

# The Corporation of the Town of Tillsonburg

## Council Meeting

### AGENDA



Tuesday, January 24, 2023

6:00 PM

Council Chambers

200 Broadway, 2nd Floor

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1. **Call to Order**
2. **Closed Session**
3. **Moment of Silence**
4. **Adoption of Agenda**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT the Agenda as prepared for the Council meeting of January 24, 2023, with agenda item 13.6.1 (Staff Report OPD 23-08) being dealt with immediately following agenda item 7.2 (Planning and Development Service Delivery Review Presentation), be approved.

5. **Disclosures of Pecuniary Interest and the General Nature Thereof**
6. **Adoption of Council Minutes of Previous Meeting**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT the Council meeting minutes dated January 9, 2023, and the Council Budget meeting minutes dated January 16, 2023, be approved.

7. **Presentations**

7.1 **MPAC 101**

Presenter: Jeremy Gough, Account Manager, Municipal & Stakeholder Relations

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council receives the presentation from the Municipal Property Assessment Corporation (MPAC) as information.

## **7.2 Town of Tillsonburg Planning and Development Service Delivery Review Completed by Leading Ledge Group**

Presenter: JoAnne Harris, Leading Ledge Group

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council receives the presentation by Leading Ledge Group regarding the Town of Tillsonburg Planning and Development Service Delivery Review as information.

## **8. Public Meetings**

### **8.1 Application for Zone Change ZN 7-22-16 – Darrell Stubbe**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council approve the zone change application submitted by Darrel Stubbe, whereby the lands described as Lot 26, Plan M131, Town of Tillsonburg, known municipally as 5 Mary Street, are to be rezoned from 'Low Density Residential Type 2 Zone (R2-S)' to 'Special Low Density Residential Type 2 (R2-sp)' to permit a second residential unit in the basement of an existing single-detached dwelling.

### **8.2 Application for Zone Change ZN 7-22-17 – Skylight Real Estate Inc.**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council approve-in-principle the zone change application submitted by Skylight Real Estate Inc., whereby the lands described as Lot 637, Plan 500, in the Town of Tillsonburg known municipally as 309 Broadway are to be rezoned from 'Low Density Residential Type 1 Zone (R1)' to 'Low Density Residential Type 3 Zone (R3)' to recognize an existing legal non-conforming triplex on the subject lands.

## **9. Planning Reports**

## 10. Delegations

### 10.1 Andrew Tucker Re: Backyard Chickens

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council receives the delegation from Andrew Tucker as information.

## 11. Deputation(s) on Committee Reports

## 12. Information Items

### 12.1 Oxford County Memo Re: Backflow Prevention Program Notice of Public Consultation

### 12.2 Tillsonburg Police Services Board Resolution 448 Re: False Alarm By-Law

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council receives the correspondence from Oxford County dated January 16, 2023 and the Tillsonburg Police Services Board correspondence dated January 18, 2023, as information.

## 13. Staff Reports

### 13.1 Chief Administrative Officer

### 13.2 Corporate Services

#### 13.2.1 CS 23-01 Committee Member Selection

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council receives report CS 23-01 Committee Member Selection;

AND THAT a by-law be brought forward for Council's consideration to appoint members to the Committees;

AND THAT staff coordinate with local schools for applications to the Youth Engagement and Strategy Committee;

AND THAT staff advertise for one vacancy on the Affordable and

Attainable Housing Committee;

AND FURTHER THAT the Committees' Terms of Reference be amended to allow for a maximum of 12 members and a maximum of 13 members on the Parks, Beautification and Cemetery Committee.

**13.3 Economic Development**

**13.4 Finance**

**13.5 Fire and Emergency Services**

**13.6 Operations and Development**

**13.6.1 OPD 23-08 The Town of Tillsonburg's Third Party Planning and Development Service Delivery Review**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT report OPD 23-08 the Town of Tillsonburg's Third Party Planning and Development Service Delivery Review be received as information;

AND THAT the final reports and presentation material as prepared by Leading Ledge Group included under agenda item 7.2, be presented/shared with Oxford County and posted on the Town of Tillsonburg website.

**13.7 Recreation, Culture and Parks**

**14. New Business**

**15. Consideration of Minutes**

**15.1 Advisory Committee Minutes**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council receives the Economic Development Advisory Committee minutes dated December 13, 2022, as information.

**15.2 Long Point Region Conservation Authority Board of Directors Minutes**

Proposed Resolution #

Moved By: \_\_\_\_\_



Seconded By: \_\_\_\_\_

THAT Council receives the Long Point Region Conservation Authority Minutes dated December 7, 2022, as information.

### **15.3 Tillsonburg Police Service Board Minutes**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT Council receives the Tillsonburg Police Service Boards Minutes and Reports dated December 12, 2022, as information.

### **16. Motions/Notice of Motions**

### **17. Resolutions/Resolutions Resulting from Closed Session**

### **18. By-Laws**

**18.1 A By-Law to appoint members to Town of Tillsonburg Council advisory committees**

**18.2 A By-Law to repeal By-Law 3883 that authorized a airport hangar land lease agreement for Taxiway C1 Lot 9 with Danny Richer**

**18.3 A By-Law to repeal By-Law 2022-067 that appointed an acting clerk for the Town of Tillsonburg**

**18.4 A By-Law to appoint Directors to the Board of Management of the Tillsonburg Business Improvement Area (BIA)**

**18.5 A By-Law to amend Procedural By-Law 4173 (Electronic Meeting Participation)**

**18.6 A By-Law to amend By-Law 2020-091 being a by-law to adopt and maintain a policy with respect to the delegation of the Corporation of the Town of Tillsonburg's powers and duties**

**18.7 A By-Law to authorize the Tillsonburg Community Centre Concession Lease (Snack Bar and Waterpark Concession Lease) Agreement with Chrissy's Catering for a term of 2023-2025**

**18.8 To amend Zoning By-Law Number 3259, as amended (ZN 7-22-16)**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT A By-Law to appoint members to Town of Tillsonburg Council advisory committees; and

A By-Law to repeal By-Law 3883 that authorized a airport hangar land lease agreement for Taxiway C1 Lot 9 with Danny Richer; and  
 A By-Law to repeal By-Law 2022-067 that appointed an acting clerk for the Town of Tillsonburg; and  
 A By-Law to appoint Directors to the Board of Management of the Tillsonburg Business Improvement Area (BIA)  
 A By-Law to amend Procedural By-Law 4173 (Electronic Meeting Participation); and  
 A By-Law to amend By-Law 2020-091 being a by-law to adopt and maintain a policy with respect to the delegation of the Corporation of the Town of Tillsonburg's powers and duties; and  
 A By-Law to authorize the Tillsonburg Community Centre Concession Lease (Snack Bar and Waterpark Concession Lease) Agreement with Chrissy's Catering for a term of 2023-2025; and  
 To amend Zoning By-Law Number 3259, as amended (ZN 7-22-16), be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**19. Confirm Proceedings By-law**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT By-Law 2023-008, to Confirm the Proceedings of the Council Meeting held on January 24, 2023, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**20. Items of Public Interest**

**21. Adjournment**

Proposed Resolution #

Moved By: \_\_\_\_\_

Seconded By: \_\_\_\_\_

THAT the Council meeting of January 24, 2023 be adjourned at

# **The Corporation of the Town of Tillsonburg**

## **Council Meeting**

### **MINUTES**



Monday, January 9, 2023  
6:00 PM  
Council Chambers  
200 Broadway, 2nd Floor

ATTENDANCE: Mayor Gilvesy  
Deputy Mayor Beres  
Councillor Luciani  
Councillor Parker  
Councillor Rosehart  
Councillor Spencer  
Councillor Parsons

Staff: Kyle Pratt, Chief Administrative Officer  
Renato Pullia, Interim Director of Finance/Treasurer  
Johnathon Graham, Director of Operations & Development  
Julie Columbus, Director of Recreations, Culture & Parks  
Cephas Panschow, Development Commissioner  
Amelia Jaggard, Deputy Clerk

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#### **1. Call to Order**

The meeting was called to order at 6:00 p.m.

#### **2. Closed Session**

#### **3. Moment of Silence**

#### **4. Adoption of Agenda**

**Resolution # 2023-001**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

THAT the Agenda as prepared for the Council meeting of January 9, 2023, with the withdrawal of agenda items 10.1 Delegation and 13.2.1 staff report CS 23-01 Committee Member Selection, be approved.

**Carried**

**5. Disclosures of Pecuniary Interest and the General Nature Thereof**

No disclosures of pecuniary interest were declared.

**6. Adoption of Council Minutes of Previous Meeting**

**Resolution # 2023-002**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

THAT Council Budget meeting minutes dated December 7, 2022 and the Council meeting minutes dated December 12, and December 19, 2022, be approved.

**Carried**

**7. Presentations**

**7.1 Staff Employee Recognition**

Kyle Pratt, Chief Administrative Officer, presented staff with employee service recognition certificates.

Councillor Parsons honoured former Tillsonburg Town Councillor and Volunteer Firefighter Bob Smith. A moment of silence was held.

**8. Public Meetings**

**8.1 Applications for Official Plan Amendment, Draft Plan of Subdivision & Zone Change OP 22-14-7, SB 22-04-7 & ZN 7-22-12 - Gene Sandham**

Eric Gilbert, Senior Planner, Oxford County, appeared before Council to provide an overview of the application. Staff recommend approval in principal of the zone change application.

Opportunity was provided for comments and questions from Council.

The applicant was not in attendance.

Trevor Benjamins, Agent, was present to speak in support to the application.

There was discussion regarding parkland dedication verse cash-in-lieu.

No members of the public appeared before Council either in support or opposition to the application.

**Resolution # 2023-003**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT Council approve in principle the zone change application (File No. ZN 7-22-13) submitted by Gene Sandham, for lands legally described as Part of Lot 1606, Plan 500, Concession 5 NTR, Parts 3 & 4, 41R-9612 in the Town of Tillsonburg, to rezone the lands Low Density Residential Type 1 Holding Zone, to facilitate the proposed draft plan of subdivision;

AND THAT Council advise County Council that the Town supports the application to amend the County Official Plan (File No. OP 22-14-7), submitted by Gene Sandham, for lands legally described as Part of Lot 1606, Plan 500, Concession 5 NTR, Parts 3 & 4, 41R-9612, in the Town of Tillsonburg, to redesignate the subject lands from 'Open Space' to 'Residential' & 'Low Density Residential', to facilitate a draft plan of subdivision consisting of lots for 7 single detached dwellings;

AND THAT Council advise County Council that the Town supports the application for draft plan of subdivision, File No. SB 22-04-7, submitted by Gene Sandham, for lands legally described as Part of Lot 1606, Plan 500, Concession 5 NTR, Parts 3 & 4, 41R-9612, in the Town of Tillsonburg, consisting of 7 lots for single-detached dwellings, subject to the conditions of draft approval contained in staff report CP 2022-421 dated January 9, 2023.

**Carried**

**9. Planning Reports**

**10. Delegations**

**10.1 Andrew Stancek, Dawn Vanatter, Jerry Claessens Re: Support for homeless shelter**

Delegation was withdrawn.

## **10.2 Jim Donaldson Re: Recreation Sports Tennis, Paddle Ball, Pickleball**

Jim Donaldson appeared before Council to advocate for the resurfacing of the existing three tennis courts, the installation of an additional fourth tennis court, in addition to the creation of four dedicated pickle ball courts. Mr. Donaldson also noted that tennis tournaments will not come to Tillsonburg due to the lack of accommodations.

It was noted that the resurfacing of the existing tennis courts is included in the proposed 2023 budget.

Opportunity was provided for comments and questions from Council.

Staff were asked to investigate the feasibility of multi-use courts to accommodate tennis and pickleball. In addition, staff were asked to provide the cost to create a fourth court for Council's consideration.

### **Resolution # 2023-004**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parsons

THAT Council receives the delegation from Jim Donaldson as information;

AND THAT the item be referred to the Recreation and Sports Advisory Committee for consideration.

**Carried**

## **11. Deputation(s) on Committee Reports**

## **12. Information Items**

### **12.1 Oxford Invitational Youth Robotics Challenge Wrap Up Letter**

### **12.2 City of Toronto Re: Update on Bill 23 More Homes Built Faster Act, 2022**

### **12.3 Oxford County Re: More Homes Built Faster Act, 2022, and Bill 39, Better Municipal Governance Act, 2022**

### **12.4 Ministry of Municipal Affairs and Housing Re: More Homes Built Faster Act, 2022**

### **Resolution # 2023-005**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Rosehart

THAT Council receive the correspondence from the Oxford Invitational Youth Robotics Challenge dated 2022, the correspondence from the City of Toronto dated November 25, 2022, the correspondence from Oxford County dated December 14, 2022 and the correspondence from the Ministry of Municipal Affairs and Housing dated January 4, 2023, as information.

**Carried**

**13. Staff Reports**

**13.1 Chief Administrative Officer**

**13.2 Corporate Services**

**13.2.1 CS 23-01 Committee Member Selection**

Staff report withdrawn.

**13.3 Economic Development**

**13.4 Finance**

**13.4.1 2023 Budget Deliberations**

**13.4.1.1 EDM 23-01 Budget White Paper - Project Management Consultant to Expedite Industrial Land Development**

**Resolution # 2023-006**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parker

THAT report EDM 23-01 Project Management Consultant to Expedite Industrial Land Development Budget White Paper be received as information;

AND THAT a Request for Proposal for a Project Management Consultant be prepared and released with the intent of facilitating the timely development and approval of Phases 2 and 3 of the Van Norman Innovation Park;

AND THAT the costs for a Project Management Consultant, and associated design/ approvals, be funded from the Economic Development Reserve up

to a maximum of \$250,000 with an annual report being brought back to Council for information.

**Carried**

**13.4.1.2 EDM 23-02 - Budget White Paper - Review of Southwestern Ontario Marketing Alliance**

**Resolution # 2023-007**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Luciani

THAT report EDM 23-02 Review of Southwestern Ontario Marketing Alliance Budget White Paper be received for information.

**Carried**

**13.4.1.3 FIN 23-04 Budget White Paper - Council Budget Increase**

**Resolution # 2023-008**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Spencer

THAT report FIN 23-04 Council 2022 to 2023 Budget Variance Budget White Paper be received as information.

**Carried**

**13.4.1.4 FRS 23-01 Budget White Paper - Fire Service Medical Response White Paper**

Fire Chief Caskenette was present to answer questions.

Staff noted that the Town is in the process of conducting a community risk assessment as well as developing a Fire Master Plan that will help determine the Town's Fire and Rescue Services Department resource needs.



**Resolution # 2023-009****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Rosehart

THAT report FRS 23-01 Fire Service Medical Response Information Budget White Paper be received as information;

AND THAT Council direct the Fire Chief to provide the current level of tiered medical response services to the community in accordance with the Tiered Response Agreement between the Town of Tillsonburg and the County of Oxford Paramedic Services dated September 23, 2019.

**Carried****13.4.2 FIN 23-01 Interim 2023 Tax Levy By-Law****Resolution # 2023-010****Moved By:** Councillor Parker**Seconded By:** Councillor Parsons

THAT report FIN 23-01 2023 Interim Tax Levy be received for information;

AND THAT the 2023 Interim Tax Levy By-Law be brought forward for Council's consideration.

**Carried****13.4.3 FIN 23-02 2023 Borrowing By-Law****Resolution # 2023-011****Moved By:** Councillor Spencer**Seconded By:** Deputy Mayor Beres

THAT Council receives report FIN 23-02 2023 Borrowing By-law;

AND THAT a By-Law to authorize the borrowing of money to meet current expenditures of the Town of Tillsonburg for the 2023 fiscal year be brought forward for Council's consideration.

**Carried**

**13.4.4 FIN 23-03 Delegation of Authority, Tax Adjustments and Apportionments**

Ted Lyons, Revenue Manager, was present to answer questions.

**Resolution # 2023-012**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Spencer

THAT Council receives report FIN 23-03 Delegation of Authority, Tax Adjustments and Apportionments, as information;

AND THAT a By-Law to amend By-Law 2020-091 Delegation of Powers and Duties, to include a delegation of authority for property tax adjustments and apportionments under Sections 356, 357, 357.1, 358 & 359 of the Municipal Act, 2001, c.25 to the Director of Finance / Treasurer or delegate, be brought forward at the next regular Council meeting for Council's consideration.

**Carried**

**13.5 Fire and Emergency Services**

**13.6 Operations and Development**

**13.6.1 OPD 23-01 Bridges Subdivision Road Naming**

**Resolution # 2023-013**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Parker

THAT Council approves "Greenhill Drive", "Clubhouse Way", and "Eagles Court" as road names for the Bridges subdivision.

**Carried**

**13.6.2 OPD 23-02 Subdivision and Road Naming – Cranberry Road Subdivision**

**Resolution # 2023-014**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Rosehart

THAT Council approves “Cranberry Road Subdivision” as a subdivision name;

AND THAT Council approves “Ambkot Crescent” as a road name for the Cranberry Road Subdivision.

**Carried**

### **13.6.3 OPD 23-03 Overnight Winter Parking Enforcement**

Staff noted that if approved the additional staff appointments will result in an increase of snow removal related ticketing, with education as the primary practice. It was asked if there is a method for the public to report vehicles in contravention of Town by-laws; the public can call the Town to make a report.

#### **Resolution # 2023-015**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parker

THAT a By-Law to appoint Jeff VanGulk, Darryl Nesplic, and Angela Hughes as Municipal Law Enforcement Officers for the Town of Tillsonburg be brought forward for Council's consideration.

**Carried**

### **13.6.4 OPD 23-04 Traffic By-Law Housekeeping Amendments**

There were questions and concerns noted about the proposed amendments to the Traffic By-Law.

#### **Resolution # 2023-016**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT the recommendations for Tillson Avenue, Venison Street and Kara Lane be approved;

AND THAT the accessible parking request on Brock Street be sent to the Accessibility Advisory Committee for comment and review;

AND THAT the North School Bus Loading Zone on Frances Street be converted to a 30 minute maximum parking zone;

AND THAT the remainder of Frances Street be unchanged;

AND THAT a letter signed by the Mayor be sent to the London District Catholic School Board firmly stating that it is the role of the School Board to provide sufficient and adequate parking for their schools. The letter should site complaints received by the Town as well as safety concerns that may have been identified by staff;

AND THAT the recommendation for electrical vehicle signage be approved;

AND THAT the removal of two parking spaces on Broadway for T-GO, the two hour limit on Lot 1A and the re-location of the loading zone in Lot 1A be deferred until a report is brought back to Council outlining how these changes relate to the Parking Study.

**Carried**

### **13.7 Recreation, Culture and Parks**

#### **14. New Business**

#### **15. Consideration of Committee Minutes**

##### **15.1 Committee Minutes**

##### **15.2 Long Point Region Conservation Authority Minutes**

###### **Resolution # 2023-017**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

THAT Council receives the Long Point Region Conservation Authority Minutes dated November 2 and November 9, 2022, as information.

**Carried**

##### **15.3 Tillsonburg Police Service Boards Minutes and Reports**

###### **Resolution # 2023-018**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT Council receives the Tillsonburg Police Service Boards Minutes and Reports dated November 16, 2023, as information.

**Carried**

**16. Motions/Notice of Motions**

**16.1 Land Acknowledgement**

Staff were asked to seek input from Indigenous peoples on the inclusion of First Nation group names in a Territorial Acknowledgement.

**Resolution # 2023-019**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

THAT the Town of Tillsonburg's formal Land Acknowledgement be read as, "Today we recognize the Indigenous peoples as the customary keepers and defenders of the Great Turtle Island, its waters and its lands. We honour their long history and welcoming others to this beautiful territory. Our aim is to uphold and uplift their voices and values as our Host Nation." at the beginning of each Council meeting.

**Carried**

**17. Resolutions/Resolutions Resulting from Closed Session**

**18. By-Laws**

**18.1 By-Law 2023-002, to Enter into an Airport Land Lease with 1467246 Ontario Inc.**

**18.2 A By-Law to appoint members to Town of Tillsonburg Council advisory committees**

Withdrawn.

**18.3 By-Law 2023-003, to provide for an Interim Tax Levy for the year 2023**

**18.4 By-Law 2023-004, to authorize the borrowing of money to meet current expenditures of the Council of the Corporation of the Town of Tillsonburg (the "Municipality") during the Fiscal Year Ending December 31, 2023**

**18.5 By-Law 2023-005, to appoint Municipal Law Enforcement Officers**

**18.6 A By-Law to amend By-Law 2022-029 (Traffic By-Law)**

Withdrawn.

**Resolution # 2023-020**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Luciani

THAT By-Law 2023-002, to Enter into an Airport Land Lease with 1467246 Ontario Inc.; and

By-Law 2023-003, to provide for an Interim Tax Levy for the year 2023; and

By-Law 2023-004, to authorize the borrowing of money to meet current expenditures of the Council of the Corporation of the Town of Tillsonburg (the "Municipality") during the Fiscal Year Ending December 31, 2023; and

By-Law 2023-005, to appoint Municipal Law Enforcement Officers, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried**

**19. Confirm Proceedings By-law****Resolution # 2023-021**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Parsons

THAT By-Law 2023-001, to Confirm the Proceedings of the Council Meeting held on January 9, 2023, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried**

**20. Items of Public Interest**

Development Commissioner noted that the provisional certificate has been removed from title on the Van Norman Innovation Park and that two land deals have closed.

County Council will be asked to approve the updated 2023 Business Plans and Budget at their meeting on Wednesday, January 11, 2023 at 9:30 a.m.

Upcoming Council meetings include:

- Monday, January 16, 2023 at 6:00 p.m. budget meeting (2023 budget deliberations).
- Tuesday, January 24, 2023 at 6:00 p.m. regular meeting.

**21. Adjournment**

**Resolution # 2023-022**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Parker

THAT the Council meeting of January 9, 2023 be adjourned at 7:48 p.m.

**Carried**

# **The Corporation of the Town of Tillsonburg**

## **Council Budget Meeting**

### **MINUTES**



Monday, January 16, 2023  
6:00 PM  
Council Chambers  
200 Broadway, 2nd Floor

ATTENDANCE: Mayor Gilvesy  
Deputy Mayor Beres  
Councillor Luciani  
Councillor Parker  
Councillor Parsons  
Councillor Rosehart  
Councillor Spencer

Staff: Kyle Pratt, Chief Administrative Officer  
Tanya Daniels, Director of Corporate Services/Clerk  
Johnathon Graham, Director of Operations & Development  
Julie Columbus, Director of Recreations, Culture & Parks  
Cephas Panschow, Development Commissioner  
Cheyne Sarafinchin, Senior Analyst/Deputy Treasurer  
Amelia Jaggard, Deputy Clerk

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#### **1. Call to Order**

The meeting was called to order at 6:00 p.m.

#### **2. Adoption of Agenda**

**Resolution # 2023-023**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer



THAT the Agenda as prepared for the Council Budget meeting of January 16, 2023 be approved.

**Carried**

**3. Moment of Silence**

**4. Disclosures of Pecuniary Interest and the General Nature Thereof**

No disclosures of pecuniary interest were declared.

**5. Adoption of Council Minutes of Previous Meeting**

**6. Finance**

**6.1 Big Brother Big Sisters of Oxford County**

Kristen Ralph, Executive Director, Big Brother Big Sisters of Oxford County, appeared before Council to present the organization's 2023 community grant request.

**6.2 Junior Achievement SW Ontario**

Karen Chafe, Junior Achievement SW Ontario, appeared before Council to present the organization's 2023 community grant request.

**6.3 Lake Lisgar Revitalization Committee**

Joan Weston and Frank Kempf, Lake Lisgar Revitalization Committee, appeared before Council to present the organization's 2023 community grant request.

Staff noted that there are funds included in the proposed 2023 capital budget for Lake Lisgar shoreline remediation.

**6.4 Royal Canadian Legion Branch 153**

Dianne Hodges and Paul Robinson, Royal Canadian Legion Branch 153, appeared before Council to present the organization's 2023 community grant request.

**6.5 Tillsonburg and District Multi-Service Centre**

Kathryn Leatherland, Tillsonburg District Multi-Service Centre, appeared before Council to present the organization's 2023 community grant request.

**6.6 Tillsonburg Free Family Fishing Derby**

Mike and Rosemary Dean, Tillsonburg Free Family Fishing Derby, appeared before Council to present the organization's 2023 community grant request.

**6.7 Tillsonburg Horticultural Society**

Christine Nagy, Tillsonburg Horticultural Society, appeared before Council to present the organization's 2023 community grant request.

**6.8 Tillsonburg Shiners**

Cedric Tomico, Tillsonburg Shriners, appeared before Council to present the organization's 2023 community grant request.

**6.9 Tillsonburg Tri-County Agricultural Society (Fair)**

Mike and Rosemary Dean, Tillsonburg Tri-County Agricultural Society (Fair), appeared before Council to present the organization's 2023 community grant request.

**6.10 Tillsonburg Turtlefest**

Mark Renaud, Tillsonburg Turtlefest, appeared before Council to present the organization's 2023 community grant request.

Mr. Renaud indicated that the outstanding loan with the Town of Tillsonburg could be repaid in full by the end of the year if the 2023 grant request is approved.

**6.11 Youth Unlimited (Upper Deck Youth Centre)**

Lydia Byl, Youth Unlimited (Upper Deck Youth Centre), appeared before Council to present the organization's 2023 community grant request.

**6.12 Tillsonburg and Area Optimist Club - Santa Claus Parade**

Amy Varga, Tillsonburg and Area Optimist Club - Santa Claus Parade, appeared before Council to present the organization's 2023 community grant request.

Council recessed at 7:49 p.m.

Council resumed at 7:55 p.m.

**Resolution # 2023-024**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT Council has received applications for grant funding from various community groups during the 2023 budget sessions;

AND THAT the following groups are awarded the following dollar amounts:

1. Big Brother Big Sisters of Oxford County \$2,000;
2. Junior Achievement SW Ontario \$1,000;
3. Lake Lisgar Revitalization Committee \$7,000;
4. Royal Canadian Legion Branch 153 \$3,500;
5. Tillsonburg and District Multi-Service Centre \$7,000;
6. Tillsonburg Free Family Fishing Derby \$1,000;
7. Tillsonburg Horticultural Society \$4,000;
8. Tillsonburg Tri-County Agricultural Society (Fair) \$6,800;
9. Tillsonburg Turtlefest \$7,500;
10. Youth Unlimited (Upper Deck Youth Centre) \$1,000;
11. Tillsonburg and Area Optimist Club - Santa Claus Parade \$2,500;
12. Family Day Organizing Committee \$2,500;
13. Town of Tillsonburg Cultural Advisory Committee \$6,000.

**Carried**

#### **6.13 Tillsonburg Business Improvement Area (BIA)**

Mark Renaud, Executive Director, Tillsonburg BIA, appeared before Council to present the Tillsonburg Downtown BIA's 2023 Budget and Business Plan.

##### **Resolution # 2023-025**

**Moved By:** Councillor Parker

**Seconded By:** Councillor Rosehart

THAT the Tillsonburg Business Improvement Area Memorandum of Understanding and Direction rate be increased by 15% this year and be capped at the 2023 Consumer Price Index (5.7%) for the years 2024 and 2025.

Councillor Parker called for a recorded vote.

Councillor Parker - Yes

Councillor Parsons - Yes

Councillor Rosehart - Yes

Councillor Spencer - Yes

Deputy Mayor Beres - Yes

Councillor Luciani - Yes

Mayor Gilvesy - Yes

**Carried**

**6.14 RCP 23-01 Budget White Paper – Tennis and Pickleball Memberships**

**Resolution # 2023-026**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT report RCP 23-01 Tennis and Pickleball Memberships Budget White Paper be received as information;

AND THAT staff use the information collected to guide future options for the operation of the tennis courts and any other future sports courts and amenities.

**Carried**

The following motion pertains to agenda item 6.13 (Tillsonburg BIA).

**Resolution # 2023-027**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Rosehart

THAT the Tillsonburg Downtown BIA 2023 Budget and Business Plan presentation be received;

AND THAT an amount of \$166,940.00 that represents the proposed BIA Gross Budget to be levied in 2023 be paid in four (4) equal installments to the BIA.

**Carried**

**6.15 OPD 23-05 Budget White Paper Fleet Replacement Program for Light Duty Vehicles One-year Analysis and Evaluation**

Staff will report back to Council with additional analysis of the program in advance of the next scheduled delivery of rental fleet.

**Resolution # 2023-028**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Rosehart

THAT report OPD 23-05 Budget White Paper Fleet Replacement Program for Light Duty Vehicles One-year Analysis and Evaluation be received for information.

**Carried**

**6.16 OPD 23-06 Budget White Paper - Sidewalk Snow Operations**

**Resolution # 2023-029**

**Moved By:** Councillor Parsons

**Seconded By:** Deputy Mayor Beres

THAT report OPD 23-06 White Paper - Sidewalk Snow Operation be received as information.

**Carried**

**6.17 OPD 23-07 Budget White Paper - Loose Leaf Collection Services Update**

**Resolution # 2023-030**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Spencer

THAT report OPD 23-07 White Paper – Loose Leaf Collection Services Update be received as information;

AND THAT staff be directed to report back in summer 2023 with a comprehensive review of the loose leaf collection program.

**Carried**

**7. Motions/Notice of Motions**

**Resolution # 2023-031****Moved By:** Councillor Parker**Seconded By:** Councillor Parsons

THAT Councillor Parsons represent Council on the Re-Imagine Bridge Street Joint Task Force;

AND THAT upon completion of the RFP and tender process that the tender be brought back to Council for approval prior to being awarded to the preferred bidder.

**Carried****8. By-Laws****8.1 A By-Law to appoint a clerk for the Town of Tillsonburg****Resolution # 2023-032****Moved By:** Councillor Rosehart**Seconded By:** Councillor Spencer

THAT a By-Law to appoint a clerk for the Town of Tillsonburg be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried****9. Confirm Proceedings By-law****Resolution # 2023-033****Moved By:** Councillor Parsons**Seconded By:** Deputy Mayor Beres

THAT By-Law 2023-006, to Confirm the Proceedings of the Council Meeting held on January 16, 2023, be read for a first, second, third and final reading and that the Mayor and the Clerk be and are hereby authorized to sign the same, and place the corporate seal thereunto.

**Carried****10. Adjournment**

**Resolution # 2023-034**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Luciani

THAT the Council Budget meeting of January 16, 2023 be adjourned at 9:34 p.m.

**Carried**



# MPAC

Property Assessment  
in Ontario



# Ontario's Property Experts

**5.5**

**MILLION**

MPAC's database hosts information for over 5.5 million properties across Ontario.

**37**

**BILLION**

There was more than \$37 billion of new assessment captured in 2022.

**3**

**TRILLION**

Ontario's total property value exceeds \$3 trillion.



## Ontario Government

Establishes the province's assessment and taxation laws, sets the valuation date and determines education tax rates.



## MPAC

Calculates, captures and distributes assessments for all properties and buildings across Ontario.



## Municipalities

Determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.



## Property Owners

Pay property taxes for community services and education taxes to help fund elementary and secondary schools in Ontario.



# Maintaining Ontario's Property Database



Provincial, Municipal and  
Property Owner Support  
& Guidance



New Assessment  
Forecasting & Market  
Analysis/Trends



Municipal Financial  
Planning & Insights



Vacancy and Tax  
Applications for  
Commercial, Business  
& Residential



Requests for  
Reconsideration &  
Appeal Processing



Processing Severances  
and Consolidations






MPAC conducts property valuation updates, referred to as **reassessments**.



Property values continue to be based on the market at **January 1, 2016**, which is our current valuation date.





An aerial photograph of a suburban neighborhood with many houses, trees, and a few commercial buildings. In the background, a body of water and a distant city skyline are visible under a clear sky. A large blue circle is overlaid on the right side of the image, containing white text.

## What is Current Value Assessment? (CVA)

Current value is market value **at a point in time** (the legislated valuation date)



# How We Assess Property

## Direct Comparison Approach



**Residential**



**Condos**



**Vacant Land**

We analyze recent sales of **comparable properties** that were sold for a similar or identical use as the **property to be valued**.

# The 5 Major Factors



Location



Lot Size



Quality of Construction



Square Footage



Age of Property

**Did you know?**

**Five major factors** account for approximately **85%** of a property's assessed value.



# How We Assess Property

## Income Approach



**Industrial  
Malls**



**Multi-Residential  
Properties**



**Office  
Buildings**



**Hospitality  
Properties**



**Shopping  
Centres**

To value these properties, we need to determine how much **revenue** they could generate and the **sale price**.



Those two factors determine a '**capitalization rate**' that helps us determine the property's **assessed value**.

# How We Assess Property

## Cost Approach



**Industrial  
Properties**



**Grain  
Elevators**



**Large and Special  
Purpose Properties**



**Warehousing**

We use the cost approach for properties that are **unique and rarely sold** on the market.




# MPAC's Role in The **Building** **Permit** Process

Municipalities rely on MPAC to take their building permits and plans and **turn them into assessment.**

Municipalities tax property owners **based on those assessments.**

The sooner MPAC delivers assessments, the faster municipalities realize **new revenue.**



# Resolving Assessment Concerns

1



Reflect on the  
Current Value  
Assessment

2



Visit MPAC's  
[AboutMyProperty.ca](http://AboutMyProperty.ca)  
to confirm details

3



View similar  
properties and  
their assessed  
values

4



Submit a Request  
for Reconsideration  
if you disagree



# Let's Talk **Property Taxes**

Each year, **municipalities** decide how much money they need to raise from property taxes **to pay for services** and **determine tax rates** based on that amount.



Your property's assessed value, provided by MPAC.



Municipal and education tax rates\* for your property type.




Property taxes you pay.

