,450	\$13,800
Semi-detached and Multiples	\$1,300	\$2,400	\$3,500
Apartments	\$500	\$950	\$1,400

**Rates are subject to indexing as per Section 3.1*

The Corporation of the Town of Tecumseh

By-Law Number 2024 - 109

Being a by-law to amend By-law 85-18, the Town's Comprehensive Zoning By-law for those lands in the former Township of Sandwich South (Removal of Holding (H) Zone Symbol affecting Phase 1 of Oldcastle Heights Residential Subdivision)

Whereas By-law No. 85-18 is the Town's comprehensive zoning by-law regulating the use of lands and the character, location and use of buildings and structures within the Town of Tecumseh, for lands situated within the former Township of Sandwich South;

And whereas the Council of the Corporation of the Town of Tecumseh deems it necessary to amend By-law No. 85-18;

And whereas this By-law conforms to the Official Plan in effect for the Town of Tecumseh, as amended;

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

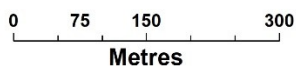
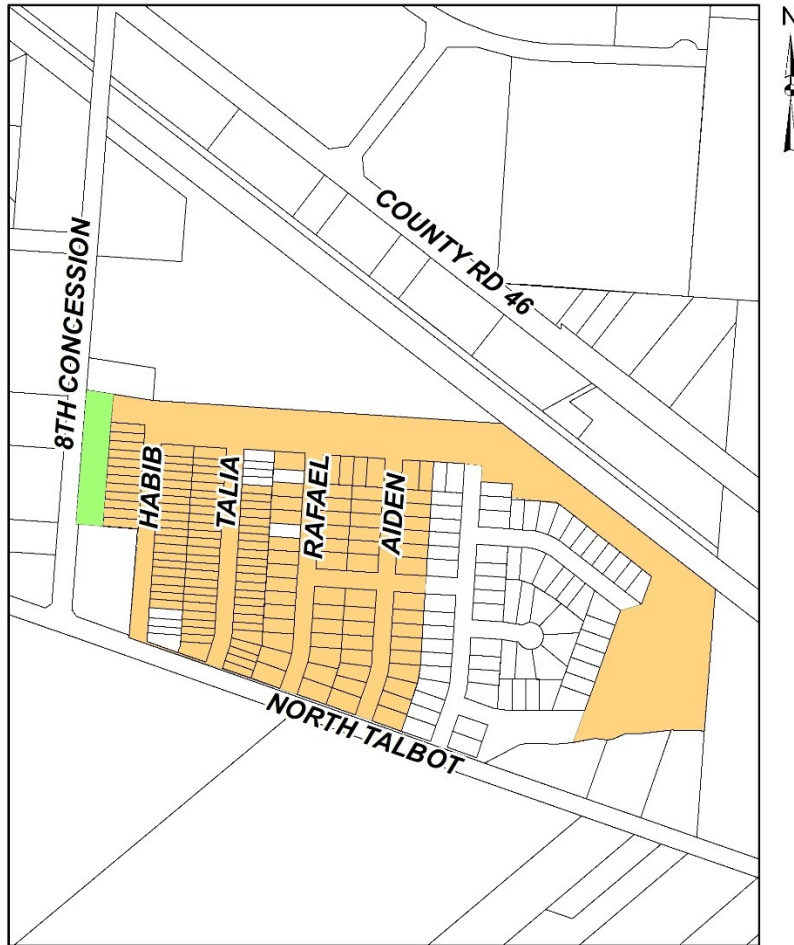
1. **That** Schedule "A", Map 7, to By-law 85-18, as amended, is hereby further amended by removing the holding zone (H) symbol for those lands as indicated on Schedule "A" attached hereto and forming part of this By-law.
2. This By-law shall take effect from the date of passage by Council and shall come into force in accordance with Section 36 of the *Planning Act, R.S.O. 1990*.



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

Gary McNamara, Mayor

Robert Auger, Director Legislative Services/Clerk

SCHEDULE "A"
OLDCASTLE HEIGHTS RESIDENTIAL SUBDIVISION
PHASE 1



-  Change from "(H) P-5" to "P-5"
-  Change from "(H) R2-4" to "R2-4"

This is Schedule "A" to By-law No. 2024-109
Passed the 10th day of December, 2024.

Signed

Mayor

Clerk

The Corporation of the Town of Tecumseh

By-Law Number 2024-110

Being a by-law to amend By-Law 2024-048, a by-law to establish a comprehensive system of administrative monetary penalties on the Town of Tecumseh

Whereas Sections 8, 9, and 11 of the *Municipal Act*, 2001, S.O. 2001, c.25, as amended (the “Municipal Act”), authorizes The Corporation of the Town of Tecumseh to pass by-laws necessary or desirable for municipal purposes;

And Whereas Sections 23.2, 23.3, and 23.5 of the Municipal Act authorizes a municipality to delegate its administrative and hearing powers;

And Whereas Section 102.1 of the Municipal Act provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied the person has failed to comply with any by-laws respect the parking, standing, or stopping of vehicles;

And Whereas the Province adopted the “Administrative Penalties” regulation O. Reg 333/07 pursuant to the Municipal Act;

And Whereas Section 151(1)(g) of the Municipal Act authorizes the municipality to require a person, subject to such conditions as the municipality considers appropriate, to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any part of a system of licences established by the municipality;

And Whereas Section 15.4.1 of the *Building Code Act*, 1992, S.O., c.23 as amended, (the “**Building Code Act**”) authorizes the municipality to pass a by-law that may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with a by-law of the municipality passed under the Building Code Act, as amended or an order of an officer authorized under Section 15.2(2) or 15.3, 2017 c.34 Sced.2.s.10 of the Building Code Act, as amended;

And Whereas Section 434.1 of the Municipal Act provides that a municipality may require a person to pay an administrative penalty if the municipality is satisfied that the person has failed to comply with any by-law of the municipality passed under the Municipal Act;

And Whereas Section 391 of the Municipal Act authorizes a municipality to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it;

And Whereas Section 434.2 of the Municipal Act provides that an administrative penalty imposed by a municipality on a person constitutes a debt of the person to the municipality;

And Whereas the Council of the Town of Tecumseh considers it desirable to have an administrative penalties system and to enforce and seek compliance with the designated by-laws, or portions of those by-laws, through the administrative penalties system.

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

1. **That** By-Law 2024-048 be amended by adding Schedule D, Schedule E, Schedule F, and Schedule G in its entirety and attached hereto and forming part of this by-law, and to do such further and other acts which may be necessary to implement these schedules.

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

Gary McNamara, Mayor

Robert Auger, Clerk

By-Law 2024-048 Schedule D

Designated By-Law Provisions – Penalties for

By-Law 2024-083 Property Standards By-Law

*Penalties effective as of January 2025

Item	Short Form Wording	Provision Creating or Defining Offense	Penalty (\$)
1	Obstruction	Section 4.16 (c)	\$500
2	Failure to comply with an Order	Section 4.11 (a),(b)	\$500
3	Yard kept unclean or contains pests/vermin	Section 5, 5.1 (d)(ii)	\$250.00
4	Yard not properly maintained	Section 5, 5.1(d) (i)	\$250.00
5	Material or equipment improperly stored	Section 5, 5.1(d) (iii)	\$250.00
6	Drains improperly discharge liquid	Section 5, 5.1 (e) (i), (ii)	\$250.00
7	Areas for vehicular traffic or parking improperly maintained	Section 5, 5.1 (g) (i), (ii)	\$300.00
8	Steps, walks, or driveways improperly maintained	Section 5, 5.1 (g) (iii)	\$300.00
9	Accessory buildings and/or fences improperly maintained	Section 5, 5.1 (h) (i), (ii)	\$400.00
10	Garbage improperly stored or disposed	Section 5, 5.1 (j) (i),(ii),(iii)	\$250.00
11	Composted or placed compost improperly	Section 5, 5.1 (k) (i),(ii),(iii),(iv), (v)	\$250.00

12	Property contains pests, vermin, or harmful insects	Section 5, 5.1 (l) (i),(ii)	\$400.00
13	Buildings are unclean and/or unsafe	Section 5, 5.2 (a)(i)	\$500.00
14	Buildings contain excessive mold	Section 5, 5.2 (a)(ii)	\$500.00
15	Parts of building fail to support normal weight loads	Section 5, 5.2 (b)(i)	\$600.00
16	Building exterior contains loose objects or materials	Section 5, 5.2 (b)(ii)	\$400.00
17	Foundation walls improperly built or maintained	Section 5, 5.2 (c)(i)	\$600.00
18	Exterior walls improperly maintained	Section 5, 5.2 (d)(i)	\$600.00
19	Exterior walls contain unauthorized signs or graffiti	Section 5, 5.2 (d)(ii)	\$200.00
20	Windows, doors, skylights, or hatchways improperly maintained	Section 5, 5.2 (e)(i)	\$400.00
21	Voice communication security improperly maintained	Section 5, 5.2 (e)(ii)	\$200.00
22	Roofs, eavestroughs, and/or roof gutters improperly maintained	Section 5, 5.2 (f)(i), (ii),(iii)	\$400.00
23	Walls, ceilings, and/or floors are improperly maintained	Section 5, 5.2 (g) (i),(ii),(iii),(iv)	\$400.00
24	Stairs, porches, balconies, and/or landings improperly maintained	Section 5, 5.2 (h)	\$400.00

25	Guards, handrails, pickets, and/or balustrades improperly built or maintained	Section 5, 5.2 (i)	\$400.00
26	Sewage improperly discharged	Section 5, 5.2 (j)(i), (ii)	\$300.00
27	Plumbing fixtures improperly built, maintained, or supplied with hot water	Section 5, 5.2 (k)(i),(ii),(iii), (iv)	\$400.00
28	Building fails to provide adequate heating	Section 5, 5.2 (l)	\$400.00
29	Fire escapes, alarms, or detectors improperly installed and/or maintained	Section 5, 5.2 (m)(i), (ii)	\$1000.00
30	Means of egress are obstructed	Section 5, 5.2 (n)	\$400.00
31	Lighting fixtures or switches improperly maintained	Section 5, 5.2 (o)	\$300.00
32	Direct or indirect lighting to cause glare or light trespass on adjacent property	Section 5, 5.2 (p)(vii),(vii)	\$500.00
33	Electrical wiring, fixtures, switches, receptacles and appliances not in good working order or non-conforming	Section 5, 5.2 (q)	\$500.00
34	Ventilation systems improperly maintained	Section 5, 5.2 (r)(i)	\$500.00
35	Enclosed areas improperly ventilated	Section 5, 5.2 (r)(ii)	\$500.00
36	Elevating devices improperly maintained	Section 5, 5.2 (s)	\$500.00
37	Vacant building improperly maintained	Section 5, 5.2 (t)(i),(ii),(iii)	\$500.00

38	Exterior windows and doors not in compliance/do not have proper protection or locking mechanisms	Section 6, 6.2 (a),(b), (c), (d)	\$400.00
39	Designated dwelling does not have a proper kitchen area	Section 6, 6.3 (a) ,(b), (c), (d)	\$400.00
40	Designated dwelling does not have space for laundry facilities	Section 6, 6.4	\$400.00
41	Bathroom improperly maintained, inaccessible	Section 6, 6.5 (a) ,(b), (c), (d)	\$400.00
42	Designated dwelling fails to provide adequate potable water	Section 6, 6.6	\$400.00
43	Residential building does not have a proper electrical supply, outlet, and/or lighting fixtures	Section 6, 6.7 (a) (b), (c)	\$400.00
44	Lighting fixtures do not provide light adequate to avoid hazards	Section 6, 6.7 (d)	\$400.00
45	Residential building heating system improperly maintained	Section 6, 6.8 (a), (b), (c), (d)	\$400.00
46	Vents not preventing passage of harmful gases	Section 6, 6.8 (e)	\$500.00
47	Fuel burning appliances improperly vented	Section 6, 6.8 (f)	\$500.00
48	Chimney, smoke pipe, flue or vent improperly installed or maintained	Section 6, 6.8 (g)	\$500.00
49	Necessary utilities disconnected	Section 6, 6.9	\$600.00

50	Smoke alarms improperly installed or maintained	Section 6, 6.10	\$1000.00
51	No Means of Egress	Section 6, 6.11 (a),(b)	\$500.00
52	Natural Light	Section 6, 6.12	\$500.00
53	Ventilation	Section 6, 6.13	\$500.00
54	Too many occupants for building size	Section 6, 6.14 (a)	\$500.00
55	Inadequate room used for sleeping purposes	Section 6, 6.14 (b)	\$500.00

By-Law 2024-048 Schedule E

Designated By-Law Provisions – Penalties for By-Law 2024-084 Land Maintenance By-Law

*Penalties effective as of January 1, 2025

Item	Short Form Wording	Provision Creating or Defining Offense	Penalty (\$)
1	Land unclear or contains refuse	4.1	\$250.00
2	Land is not level	4.2	\$250.00
3	Land not properly drained	4.3	\$250.00
4	Grass contains weeds or is greater than 20cm (8")	4.4	\$250.00
5	Deposited debris on land without consent	4.5	\$250.00
6	Hinders or obstructs officer from enforcing this by-law	5.3	\$350.00