\*Education tax rates are set by the provincial government

# Ready with Resources for You



MYTH	FACT
<p>My property value has doubled.</p> <p>My property taxes will double.</p> <p></p>	<p>There is <b>no 1:1 relationship</b> between the change in your assessed value and change in taxation.</p> <p></p>





# How will my Property Assessment

## Impact my Taxes?

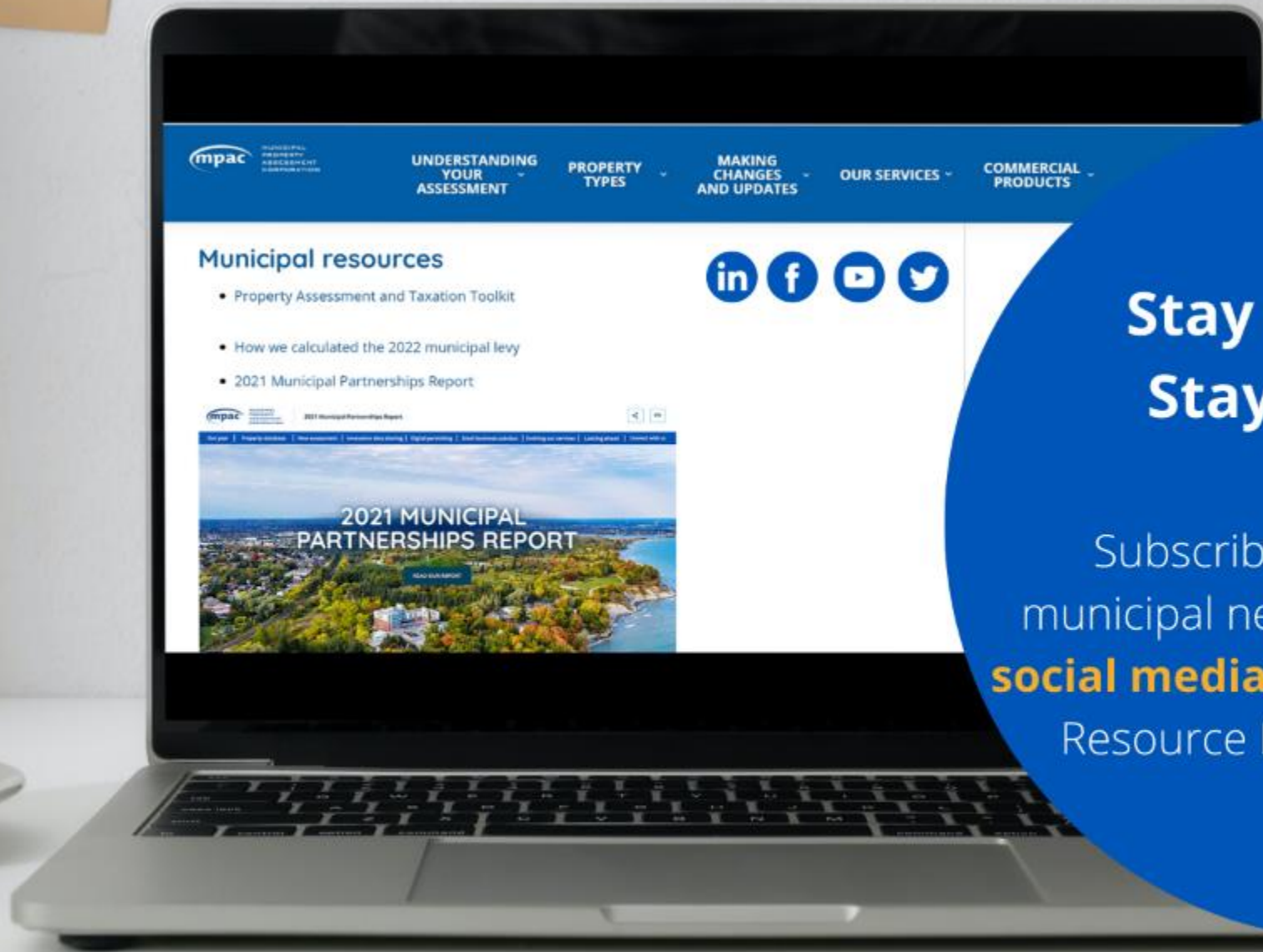


Watch the video to **learn more.**

# Your Local Assessment Base

Property Class	Number of Properties	Total Assessed Value	Percentage of Total Portfolio
Residential	7,369	\$1,697,942,109	81.25%
Commercial	299	\$170,587,500	8.17%
Industrial	130	\$119,664,500	5.73%
Multi-residential	33	\$63,705,000	3.05%
Exempt	12	\$23,543,000	1.12%
Farm	28	\$14,165,000	0.68%
TOTAL	7,871	\$2,089,607,109	100%





# Stay Connected, Stay Informed

Subscribe to **InTouch**, our municipal newsletter, follow us on **social media**, and visit our Municipal Resource Library on **mpac.ca**.

# Your Municipal Contacts

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# Planning and Development Service Delivery Review Council Report-out

January 24<sup>th</sup>, 2023



# Agenda

Introducing Leading Edge Group

Summary

Lean

Current State Key Findings

Future State Recommendations

Implementation Plan

# Leading Edge Group – Established 1995

**We provide tailored support in Lean/continuous improvement across a variety of sectors, including municipalities.**

## OUR CORE SERVICES



Consulting  
Lean and digital



Training  
Lean and Agile tools and techniques



Certification  
Lean and Agile Belts

## SAMPLE MUNICIPAL CLIENTS



ST. JOHN'S



MISSISSAUGA



COUNTY OF  
NEWELL



# Summary

- Slow and inefficient planning and development processes can have a negative impact on a municipality's tax base
- Inefficient use of employee's time can negatively impact capacity
- Leading Edge Group (LEG) undertook a Lean review and analysis of seven (7) planning processes at the Town of Tillsonburg (the Town)
- LEG looked at how work flows from and between the County of Oxford and the Town; how individual job functions interact; new processes that could be implemented and any required changes to existing documentation
- Overall, planning processes are efficient and will meet the Bill 109 timelines
- Report and analysis prepared before Bill 23 (*More Homes Built Faster Act*), was introduced and therefore does not specifically address that Bill's priorities

# Historical Processing Data

processing days by year and application type	Responsibility											
	Processing	Approval	Days	2013	2014	2015	2016	2017	2018	2019	2020	2021
Condominium	Oxford	Oxford	60	0	0	180	0	60	60	120	60	120
Part Lot Control	Oxford	Oxford	60	0	60	0	0	60	240	60	240	120
Woodlands Conservation	Oxford	Oxford	60	0	0	0	0	0	0	0	0	0
Consents	Oxford	Oxford	90	630	270	270	0	270	630	180	810	270
Consents/MV	Oxford	Oxford	90	270	90	90	90	90	180	180	180	540
OPA	Oxford	Oxford	120	120	240	240	240	0	0	120	600	240
Subdivision	Oxford	Oxford	120	0	240	0	0	0	120	120	240	360
DA Extension/Amendment	Oxford	Tillsonburg	30	30	30	0	60	90	60	0	120	30
Zonings	Oxford	Tillsonburg	90	720	1080	720	810	1260	1260	1440	1710	1530
Site Plan Amendment	Tillsonburg	Tillsonburg	20	20	40	40	60	80	80	100	20	80
Site Plan Control	Tillsonburg	Tillsonburg	20	140	60	140	160	80	240	80	100	220
Minor Variances	Tillsonburg	Tillsonburg	30	180	330	390	330	330	540	510	390	660
Total Processing Days		Oxford	720	1770	2010	1500	1200	1830	2550	2220	3960	3210
		Tillsonburg	70	340	430	570	550	490	860	690	510	960

# Lean

- A systematic way to look at processes to understand what is adding value for the customer (value-add activities) and what is not adding value (non-value-add activities/waste)
- The goal is to reduce non-value-add activities to make the processes more efficient
- Lean has identified eight (8) categories of waste and all non-value-add activities fall in to at least one (1) of these categories



# Lean – Wastes

- **Transportation** – of inventory, files, employees, etc.
- **Inventory** – stockpiling of supplies 'just in case' thereby tying up floor space and money and probably making it difficult to find what you need when you need it
- **Unnecessary Movement** – of staff, customers, information, work, etc.
- **Waiting** – for approvals, replies, supplies, equipment, work, etc.
- **Over Processing** – redundant reviews, excessive approval sign-offs, etc.
- **Over Production** – doing more than is required by the customer to meet a perceived or assumed need
- **Defects** – missing information; inaccurate data entry
- **Underutilized Skills** – inappropriate grade of staff carrying out work, not involving relevant staff on projects

# Current State – Key Findings

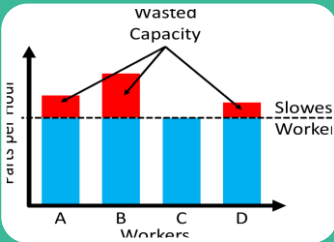
- In general, the Planning and Development processes are efficient enough to meet the expected timelines
- Some teams are very high functioning and work efficiently together
- The Sr. Planner has very long-term organizational knowledge which helps ensure processes are efficient.

# Future State Recommendations



## Add one (1) full time administrative position

- Eliminate the 1-month backlog
- Reduce process time



## Free up senior planner capacity

- Work done at a more appropriate level



## Expand delegation of authority

- More efficient process
- Frees Council time

# Future State Recommendations



Implement a mandatory pre-application consultation.

- Allows work to flow better
- More efficient processes



Amendment to Schedule A of Bylaw 3991

- Clear language
- Standard expectations



Cross training/Learning

- More responsive to peaks and valleys of work
- Stronger culture

# Future State Recommendations



## Archive historical documents

- Frees capacity
- Ensures the right information is found quickly



## Document and Standardize processes

- Ensures everyone is working the same way
- Helps set expectations

# Implementation Plan

## Immediate

Begin the process of hiring  
Start laying out the pre-application process  
Create list of work that can be shifted

## Medium Term

Onboard new administrative staff  
Start shifting work to more appropriate staff  
Begin training/cross training  
Develop pre-application material

## Long Term

Implement the pre-application consultation process

# Stay In Touch

## CONTACT US



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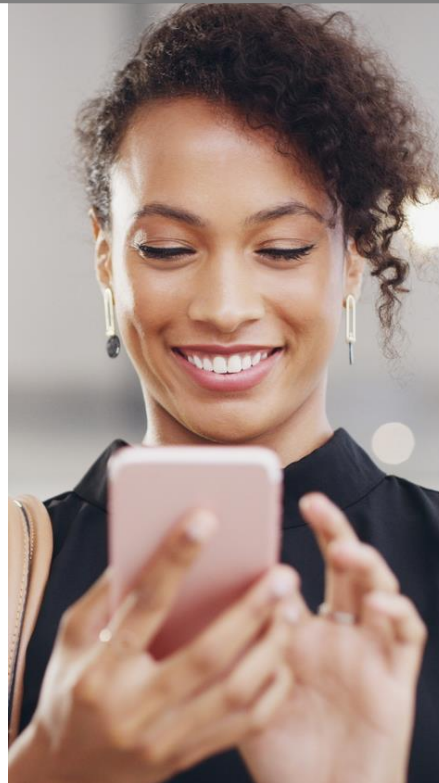
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[youtube.com/user/LeadingEdgeGroup1](https://youtube.com/user/LeadingEdgeGroup1)



<https://www.leadingedgegroup.com/about-us/blogs/>

# Future State Recommendations

## *Amendment to Schedule A of the By-Law 3991*

- Consider adding a chart such as the one below to show approval authority and if a pre-application consultation is required.

Application Type	Responsibility for Processing	Responsibility for Approving	Pre-Application Consultation Required
Severance	County	County	No
Official Plan Amendment	County	County	Yes
Subdivision	County	County	Yes
Part Lot Control	County	County	No
Zoning	County	Town	Yes
Minor Variance	Town	Town	No
Minor Variance - Consent	County	County	No
Site Plan Approval	Town	Town	Yes





## Planning and Development Service Delivery Review

### FINAL REPORT



[www.leadingedgegroup.com](http://www.leadingedgegroup.com)



[info@leadingedgegroup.com](mailto:info@leadingedgegroup.com)



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## Executive Summary

Slow and inefficient planning and development processes can have a negative impact on a municipality's tax base. As well, staff time spent working through inefficient processes uses up capacity that can be better spent in other value-adding ways.

Leading Edge Group (LEG) undertook a Lean review and analysis of seven (7) planning processes at the Town of Tillsonburg (the Town) and Oxford County (the County) to better understand the timelines and effort involved, with a view towards ensuring the processes could be more efficient and would not incur a financial penalty when Bill 109 is implemented in January 2023.

Overall, the planning processes are efficient and will meet the Bill 109 timelines. With the implementation of CloudPermit in the Fall of 2022, there will be inherent efficiencies gained through having applications online. In addition to this, CloudPermit has other features that will help to further decrease the already acceptable timelines for planning processes.

In light of this, most of the recommendations in this report focus on creating efficiencies in the overall process of approving all types of applications. LEG looked at how work flows from and between the County and the Town; how individual job functions interact; new processes that could be implemented to further decrease processing time and how some of the existing documentation could be changed to alleviate confusion and allow for a fuller understanding of timelines and responsibilities.

This report documents the background to the project; the work undertaken; key findings and recommendations for realizing an improved future state.

Note: this report and analysis was prepared prior to the changes to the Planning Act introduced through Bill 23, *More Homes Built Faster Act*. The analysis of the new resource demands, staffing pressures, and impacts to development review timelines that will be introduced through the changes to the development process resulting from Bill 23 was excluded from the scope of work of this report.



## Client Requirements

The Town of Tillsonburg (the Town) is one (1) of eight (8) area municipalities that make up the two-tier municipality – Oxford County (the County). Located in southwestern Ontario at the crossroads of Highways 401 and 403, the County has a population of approximately 125,000 people across eight area municipalities that are “growing stronger together.” Tillsonburg has a population of 18,615 and is located about 50 kilometres southeast of London, on Highway 3 at the junction of Highway 19.

Leading Edge Group (LEG) undertook a review and analysis of relevant planning and development processes and structures at the Town of Tillsonburg (the Town) to establish how services can be delivered in the most effective, efficient, consistent, innovative and cost-effective manner. In doing so, LEG aimed to focus on a number of elements:

- Alignment with the goals, strategic direction and values of the Town’s Community Strategic Plan – most notably Customer Service; Communication and Engagement; Business Attraction; Retention and Expansion and Community Growth
- Current agreement, integration and collaboration with the Oxford County (the County) Community Planning Office
- Community, developers, appropriate agencies, Council and employee expectations
- Value and waste in processes
- Resource, work and information flow
- Demand management
- Visibility, transparency and communication for all stakeholders
- Costs and benefits – direct, indirect and tangible
- Current performance versus municipal and Lean process improvement best practice Digital/technological maturity
- Relevant organizational design and structure for effective resource balancing and capacity

The service delivery review and associated evaluation process is intended to systematically determine the most appropriate and cost effective way to provide planning and development services, including processes for site plans, minor variances, zone change, severance, subdivision and development applications; receipt, administration and release of securities, records retention, Geographic information systems (GIS) services, and planning services, while maintaining or improving customer service.



## Sources of Information

The Town of Tillsonburg (the Town) and Oxford County (the County) provided Leading Edge Group with:

- Background documentation on historical type and number of applications received over the past 15 years
- The agreement between the Town and the County for the provision of Planning Services (Schedule A to Bylaw 3991)
- Relevant bylaws and material that pertain to how the Town and County interact to reach a decision on planning applications submitted

In addition, LEG reviewed any internal process maps that were available; organizational charts; application process and timelines – both historical and current – to gain a broad understanding of the background context.

Furthermore, a series of meetings were scheduled to capture the Voice of the Customer and to uncover any extra work that was required to move the work along beyond documented processes.

LEG conducted in-person interviews and followed up with both regular and ad hoc meetings as needed. In addition to Town and County staff, LEG engaged with Councillors as well as an outside engineering firm to gain insights on the current planning processes.



## Project Approach

A service delivery review and associated evaluation process was undertaken to systematically determine the most appropriate and cost-effective way for the Town to provide Planning and Development Services for the following applications:

- Site plans
- Minor variances
- Zoning changes
- Severance
- Subdivisions
- Development

Included in this review were services that feed off of or impact planning applications, such as:

- Receipt, administration and release of securities
- Records retention
- Geographic information systems services
- Other planning services
- Customer service



The Town of Tillsonburg processes three (3) types of applications with an average process time of 23.3 days and a range of 20-30 days. The County processes nine (9) types of applications with an average process time of 80 days and a range of 30-120 days.

processing days by year and application type	Responsibility		Days	2013	2014	2015	2016	2017	2018	2019	2020	2021
	Processing	Approval										
Condominium	Oxford	Oxford	60	0	0	180	0	60	60	120	60	120
Part Lot Control	Oxford	Oxford	60	0	60	0	0	60	240	60	240	120
Woodlands Conservation	Oxford	Oxford	60	0	0	0	0	0	0	0	0	0
Consents	Oxford	Oxford	90	630	270	270	0	270	630	180	810	270
Consents/MV	Oxford	Oxford	90	270	90	90	90	90	180	180	180	540
OPA	Oxford	Oxford	120	120	240	240	240	0	0	120	600	240
Subdivision	Oxford	Oxford	120	0	240	0	0	0	120	120	240	360
DA Extension/Amendment	Oxford	Tillsonburg	30	30	30	0	60	90	60	0	120	30
Zonings	Oxford	Tillsonburg	90	720	1080	720	810	1260	1260	1440	1710	1530
Site Plan Amendment	Tillsonburg	Tillsonburg	20	20	40	40	60	80	80	100	20	80
Site Plan Control	Tillsonburg	Tillsonburg	20	140	60	140	160	80	240	80	100	220
Minor Variances	Tillsonburg	Tillsonburg	30	180	330	390	330	330	540	510	390	660
Total Processing Days			Oxford	720	1770	2010	1500	1200	1830	2550	2220	3960
			Tillsonburg	70	340	430	570	550	490	860	690	960

Figure 1 – Historical analysis of the number of planning applications by type per year.

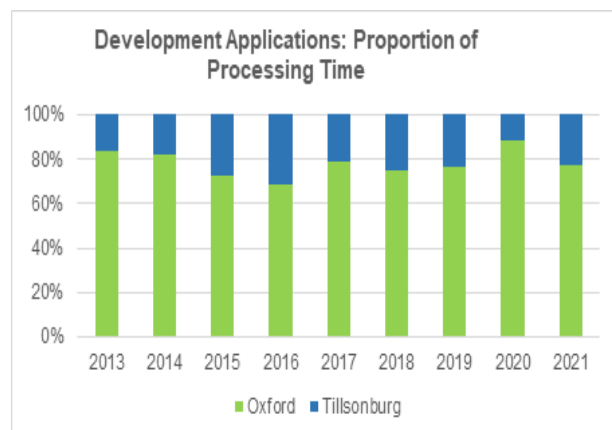


Figure 2 – A comparison of processing time between the County and the Town.

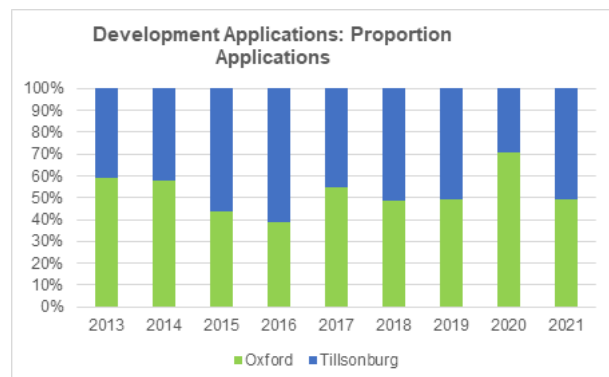


Figure 3 – A comparison of the number of applications received at the County and at the Town.





As part of planning and preparation, LEG reviewed the relevant background information and documentation provided to inform interviews with relevant Town and County employees.

Following the stakeholder interviews, LEG mapped the current state of the planning processes with Town and County employees. In addition to the steps needed to complete the process, mapping also noted whether the Town or County is the approval authority by application type. The current state review also focused on historical information to understand overall scope of work both for the Town and the County.

Through the current state review, each process step was examined in the context of 'value-add' and 'non-value-add' with a view towards eliminating or reducing any non-value-add steps for a more optimal future state. In addition, staff were encouraged to discuss areas where they consistently see slowdowns, steps that take longer than they should and any parts of the process that they felt were inefficient.



## Introducing Lean

Lean is a systematic approach to identifying and eliminating wasteful activities in a process through continuous improvement. The key focus of Lean Thinking is identifying the value of any given process by distinguishing value-added steps from non-value-added steps and eliminating waste so that, eventually, every step adds value to that process. This is achieved by enabling the flow of a product or service at the pull of the patient or customer, while the organization is in pursuit of perfection.

The term 'Lean' is applied to a process because a Lean process utilizes:

- Less operational space
- Fewer financial resources
- Fewer materials and services
- Less time to deliver a service to its customers/patients/residents

Lean Thinking is not a manufacturing strategy or a cost-reduction program, but a philosophy that can be applied to a variety of organizations. This is because it is focused on processes. All organizations are made up of a series of processes, sets of activities or steps intended to create value for people who are dependent on them – customers, colleagues or patients.

Lean Thinking is based around the application of a number of tools and strategies aimed at streamlining all aspects of a process. These tools are intended to reduce unnecessary labor, space, capital, materials, equipment and time involved in the delivery of appropriate services to patients/residents/customers.

Using the principles and tools associated with Lean Thinking to reduce and eliminate waste enables organizations to increase their quality of service and become more competitive. It enables them to:

- Operate more quickly and efficiently at lower costs
- Become more responsive to the needs of customers/patients/residents and staff
- Focus on quality
- Increase service levels

This helps organizations to ensure their employees experience increased job satisfaction and their customers receive the best possible service.



Lean process mapping focuses on a process as a “value stream” that outlines the flow from the beginning to the end, from the initiation of the service delivery to the final delivery to the customer (internal or external). The exercise identifies and quantifies value-adding and non-value-adding activities within the value stream and links all associated material and information flows.

By describing, mapping and discussing a value stream, staff members have the opportunity to identify activities that are wasteful. Lean specifies eight categories of waste in order to facilitate the identification of non-value-adding activities. These are:

- **Transportation** - of inventory, files, etc.
- **Over-production** - doing more than is required by the customer to meet a perceived or assumed need
- **Unnecessary movement** - of staff to photocopiers, other units and buildings for meetings
- **Inventory** - stockpiling of supplies “just in case”, thereby tying up floor space and money
- **Waiting** -for approvals, replies, supplies, equipment, etc.
- **Over processing** - redundant reviews, excessive approval sign-offs
- **Defects** - missing information, inaccurate data entry
- **Underutilized skills** – inappropriate grade of staff carrying out work, not consulting relevant staff on projects



## Stakeholder Engagement

A number of key stakeholders and others who are peripheral to the processes were interviewed at both the Town and the County. Many were interviewed more than once as new questions arose and/or new situations presented themselves.

Respondents were asked a series of questions - many open-ended - to gauge the level of work involved with applications from submission to decision. The following are examples:

1. What is your position and how long have you been with the Town/County?
2. Do you work directly or indirectly with planning applications?
3. What do you find most frustrating with planning applications?
4. How would you make it better?
5. What doesn't make sense to you?
6. What slows this process down?
7. What extra work do you go to/through to help push the applications to decision?
8. What else would you like to tell me about the planning process at the Town of Tillsonburg?

The interviews were conducted across staff from all areas of the planning processes along with Councillors, the Mayor and Deputy Mayor, CAO, various directors and outside applicants.

Name	Role
<b>Amy Hartley</b>	Secretary Treasurer, Land Division Committee
<b>Angela Karn Sims</b>	Divisional Assistant, Community Planning
<b>Carlos Reyes</b>	(former) Director of Operations and Development
<b>Dave Beres</b>	Deputy Mayor
<b>Deb Gilvesy</b>	Councillor
<b>Eric Gilbert</b>	Senior Planner
<b>Geno Vanhaelewyn</b>	Chief Building Official
<b>Kendall Wharton</b>	Development Technician
<b>Kyle Pratt</b>	CAO
<b>Penny Esseltine</b>	Councillor
<b>Peter Penner</b>	President, Project Manager CJD Consulting Engineers
<b>Renato Pullia</b>	Director of Finance/Treasurer
<b>Shelley Buchanan</b>	Administrative Assistant, Community Planning
<b>Stephen Molnar</b>	Mayor
<b>Thomas Louws</b>	Development Engineering Technologist

Figure 4 – List of interviewees.



In general, the feedback received during the interviews was overwhelmingly positive. The Town and the County appear to have a great working relationship with applicants and, although at times there was minor frustration with the pace of processing applications, the feedback was that both the Town and the County were at least 'as fast as' surrounding towns and, in some cases faster.

Staff had some specific comments around frustrations with multiple rounds of commenting and the number of actual signatures that are required. Overall though, they felt the processes were working well.

Feedback from the community through the Mayor's office or through Councillors' offices was again, positive. The County is currently experiencing a 1-month backlog in beginning the processing of applications mainly due to an increase in applications, but impacted by the fact that the Divisional Assistant who starts the process by opening and assessing applications for completeness, are assigned to this office anywhere from 30-40% of their time and have other duties.

Any concerns with the current process focused on that delay. Outside agencies/individuals who submit applications were also generally happy with the timelines but did raise the backlog in opening and starting applications.



## Current State Review and Analysis

With the information gained through the stakeholder interviews, a follow-up on-site workshop was scheduled to enable staff to discuss and map their portion of the application processes. Participants at this workshop included the Senior Planner (the County), the Development Technician (the Town) and the Development Technologist (the Town). All seven (7) processes were discussed and mapped from the point of submission of the application to decision or appeal of the decision.

Each process map is included in Appendix A.

Currently, the Town and the County process applications in the following manner:

Type of Application	Application Processed By	Approval Authority
Severances	County	County
Official Plan Amendment	County	County
Subdivision	County	County
Part Lot Control	County	County
Zonings	County	Town
Minor Variance	Town	Town
Site Plan Approval	Town	Town

Figure 5 – Processing and authority by application type.

The division of work between the two entities is working well and is split in such a way that the County has a Senior Planner on staff dedicated to Town of Tillsonburg work and processes the longer, more complex but lower volume applications while the Town, although not having a planner on staff, has dedicated Development Technicians and Planning Technologists who process a higher volume of applications but with a shorter, less complex decision process.

When opening applications, the Divisional Assistant assesses for content and a decision is made to either process this application immediately or put it back in line to be processed at a later time. Normally, applications would be processed as they arrive at the County. However, there is currently a one (1) month backlog as a result of an influx of applications over the past few years.

Whenever possible, applications are processed based on a first-in-first-out approach. However, due to the backlog of applications, a tracking system has been created by County Community Planning administrative staff to allow them to find applications within the backlog quickly should the applicant call about them. This process, although running very smoothly, adds an element of work that takes away from capacity to commence processing applications in a timely manner.





Application process time is calculated from the time an application is considered complete to the point where a decision is made. Therefore, the one (1) month backlog referred to above does not affect the process time since technically the application has not started the process even though it has arrived and is awaiting processing. Due to the way application time is calculated at the County, this is somewhat of a grey area and, if counted differently – such as arrival to decision, the one (1) month backlog could have financial implications when Bill 109 comes into effect.

The backlog affects all eight (8) municipalities in the County and has been an ongoing issue over the last six years. The backlog ebbs and flows based on the influx of applications but can be directly attributed to the loss of an Administrative Assistant six (6) years ago due to attrition. Over that time, as mentioned, the backlog has been cleared for short periods of time but it has always reappeared. Administrative staff vacations or unexpected leave exacerbates the issue. In order to ensure that incoming applications are processed in a first-in-first-out manner, the administrative staff have developed a process to log and track applications. This new process works well but takes time away from actually processing the applications.

Based on the above, it appears that the current number of administrative staff in the Community Planning office is not sufficient to process applications in a timely manner.

Although, in general, the planning processes are running well and can meet all the timelines expectations, the current backlog could cause financial repercussions when Bill 109 is implemented as processing time starts when an application is considered complete rather than when Oxford County starts processing it.

In general, the process steps within the control of either the Town or the County were deemed to be as efficient as the current infrastructure would allow. The main area where the process slowed was the circulation process. This element of the process is out of the control of Town and County employees but took the longest percentage of process time. It was also noted that, with the Fall 2022 implementation of CloudPermit, there would be some expected gains in process time - most notably in the decrease in the time needed to move a physical documents and the number and time it takes to have these documents signed before moving on to the next process step.

Additionally, the Administrative Team at the County of Oxford is a very high functioning team. They work well together and are able to anticipate each other's needs and jump in to help before being asked. There is currently a one-month delay in opening and processing applications but given the volume of applications and the small size of this team, I would have anticipated a longer delay. As well, the Senior Planner has been with Oxford County for many years and has vast organizational knowledge. This allows the Sr. Planner to quickly assess an application for precedent and move the application along in an appropriate manner. Without



this vast knowledge the planning application processes would take longer than we are currently experiencing.

An analysis of future needs of the Town over the next 25 years was also conducted. To do this, LEG used historical population data and overlaid it with historical application submission numbers. In doing so, it is clear that there is a direct correlation between population data and applications submissions. Therefore, using projected population data, it is possible to identify and calculate projected future application submissions.

The population projections\* show that the Town is currently either at the peak or very close to the peak number of households. Over the next 24 years, the population is predicted to slowly decline. Therefore, if applications continue to follow the trend shown historically, they will also start to decline.

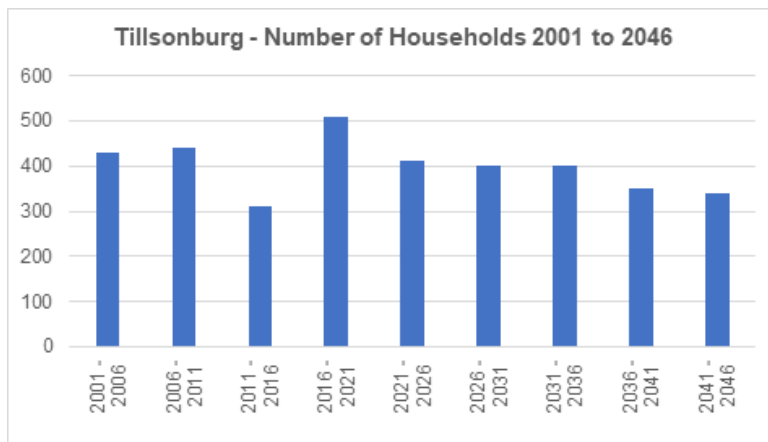


Figure 6 – Historical and projected number of households in the Town of Tillsonburg from 2001 to 2046.

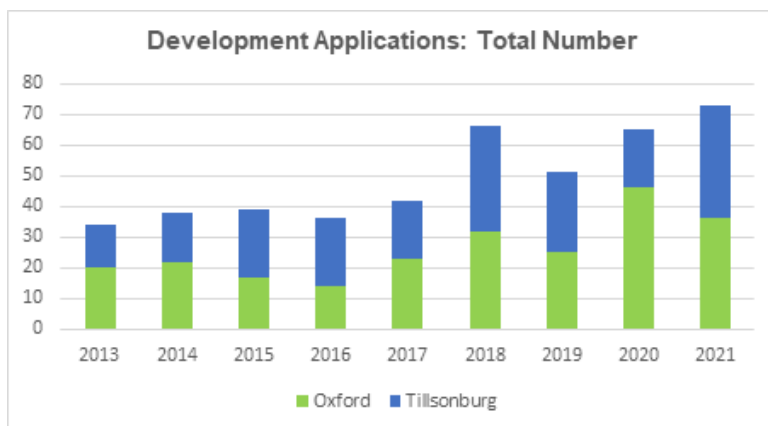


Figure 7 – Total number of development applications by year.

\* Data taken from Phase One Comprehensive Review Oxford County by Hemson Consulting Ltd. March 2020



Knowing that the mid to long term analysis shows a decline in applications and therefore a decline in work involved in processing planning applications in both Oxford County and the Town of Tillsonburg, it is important to gain as much current capacity as possible by optimizing the planning processes. In addition to that, there is a need to hire strategically – within the next few years as applications decline and capacity is freed, there may be less of a need for resources as there is currently. Consequently, the Town and the County must hire strategically by hiring in select positions where capacity is needed now and can be used in the future or, by hiring contract employees until the assessment of future need can be confirmed.



## Future State Recommendations

Although, in general the processes are working well, there are some changes that can be made to help alleviate some of the current capacity issues the Town and County are currently experiencing.

In the fall of 2022 CloudPermit will be implemented on a trial basis with the Town running the pilot. There are a number of efficiencies that will come from having an online application process. Currently, applications can be mailed or brought to either the Town or the County for processing. However, only certain types of applications are processed at each location. If an application that is processed at the County is mailed or brought to the Town, Town staff mail the application to the County for processing. The same procedure is carried out if an application is taken to the County but the processing is undertaken by the Town. This movement of applications before processing can begin will be eliminated through the implementation of CloudPermit. Additionally, staff will know about an application at the beginning of the process ensuring they have a full understanding of their upcoming work load which will enable them to be more proactive.

With the loss of a full-time administrative position through attrition six (6) years ago, some of the work shifted to others within the Town and County. This means that some of the job functions are not being carried out as efficiently as they could be. The full-time position was restored in July 2021, however, the backlog of applications continues, due to the high volumes. Adding an administrative position would allow work to be shifted in a way that would increase efficiency, allow for applications to be processed more quickly and increase capacity when 'work arounds', such as the tracking system for incoming applications, can be eliminated.

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### Key Recommendations:

#### ***Add one (1) full time Administrative position at Oxford County Community Planning***

Currently, the Administrative team which is housed at Oxford County and works with all eight (8) municipalities within the County, consists of three (3) full time individuals – one (1) assigned full-time to the role of opening new files and two (2) assigned to other various aspects of the application process for approximately 35% of their time. These Administrative staff accept and begin the process for all applications received pertaining to all of the eight (8) municipalities within the County.