By-Law 2024-048 Schedule F
Designated By-Law Provisions – Penalties for
By-Law 2024-107 Parks By-Law

*Penalties effective as of January 2025

Item	Short Form Wording	Provision Creating or Defining Offence	Penalties (\$)
1	Enter prohibited or restricted area	Part 3, 3.1.1 (f)	\$200.00
2	Improper Conduct or Cause a Nuisance	Part 3, 3.1.1(a) to (o)	\$300.00
3	Firearms or Offensive weapons in Park	Part 3, 3.2.1	\$500.00
4	Improperly sold or discharged fireworks	Part 3, 3.3.1	\$400.00
5	Encroachment on Park property	Part 3, 3.4.1(a) to (e)	\$500.00
6	Improperly used or climbed Park equipment	Part 3, 3.5.1 (a),(b)	\$300.00
7	Injury and/or damage in Park	Part 3 ,3.5.1 (c), (d), (e)	\$400.00
8	Deposited or dumped refuse or waste in Park	Part 3, 3.6.1	\$400.00
9	Harmed, killed, or fished Park wildlife	Part 3, 3.7.1 (a) to (c)	\$500.00
10	Consumed, served or sold alcohol	Part 3, 3.8.1	\$400.00
11	Consumed or sold recreational drugs with no medical permit	Part 3, 3.9.1	\$400.00
12	Smoking or selling tobacco/tobacco products	Part 3, 3.10.1	\$400.00
13.	Use, enter, access a park for non-authorized uses or during prohibited hours and/or times	Part 4, 4.1.1, 4.1.2	\$400.00
14	Operated an RC vehicle or fired a rocket	Part 4, 4.2.1	\$400.00
15	Started a fire or bonfire without a permit or leaving unattended	Part 4, 4.3.1, 4.3.2	\$500.00
16	Hold or organize or participate in an Organized gathering or sport in the Park without permit	Part 4, 4.4.1 (a),(b) , 4.4.2	\$500.00
17	Photography and Videography prohibited use in the Park	Part 4, 4.5.1 to 4.5.5	\$300.00

18	Use or operate Amplifier, loudspeaker or sound amplifying equipment without permit	Part 4, 4.6.1	\$400.00
19	Cause or permit the emission of noise causing disturbance or interference with others in Park	Part 4, 4.6.2	\$400.00
20	Camping or lodging, tents or structures without permit	Part 4, 4.7.1	\$400.00
21	Erected a tent or permanent structure in Park or Parking Area without permit	Part 4,4.7.2	\$400.00
22	Improper use while in or adjacent to designated swimming areas and facilities	Part 4, 4.8.1 (a) to (e)	\$400.00
23	Failure to abide by posted signs or obey the instructions of a lifeguard or authorized person while in or using designated swimming areas and facilities	Part 4, 4.8.2	\$400.00
24	Improper swimming attire and/or use of changerooms	Part 4, 4.8.3	\$500.00
25	Improper entry or conduct in a washroom or changeroom	Part 4,4.9.1 and 4.9.2	\$500.00
26	Improper use or interference with organized sport/activity in designated area	Part 5, 5.1.1 (b)	\$400.00
27	Golf or archery in non-designated area	Part 5, 5.2.1	\$300.00
28	Arrange or engage in an Organized Sport or activity in a non-designated area	Part 5, 5.5.1 (a)	\$300.00
29	Played tennis or pickleball in a non-designated area	Part 5, 5.4.1	\$300.00
30	Playing or engaging in other sports in non-designated area	Part 5, 5.5.1	\$300.00
31	Remaining in Park or commencing organized sport or activity during closing or non-permitted hours	Part 5, 5.6.1, 5.6.2,5.6.3	\$400.00
32	Improper use of roadways or parking areas	Part 6, 6.1.2	\$200.00
33	Improperly parked vehicle	Part 6, 6.2.1 (a) to (g)	\$200.00
35	Used roadways for improper activity	Part 6, 6.3.1 (a) to (c)	\$300.00

36	Ride, Park or be in control of a motorized recreational vehicle in Park	Part 6, 6.4.1	\$200.00
37	Drove or parked recreational motor vehicle in non-designated area	Part 6, 6.5.1	\$400.00
38	Improper use of electric scooters and/or scooters	Part 6, 6.5.1	\$300.00
39	Drove, operated, or parked a heavy motor vehicle in Park	Part 6, 6.7	\$400.00
40	Brought a non-domesticated animal into Park	Part 7, 7.1.1	\$300.00
41	Allowed domesticated animal to run at large, be in non-designated area and/or damage park areas	Part 7, 7.1.2	\$200.00
42	Did not pick-up and remove/clean domesticated animal excrement	Part 7, 7.1.3	\$200.00
43	Did not control and/or keep in view domesticated animal in a designated leash free zone.	Part 7, 7.1.4	\$500.00
44	Brought domesticated animal which may cause harm or cause fear to others	Part 7, 7.1.5	\$500.00
45	Conducted sales or business on Park property without permit	Part 8, 8.1.1	\$400.00
46	Displayed, distributed, or discarded hand/circular bill notices or erected signs without permit	Part 8, 8.2.1	\$400.00

By-Law 2024-048 Schedule G

Designated By-Law Provisions – Penalties for By-Law 2024-078 Boulevard Maintenance By-Law

*Penalties effective as of January 2025

Item	Short Form Wording	Provision Creating or Defining Offense	Penalty (\$)
1	Abutting boulevard not properly clean and clear of debris, waste, refuse, litter.	Section 5, 5.1 (a)	\$250.00
2	Abandon items, machinery equipment not properly stored.	Section 5, 5.1(b)	\$250.00
3	Grass and/or Weeds not maintained on Abutting Boulevard.	Section 5, 5.1(c)	\$250.00
4	Abutting Boulevard landscaping materials encroaches adjacent highway.	Section 5, 5.1 (d)	\$250.00
5	Fixtures contain marks, tagging and graffiti.	Section 5, 5.3	\$250.00
6	Injury, Damage or interference on a Boulevard or highway	Section 6.1, 6.2, 6.3, 6.6	\$250.00
7	Interference with or obstruction of safe passage on a highway	Section 6.4	\$250.00
8	Place or deposit of debris, snow, leaves and/or other materials or waste on a Highway	Section 6.5, 6.7,6.8,6.9	\$250.00

9	Landscape or improve abutting boulevard in non-compliance with stated Boulevard Standards	Section 4.1 (a) to (m)	\$250.00
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The Corporation of the Town of Tecumseh

By-Law Number 2024-111

Being a by-law to authorize the execution of an Agreement with the Essex Region Conservation Authority to provide the delivery of Risk Management Services as part of the Essex Region Source Protection Plan

Whereas The Corporation of the Town of Tecumseh (Town) has entered into an Agreement in conjunction with areas seven municipalities, with the Essex Region Conservation Authority (ERCA) in 2015, and the was Agreement further amended in 2018 and 2021, to provide Risk Management Services as part of the Essex Region Source Protection Plan under the Clean Water Act, 2006;

And whereas the *Clean Water Act, 2006* enables communities to protect their drinking water sources through the preparation of collaborative, locally developed, science-based Source Protection Plans;

And whereas the Source Protection Plan (SPP) for the Essex Region Source Protection Area as approved by the Ministry of the Environment and Climate Change on October 1, 2015 which identifies a number of Significant Drinking Water Threats and the need to have Risk Management Officials and Risk Management Inspectors to implement the Essex Region SPP;

And whereas the Source Protection Plan for the Essex Region Source Protection Area include area municipalities of the Town of Amherstburg, Town of Essex, Town of Kingsville, Municipality of Lakeshore, Town of LaSalle, Municipality of Leamington, Township of Pelee Island, City of Windsor, and Municipality of Chatham Kent;

And whereas the Town desires to enter into an Agreement with the ERCA to provide Risk Management Services as part of the SPP for the Essex Region Source Protection Plan and to comply with the provisions under the Clean Water Act;

And whereas under Section 5 of the *Municipal Act 2001, S.O. 2001 c.25*, the powers of a municipality shall be exercised by its Council by by-law.

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

1. **That** the Mayor and the Clerk be authorized and empowered on behalf of The Corporation of the Town of Tecumseh, to execute a Agreement between The Corporation of the Town of Tecumseh and the Essex Region Conservation Authority dated the 10th day of December, 2024, and a copy of which Agreement is attached hereto and forms part of the by-law and to do such further and other acts which may be necessary to implement the said Agreement

2. **And that** this by-law shall come into force and take affect upon on the date of the third and final reading.

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

Gary McNamara, Mayor

Robert Auger, Clerk

SOURCE PROTECTION PLAN PART IV ENFORCEMENT TRANSFER AGREEMENT

THIS AGREEMENT made effective the first day of January 2025.

BETWEEN:

THE TOWN OF AMHERSTBURG

OF THE FIRST PART

- and -

THE TOWN OF ESSEX

OF THE SECOND PART

- and -

THE TOWN OF KINGSVILLE

OF THE THIRD PART

- and -

THE MUNICIPALITY OF LAKESHORE

OF THE FOURTH PART

- and -

THE TOWN OF LASALLE

OF THE FIFTH PART

- and -

THE MUNICIPALITY OF LEAMINGTON

OF THE SIXTH PART

- and -

THE TOWNSHIP OF PELEE

OF THE SEVENTH PART

- and -

THE TOWN OF TECUMSEH

OF THE EIGHT PART

- and -

THE CORPORATION OF THE CITY OF WINDSOR

OF THE NINTH PART

- and -

THE MUNICIPALITY OF CHATHAM-KENT

OF THE TENTH PART

(hereinafter individually referred to as a "Municipality" and cumulatively referred to as "the Municipalities")

- and -

THE ESSEX REGION CONSERVATION AUTHORITY

OF THE ELEVENTH PART

(hereinafter called "the Authority")

PREAMBLE:

WHEREAS this Agreement is being entered into pursuant to the *Clean Water Act*, 2006 (hereinafter called the "Act") for the purpose of appointing the Authority as agent of the Municipalities with respect to the enforcement and jurisdictional rights under Part IV of the Act as part of implementation of the Essex Region Source Protection Plan.

And Whereas the Authority is a Source Protection Authority for purposes of the Act and of this Agreement;

And Whereas the Municipalities are located wholly or in part of the Essex Region Source Protection Region or the Thames-Sydenham and Region Source Protection Region as set out in Ontario Regulation 284/07;

And Whereas the Municipalities agree to collaborate and allocate shared costs for the purpose of developing and implementing a joint program for the enforcement and jurisdictional rights under Part IV of the *Clean Water Act*

IN CONSIDERATION of the mutual covenants herein contained, the parties hereby agree as follows:

1.0 GENERAL

1.1 Source Protection Authority

Under section 4 of the *Act*, the Essex Region Conservation Authority (ERCA) serves as the Source Protection Authority for the Essex Region Source Protection Area. Ontario Regulation 284/07 under the *Act* designates the participating municipalities for ERCA when they act as the Source Protection Authority under the *Act*.

1.2 Part IV Requirements under the Act

The *Act* provides that a municipality is responsible for Part IV enforcement of Source Protection Plans. The *Act* (*Section 48*) further provides that a municipality may enter into an agreement for the enforcement of Part IV by a board of health, a planning board, or Source Protection Authority in the municipality.

The Municipalities hereby appoint the Essex Region Conservation Authority as a designated agent of the Municipalities to carry out enforcement under Part IV of the Act within their respective

1.3 Application

This Agreement shall be applicable to all lands located in the Municipalities that are subject to Part IV of the *Act*, save and except for Chatham-Kent where only those lands subject to Part IV Policies that are in the Stoney Point and Wheatley event based areas will be applicable.

The Essex Region Conservation Authority hereby accepts the appointment and agrees to act as agent of the Municipalities for the duties and enforcement responsibilities of Part IV of the Act for those lands located within the Municipalities that are situated wholly or partially within the Essex Region Source Protection Region or the Thames-Sydenham and Region Source Protection Region as described above.

1.4 Duties

The Authority shall faithfully carry out its duties hereunder on a fee for service basis in accordance with the *Act*, the Essex Region Source Protection Plan (as amended from time to time), the Thames-Sydenham and Region Source Protection Plan (as amended from time to time), this Agreement, and any other applicable legislation.