The backlog referred to in this document represents more than one (1) month of work because applications are logged as they come in in order to be able to process them in a first-in-first-out manner where possible. This logging process takes time away from the actual processing of applications. As well, many times the Senior Planner or one of the Councillors will check on



applications that have not yet begun to be processed and the time it takes the administrative staff to retrieve the application and answer questions on an application expected start date, reduces capacity to process the applications.

In 2016, the Administrative Team consisted of 3.5 full time employees and development applications totalled 337 for that year. The current team of three (3) processed 533 applications in 2021, a 58% increase in throughput with less staff. However, with the aforementioned backlog and the volume of applications projected to stay consistent for the next few years, there is no way to alleviate the backlog and turn around applications in a timely manner without additional staff.

Using the 2016 data, each person was processing just over 96 applications a year. Therefore, if future applications are equal to the 533 applications received in 2021, the department should consider increasing the administrative staff by two (2) full time equivalents (FTEs). However, given that there will be efficiencies gained with the implementation of CloudPermit; the fact that the Administrative team appears to be very high functioning; and, that the Town is likely at or near the peak of application submissions; it is likely the addition of one (1) FTE would be sufficient to eliminate the existing backlog and ensure all future applications are processed as they arrive.

Along with enabling applications to be opened, circulated and scheduled for public meeting more quickly, the additional capacity would allow for zoning by-law consolidations to be updated more often thereby ensuring that the public/staff have access to the most current zoning information.

In addition to the timely processing of applications, additional capacity would allow staff to more thoroughly review their current processes in order to streamline them.

### ***Freeing Senior Planner Capacity***

With the reduction in the administrative team, some of the work that currently belongs within that team has shifted to the Senior Planner. In addition, parts of the planning report that currently reside with the Senior Planner can be completed more efficiently by other Town and County staff. Moving some of the work from the Senior Planner would free up capacity that can be used to move applications through the planning processes more quickly; prepare applications for public meetings; proactively follow up with commenting agencies and spend additional time drafting reports.

Key tasks that can be moved are as follows:

1. Preparing mapping/plates for applications and reports – this work can be more easily completed by the Development Technician at the Town
2. Sending acknowledgement letters to applicants – this work fits with the administrative staff at the County
3. Signing site plans/applying fixes – this work can be undertaken by the Development Engineering Technologist at the Town
4. Drafting agreements – depending on the volume and type of application, this work can move to the Development Technician (Town) or the Administrative Assistant (County).

### Expanding the delegation authority

Bill 13 modifies the Planning Act and allows municipalities in Ontario to expand delegation authority for certain processes. The processes newly identified as possibilities for delegation of authority are *Temporary Use By-Law*; *Minor Zoning By-Law Amendment* and *Lifting of Holding Provision*.



## Ontario's Planning System

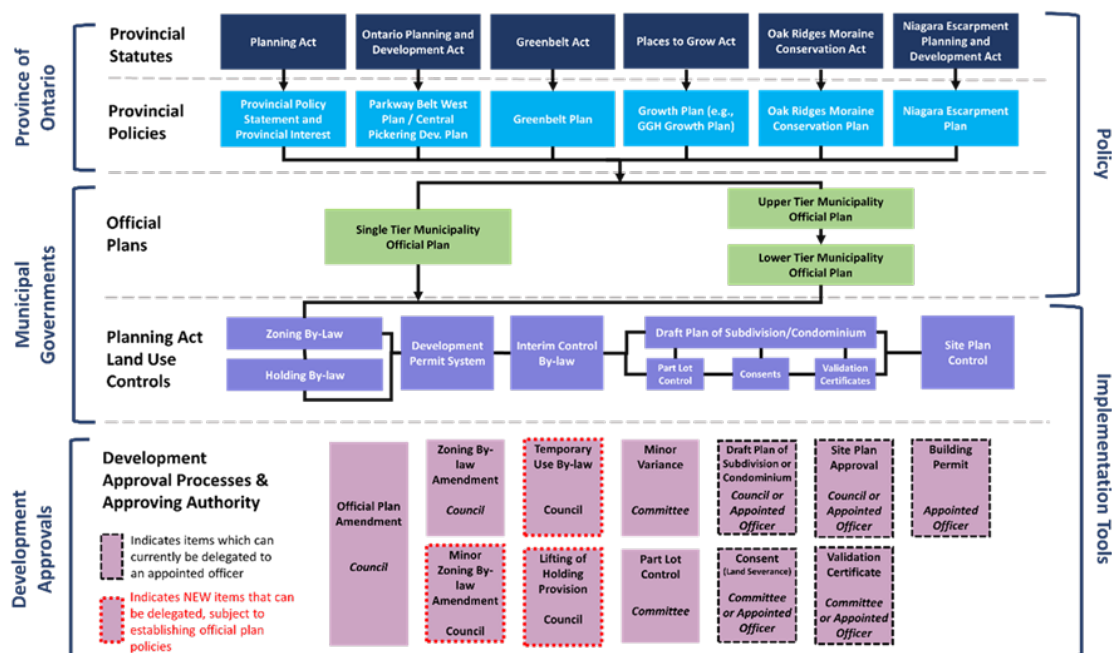


Figure 8 – An outline of Ontario's Planning System with the upcoming changes to Delegated Authority outlined in red.





These applications are currently processed by the County and are then presented at the Town's Council meetings for approval. Although the combined number of applications for these three (3) types is usually less than 20 per year and therefore the volume of applications is not considered significant, enabling the Senior Planner to have delegated authority in agreement with Bill 13, would save time and effort both for the Senior Planner as well as for the Councillors.

### ***Implement a Pre-Application Consultation process***

Currently, as per Schedule A to By-Law 3991 of the agreement between the County and the Town which specifies how planning and development services will be carried out between the two (2) entities, applicants have the option of requesting a pre-application consultation. Having these meetings ensures that when an application is submitted, it is complete and has all the necessary documents attached. This helps decrease throughput time while also decreasing and, in some cases, eliminating the need for multiple circulations. However, it is rare that an applicant requests a pre-application consultation at the Town.

One of the biggest challenges facing the Town and County is the volume of complex applications. Ensuring efficient throughput is essential to maintaining timelines necessary to meet the Planning Act guidelines along with stakeholder expectations. Implementing a pre-application consultation meeting will ensure applications move through all phases of the application process as quickly as possible. To be effective, this needs to be a formal and mandatory meeting as a prerequisite to submitting certain development applications.

A pre-application consultation process is typically applied to the following types of application:

- Official plan amendment
- Zoning by-law amendment
- Site plan
- Plan of subdivision
- Plan of condominium

In addition to the applications listed above, some municipalities across Ontario require complex applications to also go through this process. In fact, a mandatory pre-application consultation has become a best practice process that many municipalities across the province Ontario have implemented.



Municipalities in Ontario with a Pre-Consultation Process	Official Plan Amendment	Zoning By-Law Amendment	Site Plan	Plan of Subdivision	Plan of Condominium	Consent	Minor Variance	Other Land Uses	Complex Applications	Rezoning for Multi Res	Severance
Belville	X	X	X	X	X	X	X	X	X	X	
Blue Mountain	X	X	X	X	X						
Clarington	X	X	X	X	X						
Georgina	X	X	X	X	X						
Kitchener	X	X	X	X	X						
Peterborough	X	X	X	X	X						
Sarnia	X	X	X	X	X						
Sudbury	X	X	X	X	X						
West Lincoln	X	X	X	X	X	X	X				
Woolwich	X	X	X	X	X						X

Figure 9 – Sample of Ontario municipalities with pre-application consultations as a mandatory requirement.

At its core, it is a communication tool that allows information to flow between the responsible authority and the prospective applicant. It generally provides significant benefits including:

- Bringing all parties together (landowner/developer, consultants, approval authorities) and increasing awareness of a proposed application
- Identifying the type of application to be submitted and all associated reports, plans and other extraordinary requirements needed for review and assessment
- Enabling faster processing times as an application cannot be considered complete and proceed if information identified in the pre-application consultation agreement is not provided
- Reducing requests for additional information from approval authorities
- Providing certainty for both the applicant and approval authority, who both sign off on a formal pre-consultation document



For the Town and County, some specific benefits of implementing a pre-application consultation include the following:

- Planning staff at the Town/County can connect with developers and exchange information about local market conditions and their understanding of development trends that may be coming, particularly if the developers are not local.
- A pre-consultation provides an applicant with specific studies/reports that have to be prepared, which will likely take time to complete and may result in the applicant rethinking a proposal, resulting in a better planning outcome and stronger applications.
- Capacity can be created among staff who process applications if all incoming applications are complete and able to move through the planning process more easily.
- All relevant authorities, including approval and commenting authorities (emergency services, school boards, utility providers), can be brought to the table to discuss what needs to be considered. This also increases awareness of the project and will likely reduce commenting time when an application is submitted and distributed for review/comment.
- A document/checklist signed by the approval authority and the prospective applicant is compiled during the pre-application consultation and this list includes the type of application required, all relevant studies/plans, comments and conditions for an application. This checklist is included with the application and will enable the person accepting the application to quickly ensure it is complete.

### ***Amendments to Schedule A of By-Law 3991***

Schedule A was written and signed in 2016 and was due to be reviewed in 2021. It is unclear if that review was undertaken but, either way, it needs to be revisited to ensure it still meets the needs of both the Town and the County. Special attention should be paid to the language in the document and, wherever possible, language should be specific rather than general.

As an example, the current document states that zoning by-laws are to be updated 'regularly'. More specific wording both in terms of time frame as well as who is responsible for this work would ensure it is completed when it needs to be. This has the double benefit of allowing residents to know if the zoning by-law has been updated recently and, if not, who to contact to find out what, if anything, has changed.

Another change to Schedule A would be to update it with respect to pre-application consultations being mandatory for certain applications if the decision is made to move forward with that recommendation.



There is also some confusion as to which entity is responsible for processing minor variances. In a specific section of the document, it is stated that the County is responsible for processing applications for Minor Variance but, in actuality, the County only processes minor variance applications that are directly related to consent because the Town has delegated authority to the Land Division Committee to grant the minor variance to the zoning by-law as it is directly related to the consent. This is an efficient process because it saves the applicant from having to submit an additional zoning application that will essentially be rubber stamped. If the application is for a standalone minor variance for anything not related to the creation of a new lot, the Town retains the authority to process and make the decision. This distinction should be clarified in the updated document.

Finally, a chart such as the one below might be helpful to include in the document to provide clarification on what can be expected and which entity to approach with questions:

Application Type	Responsibility for Processing	Responsibility for Approving	Pre-Application Consultation Required
Severance	County	County	No
Official Plan Amendment	County	County	Yes
Subdivision	County	County	Yes
Part Lot Control	County	County	No
Zoning	County	Town	Yes
Minor Variance	Town	Town	No
Minor Variance - Consent	County	County	No
Site Plan Approval	Town	Town	Yes

Figure 10 – Processing and approval authority by application type and suggestion on pre-application consultation process.

### ***Cross-training/Learning***

The Town and County should consider all opportunities to cross-train employees. Studies have shown that cross-training leads to higher employee engagement and, consequently, a stronger culture. Cross-training also helps an organization maintain strong customer service during peaks in service demand. Therefore, any opportunity to provide training will benefit both the organization and the individual.

With respect to planning applications, specifically staff members who accept applications should be trained to understand what 'complete' means at this stage of the process. Approximately 60% of applications are physically brought to the Town or the County and are received by staff straight from the applicant. If, at that point, they are checked to ensure everything is signed, the fee is correct and any documentation needed is received, it will save time and effort in the process later.



Some of the employees interviewed would benefit greatly from formal Lean training. Having a group of employees with process improvement knowledge and capabilities would enable them to suggest and make changes in their own areas ensuring that these processes are continually improving.

#### ***Archiving of Historical documents***

With the implementation of CloudPermit due to commence this Fall, all planning documents going forward will be online and searchable. However, there is still a need to access historical, paper-based documents and applications submitted in hard copy format.

The Town should consider hiring a student or an intern to archive these older documents so that they are easily searchable. Currently, the Development Technician and the Development Technologist spend the equivalent combined time of seven (7) weeks of their year searching through old paper-based documentation. Hiring a student or an intern to ensure this work is inputted to Laserfiche would decrease that search time by at least 90% and free up additional capacity.

#### ***Documenting and Standardizing processes***

Over time within an organization, processes can become personality dependent. This means that work may be done in a way that does not match documented processes. As well, when a team consists of more than one person doing the same type of work, it is important to have documented processes that are followed by the entire team. For this reason, it's best practice to standardize work by documenting processes and then verifying the process steps are still applicable and if so, are being followed as documented. If the process has changed then the new process should be documented and staff should be trained on the change. Having this type of documentation ensures that if there is staff turnover it will be easy to onboard and train new staff.



## Proposed Implementation Plan

One of the key recommendations involves hiring an additional administrative staff member at the County. This is a pivotal recommendation and, without that added resource, it is unlikely the backlog can be alleviated and some of the work currently being undertaken by the Senior Planner will have to remain with them. The Town does not have the authority to hire staff for the County; it can only make the recommendation. This is a risk since increasing the capacity in the Administrative team is pivotal to realizing many of the gains outlined previously. However, assuming all the proceeding recommendations will be accepted and adopted, the implementation plan below describes when work should be undertaken. With the exception of cross-training, all recommendations should be in place within six (6) months of commencing implementation. Lean training and cross-training should be ongoing endeavors. However, if started immediately, there will be tangible gains in process improvement, capacity and employee satisfaction within the same 6-month timeframe.

### ***Immediately: 1-3 months***

- Begin the hiring process for an additional full time administrative staff member at the County
- Set a date for formal implementation of mandatory pre-application consultations (suggest March 1, 2023, or later)
  - Create a list of agencies that will be required at these weekly/bi-weekly meetings and communicate the plan to them
  - Set up recurring meetings with outside agencies and internal staff who will be involved in this process
  - Develop pre-application consultation resources:
    - Application
    - Fee and policy surrounding the fee (is the pre-application fee refundable if an application is submitted?)
    - Checklist for applicants to take away and address before submitting an application
    - Roles and responsibilities of Town and County employees
    - What to expect during the process
    - Standard timelines
- Create a list of work that can be shifted from the Senior Planner to appropriate Town/County staff. Identify any training needed to move this work
- Commence the work of updating Schedule A of by-law 3991
- Identify opportunities to cross-train employees and begin the training as time allows



***Medium Term: 2-6 months***

- Onboard the new Administrative staff and begin addressing the backlog
- Dismantle processes that were put in place to work around the backlog such as the tracking system
- Shift work from the Senior Planner to others as appropriate/available
- Work with specific development applications to test the pre-application consultation process and adjust as necessary based on any lessons learned
- Begin cross-training (this work is ongoing and does not have an end date)
- Consider and identify appropriate staff who would benefit the organization by having formal Lean training

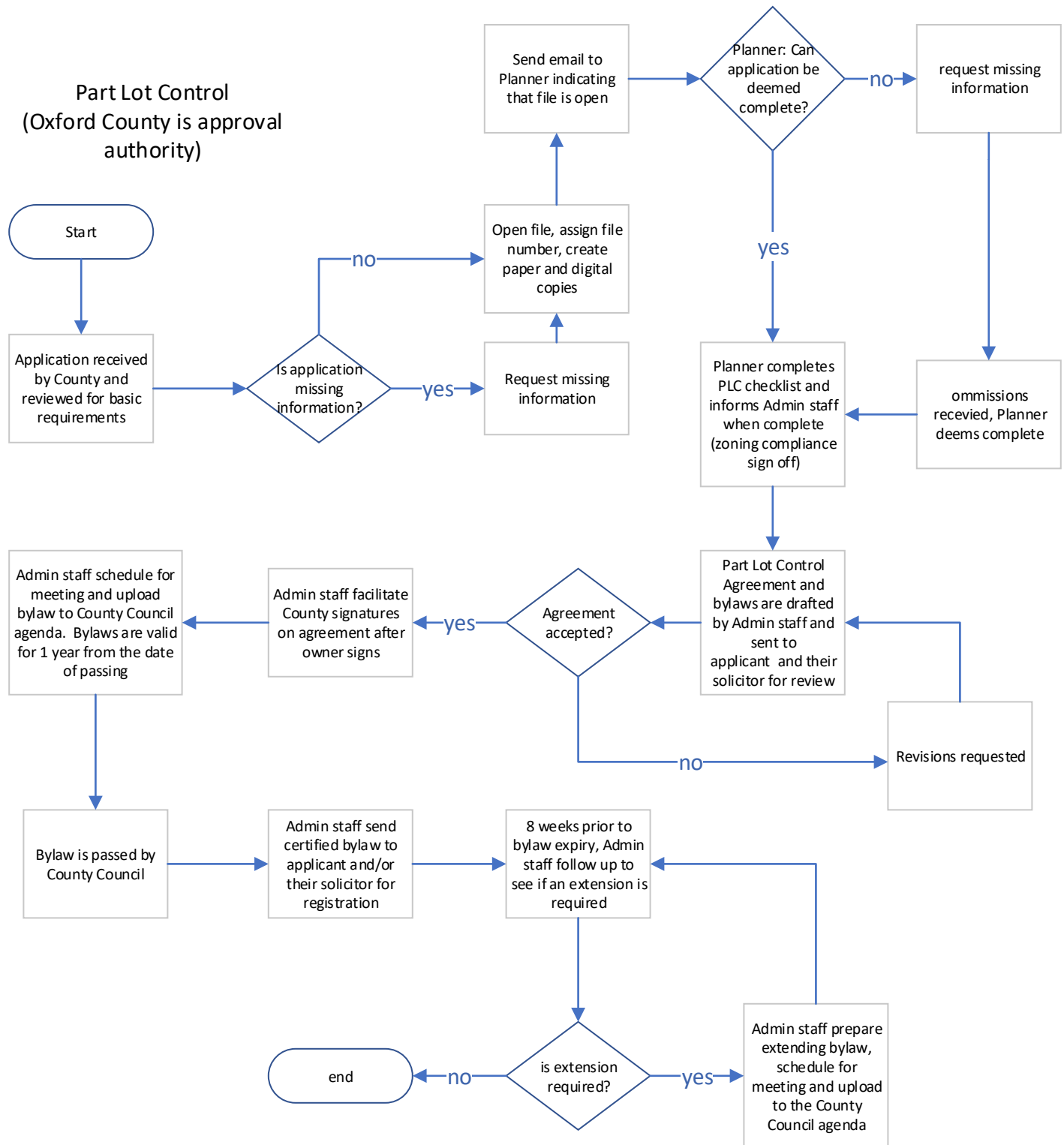
***Longer Term: Over six (6) months***

- Implement the pre-application consultation process
- Once the pre-application consultation process is running smoothly, look for opportunities to increase the number and type of applications that will go through this process

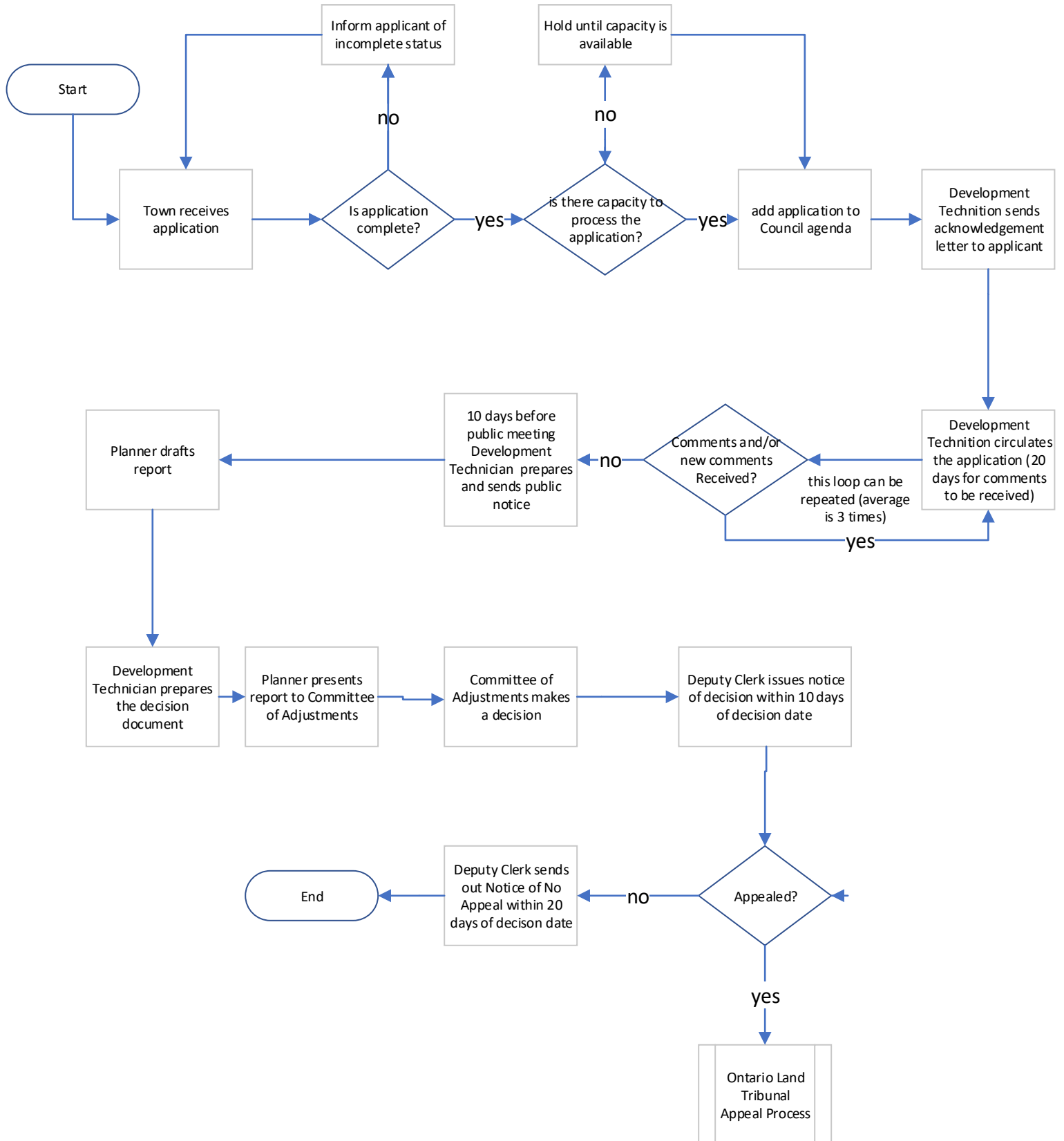


## Appendices

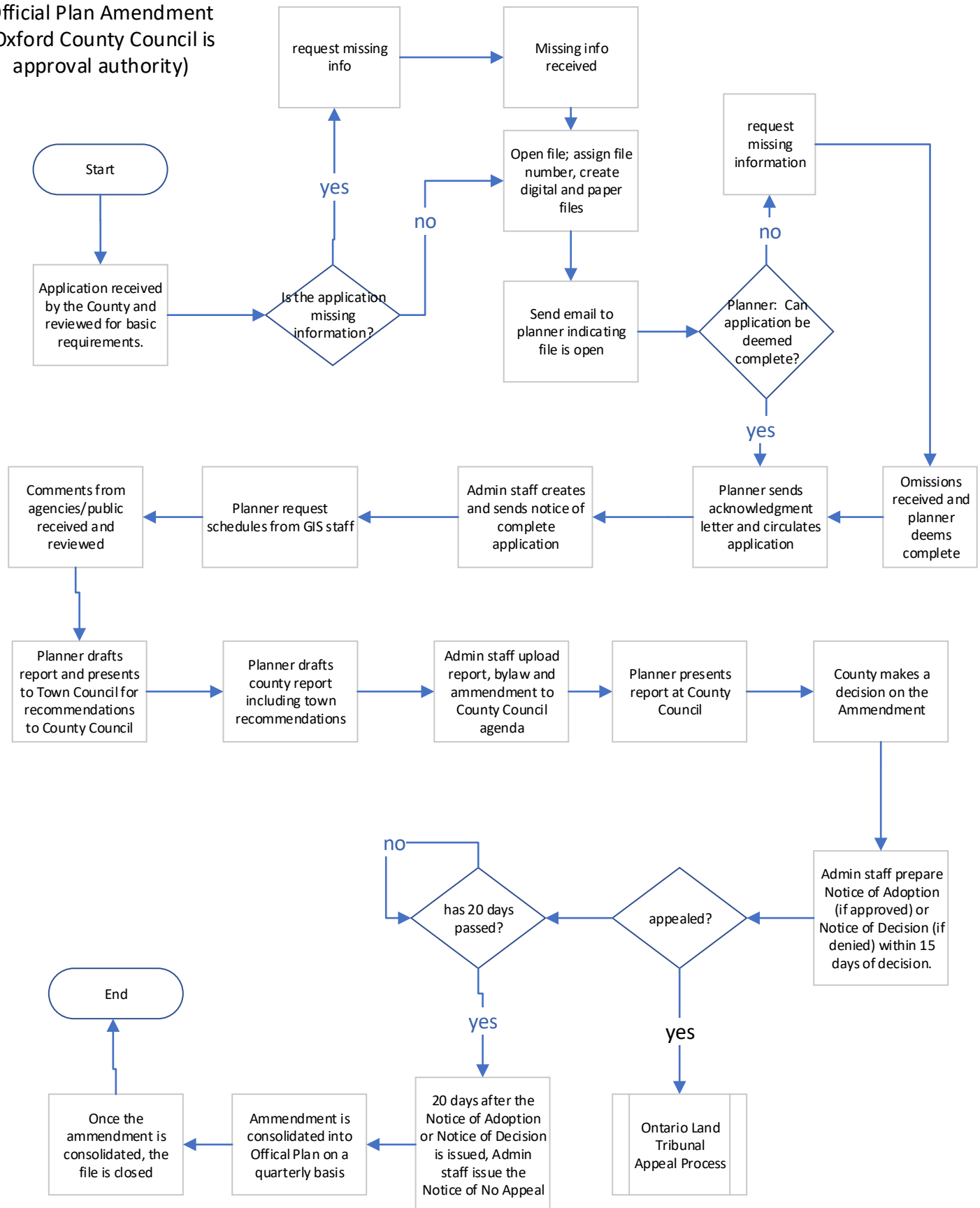
### Appendix A: Current State Process Maps

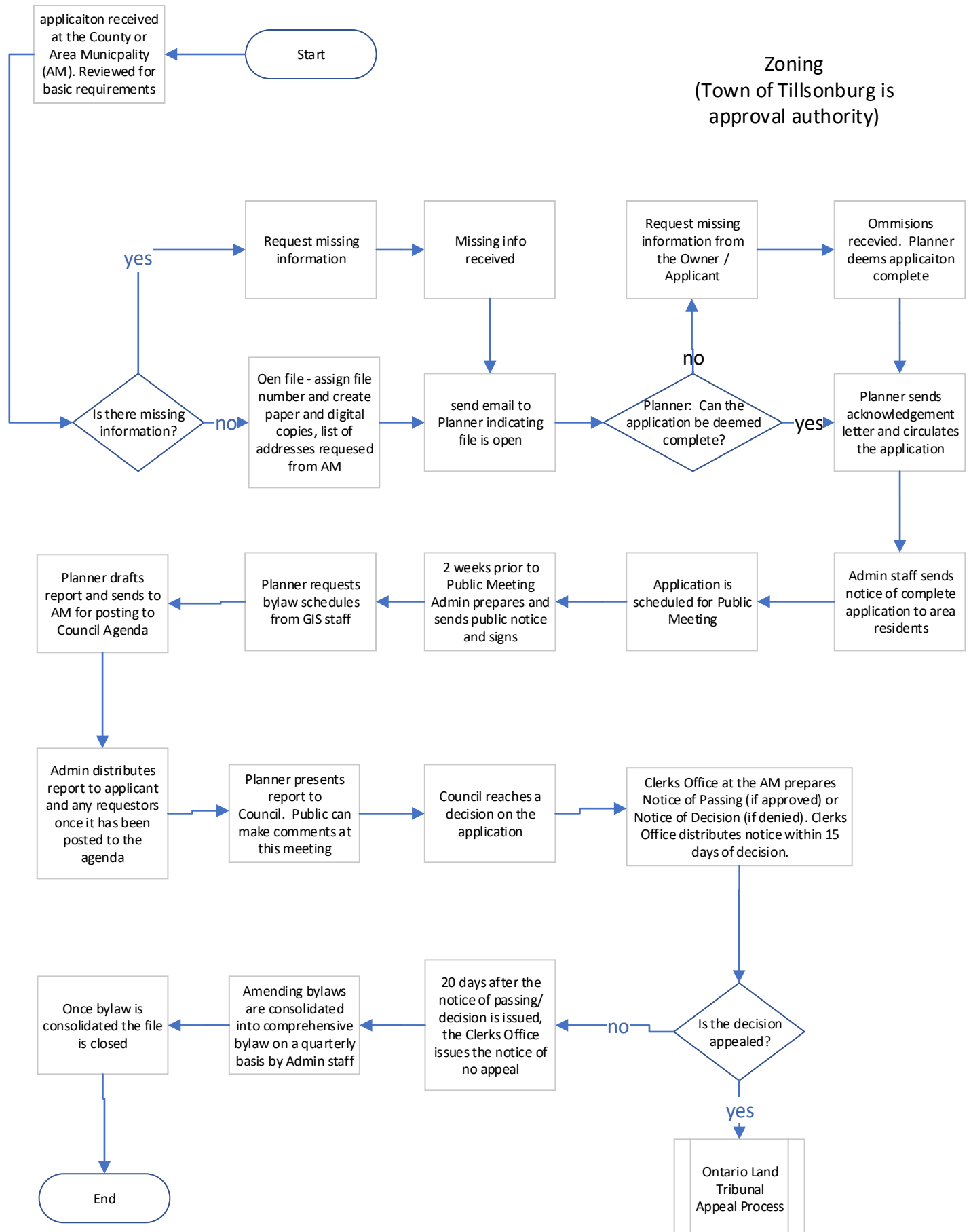


Minor Variance  
(Town of Tillsonburg is  
approval authority)



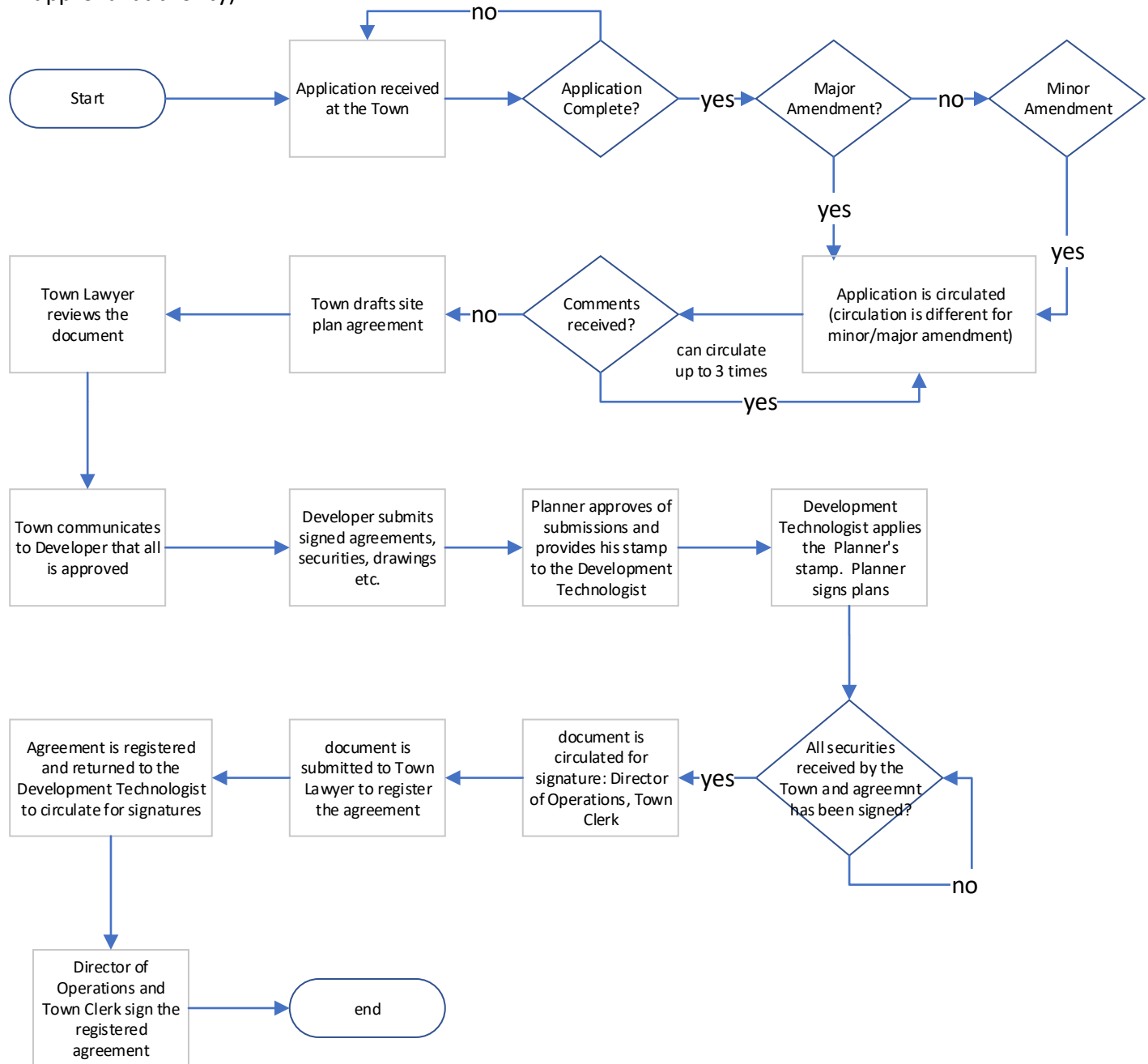
# Official Plan Amendment (Oxford County Council is approval authority)



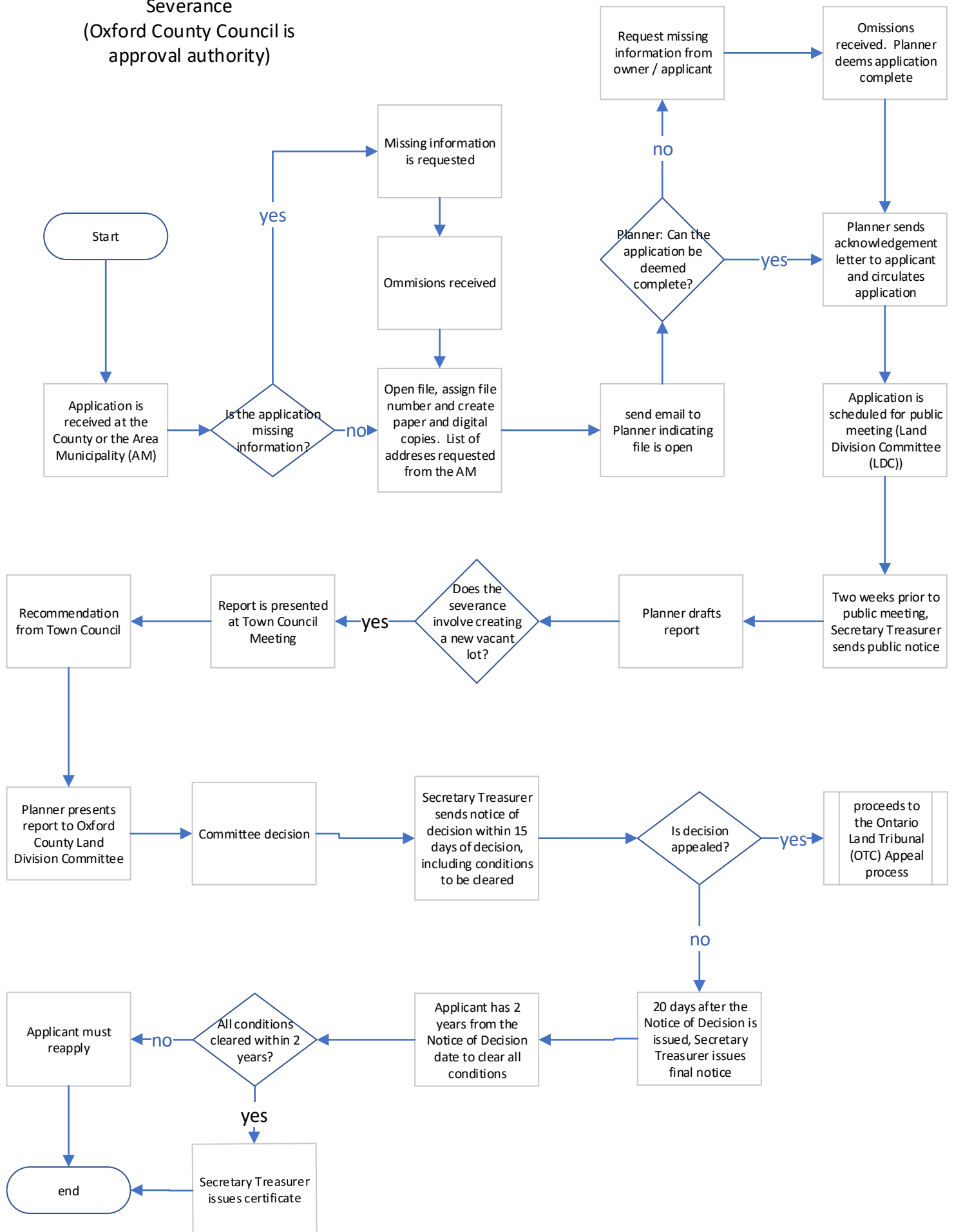




Site Plan Approval Process  
(Town of Tillsonburg is  
approval authority)



# Severance (Oxford County Council is approval authority)





## Appendix B: Pre-Consultation Reference Material

**SCHEDULE "A"**

**TO**

**BY-LAW 3991**

**AGREEMENT**

**for the provision of**

**Planning Advisory and Administrative Services by**

**The County of Oxford Community and Strategic Planning Office**

**to**

**The Corporation of the Town of Tillsonburg**

**A. Purpose:**

The purpose of this Agreement is to set out the general terms regarding Planning Advisory and Administrative Services to the Corporation of the Town of Tillsonburg pursuant to Section 15 of the Planning Act, R.S.O. 1990, as amended.