2.0 DEFINITIONS

2.1 Definitions

Unless otherwise expressly provided in this Agreement, the words, phrases and expressions in this Agreement shall have the meanings attributed to them as follows:

In this Agreement:

“*Act*” means the Ontario *Clean Water Act, 2006*, as amended;

“*Activity*” means anything or any undertaking, including a land use, as defined by the *Act* that poses or has the potential to pose a significant risk to a source of drinking water;

“*Agreement*” means this document;

“*Cost*” means reasonable operating costs including, but not limited to: wages, supplies, travel, insurance, network access, data security and storage and corporate service allocations;

“*Cost Category A*” means the guaranteed minimum recoverable charges, necessary to sustain and deliver the program, on behalf of the Municipalities;

“Cost Category B” means the costs of service delivery related to fulfilling responsibilities under the *Act*, that are not directly attributable to a specific municipality but provide a benefit to all Municipalities;

“Cost Category C” means the costs that are specifically attributable to a municipality, as a result of direct service delivery, and include costs relating to: reviewing applications; Risk Management Plans; inspections; and any other responsibilities under the *Act*.

“Event Based Area” means an area where modeling has demonstrated that a spill from a specific activity can or could cause deterioration of the raw water quality at the drinking water system.

“Parties” means the Authority and the Municipalities;

“Party” means either the Authority or a Municipality

“the Regulation” means *Clean Water Act* Regulation 287/07

“Risk Management Inspector” means a Risk Management Inspector appointed under Part IV of the *Act*;

“Risk Management Official” means the Risk Management Official appointed under Part IV of the *Act*;

“Source Protection Authority” means a Conservation Authority or other person or body that, under subsection 4 (2) or section 5 of the *Act*, is required to exercise and perform the powers and duties of a drinking water Source Protection Authority under the *Act*;

“Source Protection Plan” means a drinking water source protection plan prepared under the *Act*.

3.0 RESPONSIBILITIES

3.1 Responsibilities of the Authority

The Authority is responsible for all the powers and duties of an enforcement body under Part IV of the *Act*. The duties and powers **include, but are not limited to**, those listed in this Section.

The Authority shall:

- i. Appoint such Risk Management Officials and Risk Management Inspectors as are necessary for the enforcement of Part IV of the *Act*.
- ii. Provide mapping to the Municipalities and establish protocols in consultation with the Municipalities to ensure Part IV requirements are incorporated into the review of applications under the *Planning Act* and *Building Code Act*.
- iii. Review applications under the *Planning Act* and *Building Code Act* as deemed necessary under the protocols referred to in (ii) and issue notices with respect to restricted land use policies as contemplated by the *Act* prior to those applications proceeding.
- iv. Negotiate or, if negotiations fail, establish risk management plans with persons (business owners, landowners, tenants, and others) engaged or proposing to engage in an Activity and at a location subject to the *Act*.
- v. Review and accept risk assessments under the *Act*.
- vi. Conduct inspections and use powers of entry on properties where reasonable and obtain inspection warrants from a court where required.
- vii. Issue orders and notices, prosecute any offences under Part IV of the *Act* and exercise any other powers set out under Part IV of the *Act* to ensure compliance with the Part IV policies in the Essex Region Source Protection Plan and/or the Thames-Sydenham and Region Source

Protection Plan.

- viii. Maintain records in accordance with the *Act* and make records available to the public when required to do so and to the Municipalities upon request.
- ix. Prepare documentation and make provisions for Authority staff to attend Environmental Review Tribunal Hearings.
- x. Report annually on Activities as required under the *Act* and provide a copy of the annual report to the Municipalities.

3.2 Responsibilities of the Municipalities

The Municipalities shall adhere to agreed upon protocols (including circulating certain applications to the Risk Management Official) to ensure Part IV requirements are incorporated into the review of:

- i. building permit applications;
- ii. applications under provisions of the *Planning Act* that are prescribed in section 62 of the *Regulation*; and
- iii. generally cooperate with and assist the Authority with the protection of safe drinking water.

3.3 Information and Data Sharing

To facilitate implementation of this Agreement:

- i. The Municipalities shall provide information and data required by the Authority to carry out its powers and duties under Part IV of the *Act*.
- ii. The Authority shall provide records related to its powers and duties under Part IV of the *Act* to the Municipalities, upon request. In the event of termination of this Agreement, records will be transferred to the respective Municipalities.

4.0 COSTS AND COST CATEGORIES

4.1 Responsibility for Cost of Service Delivery

The Municipalities are responsible for the costs of the enforcement of Part IV of the *Act*. The Municipalities shall pay the greater of: (i) actual identified costs as defined in Section 4.2; or (ii) the guaranteed minimum recoverable charge (Cost Category A), as per Schedule A of this Agreement.

For the purposes of this agreement, the guaranteed minimum recoverable charges (Cost Category A) shall be \$20,000 per annum, to be adjusted annually by a percentage equal to the negotiated wage rate increase for the unionized staff complement.

Cost estimates for Cost Categories B and C, are provided as the Authority's best estimates, using both historical and projected costs of shared and direct service.

4.2 Cost Estimates and Allocations

The Authority attests that annual estimated costs identified in Schedule A represent fair, consistent and reasonable estimates and allocations, and incorporate various assumptions that may materially affect the identified costs. The identified costs will be for the purpose of cost recovery, attributable to executing and performing the essential responsibilities identified in Section 3.1, and additionally, to provide the Authority with guaranteed minimum recoverable charges, necessary to sustain and deliver the program, on behalf of the Municipalities. The Authority shall keep accurate records, relating to expenses associated with this Agreement, including allocations related to the minimum recoverable charges, in accordance with generally accepted accounting principles (GAAP).

Estimates

For clarity, identified costs shall include: minimum recoverable charges (Cost Category A); plus, shared direct costs to be allocated to all Municipalities (Cost Category B); and costs directly attributable to a municipality, as a result of direct service delivery, such as reviewing applications, Risk Management Plans, inspections etc. (Cost Category C).

Allocations

Costs attributable to Categories A and B, shall be allocated on the basis of: 50% allocated equally to all Municipalities; and 50% allocated on the basis of a pro-rata allocation, using the cost of direct service delivery (Cost Category C), for each billing cycle.

Invoicing

Costs, as calculated under this section, will be subject to bi-annual invoicing. HST will be in addition to costs, as services are considered a taxable supply.

4.3 Recovery of Non-Routine Costs

The Authority will notify municipalities of any legal actions initiated by or against the Authority associated with executing its duties and powers under this Agreement; and identify estimated costs associated with non-routine work including but not limited to enforcement orders, warrants, Environmental Review Tribunal Hearings and retention of third party experts. These costs are in addition to those outlined in Schedule A and will be recovered from the Municipality in which the non-routine work occurs.

Costs, as recoverable under this section, shall be invoiced quarterly.

5.0 OFFICIALS AND INSPECTORS

5.1 Appointment

The Authority will appoint such Risk Management Officials and Risk Management Inspectors as are necessary pursuant to subsection 48 (2) of the *Act* and shall issue a certificate of appointment to the Risk Management Officials and Risk Management Inspectors as per subsection 48 (3) of the *Act*.

5.2 Qualifications

The Risk Management Officials and Risk Management Inspectors will be qualified as prescribed by the Regulation.

6.0 LIABILITIES AND INSURANCE

6.1 Insurance

The Authority shall provide and maintain Commercial/Comprehensive General Liability insurance subject to limits of Five Million Dollars (\$5,000,000.00) inclusive per occurrence for bodily injury, death and damage to property including loss of use thereof.

The Authority shall provide and maintain Errors and Omissions insurance subject to limits of an annual aggregate of Five Million Dollars (\$5,000,000.00). Such insurance shall provide coverage for all errors and omissions made by the Authority, its officers, directors and employees in regard to the obligations of the Authority under this Agreement.

Such insurance shall be kept in force for the two years following termination of this Agreement.

Such insurance shall be in the name of the Authority and shall name the Municipalities as additional insured there under. Evidence of insurance satisfactory to the Municipalities shall be provided to the Municipalities prior to the commencement of work. The Authority shall annually provide the Municipalities with Certificate(s) of Insurance confirming that the said insurance policies are in good standing.

Should any additional insurance coverage be required as may be determined by majority agreement of the Parties, such coverage will be provided and maintained by the Authority. The costs of any additional insurance will be shared among the Municipalities.

6.2 Workplace Safety and Insurance Board (WSIB)

The Authority will maintain during the term of this Agreement coverage as required by the Workplace Safety and Insurance Act and shall provide upon request, verification of WSIB coverage.

6.3 Indemnification

The Municipalities agree to save harmless and indemnify the Authority, and its employees, agents, assigns, directors and officers (collectively, the 'Authority Indemnified Parties') from and against any claims, costs, fees, losses, damages or expenses of every nature and kind whatsoever, including but not limited to governmental inquiries, administrative or judicial proceedings, which the Authority Indemnified Parties, might suffer, have imposed on, or incur in connection with or arising out of: this Agreement; any enforcement duties or responsibilities; or otherwise in connection with the Act or any regulations thereunder.

The Authority agrees to save harmless and indemnify the Municipalities, and its employees, agents, assigns, directors and officers (collectively, the 'Municipal Indemnified Parties') from and against any claims, costs, fees, losses, damages or expenses of every nature and kind whatsoever, including but not limited to governmental inquiries, administrative or judicial proceedings, which the Municipal Indemnified Parties, might suffer, have imposed on, or incur in connection with or arising out of the Authority failing to perform its duties or responsibilities under this Agreement.

Notwithstanding this section 6.3, the Municipalities shall not save harmless and indemnify the 'Authority Indemnified Parties' from and against any losses, damages or expenses of every kind and nature whatsoever arising from any willful misconduct or negligent acts of the Authority, the negligent performance of its duties and responsibilities under this Agreement or its breach of this Agreement.

Notwithstanding this section 6.3, the Authority shall not save harmless and indemnify the 'Municipal Indemnified Parties' from and against any losses, damages or expenses of every kind and nature whatsoever arising from any willful misconduct or negligent acts of the Municipalities, the negligent performance of its duties and responsibilities under this Agreement or its breach of this Agreement.

7.0 TERM, REVIEW, WITHDRAWAL, TERMINATION AND AMENDMENT OF AGREEMENT**7.1 Term**

This Agreement shall, subject to Sections 7.3 and 7.4, continue in perpetuity, commencing on the 1st day of January 2025, and renew annually on January 1st thereafter.

7.2 Review

The Authority will initiate the review of the Agreement no later than 120 days prior to January 1, 2028 and every four (4) years thereafter.

7.3 Withdrawal

Any Municipality to this Agreement may withdraw from the Agreement by delivering notice in writing to the Authority and the Municipalities, within 120 days of December 31st, in respect of which the withdrawing Municipality no longer wishes to participate in the Agreement. Upon receipt of notice, the Authority will accept that the Municipality is no longer a Party to this agreement, effective on January 1st of the year following the notice year.

Notwithstanding this section 7.3, a) a Municipality who withdraws from this Agreement remains liable for all actions and matters which originate prior to the giving of Notice of Withdrawal and b) no Party shall withdraw from this Agreement until all amounts owing by the Party pursuant to this Agreement have been determined and paid or security provided therefore, including any costs incurred by the Authority and Municipalities as a result of the withdrawal.

If any Municipality to this agreement withdraws, the Authority will advise the Ministry of Environment and Climate Change, in writing that it will no longer be carrying out enforcement under Part IV of the Act for that Municipality.

7.4 Termination

The Authority may terminate this Agreement, pursuant to Section 8.0 or for any other reason, by delivering 120 days notice in writing to the Municipalities.

If the Authority terminates the Agreement, the Authority will advise the Ministry of Environment and Climate Change, in writing that it will no longer be carrying out enforcement under Part IV of the Act for the Municipalities.

7.5 Amendment

This Agreement may be amended by mutual agreement from time to time to reflect changes in programs, funding and personnel in both parties, or changes in provincial policy.

8.0 DEFAULT

8.1 Any monies owing by a Party shall be paid within 60 days Notice thereof to the Party. After 60 days, interest shall accrue on the amount owing at the rate of 10% per annum until paid. Default in payment for more than 120 days may, at the option of the Authority, result in termination by providing 30 days notice in writing.

9.0 MISCELLANEOUS

9.1 Preamble

The preamble hereto shall be deemed to form an integral part hereof.

9.2 Instrument in Writing

This Agreement shall not be changed, modified, terminated or discharged in whole or in part except by instrument in writing signed by the parties hereto, or their respective successors or permitted assigns, or otherwise as provided herein.

9.3 Assignment

This Agreement shall not be assignable by any Party.

9.4 Force Majeure

Any delay or failure of any Party to perform its obligations under this Agreement shall be excused and this Agreement is suspended if, and to the extent that, a delay or failure is caused by an event or occurrence beyond the reasonable control of the Party and without its fault or negligence, such as, by way of example and not by way of limitation, acts of God, fires, floods, wind storms, riots, labour problems (including lock-outs, strikes and slow-downs) or court injunction or order.