**B. Terms and Definitions:**

- a) "County Clerk" shall mean the person duly appointed to hold the position of the Clerk of the County of Oxford, or his/her duly appointed delegate.
- b) "County Council" means the Council of the County of Oxford.
- c) "County Planning Office" means the Community and Strategic Planning Office of the County of Oxford, or other similarly constituted office or department of the County having the mandate and responsibility for reviewing matters related to land use planning under the Planning Act, R.S.O. 1990, as amended.
- d) "Director of Planning" means the person duly appointed to hold the position of the Director of Planning of the County Planning Office, or a person appointed by the Director as his/her delegate.
- e) "Local Area Council" means the Council of the Town of Tillsonburg.
- f) "Local Area Municipality" means The Corporation of the Town of Tillsonburg.
- g) "Municipal Clerk" means the person, duly appointed to hold the position of the Clerk of the Local Area Municipality, or his/her duly appointed delegate.
- h) "County of Oxford" or "County" means the County of Oxford.

**C. Development Review Services:**

The County Planning Office will provide professional planning advisory and administrative services to the Local Area Municipality as follows:

- 1. Provide information and advice to the general public, developers, agents, etc., municipal staff and other departments, boards and/or committees of the Local Area Municipality regarding land use planning matters within the Local Area Municipality. This may include attendance at meetings of said departments, boards and/or committees as may be necessary from time to time.
- 2. Maintain office hours in the Local Area Municipality to meet the needs of the municipality as is deemed by the Director of Planning, in consultation with the Local Area Municipality, to be appropriate and within the resources and capabilities of the County Planning Office. Where it is agreed that on-site service is appropriate, the Local Area Municipality shall be responsible for providing adequate work space for County Planning staff, to the satisfaction of the Director of Planning.
- 3. Serve as liaison between the Local Area Municipality and the County of Oxford's Geographic Information Systems (GIS) Department with respect to matters pertaining to the collection and use of GIS and related data.
- 4. Assist and advise applicants and/or their agents regarding the completion and submission of applications for amendments to the Local Area Municipality's Zoning By-law (including applications for Minor Variance) and applications for Site Plan Approval.

5. Undertake administrative activities and provide professional planning advisory services associated with development applications as follows:

i) Zoning By-laws / Amendments

- a) Undertake pre-consultation with respect to applications as may be requested by an applicant/agent and/or the Local Area Municipality.
- b) Receive applications filed directly with the County Planning Office or with the Local Area Municipality and review same for completeness. The completeness of an application will be determined by the County Planning Office in accordance with the applicable policies of the Oxford County Official Plan and/or as prescribed in the Planning Act, R.S.O. 1990, as amended. The County Planning Office will issue the required notice(s) regarding the completeness of an application in accordance with the applicable provisions and regulations of the Planning Act and will, as necessary, contact the applicant to obtain such additional information as may be required to deem an application to be complete. The determination of the completeness of an application, or the information necessary for an application to be considered complete, will be at the discretion of the County Planning Office.
- c) Circulate applications to prescribed persons and public bodies and prepare and circulate public notices in accordance with the applicable provisions and regulations of the Planning Act, R.S.O. 1990, as amended, or in accordance with the relevant modified or alternative notification policies contained in the County Official Plan and where such modified or alternative provisions have been adopted by the Local Area Municipality.
- d) Prepare reports for presentation to the Local Area Council based on a detailed review of the application and related information. Such reports will provide the details of the application; the comments received from agency circulation and public consultation; an overview of the relevant Provincial and Official Plan policies and other planning considerations; and the County Planning Office's professional planning opinion(s) and recommendation(s) with respect to the application. Reports will be provided to the Municipal Clerk prior to the Local Area Council meeting in a format suitable for publishing in the Local Area Council's agenda.
- e) Prepare Zoning By-law amendments, including all text and schedules, for consideration by the Local Area Council, as required.
- f) Attend Local Area Council meetings for the purpose of presenting the planning report and professional planning opinion(s) and recommendation(s) of the County Planning Office with respect to the application. The County Planning Office will respond to all relevant questions of the Local Area Council, the public and any other interested stakeholders during the Local Area Council's public meeting(s) at which the application is considered.
- g) The responsibilities of the Local Area Municipality regarding Zoning By-laws / Amendments are as follows:
  1. The Local Area Municipality shall provide to the County Planning Office a mailing list of all neighbouring properties to be notified of a complete application and any public meetings related to a development application, as prescribed by the Planning Act, R.S.O. 1990, as amended and/or the alternative notification policies contained in the County Official Plan where such alternative policies have been adopted by the Local Area Municipality.



2. The Local Area Municipality shall provide to the County Planning Office, in a timely manner and as prescribed by the Planning Act, R.S. O. 1990, as amended, all documents related to the decision(s) of the Local Area Council in respect of a development application.

ii) Minor Variance Applications

- a) Prepare reports for presentation to the Local Area Committee of Adjustment providing the details of the application, the comments received from agency and public circulation, the County Planning Office's professional planning opinion(s) and recommendation(s) with respect to the application. Reports will be provided to the Municipal Clerk prior to the Local Area Committee of Adjustment meeting in a format suitable for publishing in the Local Area Municipality's agenda.
- b) Attend Local Area Committee of Adjustment meetings for the purpose of presenting the planning report and related information and the professional planning opinion(s) and recommendation(s) of the County Planning Office. The County Planning Office will respond to all relevant questions of the Local Area Committee of Adjustment, the public and any other interested stakeholders during the Local Area Committee's public meeting(s) at which the application is considered.

iii) Site Plan Applications / Amendments

- a) Provide comments to the Local Area Municipality regarding applications for site plan approval or applications to amend an existing site plan approval and/or prepare reports for presentation to the Local Area Council, where requested. Where a report is prepared, said report will provide the details of the application; comments received from agency circulation; an overview of the relevant planning considerations; and the County Planning Office's recommendation(s) with respect to the application. Reports will be provided to the Municipal Clerk prior to the Local Area Council meeting in a format suitable for publishing in the Local Area Council's agenda.

iv) Appeals

- a) Where a decision of the Local Area Council regarding a Zoning By-law / Amendment, Minor Variance or Site Plan Approval / Amendment application is appealed to the Ontario Municipal Board (OMB) or other body having jurisdiction to hear an appeal, the County Planning Office may, at the discretion of the Director of Planning, provide professional planning evidence at any hearing(s) convened with respect to the appeal.

6. Prepare planning reports for Local Area Council consideration with respect to applications for Official Plan amendment or Draft Plan of Subdivision or Condominium where the lands subject to such applications are located within the Local Area Municipality. Planning reports for the purposes of this Section will be prepared and presented to Local Area Council as per subsection 5 i) d).
7. Prepare planning reports for Local Area Council consideration with respect to applications for Consent where the lands subject to such applications are located within the Local Area Municipality and where the Local Area Municipality has requested such reports be prepared. Planning reports for the purposes of this Section will be prepared and presented to Local Area Council as per subsection 5 i) d).
8. Regularly consolidate the Local Area Municipality's Zoning By-law, to reflect recent amendments and distribute said consolidations.
9. Prepare an annual year-end report of the development and other planning activities within the Local Area Municipality for the previous year.

**D. Land Use Planning Related Studies and Projects:**

1. The County Planning Office will provide professional planning advice, project management services and/or otherwise assist the Local Area Municipality in identifying and completing land use planning related studies and projects that are within the resources and capabilities of the County Planning Office.
2. The determination of what constitutes a land use planning related study or project and the ability and/or capacity of the County Planning Office to assist with such study or project, taking into consideration the Office's resources and capabilities, will be at the discretion of the Director of Planning.
3. The costs associated with any land use planning related study or project undertaken by the County Planning Office will be shared between the Local Area Municipality and the County in a manner determined by the respective Councils to be appropriate for the scope of the study or project.

**E. Minor Variances Directly Related to Consent Applications:**

1. The Local Area Council hereby transfers the administration and approval authority powers of the Local Area Council (as a "lower-tier municipality") under Sections 44 and 45 of the Planning Act, R.S.O. 1990, as amended, to the County of Oxford for those applications for Minor Variance from the Local Area Municipality's Zoning By-law that are directly related to any application for Consent submitted to the County under Section 53 of the Planning Act, R.S.O. 1990, as amended, subject to the following conditions:
  - a) that the application is for Minor Variance from the provisions of the Local Area Municipality's Zoning By-law that are deemed to be required as the direct result of the approval of an application filed with the County of Oxford for Consent pursuant to Section 53 of the Planning Act, R.S.O. 1990, as amended;
  - b) the determination as to whether a Minor Variance is the direct result of the approval of an application for Consent will be at the discretion of the Director of Planning;
  - c) the County of Oxford may delegate the approval authority for Minor Variances as described in a), above, to a duly appointed committee of the County of Oxford as constituted under Section 51.2 of the Planning Act, R.S.O. 1990, as amended.

**F. Fees:**

1. The fee for professional and administrative staff services outlined in this agreement will be covered by the annual levy paid by the Local Area Municipality to the County of Oxford, or as determined otherwise by resolution of the respective Councils.
2. All disbursements incidental to the provision of the Local Area Municipality's planning services by the County of Oxford, as outlined in this agreement, will be recorded separately and charged directly, at cost, to the Local Area Municipality. All such disbursements shall be invoiced and paid quarterly.
3. All fees collected by the County of Oxford on behalf of the Local Area Municipality (i.e. zoning by-law amendment application fees) will be remitted to the Local Area Municipality by the County of Oxford in a timely manner, as they are collected.

**G. Duration of Agreement:**

1. This Agreement shall remain in force and effect until terminated by either party.


2. This Agreement may be terminated by either party upon thirty (30) days written notice to the County Clerk or the Municipal Clerk.

**H. Review:**

1. The terms and conditions of this agreement shall be reviewed by the parties every five (5) years.

The terms and conditions of this agreement are hereby accepted.

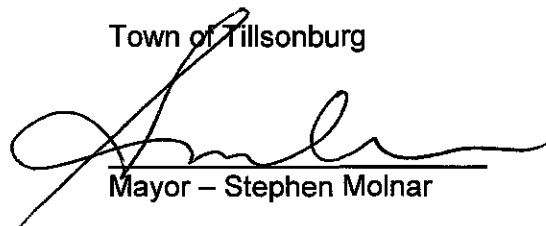
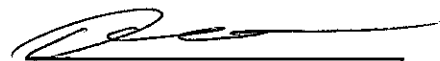
County of Oxford

  
\_\_\_\_\_  
Peter M. Crockett, P. Eng.  
Chief Administrative Officer  
\_\_\_\_\_  
Gordon K. Hough, RPP  
Director, Community and Strategic Planning

2016/02/25  
\_\_\_\_\_  
Date

(SEAL)

Town of Tillsonburg

  
\_\_\_\_\_  
Mayor – Stephen Molnar  
\_\_\_\_\_  
Town Clerk – Donna Wilson

Feb 10/16  
\_\_\_\_\_  
Date

(SEAL)

## **THE CORPORATION OF THE TOWN OF TILLSONBURG**

### **BY-LAW 2020-091**

**A BY-LAW to adopt and maintain a policy with respect to the delegation of the Corporation of the Town of Tillsonburg's powers and duties and to repeal By-Law 4017.**

**WHEREAS** paragraph 270(1)6 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a municipality shall adopt and maintain a policy with respect to the delegation of its powers and duties;

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

#### **1. Definitions**

In this By-Law:

- a) "Act" shall mean the Municipal Act, S.O. 2001, c. 25.
- b) "Administrative Powers" shall mean those powers that a natural person could delegate and that relate to the management of the municipal corporation.
- c) "Legislative Powers" shall mean those powers that require policy setting and by-law making.
- d) "Officer" shall mean an employee of the Town holding some position of responsibility or authority.
- e) "Policy" shall mean a high-level overall plan embracing the general goals and acceptable procedures especially of a governmental body.
- f) "Procedure" shall mean specific methods employed to express policies in action in day-to-day operations of the organization.
- g) "Quasi-Judicial Powers" shall mean those powers that require judgement and decision making. These decisions are based less on policy and procedure, and more on the adjudication of individual rights and duties.
- h) "Town" shall mean the Corporation of the Town of Tillsonburg.

#### **2. Powers that cannot be Delegated**

Section 23.3 (1) of the Act sets out the specific circumstances in which a municipality cannot delegate its powers or duties as follows:

- 2.1. appointing or removing officers of the municipality whose appointment is required by the Municipal Act (i.e. Clerk or Treasurer);
- 2.2. imposing taxes;
- 2.3. incorporating corporations;
- 2.4. adopting or amending the official plan;
- 2.5. passing zoning by-laws;
- 2.6. adopting or amending the municipal budget; and
- 2.7. other powers or duties as prescribed.

#### **3. Restrictions Regarding Delegation of Legislative and Quasi-Judicial Powers**

## By-Law 2020-091

Legislative and quasi-judicial powers may only be delegated to the following:

- 3.1. one or more members of Council or a committee of Council;
- 3.2. a body having at least two members of whom at least 50 per cent are members of Council and/or Council appointees; or
- 3.3. an individual who is an officer, employee or agent of the Town, but only if the power delegated is of a minor nature.

4. Scope of Power

- 4.1. All delegations of Council powers, duties or functions shall be effected by by-law.
- 4.2. Unless a power, duty or function of Council has been expressly delegated by by-law, all of the powers, duties and functions of Council remain with Council.
- 4.3. A delegation may be restricted or revoked at any time without notice unless the delegation by-law specifically limits Council's power to restrict or revoke the delegation. This limitation to Council's power shall not extend beyond the term of the current council and will not restrict the power of succeeding councils to revoke the delegation.
- 4.4. A delegation may provide that only the delegate can exercise the delegated power or that both Council and the delegate can exercise the power jointly.
- 4.5. Where a power is delegated, the power is deemed to be delegated subject to any limits on the power and to any procedural requirements, including such conditions, approvals and appeals as Council considers appropriate.
- 4.6. Council has the authority to establish an appeal body to hear appeals or review decisions made under a delegated power as per Section 284.1 of the Act. This includes the power to determine procedures, powers and rules of those conducting the appeal.
- 4.7. Unless specifically authorized by statute or regulation, any delegation of Council decision-making powers and duties to any Board or Committee of Council shall be authorized by by-law. Such delegated powers and duties, if any, shall be set out in the terms of reference adopted by Council pursuant to the Town's Procedure By-law.

5. Authorization of Expenditures

- 5.1. Council has the ultimate authority for all expenditures. Council delegates this authority through the authorization of budgets, the purchasing policy or by specific resolution.
- 5.2. The Purchasing Policy sets out the authority for Procurement and sets purchase limits. It also provides direction on the circumstances in which certain purchasing mechanisms are appropriate (i.e. informal quotes, written quotes, tender submissions or requests for proposal).

6. Authority to Execute Agreements

- 6.1. Despite Section 5 (3) of the Act, Section 23.1 (3) provides that Council may require that the delegate act by by-law, resolution or otherwise.
- 6.2. Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize a

Director to enter into an agreement and shall authorize the Director and the CAO or Town Clerk to legally bind the Corporation by jointly executing said agreement without by-law approval if the following criteria are met:

- 6.2.1. the subject matter is non-financial;
- 6.2.2. the subject matter is financial or procured in accordance with the purchasing policy and for which approved operating or capital budget exists;
- 6.2.3. the subject matter is of an administrative or operational nature and relates to the management of the municipal corporation; and
- 6.2.4. the agreement is for a term not exceeding five (5) years.

## 7. Town Clerk and Director of Operations

### 7.1. Planning Agreements

- 7.1.1. Section 5 (1) of the Planning Act, R.S.O. 1990 provides that Council may, by by-law, delegate any authority, subject to certain restrictions, to an appointed officer identified in the by-law either by name or position occupied.
- 7.1.2. Whereas it is desirable and expedient in the conduct of Council's affairs in respect to the Planning Act, R.S.O. 1990 Section 30, 41, 50, 51 and 53 to delegate certain powers and duties to appointed officers for the purpose of expediting the execution of certain agreements, this policy shall authorize the Town Clerk and the Director of Operations to execute on behalf Of the Corporation of the Town of Tillsonburg:
  - 7.1.2.1. community improvement plan agreements;
  - 7.1.2.2. development agreements for the purpose of site plan control;
  - 7.1.2.3. part lot control agreements;
  - 7.1.2.4. severance agreements;
  - 7.1.2.5. easement agreements;
  - 7.1.2.6. pre-servicing agreements; and
  - 7.1.2.7. subdivision agreements.

## 8. Chief Administrative Officer (CAO)

### 8.1. Appeal of Planning Decisions to the Ontario Municipal Board

- 8.1.1. Section 5 (1) of the Planning Act, R.S.O. 1990 provides that Council may, by by-law, delegate any authority, subject to certain restrictions, to an appointed officer identified in the by-law either by name or position occupied.
- 8.1.2. Whereas it is desirable and expedient in the conduct of Council's affairs in respect to the Planning Act, R.S.O. 1990 to delegate certain powers and duties to staff, and for the purpose of lodging appeals prior to the end of an appeal period for a planning application, this policy shall authorize the CAO, in consultation with the County Development Planner to appeal the decision of a planning application on the basis of



sound planning reasons, subject to the appeal being confirmed by Council at the following Council session.

## 8.2. Minor Sign Variances – Sign By-Law 3798

8.2.1. Section 23.1 (1) of the Act provides that a municipality may "delegate its powers and duties under this or any other Act to a person or body" subject to certain restrictions.

8.2.2. Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, and for the purpose of shortening the time period required to process applications for Minor Sign Variances, this policy shall authorize the CAO or his/her designate to consider minor sign variances applications with regard to:

8.2.2.1. Special circumstances or conditions applying to the property, building or use;

8.2.2.2. Pre-existing special circumstances or conditions not created by the owner;

8.2.2.3. Sign will detrimentally alter the character of the building, property or area; and

8.2.2.4. The general intent and purpose of the Sign By-law is maintained.

8.2.3. Whereas applications that are considered not to be minor in nature will be considered by Town Council and any minor variance applications at the discretion of the CAO to be determined not to be minor in nature will be considered by Town Council for final decision.

## 8.3. Restricted Acts after Nomination Day (By-Law 3444)

8.3.1. In the event that Council becomes "lame duck" and restricted by the provisions of Section 275 of the Municipal Act, 2001 in an election year, the following duties shall hereby be delegated to the CAO:

8.3.1.1. the appointment or removal from office of any officer of the municipality, except officers whose appointment is required by the Municipal Act (i.e. Clerk or Treasurer);

8.3.1.2. the hiring or dismissal of any employee of the municipality;

8.3.1.3. the disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal, if the disposition was not included in the most recent budget; and

8.3.1.4. making any expenditure or incurring any other liability which exceeds \$50,000, if the liability was not included in the most recent budget.

8.3.2. Section 275 (6) provides that nothing in the Act "prevents any person or body exercising any authority of a municipality that is delegated to the person or body prior to nomination day".

## By-Law 2020-091

## 9. Town Clerk

## 9.1. Municipal Freedom of Information and Protection of Privacy Act (By-Law 2535)

- 9.1.1. Section 3 (1) of the Municipal Freedom of Information and Protection of Privacy Act, 2001, R.S.O. 1990 provides that the members of the council of a municipality may by by-law designate from among themselves an individual or a committee of the council to act as head of the municipality for the purposes of the Act.
- 9.1.2. Section 49 (1) of the Municipal Freedom of Information and Protection of Privacy Act further provides that a head may in writing delegate a power or duty granted or vested in the head to an officer of the institution.
- 9.1.3. Whereas it is desirable and expedient in the conduct of Council's affairs to designate a head for the purposes of the Municipal Freedom of Information and Protection of Privacy Act and to delegate certain powers and duties vested in the head to an officer of the corporation, this policy shall designate the Mayor as head and shall authorize the Town Clerk or his/her designate to act as head pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

## 9.2. Records Retention (By-Law 3933)

- 9.2.1. Section 3 (1) of the Municipal Freedom of Information and Protection of Privacy Act, 2001, R.S.O. 1990 provides that the members of the council of a municipality may by by-law designate from among themselves an individual or a committee of the council to act as head of the municipality for the purposes of the Act.
- 9.2.2. Section 49 (1) of the Municipal Freedom of Information and Protection of Privacy Act further provides that a head may in writing delegate a power or duty granted or vested in the head to an officer of the institution.
- 9.2.3. Whereas it is desirable and expedient in the conduct of Council's affairs to designate a head for the purposes of the Municipal Freedom of Information and Protection of Privacy Act and to delegate certain powers and duties vested in the head to an officer of the corporation, this policy shall designate the Mayor as head and shall authorize the Town Clerk or his/her designate to act as head pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

## 9.3. Licensing of Businesses with the Town of Tillsonburg (By-Law 3666)

- 9.3.1. Whereas Section 150 & 151 (1) of the Municipal Act, 2001, S.O. 2001, c. 25, without limiting the broad powers granted to municipalities through sections 9, 10 and 11 of the Municipal Act, 2001, c. 25 provides that a local municipality may licence, regulate and govern any business wholly or partly carried on within the municipality.

## By-Law 2020-091

9.3.2. Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Town Clerk or his/her designate to act as Licensing Officer for the purpose of issuing a Business License pursuant to the terms and conditions set out in the current By-Law to govern the licensing of businesses within the Corporation of the Town of Tillsonburg.

#### 9.4. Municipal Significant Events

9.4.1. Whereas the Alcohol and Gaming Commission of Ontario (AGCO) Regulation 389/91 requires that an organization that is not a registered Charity Organization or does not have a not for profit organization designation, they must be designated as a 'municipal significant event' by the municipality in order to obtain a Special Occasion Permit (SOP).

9.4.2. Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Town Clerk or his/her designate to provide the designation for the purpose of obtaining a Special Occasion Permit from the AGCO.

#### 9.5. Site Plan Control (By-Law 3513)

9.5.1. Section 5 (1) of the Planning Act, R.S.O. 1990 provides that Council may, by by-law, delegate any authority, subject to certain restrictions, to an appointed officer identified in the by-law either by name or position occupied.

9.5.2. Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, and for the purpose of shortening the time period required to process applications for Site Plan Control, this policy shall authorize the Town Clerk and the County Development Planner to:

9.5.2.1. sign final site plans for the purpose of indicating that final approval has been granted by the approval authority and is acceptable for registration purposes;

9.5.2.2. grant extensions of site plan approval; and

9.5.2.3. change the conditions of site plan approved plans and draft approved site plans.

#### 10. Director of Operations

##### 10.1. Encroachment on Municipal Land (Policy Aug 12, 2013 Council Resolution)

10.1.1. Whereas it is desirable and expedient in the conduct of Council's affairs in respect of encroachments on Municipal land to delegate certain powers and duties to appointed officers for the purpose of expediting the execution of certain agreements, this policy shall authorize the Director of Operations and the Town Clerk to approve and jointly execute on behalf of the Corporation of the Town of Tillsonburg encroachment agreements for the purpose of allowing

certain encroachments on town owned land for a determined period of time. In addition, The Director of Operations or his/her designate shall be authorized to approve temporary encroachment permits on municipal land for a short period of time.

## 10.2. Temporary Road Closures

10.2.1. Whereas it is desirable and expedient in the conduct of Council's affairs to delegate certain powers and duties to staff, this policy shall authorize the Director of Operations or his/her designate to temporarily close a road or any part of it under the jurisdiction of the Town for any period.

10.2.2. Such a temporary road closure is appropriate in the following circumstances:

10.2.2.1. during construction, repair or improvement of the road or any works under, over, along, across or upon it, where the construction, repair or improvement is initiated either by the Town or a utility company with a statutory right of access or an access agreement with the Town allowing occupancy of the highway OR where it is privately initiated by other than a utility company with a statutory right of access or an access agreement with the Town allowing occupancy of the highway but only for a period not exceeding 21 days;

10.2.2.2. where, in the opinion of the Director of Operations or his/her designate, environmental factors such as, but not limited to, flooding of the road, erosion of the roadbed, trees or tree limbs fallen across or along the road, or other material lying or being upon the road, would present a hazard to the traveling public;

10.2.2.3. to facilitate a social, recreational, community, athletic, or cinematographic event, or any combination of them where the organization requesting the event accepts the responsibility for establishing suitable detour roads, erection and removal of barricades and signs, maintenance and restoration of detour roads and all associated costs, provide \$5,000,000.00 liability insurance naming the Town as an additional insured, and holds the Town harmless from any action or cause or style of action; or

10.2.2.4. to facilitate the movement of an oversized load.

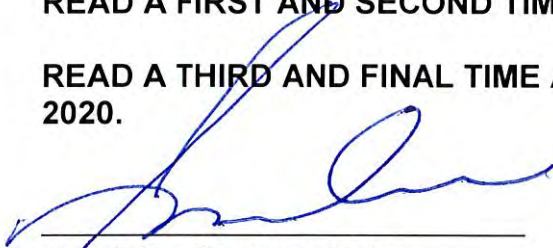

By-Law 2020-091

11. THAT By-Law 4017 is hereby repealed.

12. THAT this By-Law shall come into full force and effect upon passing.

**READ A FIRST AND SECOND TIME THIS 14th day of SEPTEMBER, 2020.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 14th day of SEPTEMBER, 2020.**

  
\_\_\_\_\_  
MAYOR – Stephen Molnar  
\_\_\_\_\_  
TOWN CLERK – Michelle Smibert



**To: Mayor and Members of Tillsonburg Council**

**From: Laurel Davies Snyder, Development Planner,  
Community Planning**

## **Application for Zone Change ZN 7-22-16 – Darrell Stubbe**

### **REPORT HIGHLIGHTS**

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- The application for a Zone Change proposes to rezone the subject property from 'Low Density Residential Type 2 Zone (R2-S)' to Special Low Density Residential Type 2 Zone (R2-sp)' to permit a converted dwelling (secondary dwelling unit in the basement) within the existing residential dwelling.
- No changes to the exterior of the existing dwelling are proposed.
- Planning staff are recommending support for the application, as it is consistent with the policies of the Provincial Policy Statement and complies with the relevant policies of the Official Plan with respect to residential intensification and development within Low Density Residential Areas.

### **DISCUSSION**

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#### **Background**

OWNER: Darrell Stubbe  
5 Mary Street, Tillsonburg ON N4G 5M2

LOCATION:

The subject property is described as Lot 26, Plan M131, Town of Tillsonburg. The lands are located on the southwest corner of the intersection of Mary Street and Kara Lane, and municipally known as 5 Mary Street.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "T-1"	Town of Tillsonburg Land Use Plan	Residential
Schedule "T-2"	Town of Tillsonburg Residential Density Plan	Low Density Residential



TOWN OF TILLSONBURG ZONING BY-LAW NO.3295:

Existing Zoning:        Low Density Residential Type 2 Zone (R2-S)

Proposed Zoning:     Special Low Density Residential Type 2 Zone (R2-sp)

PROPOSAL:

The purpose of this application is to rezone the subject property from from 'Low Density Residential Type 2 Zone (R2-S)' to 'Special Low Density Residential Type 2 Zone (R2-sp)' to permit a converted dwelling (secondary dwelling unit) on the subject lands.

The subject lands are approximately 1121 m<sup>2</sup> (12,066 ft<sup>2</sup>) in area and contain a single detached dwelling and detached garage (c. 1995). The property currently has two parking areas; one single driveway in front of the detached garage and one double driveway to the right of the main entrance with room for four (4) vehicles.

Surrounding land uses to the north, south, west, and east consist of low density residential uses, specifically single detached dwellings. There is an institutional use (school) further to the west (fronting on Frances Street).

Plate 1, Existing Zoning and Location Map, shows the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2, 2020 Aerial Map, provides an aerial view of the subject property and the existing zoning in the immediate vicinity.

Plate 3, Applicant's Sketch, provides a sketch of the existing residential dwelling and existing parking areas.

## **Application Review**

### 2020 PROVINCIAL POLICY STATEMENT (PPS):

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

Section 1.1.1 of the PPS states that healthy, liveable and safe communities are sustained by promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term and cost-effective development patterns and standards to minimize land consumption and servicing costs.

Section 1.1.3.1 directs that settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted. Further, Section 1.1.3.2 states that land use patterns within settlement areas shall be based on:

- densities and a mix of land uses which are appropriate for and efficiently use existing infrastructure and public service facilities (available and planned);
- support active transportation;

- efficiently use land and resources; and,
- support for a range of uses and opportunities for intensification and redevelopment in accordance with the criteria outlined in policy 1.1.3.3.

Section 1.1.3.4 directs that appropriate development standards shall be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.

Further, Section 1.4 – Housing - and specifically section 1.4.3, states that planning authorities shall provide for an appropriate mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

- establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- permitting and facilitating all forms of residential intensification and redevelopment and all forms of housing required to meet the social, health and well-being requirements of current and future residents, including special needs requirements;
- directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- promoting densities for new housing which efficiently uses land, resources, infrastructure and public service facilities, and support the use of active transportation and transit areas where it exists or is to be developed; and,
- establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form while maintaining appropriate levels of public health and safety.

OFFICIAL PLAN:

The subject property is designated 'Low Density Residential' as per Schedule T-2, Residential Density Plan for the Town of Tillsonburg, as contained in the Official Plan.