9.5 Notices

Any notice, report or other communication required or permitted to be given hereunder shall be in writing unless some other method of giving such notice, report or other communication is expressly accepted by the Party to whom it is given and shall be given by being delivered or mailed to the following addresses of the Parties respectively:

To the Authority:

Tim Byrne, Chief Administrative Officer / Secretary-Treasurer
Essex Region Conservation Authority
360 Fairview Avenue West, Suite 311
Essex, ON N8M 1Y6

To the Town of Amherstburg:

271 Sandwich Street South
Amherstburg, ON N9V 2A5
Attention: Municipal Clerk / Chief Administrative Officer

To the Town of Essex

33 Talbot Street South
Essex, ON N8M 1A8
Attention: Municipal Clerk / Chief Administrative Officer

To the Town of Kingsville

2021 Division Road North
Kingsville, ON N9Y 2Y9
Attention: Municipal Clerk / Chief Administrative Officer

To the Municipality of Lakeshore

419 Notre Dame Street
PO Box 580
Belle River, ON N0R 1A0
Attention: Municipal Clerk / Chief Administrative Officer

To the Town of LaSalle

5950 Malden Road
LaSalle, ON N9H 1S4
Attention: Municipal Clerk / Chief Administrative Officer

To the Municipality of Leamington

111 Erie Street North
Leamington, ON N8H 2Z9
Attention: Municipal Clerk / Chief Administrative Officer

To the Township of Pelee

1045 West Shore Road
Pelee Island, ON N0R 1M0
Attention: Municipal Clerk / Chief Administrative Officer

To the Town of Tecumseh

917 Lesperance Road
Tecumseh, ON N8N 1W9
Attention: Municipal Clerk / Chief Administrative Officer

To the Corporation of the City of Windsor

350 City Hall Square
Windsor, ON N9A 6S1
Attention: Municipal Clerk / Chief Administrative Officer

Any notice, report or other written communication, if delivered, shall be deemed to have been given or made on the date on which it was delivered to any employee of such party, or if mailed, postage prepaid, shall be deemed to have been given or made on the third business day following the day on which it was mailed (unless at the time of mailing or within forty-eight hours thereof there shall be a strike, interruption or lock-out in the Canadian postal service in which case service shall be by way of delivery only). Any Party may at any time give notice in writing to another Party of the change of its address for the purpose of this Agreement.

9.6 Headings

The Section headings hereof have been inserted for the convenience of reference only and shall not be construed to affect the meaning, construction or effect of this Agreement.

9.7 Governing Law

The provisions of this Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario as at the time in effect.

9.8 Execution of Agreement; Counterparts; Electronic Signatures

- I. This Agreement may be executed in several counterparts, each of which shall be deemed an original and all of which shall constitute one and the same instrument, and shall become effective when counterparts have been signed by each of the Parties and delivered to the other Parties; it being understood that all Parties need not sign the same counterparts.
- II. The exchange of copies of this Agreement and of signature pages by electronic transmission in "portable document format" (".pdf") form, or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document, or by combination of such means, shall constitute effective execution and delivery of this Agreement as to the Parties and may be used in lieu of the original Agreement for all purposes. Signatures of the Parties transmitted by electronic means shall be deemed to be their original signatures for all purposes.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first written above.

ESSEX REGION CONSERVATION AUTHORITY

Jim Morrison, Chair, Essex Region Conservation Authority	Date
--	------

Tim Byrne, Chief Administrative Officer/Secretary-Treasurer	Date
---	------

I/We have authority to bind the Essex Region Conservation Authority.

TOWN OF AMHERSTBURG

Signature/Name/Title	Date
----------------------	------

Signature/Name/Title	Date
----------------------	------

I/We have authority to bind the Town of Amherstburg.

TOWN OF ESSEX

Signature/Name/Title

Date

Signature/Name/Title

Date

I/We have authority to bind the Town of Essex.

TOWN OF KINGSVILLE

Signature/Name/Title

Date

Signature/Name/Title

Date

I/We have authority to bind the Town of Kingsville.

MUNICIPALITY OF LAKESHORE

Signature/Name/Title

Date

Signature/Name/Title

Date

I/We have authority to bind the Municipality of Lakeshore.

TOWN OF LASALLE

Signature/Name/Title

Date

Signature/Name/Title

Date

I/We have authority to bind the Town of LaSalle.

MUNICIPALITY OF LEAMINGTON

Signature/Name/Title

Date

Signature/Name/Title

Date

I/We have authority to bind the Municipality of Leamington.

TOWNSHIP OF PELEE

Signature/Name/Title Date

Signature/Name/Title Date
I/We have authority to bind the Township of Pelee.

TOWN OF TECUMSEH

Signature/Name/Title Date

Signature/Name/Title Date
I/We have authority to bind the Town of Tecumseh.

THE CORPORATION OF THE CITY OF WINDSOR

Signature/Name/Title Date

Signature/Name/Title Date
I/We have authority to bind the City of Windsor.

Appendix A

	Cost Category A Section 4.1	Cost Category B Section 4.2	Cost Category C Section 4.2	Total Estimated
	Minimum Fixed Cost	Estimated Shared	Estimated Direct	Annual Program Cost
Amherstburg	\$ 2,000	\$ 1,000	\$ 670	\$ 3,670
Essex	2,000	690	260	2,950
Kingsville	2,000	1,130	850	3,980
Lakeshore	2,000	830	430	3,260
Lasalle	2,000	570	100	2,670
Leamington	2,000	2,110	2,150	6,260
Pelee	2,000	570	100	2,670
Tecumseh	2,000	570	100	2,670
Windsor	2,000	1,460	1,300	4,760
Chatham-Kent	2,000	1,070	770	3,840
	\$ 20,000	\$ 10,000	\$ 6,730	\$ 36,730

The Corporation of the Town of Tecumseh

By-Law Number 2024-113

Being a by-law to amend By-Law 2003-80, being a by-law to prohibit, regulate, and inspect the discharge of sewage into the municipal sewage system of the Corporation of the Town of Tecumseh.

Whereas Sections 8 and 11(3) 3 of the *Municipal Act*, 2001, S.O. 2001, c.25 (the “Act”), authorizes the council of local municipalities to pass by-laws under the sphere of jurisdiction of “waste management”;

And Whereas pursuant to Section 74, Section 425(1), Section 426, and Section 429 of the Act, as amended, a municipality may, in a by-law prohibit or regulate any matter passed under the “waste management” sphere of jurisdiction provided that a person or corporation who contravenes the by-law is guilty of an offence and is liable for certain fines;

And Whereas pursuant to Sections 80 and 87 of the Act, a municipality may enter on land, at reasonable times, to inspect the discharge of any matter into the sewage system of the municipality or into any other sewage system the contents of which ultimately empty into the municipal sewage system and may conduct tests and take samples for this purpose;

And Whereas Council adopted By-Law 2003-80 on the 28th day of October 2003 to prohibit, regulate, and inspect the discharge of sewage into the municipal sewage system of the Corporation of the Town of Tecumseh;

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

1. **That** By-Law 2003-80 be amended by **deleting Section 1(vv) in its entirety and replacing same with the following:**

“**Storm Sewer**” means a sewer or municipal drain for the collection and transmission of uncontaminated water, storm water, drainage from land or from a water course or any combination thereof.”