Low density residential areas are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single-detached dwellings, semi-detached, duplex and converted dwellings, townhouses, and other similar development. Within these areas, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use.

The policies in Section 8.2.1 of the Official Plan - Housing Development and Residential Area – Strategic Approach - identify a number of strategies “to provide present and future residents of Tillsonburg with a choice of adequate and affordable housing which meets their needs”. Specific strategies developed to support achievement of these goals include:

- Accommodating the present and future demand for housing in Tillsonburg through the efficient use of vacant residentially-designated lands, underutilized parcels in built-up areas and existing housing stock in all neighbourhoods, with the objective of also reducing energy consumption, decreasing the financial burden of underutilized municipal services, and relieving pressure for development of natural areas and open spaces;
- Facilitating a choice of housing type, tenure, cost and location that meets the changing needs of all types of households by providing for a variety and mix of housing throughout the Town;

**Report No: 2023-29**  
**COMMUNITY PLANNING**  
 Council Date: January 23, 2023

- Increasing the supply of affordable housing by integrating adequate housing for low and moderate income households and those with special needs throughout the Town and establish and monitor minimum affordable housing targets to ensure that the percentage of affordable housing is maintained or enhanced;
- Promoting and facilitating the provision of affordable housing through the co-operative efforts of all levels of government, the private sector and volunteer interest groups through such means as technical assistance, land conveyances, joint ventures, regulatory measures, and incentives.

The policies in Section 8.2.2.5 – Residential Intensification and Redevelopment - promote residential intensification in appropriate locations to make more efficient use of existing land, infrastructure, and public services. Residential intensification is permitted in appropriate locations within the Residential and Central Areas of the Town, subject to complying with the policies of the associated land use designations pertaining to the density, form and scale of residential development being proposed.

The policies in Section 8.2.4 – Low Density Residential Areas – guide the development of these areas. Section 8.2.4.3 – Converted Dwellings, states that Town Council may zone areas to permit detached dwellings to be converted into two residential units. Converted dwellings may be permitted with more than two units if the area is characterized by a mixture of dwelling types, lot sizes are generally sufficient to accommodate the required off-street parking without detracting from the visual character of the area, and existing dwelling units satisfy the dwelling size requirements specified in the Zoning By-law.

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject property is currently zoned “Low Density Residential Type 2 Zone (R2-S)”, according to the Town of Tillsonburg Zoning By-law. Permitted uses within the R2-S zone include single detached dwellings.

For a converted dwelling (2 dwelling units), the R2 Zone requires a minimum lot area of area of 620 m<sup>2</sup> (6673.6 ft<sup>2</sup>), frontage of 18 m (59.1 ft), lot depth of 30 m (98.4 ft), front yard depth of 7.5 m (24.6 ft), exterior side yard depth of 6 m (19.7 ft), rear yard of 7.5 m (24.6 ft), and maximum lot coverage of 40%. A converted dwelling requires four (4) parking spaces; two (2) per dwelling unit.

In addition, Section 7.2 sets out Special Provisions for a Converted Dwelling as follows:

- There shall be no alterations to the dwelling that have the effect of increasing the gross floor area of the dwelling, except for the addition of any entrances, dormers and other minor alterations that may be required to comply with building and fire code requirements. Any outside stairways that may be required shall be located in a rear yard only
- A converted dwelling shall comply with all the other zone requirements contained in Section 7.2, except that an existing single detached dwelling having a front yard, interior side yard, exterior side yard or setback which is or are less than required under the provisions of Table 7.2, may be altered into a converted dwelling, provided such alteration does not further reduce such deficient yard or setback.

The proposal for a converted dwelling on the subject property complies with the provisions of the R2 Zone and the Special Provisions for a Converted Dwelling. Specifically, the subject lands are approximately 1121 m<sup>2</sup> (12,066 ft<sup>2</sup>) in area and the Applicant / Owner is not proposing to increase the gross floor area of the existing dwelling.

AGENCY COMMENTS:

The application was circulated to various public agencies considered to have an interest in the proposal. No concerns were expressed with the proposed development. The Town Building Department indicated that a building permit will be required to recognize the additional residential unit and ensure compliance with the Ontario Building Code.

PUBLIC CONSULTATION:

A Notice of Complete Application was circulated on November 10, 2022 and the Notice of Public Meeting was circulated to surrounding property owners on January 10, 2023. At the time this report was written, no comments or concerns had been received from the public.

**Planning Analysis**

It is the opinion of this Office that the proposed zoning application is consistent with the policies of the Provincial Policy Statement and is in keeping with the intent and purpose the Official Plan and can therefore be supported from a planning perspective.

The proposal is consistent with the PPS direction to provide for an appropriate diversity of housing types and densities to meet the needs of current and future residents. If approved, this converted dwelling will provide an additional housing option for current and/or future residents of the Town and represents an efficient use of existing municipal infrastructure.

The proposal is not expected to impact the surrounding neighbourhood for four key reasons:

- the Applicant is not proposing to change the exterior of the existing dwelling;
- the size of the lot exceeds the minimum requirements for converted dwellings in the R2 zone (57.6% greater);
- the lot meets all relevant zoning provisions regarding converted dwellings as per Section 7.2; and,
- the subject property provides more than the required off-street parking spaces (six (6) provided, four (4) required);

The Applicant is applying for a Zone Change to permit a secondary dwelling unit in the basement level of the existing single detached dwelling. The proposal complies with the provisions in the Zoning By-law for converted dwellings in the R2 Zone, and complies with the Special Provisions for Converted Dwellings as per Section 7.2 in the Zoning By-law.

It is Planning staff's opinion that permitting a converted dwelling (secondary dwelling unit) within the existing single detached dwelling is appropriate from a planning perspective and can be given favourable consideration.

## RECOMMENDATION

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1. It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by Darrel Stubbe, whereby the lands described as Lot 26, Plan M131, Town of Tillsonburg, known municipally as 5 Mary Street, are to be rezoned from 'Low Density Residential Type 2 Zone (R2-S)' to 'Special Low Density Residential Type 2 (R2-sp)' to permit a second residential unit in the basement of an existing single-detached dwelling.

## SIGNATURES

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**Authored by:**

*Original signed by*

Laurel Davies Snyder, RPP, MCIP  
Development Planner

**Approved for submission:** *Original signed by*

Gordon K. Hough, RPP  
Director

# Plate 1: Existing Zoning and Location Map

File No: ZN 7-22-16: Stubbe

Lot 26, Plan M131 - 5 Mary Street, Tillsonburg



## Legend

- Zoning Floodlines  
Regulation Limit
- 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
  - Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 51 102 Meters

NAD\_1983\_UTM\_Zone\_17N



This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 7, 2022



## Plate 2: 2020 Aerial Map

File No: ZN 7-22-16: Stubbe

Lot 26, Plan M131 - 5 Mary Street, Tillsonburg



## Legend

- Zoning Floodlines  
Regulation Limit
- 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
- Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 26 51 Meters

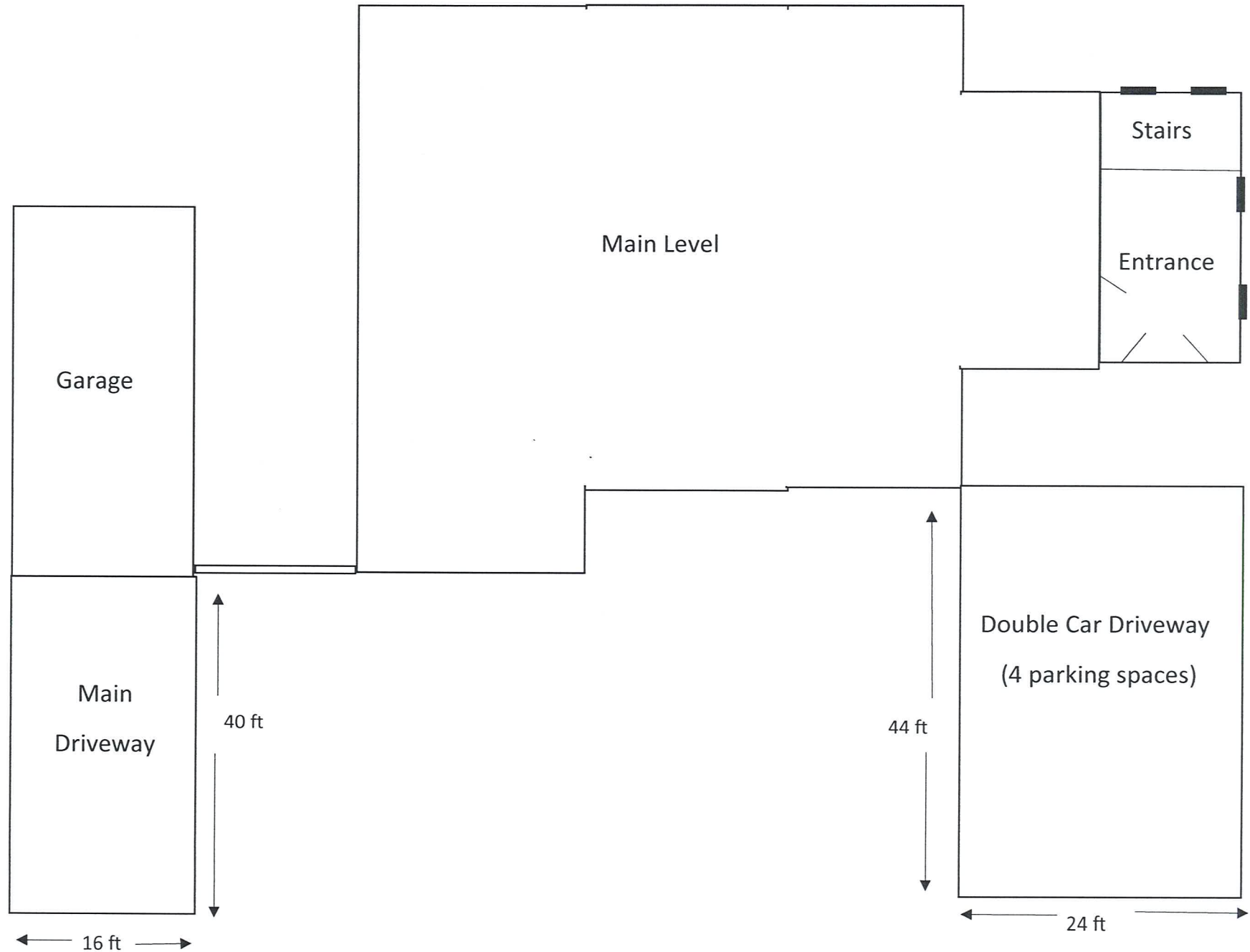
NAD\_1983\_UTM\_Zone\_17N

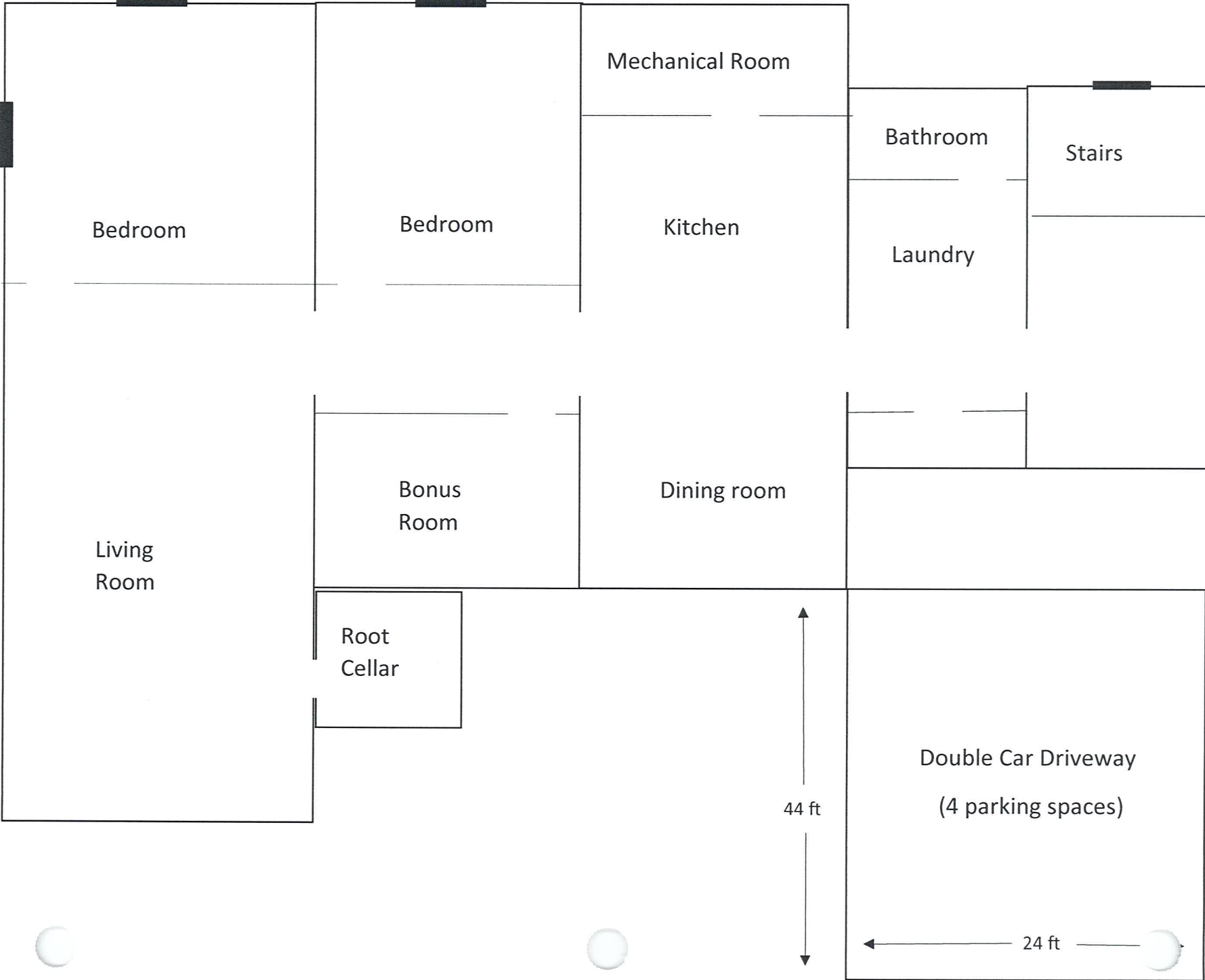


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November 7, 2022









FILE NO: ZN 7-22-16  
 DATE RECEIVED: Sept 22/22

## TOWN OF TILLSONBURG

### APPLICATION FOR ZONE CHANGE

**1. Registered Owner(s):**

Name: Daniel Stubbe Phone: Residence: 519-774-3086  
 Address: 5 Mary St. Tillsonburg Ontario Business: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Postal Code: N4G 5M2 E-mail: dstubbe@woodstockhospital.ca

**Applicant (if other than registered owner):**

Name: \_\_\_\_\_ Phone: Residence: \_\_\_\_\_  
 Address: \_\_\_\_\_ Business: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Solicitor or Agent (if any):**

Name: \_\_\_\_\_ Phone: Business: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

All communications will be sent to those listed above. If you **do not** wish correspondence to be sent to the

☐ Owner, ☐ Applicant, or ☐ Solicitor/Agent, please specify by checking the appropriate box.

Name and address of any holders of any mortgage, charges or other encumbrances (if known):

CIBC

**2. Subject Land(s):**

**a) Location:**

Municipality Lot 26 former municipality \_\_\_\_\_  
 Concession No. \_\_\_\_\_ Lot(s) LOT 26 - 41M-131  
 Registered Plan No. 41M-131 Lot(s) \_\_\_\_\_  
 Reference Plan No. \_\_\_\_\_ Part(s) \_\_\_\_\_  
 The proposed lot is located on the SW corner side of Mary St. Street, lying between  
Mary St Street and Kara Lane Street.  
 Street and/or Civic Address (911#): 5 Mary St.

**b) Official Plan Designation:**

Existing: Low Density Residential  
 Proposed: \_\_\_\_\_

If the proposed designation is different than the existing designation, has an application for Official Plan Amendment been filed with the County of Oxford? ☐ No ☐ Yes

## c) Zoning:

Present:

~~R1-7~~ <sup>error RS</sup> R2-5

Proposed:

~~R2~~ <sup>error RS</sup> R2-5 to permit a converted dwelling

## d) Uses:

Present: R1

Proposed: (Include description)

Basement is set up as secondary dwelling, bathroom, kitchen, livingroom, laundry, etc.

## 3. Buildings/Structures:

For all buildings/structures, either **existing** or **proposed** on the subject lands, please supply the following information:Existing/Proposed

Use:

Date Constructed (if known):

Floor Area:

Setbacks:

Front lot line

Side lot lines

Rear lot line

☐ None Existing

Building 1

☐ None Proposed

Building 2

<sup>error RS</sup> ~~R1~~ R2-5

1995

1700 square ft.

Please complete for residential, commercial/industrial or institutional uses.

	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL	INSTITUTIONAL
<b>TYPE</b> Apt., semi, townhouse, retail, restaurant, church, etc.	house		
<b># OF UNITS</b>	applying for 2.		N/A
<b>CONVERSION/ADDITION TO EXISTING BUILDING</b>	none		
Describe			
<b>TOTAL # OF UNITS/BEDS</b>	N/A	N/A	
<b>FLOOR AREA</b> by dwelling unit or by type (office, retail common rooms, etc.)	1700 sq ft basement		
<b>OTHER FACILITIES</b> (playground, underground parking, pool, etc.)	Ø		
<b># OF LOTS</b> (for subdivision)	1		N/A
<b>SEATING CAPACITY</b> (for restaurant, assembly hall, etc.)	N/A		
<b># OF STAFF</b>	N/A		
<b>OPEN STORAGE REQUIRED?</b>	N/A		N/A
<b>ACCESSORY RESIDENTIAL USE?</b>	N/A	If accessory residential use, complete residential section	If accessory residential use, complete residential section

## 4. Site Information (proposed use(s):

Lot Frontage

Lot Depth

Lot Area

Lot Coverage

Front Yard

Rear Yard

Interior Side Yard

Exterior Side Yard (corner lot)

Landscaped Open Space (%)

No. of Parking Spaces

No. of Loading Spaces

Building Height

Width of Planting Strip

Driveway Width

4 parking spaces  
basement only.<sup>error RS</sup>  
Basement car width.  
24 ft.



**5. Services:** (check appropriate box)**Water supply**

Publicly owned and operated piped water system

Existing

Proposed



Privately owned and operated individual well



Other (specify) \_\_\_\_\_

**Sewage Disposal**

Publicly owned and operated sanitary sewer system



Privately owned and operated individual septic tank



Other (specify) \_\_\_\_\_

**Storm Drainage**

Municipal Sewers



Ditches



Municipal Drains



Swales

**6. Access:**

Provincial Highway



Unopened Road Allowance



County Road



Right-of-Way owned by \_\_\_\_\_



Municipal Road maintained all year



Other (specify) \_\_\_\_\_



Municipal Road seasonally maintained

**7. General Information:**

- a) Is the Subject Land the subject of regulations for flooding or fill and construction permits of the Long Point Region Conservation Authority?



If yes, has an Application been filed with the Conservation Authority?

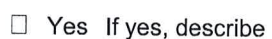


- b) Present land use(s) of adjacent properties:

*error as*  
R2 - S

- c) Characteristics of subject land (check appropriate space(s) and add explanation, if necessary)

- (i) Does the land contain environmental features such as wetlands, woodlots, watercourses, etc.?



- (ii) Has any part of the land been formally used for any purpose other than agricultural purposes?



If yes, describe former use: \_\_\_\_\_

**8. Historical Information:**

- a) Is the subject land the subject of a current Application for Consent to the Oxford County Land Division Committee or a current application for draft plan of subdivision to the County of Oxford?



Application No. \_\_\_\_\_

- b) Have the subject land(s) ever been the subject of any other application under the Planning Act, such as an application for approval of an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order amendment, consent, a minor variance, or approval of a plan of subdivision?



File No. \_\_\_\_\_

Status/Decision \_\_\_\_\_

- c) If known, the date the subject land was acquired by the owner?

2017

- d) If known, the length of time that the existing uses of the subject land have continued? \_\_\_\_\_

**Authorization of Owner(s) for Applicant/Agent to Make the Application**

We, Darrel Stubbe, am/are the owner(s) of the land that is the subject of this application for zone change and I/We authorize Darrel Stubbe, to make this application on my/our behalf.

Sept. 12 2022

Date

[Signature]  
Signature of Owner(s)

[Signature]  
Signature of Owner(s)

**THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS**

I/We Darrel Stubbe of the Town  
of Tillsonburg in the County of Oxford,

**DO SOLEMNLY DECLARE THAT:**

All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the Town  
of Tillsonburg in the  
County of Oxford  
this 15th day of September 20 22

[Signature]  
Owner(s)/Applicant

[Signature]  
Owner(s)/Applicant

[Signature]  
A Commissioner for Taking Affidavits

**WENDY JANET SMYTH, a Commissioner, etc.,  
Province of Ontario, for the Corporation  
of the Town of Tillsonburg.**

**Expires April 20, 2025**

**Notes:**

1. Applications will not be considered complete until all requested information has been supplied.
2. It is required that **one original** of this application (including the sketch/site plan) be filed, accompanied by the applicable fee of **\$1,600.00** in cash, debit, or cheque, payable to the **Treasurer, Town of Tillsonburg**. A fee of \$3,050.00 will be charged if an application is required 'after the fact' (after the use has occupied the site).

**Municipal Freedom of Information and Protection of Privacy Act – Notice of Collection & Disclosure**

The collection of personal information on this form is legally authorized under Sec.34 of the *Planning Act* and O.Reg.545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3207).

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec.32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.



**To: Mayor and Members of Tillsonburg Council**

**From: Eric Gilbert, Senior Planner, Community Planning**

## **Application for Zone Change** **ZN 7-22-17 – Skylight Real Estate Inc.**

### **REPORT HIGHLIGHTS**

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- The application for Zone Change proposes to rezone the subject property from 'Low Density Residential Type 1 Zone (R1)' to 'Low Density Residential Type 3 Zone (R3)' to recognize the long-standing use of the subject lands as a triplex dwelling.
- Planning staff are recommending support of the application, as it is consistent with the policies of the Provincial Policy Statement and complies with the relevant policies of the Official Plan respecting intensification and development within Low Density Residential Areas.

### **DISCUSSION**

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#### **Background**

OWNER: Skylight Real Estate Inc.  
 11 Sheila Crescent, Richmond Hill ON L4B 2Z8

LOCATION:

The subject property is described as Lot 637, Plan 500, in the Town of Tillsonburg. The lands are located on the northwest corner of Broadway and Concession Street, and are municipally known as 309 Broadway, Tillsonburg.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "T-1"	Town of Tillsonburg Land Use Plan	Residential
Schedule "T-2"	Town of Tillsonburg Residential Density Plan	Low Density Residential

TOWN OF TILLSONBURG ZONING BY-LAW NO.3295:

Existing Zoning:	Low Density Residential Type 1 Zone (R1)
Proposed Zoning:	Low Density Residential Type 3 Zone (R3)



PROPOSAL:

The purpose of this application is to rezone the subject property from 'Low Density Residential Type 1 Zone (R1)' to 'Low Density Residential Type 3 Zone (R3)' to recognize the long-standing use of the subject lands as a triplex dwelling.

The subject lands have an approximate area of 1481 m<sup>2</sup> (0.36 ac) and contain an existing triplex dwelling (circ. 1900), with an approximate area of 303 m<sup>2</sup> (3,261 ft<sup>2</sup>). A detached accessory building with an approximate area of 27 m<sup>2</sup> (290 ft<sup>2</sup>) is also present on the subject property. The property currently has driveway entrances on Broadway and Concession Street West, and accommodates 8 parking spaces.

Surrounding land uses include low density residential uses, consisting of predominantly single detached dwellings on Broadway and Concession St W.

Plate 1, Existing Zoning and Location Map, shows the location of the subject property and the existing zoning in the immediate vicinity.

Plate 2, 2020 Aerial Map, provides an aerial view of the subject property.

Plate 3, Applicant's Sketch, depicts the location of the existing triplex on the subject lands.

**Application Review**

PROVINCIAL POLICY STATEMENT:

The 2020 Provincial Policy Statement (PPS) provides policy direction on matters of provincial interest related to land use planning and development. Under Section 3 of the Planning Act, where a municipality is exercising its authority affecting a planning matter, such decisions "shall be consistent with" all policy statements issued under the Act.

Section 1.1.1 provides that healthy liveable and safe communities are sustained by accommodating an appropriate range and mix of residential housing (including additional units, affordable housing, and housing for older persons) to meet long-term needs, and promoting cost-effective development that minimizes land consumption and servicing costs.

Section 1.1.3.1 of the PPS states that Settlement Areas will be the focus of growth and their vitality and regeneration shall be promoted. Land use patterns within settlement areas shall be based on:

- densities and mix of land uses which are appropriate for, and efficiently use the infrastructure and public service facilities which are planned or available;
- support active transportation;
- efficiently use land and resources;
- a range of uses and opportunities for intensification and redevelopment in accordance with the criteria in policy 1.1.3.3, where this can be accommodated.

Section 1.1.3.4 directs that appropriate development standards shall be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.

Further, Section 1.4 Housing, specifically ss. 1.4.3, states that planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:

- Establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households;
- Permitting and facilitating all forms of housing required to meet the social, health and well-being requirements of current and future residents;
- Permitting and facilitating all types of residential intensification, including additional residential units and redevelopment, in accordance with policy 1.3.3.3;
- Directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;
- Promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed; and
- Establishing development standards for residential intensification, redevelopment and new residential development which minimize the cost of housing and facilitate compact form, while maintaining appropriate levels of public health and safety.

#### OFFICIAL PLAN:

The subject property is designated Low Density Residential as per Schedule T-2, Residential Density Plan for the Town of Tillsonburg, as contained in the Official Plan.

Low density residential districts are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including both executive and smaller single-detached dwellings, semi-detached, duplex and converted dwellings, townhouses and other, similar development. Within these areas, it is intended that there will be a mixing and integration of different forms of housing to achieve a low overall density of use.

Section 8.2.1 of the Official Plan (Housing Development and Residential Areas - Strategic Approach) identifies a number of strategies "to provide present and future residents of Tillsonburg with a choice of adequate and affordable housing which meets their needs".

The strategies developed to achieve this goal include:

- Accommodating the present and future demand for housing in Tillsonburg through the efficient use of vacant residentially-designated lands, underutilized parcels in built-up areas and existing housing stock in all neighbourhoods, with the objective of also reducing energy consumption, decreasing the financial burden of underutilized municipal services, and relieving pressure for development of natural areas and open spaces;
- Facilitating a choice of housing type, tenure, cost and location that meets the changing needs of all types of households by providing for a variety and mix of housing throughout the Town;
- Increasing the supply of affordable housing by integrating adequate housing for low and moderate income households and those with special needs throughout the Town and establish and monitor minimum affordable housing targets to ensure that the percentage of affordable housing is maintained or enhanced;
- Promoting and facilitating the provision of affordable housing through the co-operative efforts of all levels of government, the private sector and volunteer interest groups through such means as technical assistance, land conveyances, joint ventures, regulatory measures, and incentives.

Policies contained within Section 8.2.2.5 – Residential Intensification and Redevelopment, promote residential intensification in appropriate locations to make more efficient use of existing land, infrastructure, and public services. Residential intensification is permitted in appropriate locations within the Residential and Central Areas of the Town, subject to complying with the policies of the associated land use designations pertaining to the density, form and scale of residential development being proposed.

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject property is currently zoned 'Low Density Residential Type 1 Zone (R1)', according to the Town of Tillsonburg Zoning By-law. The R1 zone permits a single detached dwelling, a home occupation, and accessory uses thereto.

Permitted uses within the R3 zone include a multiple unit dwelling (triplex), converted dwelling, street fronting townhouse dwelling, and home occupation.

The R3 zone requires a minimum lot area of 330 m<sup>2</sup> (3,552 ft<sup>2</sup>) per dwelling unit, minimum lot frontage of 20 m (65.5 ft), lot depth of 30 m (98.4 ft), front yard depth and exterior side yard width of 6 m (19.7 ft), rear yard depth of 10.5 m (34.4 ft), interior side yard width of 4.5 m (14.8 ft) and 3 m (9.8 ft), and maximum lot coverage of 40% of the lot area. A triplex dwelling requires 6 parking spaces; two for each dwelling unit.

The existing dwelling complies with the provisions of the R3 zone.

AGENCY COMMENTS:

Town of Tillsonburg Building Services, Town of Tillsonburg Engineering Department, Oxford County Public Works Department, and Tillsonburg District Chamber of Commerce indicated they had no comments respecting the application.

Tillsonburg Hydro Inc. indicated that they had no concerns respecting the application as the existing premise has 3 metered services for the non-conforming triplex.

PUBLIC CONSULTATION:

Notice of complete application and notice of public meeting regarding this application were circulated to surrounding property owners within 120 m (400') of the property on December 1, 2022 and January 10, 2023, respectively, in accordance with the requirements of the Planning Act. No concerns have been expressed respecting the application.

**Planning Analysis**

The application for Zone Change proposes to rezone the lands to 'Low Density Residential Type 3 Zone (R3)' to recognize the long-standing use of the property for a triplex dwelling.

The proposal is consistent with the PPS direction to provide for an appropriate diversity of housing types and densities to meet the needs of current and future residents. The proposal is consistent with the Planning Act and PPS direction to permit and facilitate all forms of residential intensification and redevelopment, including additional units.

The proposal complies with the policies contained within Section 8.2.2.2 of the Official Plan that encourage the creation of housing opportunities that may result in a mix of tenure forms, such as ownership, rental, and cooperative, throughout the Town. The proposal is also consistent with the policy direction within Section 8.2.2.5 that promotes residential intensification in appropriate locations to make more efficient use of existing land, infrastructure, and public services.

As the proposal seeks to recognize a long-standing existing use, it is not expected to impact the surrounding neighbourhood. The existing dwelling was constructed in 1900 and MPAC and Building records indicate that the triplex use has been long-established, and the use is currently legal non-conforming.

It is Planning staff's opinion that the proposal to recognize this long-standing use is appropriate from a planning perspective and can be given favourable consideration.

An amending by-law will be brought forward for consideration once the required by-law schedules have been prepared.

## **RECOMMENDATION**

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It is recommended that the Council of the Town of Tillsonburg approve-in-principle the zone change application submitted by Skylight Real Estate Inc., whereby the lands described as Lot 637, Plan 500, in the Town of Tillsonburg known municipally as 309 Broadway are to be rezoned from 'Low Density Residential Type 1 Zone (R1)' to 'Low Density Residential Type 3 Zone (R3)' to recognize an existing legal non-conforming triplex on the subject lands.

## **SIGNATURES**

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**Authored by:** *'original signed by'*

Eric Gilbert, MCIP RPP  
Senior Planner

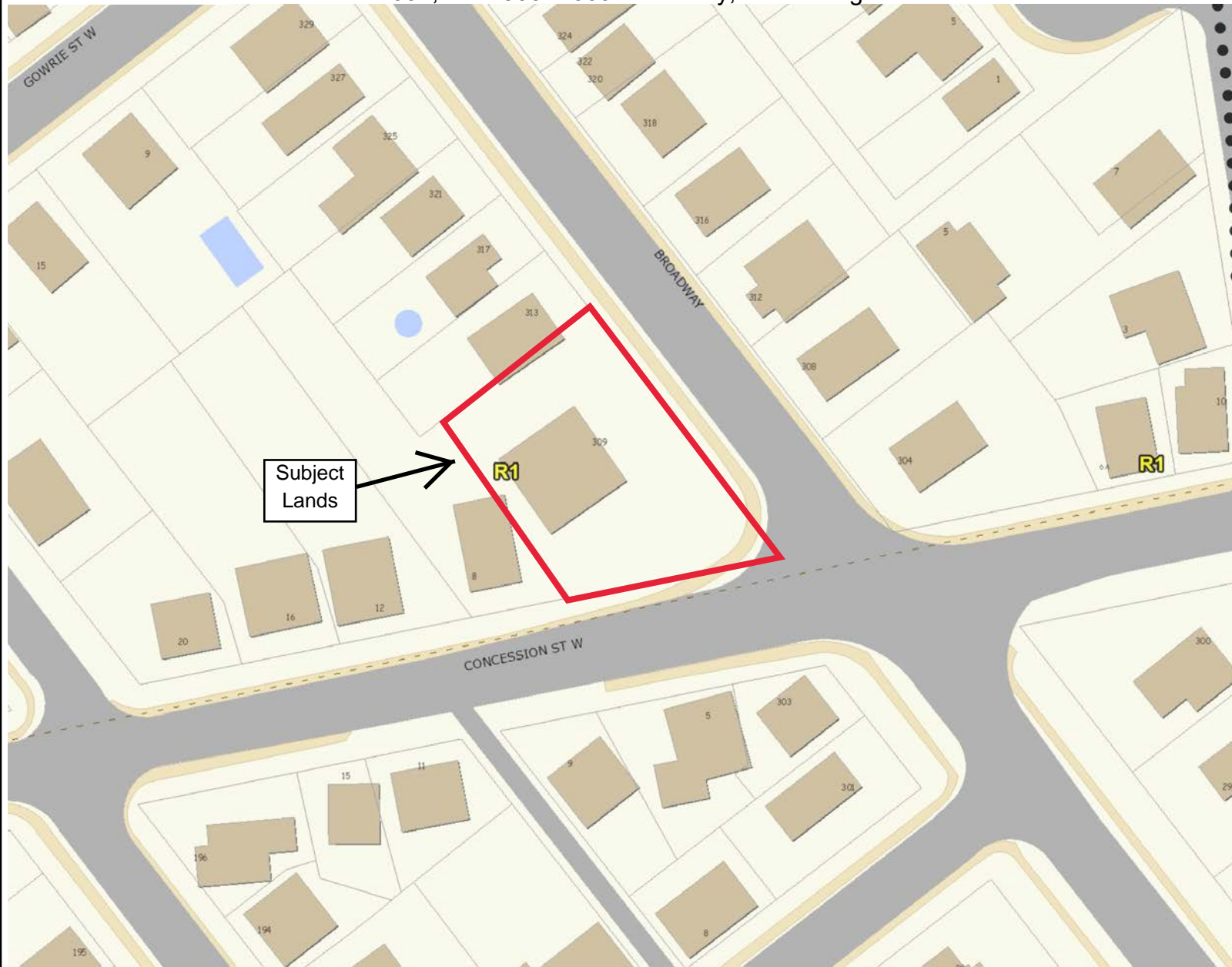
**Approved for submission:** *'original signed by'*

Gordon K. Hough, RPP  
Director

## Plate 1: Existing Zoning and Location Map

File No: ZN 7-22-17: Skylight Real Estate Inc.

Part Lot 637, Plan 500 - 309 Broadway, Tillsonburg



## Legend

- Zoning Floodlines  
Regulation Limit
- 100 Year Flood Line
  - ▲ 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
  - Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 26 51 Meters

NAD\_1983\_UTM\_Zone\_17N



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November 9, 2022





## Legend

- Zoning Floodlines  
Regulation Limit
- 100 Year Flood Line
  - 30 Metre Setback
  - Conservation Authority Regulation Limit
  - Regulatory Flood And Fill Lines
  - Land Use Zoning (Displays 1:16000 to 1:500)

## Notes



0 13 26 Meters

NAD\_1983\_UTM\_Zone\_17N



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November 9, 2022

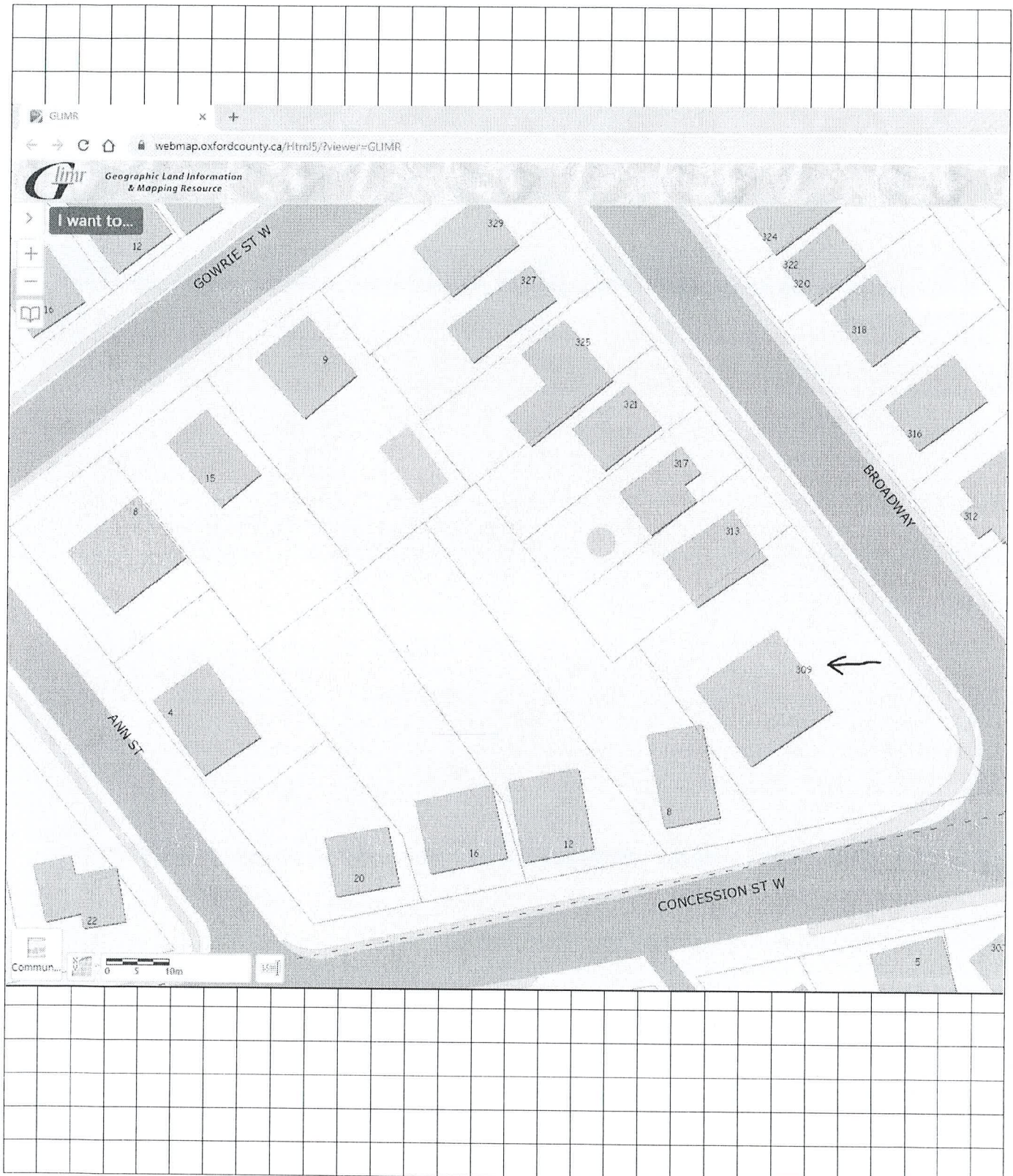


## SKETCH/SITE PLAN

USE THIS PAGE FOR SKETCH (OR SURVEY PLAN IF AVAILABLE) AND ATTACH TO APPLICATION FORM.

WITHOUT SKETCH OR SURVEY PLAN, THE APPLICATION WILL NOT BE PROCESSED.

SKETCH OR SURVEY PLAN MUST CONTAIN THE INFORMATION SET OUT IN ITEM 5 OF THE ZONE CHANGE APPLICATION GUIDE.



SCALE:  0 5 10m





FILE NO: ZN 7-22-17  
 DATE RECEIVED: 17-Oct-22

**TOWN OF TILLSONBURG**  
**APPLICATION FOR ZONE CHANGE**

**1. Registered Owner(s):**

Name: SKYLIGHT REAL ESTATE INC. Phone: Residence: 416-316-1612  
 Address: 11 SHEILA CRES. RICHMOND HILL, ON Business: 416-524-5098  
 Postal Code: L4B 2Z8 E-mail: management@skylightrei.ca

**Applicant (if other than registered owner):**

Name: \_\_\_\_\_ Phone: Residence: \_\_\_\_\_  
 Address: \_\_\_\_\_ Business: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Fax: \_\_\_\_\_

**Solicitor or Agent (if any):**

Name: \_\_\_\_\_ Phone: Business: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Postal Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

All communications will be sent to those listed above. If you do not wish correspondence to be sent to the

☐ Owner, ☐ Applicant, or ☐ Solicitor/Agent, please specify by checking the appropriate box.

Name and address of any holders of any mortgage, charges or other encumbrances (if known):

SKYLIGHT REAL ESTATE INC. (SAME AS ABOVE)

**2. Subject Land(s):**

**a) Location:**

Municipality TOWN OF TILLSONBURG former municipality \_\_\_\_\_  
 Concession No. \_\_\_\_\_ Lot(s) \_\_\_\_\_  
 Registered Plan No. 500 PT LOT 637 Lot(s) \_\_\_\_\_  
 Reference Plan No. \_\_\_\_\_ Part(s) \_\_\_\_\_  
 The proposed lot is located on the NORTH WEST side of CONCESSION/BROADWAY Street, lying between \_\_\_\_\_ Street and \_\_\_\_\_ Street.  
 Street and/or Civic Address (911#): 309 BROADWAY ST. TILLSONBURG ON, N4G 3S2

**b) Official Plan Designation:**

Existing: LOW DENSITY RESIDENTIAL  
 Proposed: SAME

If the proposed designation is different than the existing designation, has an application for Official Plan Amendment been filed with the County of Oxford? ☒ No ☐ Yes

- c) **Zoning:** Present: R1  
Proposed: R3
- d) **Uses:** Present: R1-TRIPLEX LEGAL NON-CONFORMING  
Proposed: (Include description) R3

**3. Buildings/Structures:**

For all buildings/structures, either **existing** or **proposed** on the subject lands, please supply the following information:

<u>Existing/Proposed</u>	<input type="checkbox"/> None Existing Building 1	<input type="checkbox"/> None Proposed Building 2
Use:	<u>RESIDENT</u>	<u>GARAGE</u>
Date Constructed (if known):	<u>1900</u>	<u>1930</u>
Floor Area:	<u>303 m<sup>2</sup></u>	<u>27 m<sup>2</sup></u>
Setbacks:		
Front lot line	<u>/</u>	<u>/</u>
Side lot lines	<u>/</u>	<u>/</u>
Rear lot line	<u>/</u>	<u>/</u>

Please complete for residential, commercial/industrial or institutional uses.

	RESIDENTIAL	COMMERCIAL/ INDUSTRIAL	INSTITUTIONAL
<b>TYPE</b> Apt., semi, townhouse, retail, restaurant, church, etc.	<u>TRIPLEX</u>		
<b># OF UNITS</b>	<u>3</u>		<u>N/A</u>
<b>CONVERSION/ADDITION TO EXISTING BUILDING</b> Describe	<u>/</u>		
<b>TOTAL # OF UNITS/BEDS</b>	<u>N/A</u>	<u>N/A</u>	
<b>FLOOR AREA</b> by dwelling unit or by type (office, retail common rooms, etc.)	<u>/</u>		
<b>OTHER FACILITIES</b> (playground, underground parking, pool, etc.)	<u>/</u>		
<b># OF LOTS</b> (for subdivision)	<u>/</u>		<u>N/A</u>
<b>SEATING CAPACITY</b> (for restaurant, assembly hall, etc.)	<u>N/A</u>		
<b># OF STAFF</b>	<u>N/A</u>		
<b>OPEN STORAGE REQUIRED?</b>	<u>N/A</u>		<u>N/A</u>
<b>ACCESSORY RESIDENTIAL USE?</b>	<u>N/A</u>	If accessory residential use, complete residential section	If accessory residential use, complete residential section

**4. Site Information (proposed use(s):**

Lot Frontage	<u>/</u>	Exterior Side Yard (corner lot)	<u>/</u>
Lot Depth	<u>/</u>	Landscaped Open Space (%)	<u>/</u>
Lot Area	<u>1481 m<sup>2</sup></u>	No. of Parking Spaces	<u>8</u>
Lot Coverage	<u>/</u>	No. of Loading Spaces	<u>/</u>
Front Yard	<u>/</u>	Building Height	<u>/</u>
Rear Yard	<u>/</u>	Width of Planting Strip	<u>/</u>
Interior Side Yard	<u>/</u>	Driveway Width	<u>/</u>

**5. Services:** (check appropriate box)

		Existing	Proposed
<b>Water supply</b>	Publicly owned and operated piped water system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual well	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Sewage Disposal</b>	Publicly owned and operated sanitary sewer system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	Privately owned and operated individual septic tank	<input type="checkbox"/>	<input type="checkbox"/>
	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storm Drainage</b>	Municipal Sewers <input checked="" type="checkbox"/>	Ditches <input type="checkbox"/>	
	Municipal Drains <input type="checkbox"/>	Swales <input type="checkbox"/>	

**6. Access:**

Provincial Highway	<input type="checkbox"/>	Unopened Road Allowance	<input type="checkbox"/>
County Road	<input type="checkbox"/>	Right-of-Way owned by _____	<input type="checkbox"/>
Municipal Road maintained all year	<input checked="" type="checkbox"/>	Other (specify) _____	<input type="checkbox"/>
Municipal Road seasonally maintained	<input type="checkbox"/>		

**7. General Information:**

a) Is the Subject Land the subject of regulations for flooding or fill and construction permits of the Long Point Region Conservation Authority? ☒ No ☐ Yes

If yes, has an Application been filed with the Conservation Authority? ☐ No ☐ Yes

b) Present land use(s) of adjacent properties:  
ALL RESIDENTIAL

c) Characteristics of subject land (check appropriate space(s) and add explanation, if necessary)

(i) Does the land contain environmental features such as wetlands, woodlots, watercourses, etc.? ☒ No ☐ Yes If yes, describe \_\_\_\_\_

(ii) Has any part of the land been formally used for any purpose other than agricultural purposes? ☒ No ☐ Yes

If yes, describe former use: \_\_\_\_\_

**8. Historical Information:**

a) Is the subject land the subject of a current Application for Consent to the Oxford County Land Division Committee or a current application for draft plan of subdivision to the County of Oxford? ☒ No ☐ Yes → Application No. \_\_\_\_\_

b) Have the subject land(s) ever been the subject of any other application under the Planning Act, such as an application for approval of an Official Plan amendment, a zoning by-law amendment, a Minister's Zoning Order amendment, consent, a minor variance, or approval of a plan of subdivision? ☒ No ☐ Unknown

☐ Yes → File No. \_\_\_\_\_ Status/Decision \_\_\_\_\_

c) If known, the date the subject land was acquired by the owner? 2019

d) If known, the length of time that the existing uses of the subject land have continued? SINCE 1900



### Authorization of Owner(s) for Applicant/Agent to Make the Application

I/We, SKYLIGHT REAL ESTATE INC., am/are the owner(s) of the land that is the subject of this application for zone change and I/We authorize SKYLIGHT REAL ESTATE INC. to make this application on my/our behalf.

OCT 11, 2022

Date

Signature of Owner(s)

Signature of Owner(s)

### THIS SECTION TO BE COMPLETED IN THE PRESENCE OF A COMMISSIONER FOR TAKING AFFIDAVITS

I/We ANDREW RODIE & RACHEL CHOO of the TOWN (OF TILLSONBURG) N.S.  
of TILLSONBURG in the COUNTY of OXFORD

#### DO SOLEMNLY DECLARE THAT:

All of the prescribed information contained in this application is true and that the information contained in the documents that may accompany this application is true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

DECLARED before me at the Town  
of Tillsonburg in the  
County of Oxford  
this 12th day of October 2022

Andrew Rodie  
Owner(s)/Applicant  
Rachel Choo  
Owner(s)/Applicant

Wendy Smyth  
A Commissioner for Taking Affidavits

WENDY JANET SMYTH, a Commissioner, etc.,  
Province of Ontario, for the Corporation  
of the Town of Tillsonburg.

Expires April 20, 2025

#### Notes:

- Applications will not be considered complete until all requested information has been supplied.
- It is required that **one original** of this application (including the sketch/site plan) be filed, accompanied by the applicable fee of **\$1,600.00** in cash, debit, or cheque, payable to the **Treasurer, Town of Tillsonburg**. A fee of \$3,050.00 will be charged if an application is required 'after the fact' (after the use has occupied the site).

#### Municipal Freedom of Information and Protection of Privacy Act – Notice of Collection & Disclosure

The collection of personal information on this form is legally authorized under Sec.34 of the *Planning Act* and O.Reg.545/06 for the purpose of processing your planning application. Questions about this collection should be directed to the Director of Community Planning at the County of Oxford, 21 Reeve St., P.O. Box 1614, Woodstock, ON N4S 7Y3 or at 519-539-9800 (ext.3207).

Pursuant to Sec.1.0.1 of the *Planning Act*, and in accordance with Sec.32(e) of the *Municipal Freedom of Information and Protection of Privacy Act*, it is the policy of the County of Oxford to make all planning applications and supporting material available to the public.

# Delegation Request Form

Members of the public or citizen group may submit a Delegation Request to speak at a regular meeting of Council.

Council meetings are held the second and fourth Monday of the month. Proceedings are web-streamed on the Town of Tillsonburg Website and the second meeting of the month will also be televised via Rogers TV.

Delegations take place near the beginning of the meeting and are allowed 15 minutes for their presentation; ten (10) minutes is meant for the presentation and the remaining five (5) minutes is to allow for comments and questions from Council.

Any Information contained on this form will be made public through the publication of the agenda. Through submission of a Delegation Request, individuals are agreeing to the release and including of their personal information within the public record. Applicants may request the removal of their personal contact information when submitting this form. The request to remove personal contact information cannot be made after agenda publication. Please note that all meetings occur in an open public forum and are regularly recorded and televised.

Accessibility accommodations are available. Please make your request in advance.

**First Name \***

Andrew

**Last Name \***

Tucker

**Street Address \***

[REDACTED]

**Town/City \***

Tillsonburg

**Postal Code \***

[REDACTED]

**Phone Number \***

[REDACTED]

**E-mail \***

[REDACTED]

**Subject \***

Backyard chickens

**Name of Group or Person(s) being represented (if applicable)****All Delegations are limited to fifteen (15) minutes, including questions and answers. \***☒ I acknowledge**Details of the nature of the business/purpose: \***

Bring forward the ability to have a bylaw around backyard chickens in Tillsonburg similiar or the same as Norfolk counties bylaw around backyard chickens.

**Do you or any members of your party require accessibility accommodations? \***☐ Yes☒ No



**Will there be a Power Point presentation? \***

Page 137 of 200

☐ Yes

☒ No

**I acknowledge that all presentation material must be submitted to the Office of the Clerk by 4:30 p.m. the Wednesday before the Council meeting date.**

☒ I accept

Upon receipt and approval of a Delegation, full details on the process will be sent to all presenters. If you have any questions please contact the Office of the Clerk at: [clerks@tillsonburg.ca](mailto:clerks@tillsonburg.ca) or 519-688-3009 ext. 4041

Personal information on this form is collected under the legal authority of the *Municipal Act*, as amended. The information is collected and maintained for the purpose of creating records that are available to the general public, pursuant to Section 27 of the *Municipal Freedom of Information and Protection of Privacy Act*. Questions about this collection should be directed to the Municipal Clerk, Town of Tillsonburg, 200 Broadway Street, 2nd Floor, Tillsonburg, Ontario, N4G 5A7, Telephone 519-688-3009 Ext. 4040.

## Public Works MEMORANDUM

**TO:** All Oxford County Area Municipal Councils

**FROM:** David Simpson, Director of Public Works

**DATE:** January 16, 2023

**RE:** **Oxford County Proposed Backflow Prevention Program  
Notice of Public Consultation Centres, Oxford County**

Oxford County is seeking feedback on a proposed backflow prevention program and draft bylaw. In Report No. [PW 2022-35](#), County Council authorized staff to undertake a public consultation and engagement campaign to seek input on the proposed Backflow Prevention Program and draft By-law in 2023. Public and stakeholder consultation is a key element of the program development and review process.

In keeping with these commitments, Public Consultation Centres (PCCs) are to be held in each Area Municipality as noted below. The PCCs will consist of a presentation by the County project team followed by a question and answer period.

<b>Tuesday, January 31</b>	<b>Woodstock</b>
<b>Tuesday, February 7</b>	<b>East Zorra-Tavistock</b>
<b>Thursday, February 16</b>	<b>South-West Oxford</b>
<b>Thursday, February 23</b>	<b>Ingersoll</b>
<b>Tuesday, February 28</b>	<b>Norwich</b>
<b>Tuesday, March 7</b>	<b>Blandford-Blenheim</b>
<b>Tuesday, March 14</b>	<b>Tillsonburg</b>
<b>Thursday, March 23</b>	<b>Zorra</b>

Notice of the PCCs will be advertised to commercial, industrial, institutional, and select multi-residential property owners in advance through local newspapers and social media. In addition, mail outs were delivered to industrial, institutional, and commercial users that may be impacted by the proposed by-law making them aware of their ability to comment on the program during this review period.

Further to the PCCs, public opportunities to leave comments and ask questions will be available through the [Speak-Up, Oxford!](#) project web page and remain active until the public consultation period closes on April 6, 2023.

*Original Signed by:*

David Simpson, P.Eng., PMP  
Director of Public Works

Encl. *Notice of Public Consultation Centre*

## Notice of Public Consultation Centre

# Oxford County Proposed Backflow Prevention By-law

Oxford County is seeking feedback on a proposed Backflow Prevention Program (BPP). The BPP will further protect the municipal drinking water from potential contamination (backflow event) by private side businesses and properties that are connected to the water distribution system. Backflow events can significantly impact residents, businesses, water quality and pose a health risk to consumers. Implementing a BPP will further strengthen the multi-barrier approach the County uses to protect its municipal drinking water system.

### Why do we need backflow prevention?

Under normal operating conditions water flows from the municipal drinking water system into businesses and homes through private service connections. Backflow can occur when changes in pressure cause water to reverse this normal direction of flow-- pushing or pulling water from within a private-service back into the municipal drinking water system.

A cross connection is any connection between the municipal drinking water system and a source of contamination. Water that backflows through a cross connection poses a hazard to the municipal drinking water system. This risk is mitigated through the installation of a backflow prevention device (BPD), which isolates the water supply of private services to prevent the reversal of flow.

### About the Backflow Prevention Program

While the Ontario Building Code may require some properties to install a backflow prevention device (BPD) at the time of construction, the OBC has limitations that may exclude some properties that pose a risk to the municipal drinking water system. A formalized BPP will address these concerns and further guide:

- Which properties will require a BPD
- Types of acceptable BPD
- Testing and inspection frequency of BPD
- Qualifications for inspectors of BPD
- Requirements to submit test reports to the County
- Non-compliance infractions

Oxford County is taking a proactive approach to safeguard its municipal drinking water systems. The proposed by-law will apply to select industrial, commercial, and institutional properties, as well as select multi-residential properties, based on their moderate or high risk hazard classification under the CSA B64 series standard.

### We want to hear from you

Public and technical agency consultation will be fundamental in developing the BPP, and members of the public are invited and encouraged to comment on the project at any time during the Study.

A copy of the proposed Backflow Prevention By-law is available at [www.oxfordcounty.ca/backflow](http://www.oxfordcounty.ca/backflow).

The Project Team is hosting in person Public Consultation Centres (PCCs) in each area municipality between January 31 and March 23, 2023. PCCs will be advertised through local media, social media, and Speak Up, Oxford! at [www.oxfordcounty.ca/backflow](http://www.oxfordcounty.ca/backflow) prior to the event.

The comment period for the Backflow Prevention Program PCC closes on Thursday April 6, 2023.

### Contacts for information

Scott Alexander  
 By-law Compliance Officer, Backflow Prevention  
 Oxford County  
 519-539-9800 ext. 3103 | Toll-free 1-800-755-0394  
[slalexander@oxfordcounty.ca](mailto:slalexander@oxfordcounty.ca)

Don Ford, BA, CMM III, C.Tech.  
 Manager of Water & Wastewater Services  
 Oxford County  
 519-539-9800 ext. 3191 | Toll-free 1-800-755-0394  
[dford@oxfordcounty.ca](mailto:dford@oxfordcounty.ca)

*Information will be collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act. With the exception of personal information, all comments will become part of the public record.*

Posted January 11, 2023

**No. 448**

**RESOLUTION**

of the

**TILLSONBURG POLICE SERVICES BOARD**  
(the "Board")

on January 18, 2023

The following resolution was passed:

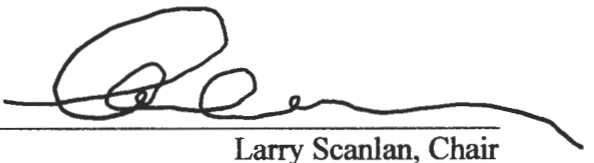
***Amend False Alarm By-law 2021-037***

On motion duly made, seconded, and carried:

IT WAS RESOLVED that the Tillsonburg Police Services Board ask that Council reconsider the appeals portion of the by-law with the intent to remove said section.

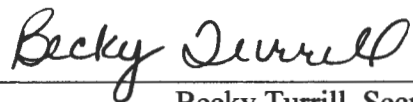
Currently when an alarm is received by the OPP an officer is dispatched to investigate. Upon investigation if the call is deemed to be a "false call" the address of the call will be recorded and sent to Corporate for application of the by-law. To have an appeal would undermine the investigation as it has already been determined to be false.

<i>Moved by:</i>	G. Horvath
<i>Seconded by:</i>	A. Loker
<i>Carried:</i>	( 5-0 )



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Larry Scanlan, Chair



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Becky Turrill, Secretary



**Subject: CS 23-01 Committee Member Selection**

Department: Corporate Services Department

Submitted by: Laura Pickersgill, Executive Assistant

Meeting Type: Council Meeting

Meeting Date: Tuesday, January 24, 2023

**RECOMMENDATION**

THAT Council receives report CS 23-01 Committee Member Selection;

AND THAT a by-law be brought forward for Council's consideration to appoint members to the Committees;

AND THAT staff coordinate with local schools for applications to the Youth Engagement and Strategy Committee;

AND THAT staff advertise for one vacancy on the Affordable and Attainable Housing Committee;

AND FURTHER THAT the Committees' Terms of Reference be amended to allow for a maximum of 12 members and a maximum of 13 members on the Parks, Beautification and Cemetery Committee.

**BACKGROUND**

At the November 21, 2022, meeting of Tillsonburg Town Council, the following Committees were established for the 2022-2026 term of Council:

- Accessibility Advisory Committee
- Affordable and Attainable Housing Committee- ad-hoc
- Boundary Adjustment Committee- ad-hoc
- Economic Development Advisory Committee
- Parks, Beautification and Cemeteries Advisory Committee
- Recreation and Sports Advisory Committee
- Tillsonburg Airport Advisory Committee
- Museum, Culture, Heritage and Special Awards Advisory Committee
- Traffic Committee
- Youth Engagement and Strategy Committee



CS 23-01

A Nominating Committee consisting of Mayor Deb Gilvesy, Councillor Parker, Councillor Luciani and CAO Kyle Pratt was established. The Committee initially met on December 19, 2022 to review the applications and selections were made. A report went on the Council agenda with these initial recommendations. Subsequent to that, it was discovered that some applications were missing. Given that, Mayor Gilvesy, Councillor Parker, Councillor Luciani and the Executive Assistant met on January 17, 2023 to review the additional missed applicants. Following that discussion, the additional recommendations are being made for Committee appointments.

The vacancies for the Committees were advertised for a number of weeks using a variety of channels including the Town's website, Town's social media pages, email communications and the newspaper. Applications were received and the Nominating Committee met to review the applications. Following the review the below recommendations of appointment of individuals to the Committees is being recommended:

#### **Accessibility Advisory Committee**

- Margaret McCrimmon
- Yvonne Kearns
- Michelle Wegg
- Trevor Ford
- Taylor Campbell
- Mike Cerna
- Brittany Vaughan
- Mark Dickson
- Karen Clipson
- Catherine Ryan
- Councillor Chris Rosehart- Council Representative

#### **Economic Development Advisory Committee**

- Suzanne Renken- Chamber Representative
- Dane Willson- WITAAR Representative
- Cedric Tomico- BIA Representative
- Steve Spanjers
- Lisa Gilvesy
- Jesse Goossens
- Andrew Burns
- Kirby Heckford
- Randy Thornton
- Gurvir Hans
- Randi-Lee Bain
- Councillor Bob Parsons- Council Representative

CS 23-01

**Museum, Culture, Heritage & Special Awards Advisory Committee**

- Jason Pankratz
- Carrie Lewis
- Amie Varga
- Lindsay Monroe
- Isaac Card
- Catherine Ryan
- Doug Cooper
- Joan Weston
- Tabitha Verbuyst
- Courtney Booth
- Rosemary Dean
- Councillor Kelly Spencer- Council Representative

**Airport Advisory Committee**

- Gurvir Hans
- Jeff Miller
- Dan Cameron
- Nate Bain
- Emily Crombez
- Don Hurrus
- Anthony Thornton
- Mark Renaud
- Cedric Tomico
- John Britton
- Councillor Chris Parker- Council Representative

**Recreation and Sports Advisory Committee**

- Scott Vitias
- Scott Gooding
- Taylor Campbell
- Joe Sym
- Stephen Gradish
- Andrew Gradish
- Carrie Lewis
- Susie Wray
- Kristy Milmine
- Christian Devlin
- Councillor Chris Parker- Council Representative

CS 23-01

**Parks, Beautification & Cemeteries Committee**

- Wayne Beard
- Ron Walder
- Mike Dean
- Maurice Verhoeve
- Barbara Wareing
- Kristine Vandenbussche
- Martha Kirkpatrick
- Isaac Card
- Joan Weston
- Karen Clipson
- Susan Saelens
- Trevor Ford
- Councillor Pete Luciani- Council Representative

The Nominating Committee is suggesting that staff work with the local schools to encourage applications for members of the Youth Engagement and Strategy Committee.

Reports regarding composition of the Traffic Committee will be coming to Council at a future meeting.

**FINANCIAL IMPACT/FUNDING SOURCE**

None

**CORPORATE GOALS**

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☐ Lifestyle and amenities
- ☒ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth
- ☐ Connectivity and transportation
- ☐ Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

CS 23-01

**Goal-** The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

**Strategic Direction-** Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives.

**Priority Project-** N/A

## **ATTACHMENTS**

N/A



**Subject:** The Town of Tillsonburg's Third Party Planning and Development Service Delivery Review

**Report Number:** OPD 23-08

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operations and Development

Meeting Type: Council Meeting

Meeting Date: Tuesday, January 24, 2023

### **RECOMMENDATION**

THAT report OPD 23-08 the Town of Tillsonburg's Third Party Planning and Development Service Delivery Review be received as information;

AND THAT the final reports and presentation material as prepared by Leading Ledge Group included under agenda item 7.2, be presented/shared with Oxford County and posted on the Town of Tillsonburg website.

### **BACKGROUND**

As part of the Town of Tillsonburg's successful Municipal Modernization Grant award for intake 3 in 2022; Leading Edge Group was successfully retained (for \$66,150 excluding HST) to undertake an analysis of internal planning processes. As Council is aware there are various scales towards managing planning application from Minor Variances through to Site Plans and Plans of Subdivision where Oxford County preforms, in part, these planning services on the Town's behalf. Most importantly the intent of this review is to better understand the timelines and effort involved (locally and at the County level) in managing Planning applications insofar as determining efficiencies in the Planning process.

### **DISCUSSION**

As per the Town's Municipal Modernization Program application the intent of this analysis was to include the review of the Town's Planning and Development service to find key efficiencies that will streamline Planning service delivery to the community.

This review was to include (but was not limited to) the following:

OPD 23-08

- Review of the current agreement with Oxford County for the provision of planning services (i.e. By-Law 3991);
- Review of the Planning and Development organizational structure and investigate present and future staff needs;
- Recommend new technology and innovative practices to improve service delivery;
- Review of the Town's security deposit process and potential workflow software implementation for development applications; and
- Review of our current development process to ensure the Town is recovering the costs from developers/applicants.

For councils consideration Leading Edge Group's final report has been attached for consideration.

Ultimately, Leading Edge Group, discovered that the current planning processes are efficient and will meet relative and regulated timelines (this will be further streamlined with the use of software solutions such as CloudPermit in the future). Relative recommendations/improvements included but are not limited to the following:

- A need for an additional Administrative Assistant, at the County level, which would assist with workflow and timelines overall;
- Formally introducing, local pre-consolation meetings with applicants; and
- Expanded delegated authority which would include updating By-Law 3991

Finally there is one notable omission due to timing, where this report and analysis was prepared prior to understanding the full scope and impact via Bill 23, More Homes Built Faster Act; subsequently, further future analysis of organizational pressures/demands will be ongoing.

## **CONSULTATION**

As part of this review the following stakeholders where consulted; Secretary Treasurer, Land Division Committee Divisional Assistant, Community Planning, Senior Planner Chief Building Official, Development Technician, the (former) Director of Operations and Development, Interim Director of Finance/Treasurer, the CAO, the (former) Mayor, the Deputy Mayor, one selected Councilor, President - CJDLC Consulting Engineers.

## **FINANCIAL IMPACT/FUNDING SOURCE**

Funded through Municipal Modernization Program Intake 3



OPD 23-08

**CORPORATE GOALS**

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☐ Lifestyle and amenities
- ☒ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth
- ☐ Connectivity and transportation
- ☐ Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

**Goal** – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.

**Strategic Direction** – Advocate for community needs with other levels of government.

**Priority Project** – County-wide service delivery study implementation and municipal service review

**ATTACHMENTS**

1. Appendix A – By-Law 3991 (Agreement)

**SCHEDULE "A"**

**TO**

**BY-LAW 3991**

**AGREEMENT**

**for the provision of**

**Planning Advisory and Administrative Services by**

**The County of Oxford Community and Strategic Planning Office**

**to**

**The Corporation of the Town of Tillsonburg**

**A. Purpose:**

The purpose of this Agreement is to set out the general terms regarding Planning Advisory and Administrative Services to the Corporation of the Town of Tillsonburg pursuant to Section 15 of the Planning Act, R.S.O. 1990, as amended.

**B. Terms and Definitions:**

- a) "County Clerk" shall mean the person duly appointed to hold the position of the Clerk of the County of Oxford, or his/her duly appointed delegate.
- b) "County Council" means the Council of the County of Oxford.
- c) "County Planning Office" means the Community and Strategic Planning Office of the County of Oxford, or other similarly constituted office or department of the County having the mandate and responsibility for reviewing matters related to land use planning under the Planning Act, R.S.O. 1990, as amended.
- d) "Director of Planning" means the person duly appointed to hold the position of the Director of Planning of the County Planning Office, or a person appointed by the Director as his/her delegate.
- e) "Local Area Council" means the Council of the Town of Tillsonburg.
- f) "Local Area Municipality" means The Corporation of the Town of Tillsonburg.
- g) "Municipal Clerk" means the person, duly appointed to hold the position of the Clerk of the Local Area Municipality, or his/her duly appointed delegate.
- h) "County of Oxford" or "County" means the County of Oxford.