2. **That** By-Law 2003-80 be amended by adding to Section 1 a new subsection as follows:

“**Land Drainage Works**” means collectively, any private or public property involved in the conveyance, control, and disposal of land drainage.”

3. **That** By-Law 2003-80 be amended by **deleting Section 9(E) in its entirety and replacing same with the following:**

“The Director of Public Works and Engineering, or their delegate, may require the owner or operator of industrial premises to install and maintain devices to monitor sewage discharges and to submit regular reports regarding the discharges to the Municipality.”

4. **That By-Law 2003-80 be amended by deleting Sections 10(B) and (C) in its entirety and replacing same with the following:**

“(B) The Director of Public Works and Engineering, or their delegate, is appointed inspector for the purpose of carrying out inspections for the enforcement of this By-law.

(C) In accordance with Section 436 of the Municipal Act, the Director of Public Works and Engineering, or their delegate, may, for the purpose of carrying out such inspections, enter in or upon any land or premises, except land or premises being used as a dwelling, at any time without a warrant, to inspect the discharge of any matter into the sewage works sanitary sewer or storm sewer, as the case may be, of the Municipality, or into any other sewage system the contents of which ultimately empty into the Municipality’s sewage works, sanitary sewer or storm sewer, as the case may be, and may conduct tests and take samples for this purpose, inspect and observe any plant, machinery, equipment, work, activity or documents, make inquiries and take photographs.

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

Gary McNamara, Mayor

Robert Auger, Clerk

No.	Meeting Date	Resolution	Subject	Action/Direction	Depart.	Status/Action Taken
19/18	May 22, 2018		Property Standards By-Law (Zoning)	It is directed that Administration harmonize the by-law regarding disconnected tractor-trailers on residential properties to be consistent within the Town.	DS	To be addressed in the new Comprehensive Zoning By-law: First draft of By-law for review with Council in Q2, subject to timing change to account for Housing Action Plan initiatives if Federal funding provided.
02/20	October 27, 2020	RCM 318/20	Regulations Regarding Storage and Parking of Commercial and Recreational Vehicles/Trailers in Residents' Zones	Administration to bring considerations to regulate the parking of these vehicles, units and trailers within the municipal right-of-way in the former Town of Tecumseh, to ensure that visibility sightlines are maintained to private driveways, and to recommend appropriate regulations surrounding the parking of such vehicles, units and trailers in the minimum side yard of a private property at the time the Town's zoning By-law is reviewed.	DS	To be addressed in the new Comprehensive Zoning By-law: First draft of By-law for review with Council in Q2, subject to timing change to account for Housing Action Plan initiatives if Federal funding provided.
03/20	October 27, 2020	RCM 319/20	Short Term Rentals	Administration undertake a regulatory review for both the short-term, owner-absent rental and the home-sharing short term rental categories.	DS	To be addressed in the new Comprehensive Zoning By-law: First draft of By-law for review with Council in Q2, subject to timing change to account for Housing Action Plan initiatives if Federal funding provided. Co-ordination with Clerks Dept regarding associated licencing options under the Municipal Act.
04/20	November 10, 2020	RCM 341/20	By-law to Prohibit and Regulate Public Nuisances Related to Odours and Lighting from Cannabis Cultivation	Administration to review and report back to Council on the appropriateness of a By-law in accordance with the <i>Municipal Act</i> that will address and regulate nuisances related to odour and lighting from the cultivation of cannabis plants; and investigate opportunities to consider the matter with the other municipalities in Essex County to try to seek a common regional regulatory approach.	DS	To be addressed in the new Comprehensive Zoning By-law: First draft of By-law for review with Council in Q2, subject to timing change to account for Housing Action Plan initiatives if Federal funding provided. Co-ordination with Clerks Dept regarding associated regulatory options under Municipal Act.

07/24	May 13, 2024	RCM 122/24	Tecumseh Transit Route	Administration prepare a report to determine the feasibility and cost of extending the public transit route to include Ward 4 along Lesperance Road up to County Road 42 in Ward 5.	DS	To be addressed after the adoption of the Tecumseh Hamlet Secondary Plan
08/24	June 25, 2024	RCM 155/24	Trailers in Traffic By-law	Administration to review the Traffic By-law and recommend by-law amendments for defining the types and uses of trailers and vehicles and on street parking in residential areas.	LCS	In consultation with CS
09/24	June 25, 2024	RCM156/24	Cada Library Parking	Administration in consultation with Library staff take steps to better identify a certain number of designated parking spots for Library staff and patrons only; and Administration to review the current Traffic By-Law 2001-36 pertaining to enforceability for designated parking spots	CRS/LCS/CS	Administrative report to Council on July 23, 2024 with proposed amendments to the Traffic by-law.

The Corporation of the Town of Tecumseh By-Law Number 2024-114

Being a by-law to confirm the proceedings of the December 10, 2024
Regular Meeting of the Council of The Corporation of the Town of
Tecumseh.

Whereas pursuant to Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25 as amended, the powers of a municipality shall be exercised by its Council; and

Whereas pursuant to Section 5(3) of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, a municipal power, including a municipality's capacity, rights, powers and privileges under Section 8 of the *Municipal Act, 2001*, S.O. 2001, c.25 as amended, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise; and

Whereas it is deemed expedient that the proceedings of the Council of The Corporation of the Town of Tecumseh at this meeting be confirmed and adopted by by-law.

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

1. **That** the actions of the Council of The Corporation of the Town of Tecumseh in respect of all recommendations in reports and minutes of committees, all motions and resolutions and all other action passed and taken by the Council of The Corporation of the Town of Tecumseh, inclusive of documents and transactions approved and/or entered into during the December 10, 2024, meeting of Council, are hereby adopted and confirmed, as if the same were expressly embodied in this By-law.
2. **That** the Mayor and proper officials of The Corporation of the Town of Tecumseh are hereby authorized and directed to do all the things necessary to give effect to the action of the Council of The Corporation of the Town of Tecumseh during the said December 10, 2024, meeting referred to in paragraph 1 of this By-law.
3. **That** the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary to give effect to the action(s) taken by this Council as described in Section 1 of this By-law and to affix the Corporate Seal of The Corporation of the Town of Tecumseh to all documents referred to in said paragraph 1.

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

Gary McNamara, Mayor

Robert Auger, Clerk