**C. Development Review Services:**

The County Planning Office will provide professional planning advisory and administrative services to the Local Area Municipality as follows:

- 1. Provide information and advice to the general public, developers, agents, etc., municipal staff and other departments, boards and/or committees of the Local Area Municipality regarding land use planning matters within the Local Area Municipality. This may include attendance at meetings of said departments, boards and/or committees as may be necessary from time to time.
- 2. Maintain office hours in the Local Area Municipality to meet the needs of the municipality as is deemed by the Director of Planning, in consultation with the Local Area Municipality, to be appropriate and within the resources and capabilities of the County Planning Office. Where it is agreed that on-site service is appropriate, the Local Area Municipality shall be responsible for providing adequate work space for County Planning staff, to the satisfaction of the Director of Planning.
- 3. Serve as liaison between the Local Area Municipality and the County of Oxford's Geographic Information Systems (GIS) Department with respect to matters pertaining to the collection and use of GIS and related data.
- 4. Assist and advise applicants and/or their agents regarding the completion and submission of applications for amendments to the Local Area Municipality's Zoning By-law (including applications for Minor Variance) and applications for Site Plan Approval.

5. Undertake administrative activities and provide professional planning advisory services associated with development applications as follows:

i) Zoning By-laws / Amendments

- a) Undertake pre-consultation with respect to applications as may be requested by an applicant/agent and/or the Local Area Municipality.
- b) Receive applications filed directly with the County Planning Office or with the Local Area Municipality and review same for completeness. The completeness of an application will be determined by the County Planning Office in accordance with the applicable policies of the Oxford County Official Plan and/or as prescribed in the Planning Act, R.S.O. 1990, as amended. The County Planning Office will issue the required notice(s) regarding the completeness of an application in accordance with the applicable provisions and regulations of the Planning Act and will, as necessary, contact the applicant to obtain such additional information as may be required to deem an application to be complete. The determination of the completeness of an application, or the information necessary for an application to be considered complete, will be at the discretion of the County Planning Office.
- c) Circulate applications to prescribed persons and public bodies and prepare and circulate public notices in accordance with the applicable provisions and regulations of the Planning Act, R.S.O. 1990, as amended, or in accordance with the relevant modified or alternative notification policies contained in the County Official Plan and where such modified or alternative provisions have been adopted by the Local Area Municipality.
- d) Prepare reports for presentation to the Local Area Council based on a detailed review of the application and related information. Such reports will provide the details of the application; the comments received from agency circulation and public consultation; an overview of the relevant Provincial and Official Plan policies and other planning considerations; and the County Planning Office's professional planning opinion(s) and recommendation(s) with respect to the application. Reports will be provided to the Municipal Clerk prior to the Local Area Council meeting in a format suitable for publishing in the Local Area Council's agenda.
- e) Prepare Zoning By-law amendments, including all text and schedules, for consideration by the Local Area Council, as required.
- f) Attend Local Area Council meetings for the purpose of presenting the planning report and professional planning opinion(s) and recommendation(s) of the County Planning Office with respect to the application. The County Planning Office will respond to all relevant questions of the Local Area Council, the public and any other interested stakeholders during the Local Area Council's public meeting(s) at which the application is considered.
- g) The responsibilities of the Local Area Municipality regarding Zoning By-laws / Amendments are as follows:
  1. The Local Area Municipality shall provide to the County Planning Office a mailing list of all neighbouring properties to be notified of a complete application and any public meetings related to a development application, as prescribed by the Planning Act, R.S.O. 1990, as amended and/or the alternative notification policies contained in the County Official Plan where such alternative policies have been adopted by the Local Area Municipality.

2. The Local Area Municipality shall provide to the County Planning Office, in a timely manner and as prescribed by the Planning Act, R.S. O. 1990, as amended, all documents related to the decision(s) of the Local Area Council in respect of a development application.

ii) Minor Variance Applications

- a) Prepare reports for presentation to the Local Area Committee of Adjustment providing the details of the application, the comments received from agency and public circulation, the County Planning Office's professional planning opinion(s) and recommendation(s) with respect to the application. Reports will be provided to the Municipal Clerk prior to the Local Area Committee of Adjustment meeting in a format suitable for publishing in the Local Area Municipality's agenda.
- b) Attend Local Area Committee of Adjustment meetings for the purpose of presenting the planning report and related information and the professional planning opinion(s) and recommendation(s) of the County Planning Office. The County Planning Office will respond to all relevant questions of the Local Area Committee of Adjustment, the public and any other interested stakeholders during the Local Area Committee's public meeting(s) at which the application is considered.

iii) Site Plan Applications / Amendments

- a) Provide comments to the Local Area Municipality regarding applications for site plan approval or applications to amend an existing site plan approval and/or prepare reports for presentation to the Local Area Council, where requested. Where a report is prepared, said report will provide the details of the application; comments received from agency circulation; an overview of the relevant planning considerations; and the County Planning Office's recommendation(s) with respect to the application. Reports will be provided to the Municipal Clerk prior to the Local Area Council meeting in a format suitable for publishing in the Local Area Council's agenda.

iv) Appeals

- a) Where a decision of the Local Area Council regarding a Zoning By-law / Amendment, Minor Variance or Site Plan Approval / Amendment application is appealed to the Ontario Municipal Board (OMB) or other body having jurisdiction to hear an appeal, the County Planning Office may, at the discretion of the Director of Planning, provide professional planning evidence at any hearing(s) convened with respect to the appeal.

6. Prepare planning reports for Local Area Council consideration with respect to applications for Official Plan amendment or Draft Plan of Subdivision or Condominium where the lands subject to such applications are located within the Local Area Municipality. Planning reports for the purposes of this Section will be prepared and presented to Local Area Council as per subsection 5 i) d).
7. Prepare planning reports for Local Area Council consideration with respect to applications for Consent where the lands subject to such applications are located within the Local Area Municipality and where the Local Area Municipality has requested such reports be prepared. Planning reports for the purposes of this Section will be prepared and presented to Local Area Council as per subsection 5 i) d).
8. Regularly consolidate the Local Area Municipality's Zoning By-law, to reflect recent amendments and distribute said consolidations.
9. Prepare an annual year-end report of the development and other planning activities within the Local Area Municipality for the previous year.

**D. Land Use Planning Related Studies and Projects:**

1. The County Planning Office will provide professional planning advice, project management services and/or otherwise assist the Local Area Municipality in identifying and completing land use planning related studies and projects that are within the resources and capabilities of the County Planning Office.
2. The determination of what constitutes a land use planning related study or project and the ability and/or capacity of the County Planning Office to assist with such study or project, taking into consideration the Office's resources and capabilities, will be at the discretion of the Director of Planning.
3. The costs associated with any land use planning related study or project undertaken by the County Planning Office will be shared between the Local Area Municipality and the County in a manner determined by the respective Councils to be appropriate for the scope of the study or project.

**E. Minor Variances Directly Related to Consent Applications:**

1. The Local Area Council hereby transfers the administration and approval authority powers of the Local Area Council (as a "lower-tier municipality") under Sections 44 and 45 of the Planning Act, R.S.O. 1990, as amended, to the County of Oxford for those applications for Minor Variance from the Local Area Municipality's Zoning By-law that are directly related to any application for Consent submitted to the County under Section 53 of the Planning Act, R.S.O. 1990, as amended, subject to the following conditions:
  - a) that the application is for Minor Variance from the provisions of the Local Area Municipality's Zoning By-law that are deemed to be required as the direct result of the approval of an application filed with the County of Oxford for Consent pursuant to Section 53 of the Planning Act, R.S.O. 1990, as amended;
  - b) the determination as to whether a Minor Variance is the direct result of the approval of an application for Consent will be at the discretion of the Director of Planning;
  - c) the County of Oxford may delegate the approval authority for Minor Variances as described in a), above, to a duly appointed committee of the County of Oxford as constituted under Section 51.2 of the Planning Act, R.S.O. 1990, as amended.

**F. Fees:**

1. The fee for professional and administrative staff services outlined in this agreement will be covered by the annual levy paid by the Local Area Municipality to the County of Oxford, or as determined otherwise by resolution of the respective Councils.
2. All disbursements incidental to the provision of the Local Area Municipality's planning services by the County of Oxford, as outlined in this agreement, will be recorded separately and charged directly, at cost, to the Local Area Municipality. All such disbursements shall be invoiced and paid quarterly.
3. All fees collected by the County of Oxford on behalf of the Local Area Municipality (i.e. zoning by-law amendment application fees) will be remitted to the Local Area Municipality by the County of Oxford in a timely manner, as they are collected.

**G. Duration of Agreement:**

1. This Agreement shall remain in force and effect until terminated by either party.




2. This Agreement may be terminated by either party upon thirty (30) days written notice to the County Clerk or the Municipal Clerk.

**H. Review:**

1. The terms and conditions of this agreement shall be reviewed by the parties every five (5) years.

The terms and conditions of this agreement are hereby accepted.

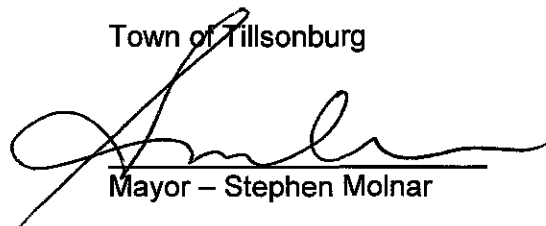
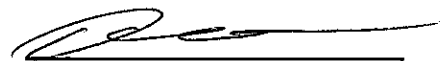
County of Oxford

  
\_\_\_\_\_  
Peter M. Crockett, P. Eng.  
Chief Administrative Officer  
\_\_\_\_\_  
Gordon K. Hough, RPP  
Director, Community and Strategic Planning

2016/02/25  
\_\_\_\_\_  
Date

(SEAL)

Town of Tillsonburg

  
\_\_\_\_\_  
Mayor – Stephen Molnar  
\_\_\_\_\_  
Town Clerk – Donna Wilson

Feb 10/16  
\_\_\_\_\_  
Date

(SEAL)



The Corporation of the Town of Tillsonburg  
Economic Development Advisory Committee  
December 13, 2022  
7:30 a.m.  
Council Chambers

## MINUTES

**Present:** Randy Thornton, Lisa Gilvesy, Suzanne Renken, Andrew Burns, Steve Spanjers, Dane Willson, Cedric Tomico, Mayor Deb Gilvesy, Jesse Goossens

**Staff:** Kyle Pratt, CAO; Cephass Panschow, Development Commissioner; Laura Pickersgill, Executive Assistant/Assistant Clerk

**Regrets:** Kirby Heckford

### 1. Call to Order

The meeting was called to order at 7:33 a.m.

### 2. Adoption of Agenda

#### Resolution #1

Moved by: Dane Willson

Seconded by: Randy Thornton

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of December 13, 2022, be adopted.

Carried

### 3. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

#### **4. Minutes of the Previous Meeting**

##### Resolution #2

Moved by: Andrew Burns

Seconded by: Dane Willson

THAT the minutes as prepared for the Economic Development Advisory Committee meeting of November 8, 2022, be adopted.

Carried

#### **5. Closed Agenda**

##### Resolution #3

Moved by: Randy Thornton

Seconded by: Dane Willson

THAT the Economic Development Advisory Committee move into closed session to discuss matters related to the acquisition or disposition of land.

Carried

#### **6. General Business and Reports**

##### **6.1. Monthly Activity Update**

Cephas provided a brief summary of the Monthly Activity Update.

#### **7. Planning Items Circulation**

#### **8. Community Strategic Plan**

##### **8.1. Town Hall Task Force**

The Task Force has met their mandate and staff will be moving this project.

There has been \$300,000 budgeted in 2023 for this project.

##### **8.2. Affordable and Attainable Housing Committee**

There has been \$60,000 combined budgeted for strategic initiatives for affordable housing and boundary adjustment.

##### **8.3. Boundary Adjustment Committee**

#### **8.4. Health Care Committee (former Physician Recruitment and Retention Committee)**

This Committee has been rebranded and a new Terms of Reference will be formulated. Staff to invite the TDMH CEO to a future joint meeting with this Committee and the new Health Care Committee. Steve to connect with his relative to inquire as to why she was not able to get work locally. Staff to invite Stephanie Nevins to a future Committee meeting. There is an after hours care clinic across from the hospital.

### **9. Community Organization Updates**

#### **9.1. Downtown Business Improvement Association**

##### **9.1.1. Report from BIA Chair ED12-01**

Cedric answered questions regarding the report.

Cedric will provide a further update on the hotel proposal at the next meeting.

#### **8.2 Tillsonburg District Chamber of Commerce**

There will be a WSIB claims presentation on Dec 19<sup>th</sup>. The Chamber is participating in the entrepreneurial popup event that is happening on Thursday. There have been many successful Business After 5 events held recently. The Annual General Meeting is scheduled for January 24, 2023.

#### **8.3 Woodstock, Ingersoll, Tillsonburg and Area Association of Realtors (WITAAR)**

##### **8.3.1 November 2022 Statistics**

Dane provided a brief summary of the statistics.

### **10. Round Table**

Council authorized the sale of the Bell Mill Sideroad property to Metalfer Iron Works Designs at yesterday's meeting. There is a pending sale on the former TRW building to a food processing plant.

## **11. Next Meeting**

## **12. Adjournment**

### Resolution #4

Moved by: Randy Thornton

Seconded by: Dane Willson

THAT the December 13, 2022 Economic Development Advisory Committee meeting be adjourned at 9:24 a.m.

Carried



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of December 7, 2022**  
**Approved January 11, 2023**

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Members in attendance:

John Scholten, Chair	Township of Norwich
Michael Columbus, Vice-Chair	Norfolk County
Dave Beres	Town of Tillsonburg
Doug Brunton	Norfolk County
Robert Chambers	County of Brant
Valerie Donnell	Municipality of Bayham/Township of Malahide
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Chris Van Paassen	Norfolk County
Peter Ypma	Township of South-West Oxford

Regrets:

Ken Hewitt	Haldimand County
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\* S. Patterson advised in advance he would be late to the meeting

Staff in attendance:

Judy Maxwell, General Manager  
 Aaron LeDuc, Manager of Corporate Services  
 Leigh-Anne Mauthe, Interim Manager of Watershed Services  
 Zachary Cox, Marketing Coordinator  
 Dana McLachlan, Executive Assistant

**1. Welcome and Call to Order**

The chair called the meeting to order at 6:30 p.m., Wednesday, December 7, 2022.

**2. Additional Agenda Items**

There were no additional agenda items.

**3. Declaration of Conflicts of Interest**

None were declared.

**4. Minutes of the Previous Meeting**

**a) Board of Directors Meeting Minutes of November 2, 2022**

There were no questions or comments.

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Valerie Donnell,  
 Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Chris Van Paassen, Peter Ypma

**A-107/22**

Moved by P. Ypma

Seconded by V. Donnell

*THAT the minutes of the LPRCA Board of Directors Meeting held November 2, 2022 be approved as circulated.*

**CARRIED**

**b) Board of Directors Meeting Minutes of November 9, 2022**

There were no questions or comments.

**A-108/22**

Moved by D. Beres

Seconded by M. Columbus

*THAT the minutes of the LPRCA Board of Directors Budget Meeting held November 9, 2022 be approved as circulated.*

**CARRIED**

**5. Business Arising**

There was no business arising from the previous minutes.

**6. Review of Committee Minutes**

**a) Backus Museum Committee Meeting of September 20, 2022**

There were no questions or comments.

**A-109/22**

Moved by T. Masschaele

Seconded by D. Brunton

*THAT the minutes of the Backus Museum Committee meeting of September 20 2022 be approved as circulated.*

**CARRIED**

**7. Correspondence**

**a) From Brant Waterways re: Support for local CAs and municipalities concerning Bill 23**

**b) From County of Brant re: LPRCA Board Appointment**

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Chris Van Paassen, Peter Ypma



**c) From Norfolk County re: LPRCA Board Appointments****d) From Peter Ypma re: 2022 Latornell Conference**

Mr. Ypma found the symposium very enjoyable, although somewhat technical. Of particular interest to Mr. Ypma was the concurrent session entitled Climate Change Impacts on Barrier Beaches and Coastal Wetlands, North Shore of Lake Erie presented by Peter Zuzek.

Mr. Ypma thanked the Board for the opportunity to attend event.

**A-110/22**

Moved by P. Ypma

Seconded by D. Beres

*THAT the correspondence outlined in the Board of Directors Amended Agenda of December 7, 2022 be received as information.*

**CARRIED**

**8. Development Applications****a) Section 28 Regulations Approved Permits**

Through the General Manager's delegating authority, 30 applications were approved in the past month. LPRCA-227/22, LPRCA-233/22, LPRCA-235/22, LPRCA-236/22, LPRCA-237/22, LPRCA-238/22, LPRCA-239/22, LPRCA-240/22, LPRCA-241/22, LPRCA-242/22, LPRCA-243/22, LPRCA-244/22, LPRCA-245/22, LPRCA-246/22, LPRCA-247/22, LPRCA-210/22-revised, LPRCA-248/22, LPRCA-249/22, LPRCA-187/22-revised, LPRCA-250/22, LPRCA-251/22, LPRCA-253/22, LPRCA-254/22, LPRCA-255/22, LPRCA-256/22, LPRCA-257/22, LPRCA-258/22, LPRCA-259/22, LPRCA-260/22, and LPRCA-261/22.

All of the staff-approved applications met the requirements as set out in Section 28 of the *Conservation Authorities Act*.

**A-111/22**

Moved by T. Masschaele

Seconded by V. Donnell

*THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated December 7, 2022 as information.*

**CARRIED**

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Chris Van Paassen, Peter Ypma

## **9. New Business**

### **a) General Manager's Report**

The General Manager provided an overview of operations this past month.

On November 28, Bill 23, More Homes Built Faster Act, received Royal Assent. However, comments continue to be accepted for Bill 23 through the Environmental Registry of Ontario (ERO) until Friday, December 8, 2022. Staff will continue submitting comments that apply to LPRCA through the ERO.

It appears that the impacts to LPRCA plan reviews may be minimal and until a regulation is released, the overall impact can not be assessed. The permitting processes remain the same with the exception of the new Minister's Zoning Orders, and Community Infrastructure and Housing Accelerator Orders being added to the *Conservation Authorities Act*, Section 28.0.1.

The Planning Department will continue with current processes until the new regulation is released.

#### **A-112/22**

Moved by M. Columbus

Seconded by D. Brunton

*That the LPRCA Board of Directors receives the General Manager's Update for November 2022 as information.*

**CARRIED**

### **b) Ecological Surveys of Selected LPRCA Properties**

LPRCA contracts a qualified ecologist to survey properties for species at risk and species of concern on an annual basis. Staff retained the services of Natural Resource Solutions Inc., as approved by the Board earlier this year, to complete the 2022 surveys at four LPRCA properties.

Recommendations within the report will be implemented during the marking and timber harvesting process to ensure that sensitive species are not impacted, and to continue LPRCA's focus on ecologically sustainable forest management.

Approximately 60%, or 7,600 acres, of LPRCA properties in the Managed Forest Tax Incentive Program have been surveyed to date.

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Chris Van Paassen, Peter Ypma

**A-113/22**

Moved by P. Ypma

Seconded by T. Masschaele

*THAT the LPRCA Board of Directors receives the Ecological Survey Report as information.*

**CARRIED**

**c) Forest Management Prescriptions/Operating Plans**

Using information provided in the ecological surveys, staff prepared prescriptions/operating plans for four forest tracts that will receive some form of silvicultural treatment in 2023 or 2024. Plans for the Harris Floyd (Block #4), Livsey, Abbott-Townsend, and the McKonkey Tracts were presented for approval.

Marking will be completed in preparation for tendering early next year or the following year.

**A-114/22**

Moved by D. Beres

Seconded by V. Donnell

*THAT the LPRCA Board of Directors approves the prescription/operating plans for the Harris Floyd (Block #4) Tract at 856 5th Concession of Houghton Township, Livsey Tract at 847 Windham Road 12 of Windham Township, Abbott Townsend Tract at 1065 1st Concession Road of Middleton Township and the McKonkey Tract at 4545 Hwy #59 of Middleton Township.*

**CARRIED**

Stewart Patterson arrived at 7:05 p.m. No conflict declared.

**d) Invasive Species Program Management Report**

In 2020, a number of environmental groups in Norfolk County formed a working group to manage and improve upland habitat. Environment and Climate Change Canada (ECCC) approved funding to the working group for a three-year period.

In 2021, LPRCA staff surveyed and mapped 548 acres on 18 forest tracts. In 2022, 14 tracts were treated for invasive species with the remaining four tracts to be completed in 2023.

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Chris Van Paassen, Peter Ypma

**A-115/22**

Moved by C. Van Paassen

Seconded by D. Brunton

*THAT the LPRCA Board of Directors receives the Invasive Species Manage Program Report as information.*

**CARRIED**

**e) Healthy Watershed Services 2022 Update**

Leigh-Anne Mauthe presented an overview of the Healthy Watershed Services Department's program responsibilities and the 2022 accomplishments.

The department partners with various agencies to help deliver its programs and services.

Some the projects completed in 2022 include approximately 73,000 trees planted under the Private Tree Planting program, four erosion control projects, approximately 1,000 acres of cover crops funded with support from Environment and Climate Change Canada, and staff assisted on one Clean Water project.

Water Quality Monitoring is completed in partnership with various provincial government agencies and Benthic Invertebrate sampling is undertaken to provide data for the LPRCA Watershed Report Card and helps with restoration efforts.

**A-116/22**

Moved by P. Ypma

Seconded by S. Patterson

*THAT the LPRCA Board of Directors receives the Healthy Watershed Services 2022 Update as information.*

**CARRIED**

**f) Lake Erie Conditions Update**

A standing flood watch for Lake Erie was issued on May 15, 2019 due to the high static water levels at the time. The flood watch was downgraded to a standing shoreline conditions statement when the lake levels dropped slightly.

Throughout the last three years, the Lake Erie static water levels remained high. Numerous records were set and a number of flood watches and warnings were issued.

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Chris Van Paassen, Peter Ypma

Lake levels have now dropped below the threshold for a standing Lake Flood Outlook statement and the statement has been terminated as of November 28, 2022. Lake Erie water levels are predicted to continue to drop.

**A-117/22**

Moved by T. Masschaele

Seconded by D. Beres

*THAT the LPRCA Board of Directors receives the termination of the standing Lake Erie shoreline condition statement and Lake Erie Conditions Update report as information.*

**CARRIED**

**g) Fee Policy**

As discussed at the November 9 meeting, the amended *Conservation Authorities Act* now requires conservation authorities to have a Fee Policy in place by January 1, 2023, along with posted fee schedules.

The 2022 fees were approved January 5, 2022 as part of the 2022 Budget. Going forward, all fee schedules will be included as part of the budget package for approval.

**A-118/22**

Moved by R. Chambers

Seconded by P. Ypma

*THAT the LPRCA Board of Directors approves the LPRCA Fee Policy as presented.*

**CARRIED**

**h) Christmas Season Staff Appreciation**

As in the past, management requested approval to present LPRCA staff with a gift card in appreciation of their work throughout the year and to mark the Christmas season. The expense was incorporated into the 2022 budget.

**A-119/22**

Moved by D. Beres

Seconded by R. Chambers

*THAT the LPRCA Board of Directors authorizes the General Manager to purchase gift cards for staff in appreciation for their efforts of \$50.*

**CARRIED**

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Chris Van Paassen, Peter Ypma

**Adjournment**

The Chair adjourned the meeting at 7:25 p.m.

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John Scholten  
Chair

/dm

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Judy Maxwell  
General Manager/Secretary-Treasurer

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, John Scholten, Chris Van Paassen, Peter Ypma

# Tillsonburg Police Services Board Minutes

Date: December 14, 2022

Time: 1:00PM

Location: OPP Boardroom

**Present:**

Larry Scanlan, Inspector Hymers, Mayor Gilvesy, G. Horvath, Councillor Rosehart, Ann Loker, Becky Turrill

**Absent with Regrets:**

**Also Present:**

**1. Call to Order**

The meeting was called to order at 1:00PM

**2. Adoption of Agenda**

Resolution #1

Moved by: C. Rosehart

Seconded by: G. Horvath

THAT the Agenda as prepared for the Police Services Board meeting of December 14, 2022, be adopted.

**Carried**

**3. Disclosures of Pecuniary Interest and the General Nature Thereof**

There were no disclosures of pecuniary interest declared.

**4. Adoption of Minutes of Previous Meeting**

Proposed Resolution #2

Moved by: D. Gilvesy

Seconded by: G. Horvath

THAT the Police Services Board Meeting Minutes of November 16, 2022 be approved.

**Carried**

**5. Presentations/Deputations**

5.1. Inspector Hymers presented November reports to the board.

**6. General Business & Reports**

6.1. Homelessness – update given. Inspector Hymers to bring information regarding OPP and Salvation Army



6.2. Boarding/Rooming Houses – discussion. More information at our next meeting.

6.3. Sharps Containers – Discussion on location, use, safeness

6.4. Notice of Traffic Committee – will be in place in the new year

6.5. False Alarm By-Law – going to print

6.6. Allen and Christie 3-Way Stop – updated given

6.7. Enhancement – Traffic Officer – Board discussion

6.8. Overnight Parking – Communication between OPP & By-Law

6.9. Drop Camera – Has arrived, discussion in the New Year as to how it works.  
Armadillo has also arrived

6.10. Board Member – Parting Gift

Resolution #3

Moved by: A. Loker

Seconded by: G. Horvath

RESOLVED that the Tillsonburg Police Services Board purchase a parting gift of a Mill Tales gift card in the amount of \$200.00 for outgoing member of the Board

**Carried**

6.11. OAPSB Dues

Resolution #4

Moved by: G. Horvath

Seconded by: A. Loker

RESOLVED that the Tillsonburg Police Services Board Secretary pay the annual Membership fees of \$1464.28 to the OAPSB

**Carried**

6.12. Spring Conference – Information on dates and fees shared with the board.

**7. Correspondence – none**

**8. Other Business**

**9. Next Meeting – Wednesday January 18, 2023 @ 8:30AM**

**10. Adjournment**

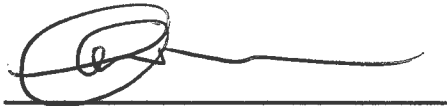
Resolution #5

Moved by: C. Rosehart

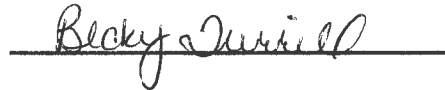
Seconded by: A. Loker

THAT the December 14, 2022 Police Services Board meeting be adjourned at  
2:03PM

**Carried**



TPSB Chair



TPSB Secretary



# Oxford Detachment



## Police Services Board Report



November 2022

**Police Services Board Report for Tillsonburg**  
**2022/Nov**

<b>Public Complaints</b>	
Policy	0
Service	0
Conduct	0

**Date information collected from Professional Standards Bureau Commander Reports:** 2022-12-05

**Data Source**

Ontario Provincial Police, Professional Standards Bureau Commander Reports

- Includes all public policy, service and conduct complaints submitted to the Office of the Independent Police Review Director (OIPRD)

<b>Secondary Employment</b>
-----------------------------

<b>Daily Activity Reporting Patrol Hours</b>	
<b>Total Hours</b>	<b>2022/Nov</b>
Number of Cruiser Patrol Hours	371.25
Number of Motorcycle Patrol Hours	0.00
Number of Marine Patrol Hours	0.00
Number of ATV Patrol Hours	0.00
Number of Snowmobile Patrol Hours	0.00
Number of Bicycle Patrol Hours	0.00
Number of Foot Patrol Hours	47.75
Number of School Patrol Hours	0.00

**Data source (Daily Activity Reporting System) date:** 2022/12/02

<b>Staffing Updates</b>	
Transfers:	One member arrived / Three members transferred out

<b>Detachment Initiatives</b>	
Number of Targeted Media Releases:	Nov 9 - Single Vehicle Collision Results in Charges / Nov 17 - OPP West Region Festive RIDE Campaign Starts Today
Crime and Traffic Campaigns/Initiatives:	Festive RIDE (Nov 17 - Jan 2)
Other:	Auxiliary: 108.25 hours total // Community Services: Nov 4 Daycare Tour, Nov 19 Christmas Parade

**Detachment:** 6S - OXFORD

**Location code(s):** 6S00 - OXFORD

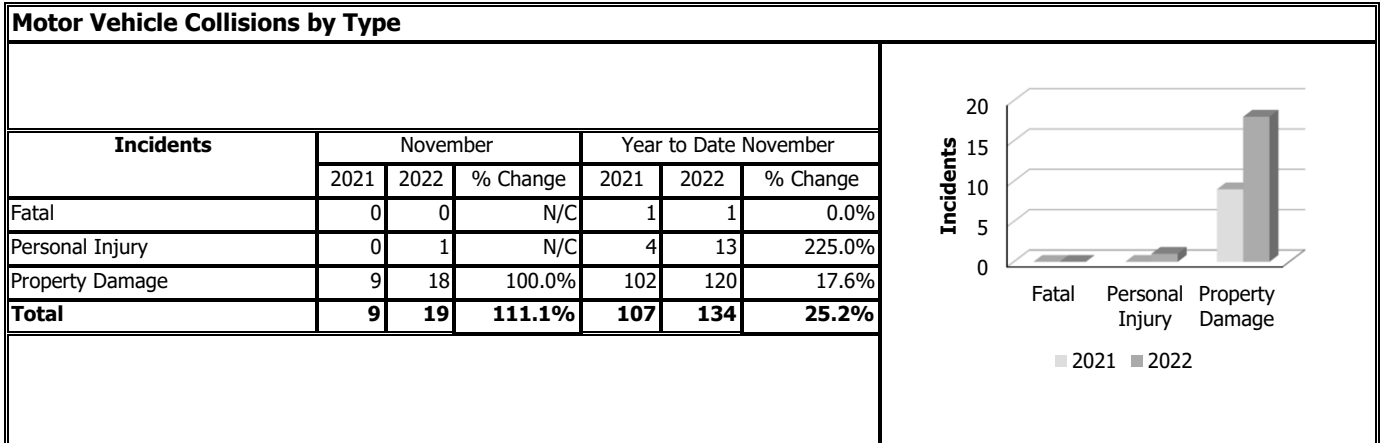
**Area code(s):** 6208 - Tillsonburg

**Report Generated on:**

5-Dec-22 9:07:47 AM

PP-CSC-Operational Planning-4300

**Police Services Board Report for 'Tillsonburg' Motor Vehicle Collisions**  
**Records Management System**  
**November 2022**



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

**Data Utilized**

Niche RMS All Offence Level Business Intelligence Cube

**Detachment:** 6S - OXFORD

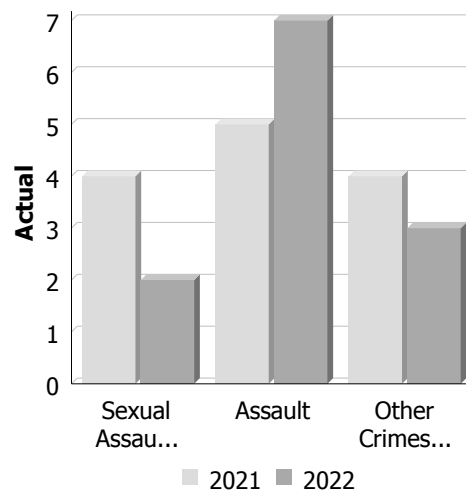
**Area:** Tillsonburg

**Data source date:** 2022/12/05

**Police Services Board Report for Tillsonburg**  
**Records Management System**  
**November - 2022**

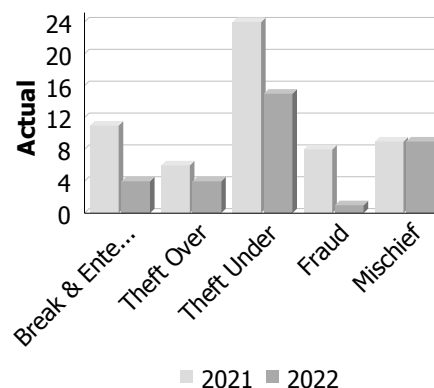
### Violent Crime

Actual	November			Year to Date - November		
	2021	2022	% Change	2021	2022	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	4	2	-50.0%	20	26	30.0%
Assault	5	7	40.0%	72	91	26.4%
Abduction	0	0	--	4	1	-75.0%
Robbery	0	0	--	2	1	-50.0%
Other Crimes Against a Person	4	3	-25.0%	43	51	18.6%
<b>Total</b>	<b>13</b>	<b>12</b>	<b>-7.7%</b>	<b>141</b>	<b>170</b>	<b>20.6%</b>



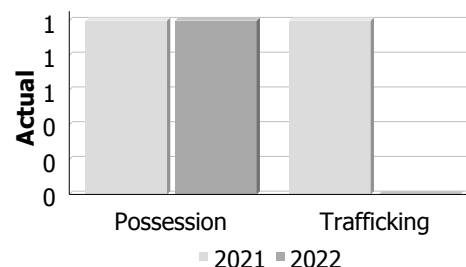
### Property Crime

Actual	November			Year to Date - November		
	2021	2022	% Change	2021	2022	% Change
Arson	0	0	--	0	1	--
Break & Enter	11	4	-63.6%	45	56	24.4%
Theft Over	6	4	-33.3%	25	33	32.0%
Theft Under	24	15	-37.5%	219	252	15.1%
Have Stolen Goods	0	0	--	2	7	250.0%
Fraud	8	1	-87.5%	98	86	-12.2%
Mischief	9	9	0.0%	92	107	16.3%
<b>Total</b>	<b>58</b>	<b>33</b>	<b>-43.1%</b>	<b>481</b>	<b>542</b>	<b>12.7%</b>



### Drug Crime

Actual	November			Year to Date - November		
	2021	2022	% Change	2021	2022	% Change
Possession	1	1	0.0%	9	14	55.6%
Trafficking	1	0	-100.0%	13	4	-69.2%
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>2</b>	<b>1</b>	<b>-50.0%</b>	<b>22</b>	<b>18</b>	<b>-18.2%</b>



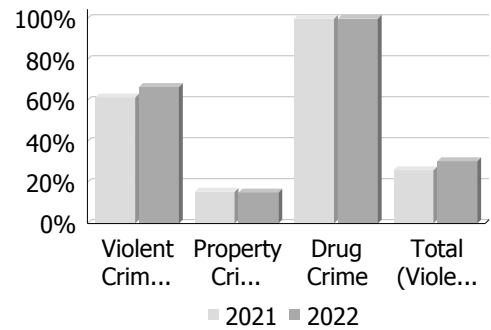
**Detachment:** 6S - OXFORD  
**Location code(s):** 6S00 - OXFORD  
**Area code(s):** 6208 - Tillsonburg  
**Data source date:**  
 2022/12/03

**Report Generated on:**  
 5-Dec-22 8:44:18 AM  
 PP-CSC-Operational Planning-4300

**Police Services Board Report for Tillsonburg**  
**Records Management System**  
**November - 2022**

**Clearance Rate**

Clearance Rate	November			Year to Date - November		
	2021	2022	Difference	2021	2022	Difference
Violent Crime	61.5%	66.7%	5.1%	63.8%	68.2%	4.4%
Property Crime	15.5%	15.2%	-0.4%	14.4%	18.1%	3.7%
Drug Crime	100.0%	100.0%	0.0%	50.0%	77.8%	27.8%
<b>Total (Violent, Property &amp; Drug)</b>	<b>26.0%</b>	<b>30.4%</b>	<b>4.4%</b>	<b>28.5%</b>	<b>32.7%</b>	<b>4.2%</b>



Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continue to investigate and solve crime.

**Data Utilized**

- Major Crimes
- Niche RMS All Offence Level Business Intelligence Cube

**Detachment:** 6S - OXFORD  
**Location code(s):** 6S00 - OXFORD  
**Area code(s):** 6208 - Tillsonburg  
**Data source date:**  
 2022/12/03

**Report Generated on:**  
 5-Dec-22 8:44:18 AM  
 PP-CSC-Operational Planning-4300



## Police Services Board Report for Criminal and Provincial Offences

**TILLSONBURG****November 2022**

Charge	Monthly Total	Total Year to Date
Impaired	0	
Speeding	6	
Distracted Driving (Handheld Device, Careless Driving, etc)	3	
Seatbelt	3	
Criminal Code Traffic (excluding Impaired)	0	
Criminal Code Non-Traffic	16	
Moving Violations (Fail to Stop, Disobey Sign, Fail to Yield, Improper Turn, etc)	22	
Non-moving Violations (Licence plate, Insurance, etc)	15	
Other Provincial Offence Statutes (Cannabis, Liquor, Trespass, etc)	4	
CMV (Half load, etc)	0	
Total (does not include warnings or bylaw)	69	
Bylaw tickets (parking, noise, etc)	0	
Warnings	19	



## Calls For Service (CFS) Billing Summary Report

### Tillsonburg November - 2022

Billing Categories (Billing categories below do not match traditional crime groupings)	2022				2021			
	November	Year to Date	Time Standard	Year To Date Weighted Hours	November	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	12	185	16.1	2,978.5	15	157	16.1	2,527.7
Property Crime Violations	35	561	6.5	3,646.5	58	505	6.5	3,282.5
Other Criminal Code Violations (Excluding traffic)	8	135	7.7	1,039.5	18	155	7.7	1,193.5
Drug Possession	2	36	7.0	252.0	3	45	7.0	315.0
Drugs	0	6	55.1	330.6	1	17	55.1	936.7
Statutes & Acts	24	354	3.4	1,203.6	34	357	3.4	1,213.8
Operational	155	2,174	3.7	8,043.8	195	2,133	3.7	7,892.1
Operational2	33	455	1.3	591.5	36	424	1.3	551.2
Traffic	21	190	3.5	665.0	20	176	3.5	616.0
<b>Total</b>	<b>290</b>	<b>4,096</b>		<b>18,751.0</b>	<b>380</b>	<b>3,969</b>		<b>18,528.5</b>

#### Note to Detachment Commanders:

- The content of each report is to be shared by the Detachment Commander only with the municipality for which it was generated. The municipality may treat this as a public document and distribute it as they wish.
- All data is sourced from the Niche RMS application. Included are 'reported' occurrences (actuals and unfounded occurrences) for 'billable' occurrences ONLY. Data is refreshed on a weekly basis.
- The Traffic category includes motor vehicle collision (MVC) occurrences entered into Niche (UCR code 8521). MVCs are NOT sourced from the eCRS application for this report.
- Only the primary violation is counted within an occurrence.
- Time standards displayed are for the 2021 billing period.

#### Note to Municipalities:

- Data contained within this report is dynamic in nature and numbers will change over time as the Ontario Provincial Police continues to investigate and solve crime.
- This report is NOT to be used for crime trend analysis as not all occurrences are included.
- Data groupings within this report do not match traditional crime groupings seen in other public reports such as the OPP Police Services Board reports or Statistics Canada reporting.



**Coordinator: O.P.P. Constable Patti Cote**  
**W.P.S. S/Pc Shaylyn Jackson**  
**E-mail: [oxfordcs@execulink.com](mailto:oxfordcs@execulink.com)**  
**Web site: [http: www.oxfordcrimestoppers.com](http://www.oxfordcrimestoppers.com)**

**To:** Board of Directors, Crime Stoppers of Oxford Inc.  
**Cc:** Inspector Tony Hymers, Oxford OPP  
Staff Sgt Jen Ormsby, Oxford OPP  
Det/Sgt.Craig Murray, Woodstock PS

### **Monthly Statistics for November , 2022**

**18 Total Calls received this month.**  
**12 Woodstock PS tips**  
**4 OPP tips**  
**2 Assigned/out to other Crime Stoppers programs or Agency**  
**0 Not Assigned**

### **STATS FOR OPP: TIPS RECEIVED PER ZONE**

**0 for Tillsonburg**  
**2 for Ingersoll**  
**0 for Zorra**  
**0 for Norwich**  
**2 for South-West Oxford**  
**0 for East Zorra-Tavistock**  
**0 for Blandford-Blenheim**

### **Meetings/Events Attended This Month**

**Nov 5<sup>th</sup> – OACS AGM**

**Nov 8<sup>th</sup> – Monthly Meeting - hybrid**

**Nov 15<sup>th</sup> – Coordinator's Chat (local Crime Stopper Groups)**

**Nov 17<sup>th</sup> - Southwest Coordinator's Training**



### **Awareness**

#### **Media Relations:**

- Patti and Shaylyn prepare media releases and social media posts for Woodstock City and Oxford OPP which are picked up by local media outlets

**Fundraising:** Jan, Laura and Patti continue to meet to discuss Art at the Inn

#### **Promotions:**

### **Upcoming Events**

**Multiple Christmas parades**



Co-coordinator: OPP Cst. Patti Cote, WPS S/Pc Shaylyn Jackson  
 Chairperson: Mr. Glen Blair

### Statistics

	<b>This Month</b>	<b>YTD</b>	<b>SI (1991)</b>
Tips Received	18	231	11343
Arrests	4	13	2050
WPS Arrests	4	9	n/a
OPP Arrests	0	4	n/a
Other Arrests (Immigration)	0	0	0
Web Tips	14	149	1824(2006)
In-House	1	37	1650(2004)
Call Centre	3	48	2420(2004)
E-Transfer			1352 (2004)
<b>Cases Cleared</b>			
Total Cleared	1	5	1,434
Total Charges Laid	4	52	2,828
WPS Charges	4	48	n/a
OPP Charges	0	4	n/a
Rewards Approved	0	3	1499
Property Recovered	0	0	\$2,308,805
Narcotics recovered	\$600,000	1,200,000	\$8,736,659
		Total	\$11,045,464

Respectfully Submitted by  
**Patti Cote, Shaylyn Jackson**  
**Police Co-coordinator**  
**Crime Stoppers of Oxford**  
**Oxford County O.P.P./Woodstock Police Service**

**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2023-**

**A BY-LAW to appoint members to Town of Tillsonburg Council advisory committees.**

**WHEREAS** there is a need to appoint members to Town of Tillsonburg Council advisory committees;

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

1. That members be appointed to Town of Tillsonburg Council advisory committees as follows:

**Accessibility Advisory Committee**

- Margaret McCrimmon
- Yvonne Kearns
- Michelle Wegg
- Trevor Ford
- Taylor Campbell
- Mike Cerna
- Brittany Vaughan
- Mark Dickson
- Karen Clipson
- Catherine Ryan
- Councillor Chris Rosehart, Council Representative

**Economic Development Advisory Committee**

- Suzanne Renken, Chamber Representative
- Dane Willson, WITAAR Representative
- Cedric Tomico, BIA Representative
- Steve Spanjers
- Lisa Gilvesy
- Jesse Goossens
- Andrew Burns
- Kirby Heckford
- Randy Thornton
- Gurvir Hans
- Randi-Lee Bain
- Councillor Bob Parsons, Council Representative

**Museum, Culture, Heritage & Special Awards Advisory Committee**

## By-Law 2023-

- Jason Pankratz
- Carrie Lewis
- Amie Varga
- Lindsay Monroe
- Isaac Card
- Catherine Ryan
- Doug Cooper
- Joan Weston
- Tabitha Verbuyst
- Courtney Booth
- Rosemary Dean
- Councillor Kelly Spencer, Council Representative

**Airport Advisory Committee**

- Gurvir Hans
- Jeff Miller
- Dan Cameron
- Nate Bain
- Emily Crombez
- Don Hurrus
- Anthony Thornton
- Mark Renaud
- Cedric Tomico
- John Britton
- Councillor Chris Parker, Council Representative

**Recreation and Sports Advisory Committee**

- Scott Vitias
- Scott Gooding
- Taylor Campbell
- Joe Sym
- Stephen Gradish
- Andrew Gradish
- Carrie Lewis
- Susie Wray
- Kristy Milmine
- Christian Devlin
- Councillor Chris Parker, Council Representative

**Parks, Beautification & Cemeteries Committee**



## By-Law 2023-

- Wayne Beard
- Ron Walder
- Mike Dean
- Maurice Verhoeve
- Barbara Wareing
- Kristine Vandenbussche
- Martha Kirkpatrick
- Isaac Card
- Joan Weston
- Karen Clipson
- Susan Saelens
- Trevor Ford
- Councillor Pete Luciani, Council Representative

1. That By-Law 4247 and Amending By-laws 3876, 4276, 4281, 4300, 4350, 4355, 4360, 2020-002, 2020-011, 2020-014, 2020-040, 2020-079, 2020-119, 2021-032, 2021-060, 2021-084 be and are hereby repealed;
2. That this by-law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 24th day of JANUARY, 2023.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24th day of JANUARY, 2023.**

---

MAYOR – Deb Gilvesy

---

CLERK – Tanya Daniels

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 2023-**

**A BY-LAW to repeal By-Law 3883 that authorized a hangar land lease agreement for Taxiway C1 Lot 9 between the Town of Tillsonburg and Danny Richer.**

**WHEREAS** the Council of the Corporation of the Town of Tillsonburg gave authorization to execute a lease termination agreement for Taxiway C1 Lot 9 with Danny Richer and to repeal By-Law 3883 at the Council meeting held on November 14, 2022;

**AND WHEREAS** the Council of the Corporation of the Town of Tillsonburg deems it is necessary and expedient to repeal By-Law 3883 that authorized a hangar land lease agreement for Taxiway C1 Lot 9 with Danny Richer;

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

1. That By-Law 3883 that authorized a hangar land lease agreement for Taxiway C1 Lot 9 with Danny Richer is hereby repealed in its entirety.
2. That this By-Law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 24th DAY OF JANUARY, 2023.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24th DAY OF JANUARY, 2023.**

---

Mayor – Deb Gilvesy

---

Clerk – Tanya Daniels

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 2023-**

**A BY-LAW to repeal By-Law 2022-067 that appointed an acting clerk for the Town of Tillsonburg.**

**WHEREAS** The Council of the Corporation of the Town of Tillsonburg deems it is necessary and expedient to repeal By-Law 2022-067 that appointed an acting clerk for the Town of Tillsonburg;

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

1. That By-Law 2022-067 that appointed Kyle Pratt as acting clerk for the Town of Tillsonburg is hereby repealed in its entirety.
2. That this By-Law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 24th DAY OF JANUARY, 2023.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24th DAY OF JANUARY, 2023.**

---

Mayor – Deb Gilvesy

---

Clerk – Tanya Daniels

**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2023-**

**A BY-LAW to appoint Directors to the Board of Management of the Tillsonburg Business Improvement Area (BIA), hereby established by the Corporation of the Town of Tillsonburg.**

**WHEREAS** the Council of the Town of Tillsonburg passed By-Law 2013 on December 13, 1977, to designate an improvement area within the Downtown of the Town of Tillsonburg;

**AND WHEREAS** the Council of the Town of Tillsonburg passed By-Law 3180 on October 24, 2005, to enlarge the area designated as an improvement area;

**AND WHEREAS** Section 204(3) of the Municipal Act, S.D. 2001 Chapter 25 provides that the Board of Management for the improvement area shall be composed of one or more directors appointed by the municipality and the remaining directors selected by a vote of the membership of the improvement area and appointed by the municipality;

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

1. That a Board of Management be and is hereby established for the Business Improvement Area in the Town of Tillsonburg as designated by By-Law 3180 and shall be comprised of one (1) member of Town Council, and members of the BIA selected by a vote of the membership of the improvement area.
2. That the said Board of Management shall consist of the following members:
  - Wendy Cameron
  - Ben Cressman
  - Mike Bossy
  - Cheryl Fody
  - Michelle Gleeson
  - Emily Odorjan
  - Jessy Rhora
  - Marcel Rosehart
  - Mark Tedesco
  - Brandon Thompson

By-Law 2023-

Cedric Tomico

Councillor Bob Parsons

3. That the foregoing members shall be appointed for a term ending the 1st day of January, 2026, or until their successors are appointed.
4. That the Board of Management is entrusted with overseeing the improvement, beautification and maintenance of buildings and structures in the area and to promote the area as a business or shopping area.
5. That By-Law 4260 and Amending By-Laws 4334, 4338, 2020-105 and 2022-020 be and are hereby repealed.
6. That this by-law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 24th DAY OF JANUARY, 2023.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24th DAY OF JANUARY, 2023.**

---

Mayor – Deb Gilvesy

---

Clerk – Tanya Daniels

**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2023-**

**A BY-LAW to amend Town of Tillsonburg Procedural By-Law 4173.**

**WHEREAS** it is deemed necessary and expedient to amend Procedural By-Law 4173.

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

1. That Procedural By-Law 4173, Part 4 “Council Meetings” be amended to delete the following:  
  
Section 4.3 (3) A member of Council shall not be permitted to participate electronically in a meeting.  
  
Section 4.5 (2) A member of Council shall not be permitted to participate electronically in a meeting which is closed to the public.
2. That Procedural By-Law 4173, Section 5.3 “Electronic Participation” be amended to delete the following:  
  
(1) Electronic meetings for both open and closed meetings will be permitted in the following circumstances: during a pandemic and in certain emergency situations.  
  
(2) Members of Council who participate electronically will count towards quorum.  
  
(3) All members of Council may participate electronically or some members may participate electronically while other members may be present in the Council Chambers or an alternative Council meeting space.  
  
(4) The Meeting method or technology shall be determined by the Clerk and such meeting technology should allow for accessible meetings to the public.
3. That Procedural By-Law 4173, Section 5.3 “Electronic Participation” be amended to add the following:  
  
(1) Members of council may participate electronically in a meeting which is open or closed to the public.  
  
(2) Members participating/voting electronically will count towards quorum.  
  
(3) Members will be permitted to attend meetings electronically by notifying the Clerk by no later than noon the day before the meeting or, at the discretion of the

## By-Law 2023-

Mayor or Clerk if the situation arises on short notice where a member is unable to attend a meeting in person.

(4) Where the call for a meeting arises having a potential for serious or grave consequences for the municipality or its inhabitants, the Mayor may issue a call for an electronic meeting of the members of Council. The meeting shall be held at the time in accordance with Part 4 "Council Meetings." In the absence of the Mayor and under severe conditions, the Clerk shall be similarly so empowered.

(5) Council Members must have their video enabled while participating in the meeting. No virtual backgrounds are permitted for Council members.

(6) During voting, Council members will raise their hands clearly when appearing by video to show their vote when called for by the Mayor.

(7) Except for periods where there are declared emergencies and circumstances cited herein, a member may not attend Council meetings virtually for three successive months without being authorized to do so.

4. That these amendments to Procedural By-Law 4173 are hereby declared to be part of that By-Law as if written therein.

5. That this by-law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 24th day of JANUARY, 2023.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24th day of JANUARY, 2023.**

---

MAYOR – Deb Gilvesy

---

CLERK – Tanya Daniels



**THE CORPORATION OF THE TOWN OF TILLSONBURG  
BY-LAW 2023-**

**A BY-LAW to amend By-Law 2020-091 being a by-law to adopt and maintain a policy with respect to the delegation of the Corporation of the Town of Tillsonburg's powers and duties.**

**WHEREAS** paragraph 270(1)6 of the Municipal Act, 2001, S.O. 2001, c. 25 provides that a municipality shall adopt and maintain a policy with respect to the delegation of its powers and duties;

**AND WHEREAS** it is deemed necessary and expedient to amend By-Law 2020-091;

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

1. That By-Law 2020-091 be amended to add the following:
  11. Treasurer
    - 11.1. The Treasurer or delegate are hereby delegated authority to hold meetings, give notice and make decisions under sections 356, 357 and 359 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended.
2. That these amendments to By-Law 2020-091 are hereby declared to be part of that by-law as if written therein.
3. That this by-law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 24th day of JANUARY, 2023.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24th day of JANUARY, 2023.**

---

MAYOR – Deb Gilvesy

---

CLERK – Tanya Daniels

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 2023-**

**A BY-LAW to authorize the Tillsonburg Community Centre Concession Lease (Snack Bar and Waterpark Concession Lease) Agreement with Chrissy's Catering for a term of 2023-2025.**

**WHEREAS** The Council of the Corporation of the Town of Tillsonburg deems it is necessary and expedient to enter into an agreement with Chrissy's Catering;

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

1. That the lease agreement attached hereto as Schedule A forms part of this by-law;
2. That the Mayor and Clerk are hereby authorized to execute the attached agreement marked as Schedule A on behalf of the Corporation of the Town of Tillsonburg.
3. That this by-law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 24th DAY OF JANUARY, 2023.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24th DAY OF JANUARY, 2023.**

---

Mayor – Deb Gilvesy

---

Clerk – Tanya Daniels



## RFQ2022-003 AGREEMENT

This agreement (the "contract") made on the 27 day of DECEMBER in the year 2022.

B E T W E E N:

**The Corporation of the Town of Tillsonburg (The "Town")**

OF THE FIRST PART

- and -

Chrissy's Catering  
(The "Operator")

OF THE SECOND PART

The Town and the Operator agree as follows:

**WHEREAS the Town of Tillsonburg is the owner of the Tillsonburg Community Centre and the Lake Lisgar Waterpark which contain the concession facilities; and**

WHEREAS the Town wishes to retain the Operators to operate the snack bar and the concession on its behalf.

NOW THEREFORE the parties agree as follows:

### Definitions

1. In this Agreement,
  - (a) "Complex" means the Tillsonburg Community Centre located at 45 Hardy Avenue, Tillsonburg;
  - (b) "Waterpark" means the Lake Lisgar Waterpark located at 9 Ross Street, Tillsonburg;
  - (c) "Snack Bar" means the snack bar concession facility located in the Complex;
  - (d) "Concession" means the concession facility located in the Waterpark;
  - (e) "Director" means the Director of Recreation, Culture & Parks or a designate; and

- (f) “term” means the term of this Agreement, including any renewal, as set out in Section 2.

### **Term**

2. (a) The Town grants to the Operators the right to operate the Snack Bar for the purpose of providing snack bar services during the months of January to December, both inclusive, for the period beginning on or about January 1, 2023 and ending December 31, 2025.
- (b) If both parties agree, this Agreement may be extended on the same terms and conditions for up to two (2) one-year optional terms, beginning January 1, 2026 and ending December 31, 2027.
- (c) The Town grants to the Operators the right to operate the Lake Lisgar Waterpark Concession for the purpose of providing snack bar services during the period of June 17 – September 4, 2023.

Either the Operator or the Town may terminate this Agreement prior to its expiry by providing ninety (90) days’ written notice to the other.

### **General Terms and Conditions**

3.1. Regulations – Operator agrees to comply with applicable federal, provincial, local rules and regulations. These include, but are not limited to, the following:

- 3.1.1. Federal, Provincial and local health, safety and licensing laws and/or regulations relating to sale(s) of goods; and Town of Tillsonburg By-Laws.
- 3.1.2. WSIB regulations maintaining valid clearance certificates for the duration of the Term and any extensions.

### **3.2. Liability of the Town**

The Town shall not be liable to the Operator for any loss of or damage to the Snack Bar and/or Concession or any equipment or inventory in it, whether caused by fire, theft, and burglary or otherwise, unless such loss or damage was caused by the negligence of the Town, its servants, agents or employees. The Town will not responsible for loss of equipment due to electrical power surges.

The Operator shall indemnify the Town and each of its servants, employees and agents from and against all actions, suits, claims and demands which may be brought against any of them, and from and against all losses, costs, charges, damages and expenses which may be sustained by any of them as a result of the Operator’s use and occupation of the Snack Bar and Concession.

3.3. Insurance – Operator shall be required to take out and maintain insurance in the following amounts during the entire performance of its activities pursuant to a contract agreement:

- 3.3.1. Comprehensive General Liability Insurance, including products and completed operations coverage, for property damage and bodily injury liability with not less than \$5,000,000 (five million) combined single limits per occurrence.

3.3.2. Prior to any work or performance pursuant to a contract agreement, the Operator shall provide a Certificate of Insurance. A statement of additional insured with an endorsement page shall also be issued.

3.3.3. Operator agrees to provide at least thirty (30) written days' notice prior to cancellation of any of the insurance requirements set forth above. Cancellation of insurance shall be grounds for cancellation of any contract.

3.4. Maintenance - All maintenance and service performed on equipment and/or internal structures, including routine cleaning and servicing shall be the responsibility of the Operator.

3.5. Customer Service – The Operator understands the importance of providing high quality and effective customer service and agrees to comply with this standard. The Operator shall honor all reasonable requests for refunds from customers. All customers are expected to be treated with courtesy and adhere to the Rzone Policy.

3.6. Assignability – The Operator shall not assign any interest in the contract agreement and shall not transfer any interest in same.

3.7. Relationship – Nothing contained in the Agreement shall establish an employer-employee relationship between the Operator and its employees, sub-Operators or independent Operators. The Operator shall be solely responsible and shall assume exclusive liability for the actions, conduct, supervision and instruction of its employees, sub-Operators or independent Operators.

3.8. Duration – The contract agreement shall become effective as of the date to be determined and written through a three year period, provided however, that either party may terminate said contract agreement at any time with or without cause by giving ninety (90) days written notice of such termination and specifying the effective date.

3.9. Severability – If any provision of the contract agreement or its application to any person or circumstance is held invalid, the remainder of the contract agreement, or the application of the provision to other persons or circumstances shall not be affected.

3.10. Content and Understanding – The contract agreement shall contain the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein; provided, however, that any change(s) hereto duly executed by both parties shall be incorporated in written amendments to the contract agreement.

3.11. Freedom of Information and Protection of Privacy Act; The bid and any other accompanying documentation submitted by the Bidder prior to the closing date specified in this document shall become the property of the Town and shall not be returned. The bid shall be subject to the Freedom of Information and Protection of Privacy Act. The Bidder must identify any information contained in the bid that is submitted in confidence.

3.12. The contract is for the sole operation of the space identified within the Tillsonburg buildings (Waterpark Canteen and T.C.C. Concession) as noted in this tender, and is to be used solely and strictly for the purpose of the canteen operations and food sales in each facility. No food preparation or operations within town owned facilities shall be permitted for outside business.

#### **4. Default Notice and Cancellation**

4.1. The Town reserves the right to cancel the Contract without notice if a successful Bidder is in breach of its Contract, or if inferior quality of services are provided, or in the event of non-fulfillment of service. Should this occur, no payment will be made for such.

4.2. If the Operator should be deemed bankrupt, or makes a general assignment for the benefit of creditors because of the Operator's insolvency, or if a receiver is appointed because of the Operator's insolvency, the Town may, without prejudice to any other right or remedy by giving the Operator or receiver or trustee in bankruptcy notice in writing, terminate the Contract.

4.3. If the Operator should neglect to execute the work properly or otherwise fails to comply with the requirements of the Contract to a substantial degree and if the Operator has given a written statement to the Town that sufficient cause exists to justify such action, the Town may, without prejudice to any other right or remedy, notify the Operator in writing that the Operator is in default of the Operator's contractual obligations and instruct the Operator to correct the default in the 5 working days immediately following the receipt of such notice.

4.4. If the default cannot be corrected in the 5 working days specified, the Operator shall be in compliance with the Town's instructions if the Operator:

- 4.4.1. Commences the correction of the default within the specified time, and 5.4.1.2.
- Provides the Town with an acceptable schedule for such correction, and 5.4.1.3.
- Corrects the default in accordance with such schedule.

4.5. If the Operator fails to correct the default in the time specified or subsequently agreed upon, without prejudice to any other right or remedy the Town may:

- 4.5.1. Correct such default and deduct the cost thereof from any payment then or thereafter due, or
- 4.5.2. Terminate the Operator's right to continue with the work in whole or in part or terminate the Contract.

4.6. The Town reserves the right to terminate the Contract upon giving thirty (30) days written notice for just cause without cost or penalty to the Town and without liquidation damages. Examples of just cause include, but are not limited to:

- 4.6.1. Curtailment or reduction of funding
- 4.6.2. Unanticipated cancellation of a program
- 4.6.3. Closing of a location

#### **4.7. Health and Safety**

4.7.1. The leased premises are subject to inspection at any time by the Southwestern Public Health. The Operator must fully comply with the Health Inspector's mandated rectification of any deficiencies.

#### **5. Other Conditions:**

This Agreement shall not be assignable by the Operator without the consent of the Town, which consent may be arbitrarily refused.

This Agreement shall ensure to the benefit of and be binding upon the parties and their respective successors and permitted assigns.

No amendment to this Agreement shall be effective unless it is in writing and signed by both parties.

The Operator shall not sublet the management/services of Concession stands at any time during this agreement.

Any notice to the Town under this Agreement shall be in writing and shall be delivered to the following address:

Town of Tillsonburg  
200 Broadway #204  
Tillsonburg, ON N4G 5A5  
Attention: Manager of Recreation Services

Notice shall be sufficiently given if delivered in person or sent by registered mail, courier or facsimile transmission during normal business hours on a business day.

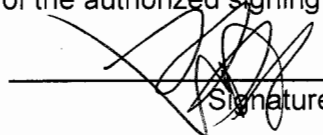
Each notice sent shall be deemed to have been received on the day it was delivered or on the third business day after it was mailed.

The parties may change their address for notice by giving notice to the other in the manner provided in this section.

**IN WITNESS WHEREOF** the parties hereto have executed this contract by the hands of their duly authorized representatives.

**The Operator**

Marcel Rosehart  
Name of the authorized signing officer for the Operator

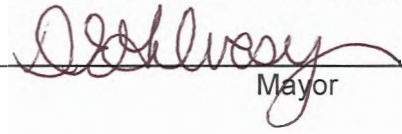
  
Signature

I have authority to bind the Corporation/Firm.

***Please affix corporate seal, if applicable.***



THE CORPORATION OF THE TOWN OF TILLSONBURG



Mayor

Town Clerk

We have authority to bind the Town.

**THE CORPORATION OF THE TOWN OF TILLSONBURG**

**BY-LAW 2023-**

**A By-Law to amend Zoning By-Law Number 3295, as amended.**

**WHEREAS** the Municipal Council of the Corporation of the Town of Tillsonburg deems it advisable to amend By-Law Number 3295, as amended.

**THEREFORE**, the Municipal Council of the Corporation of the Town of Tillsonburg, enacts as follows:

1. That Schedule "A" to By-Law Number 3295, as amended, is hereby amended by changing to "R2-33" the zone symbol of the lands so designated "R2-33" on Schedule "A" attached hereto.
2. That Section 7.5 to By-Law Number 3295, as amended, is hereby further amended by adding the following subsection at the end thereof:

**"7.5.33 LOCATION: LOT 26, PLAN M131 – R2-33 (KEY MAP 16)**

- 7.5.33.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R2-33 zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

*a single detached dwelling;*  
*a converted dwelling.*

- 7.5.33.2 That all of the provisions of the R2 Zone in Section 7.2 of this By-Law, as amended, shall apply and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply *mutatis mutandis*."

3. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

**READ A FIRST AND SECOND TIME THIS 24th DAY OF JANUARY, 2023.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24th DAY OF JANUARY, 2023.**

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**Mayor – Deb Gilvesy**

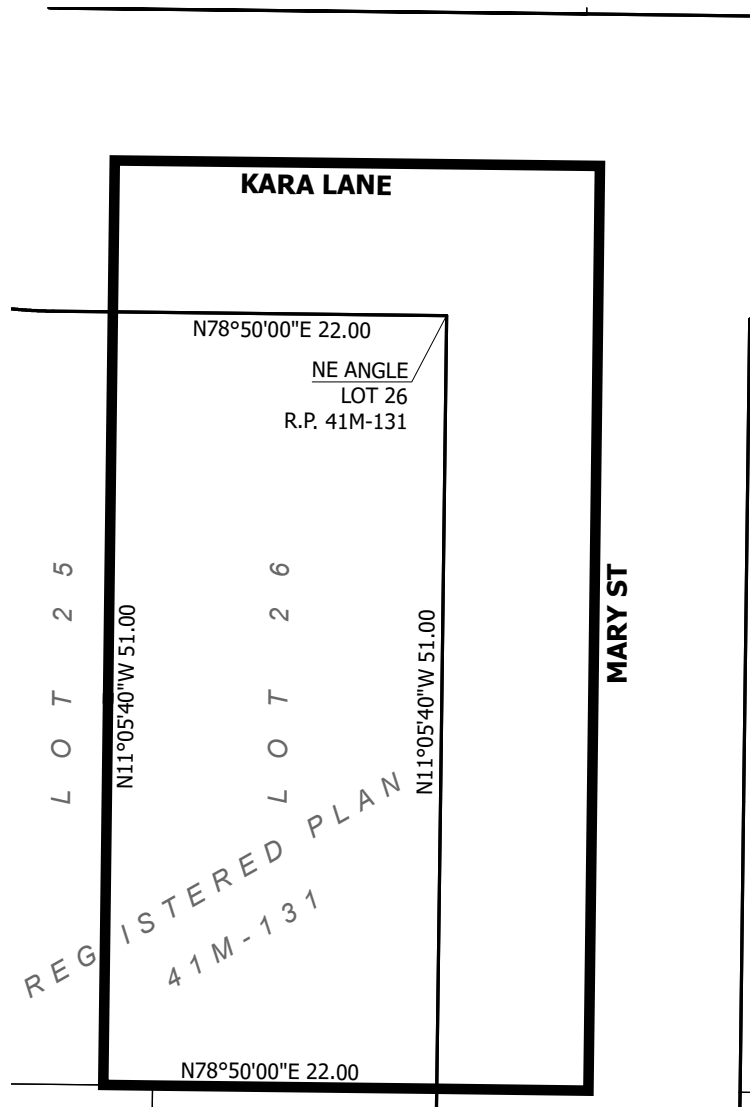
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**Clerk – Tanya Daniels**

# SCHEDULE "A"

TO BY-LAW No. 2023-

LOT 26, REGISTERED PLAN 41M-131  
TOWN OF TILLSONBURG



 AREA OF ZONE CHANGE TO R2-33

NOTE: ALL DIMENSIONS IN METRES



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THIS IS SCHEDULE "A"

TO BY-LAW No. 2023-, PASSED

THE 24 DAY OF January, 2023

\_\_\_\_\_  
MAYOR - Deb Gilvesy

\_\_\_\_\_  
CLERK - Tanya Daniels

**THE CORPORATION OF THE TOWN OF TILLSONBURG**  
**BY-LAW 2023-008**

**A By-Law to confirm the proceedings of Council at its meeting held on January 24, 2023.**

**WHEREAS** Section 5 (1) of the *Municipal Act, 2001, as amended*, provides that the powers of a municipal corporation shall be exercised by its council;

**AND WHEREAS** Section 5 (3) of the *Municipal Act, 2001, as amended*, provides that municipal powers shall be exercised by by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Town of Tillsonburg at this meeting be confirmed and adopted by by-law;

**BE IT THEREFORE ENACTED** by the Council of the Corporation of the Town of Tillsonburg as follows:

1. All actions of the Council of The Corporation of the Town of Tillsonburg at its meeting held on January 24, 2023, with respect to every report, motion, by-law, or other action passed and taken by the Council, including the exercise of natural person powers, are hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this or a separate by-law.
2. The Mayor and Clerk are 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 Tillsonburg referred to in the preceding section.
3. The Mayor and the Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of The Corporation of the Town of Tillsonburg.
4. That this By-Law shall come into force and take effect on the date it is passed.

**READ A FIRST AND SECOND TIME THIS 24TH DAY OF JANUARY, 2023.**

**READ A THIRD AND FINAL TIME AND PASSED THIS 24TH DAY OF JANUARY, 2023.**

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MAYOR – Deb Gilvesy

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CLERK – Tanya Daniels