

# The Corporation of the Town of Tillsonburg

## Council Meeting

### MINUTES



Wednesday, June 14, 2023  
5:15 PM  
Council Chambers  
200 Broadway, 2nd Floor

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

Staff: Tanya Daniels, Director of Corporate Services/Clerk  
Kyle Pratt, Chief Administrative Officer  
Cephas Panschow, Development Commissioner  
Johnathon Graham, Director of Operations & Development  
Renato Pullia, Director of Innovation & Strategic Initiatives  
Sheena Pawliwec, Director of Finance/Treasurer  
Julie Columbus, Director of Recreations, Culture & Parks  
Julie Ellis, Deputy Clerk

1. **Call to Order**
2. **Closed Session (5:15 p.m.)**

#### **Resolution # 2023-233**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Parker

THAT Council move into Closed Session to consider the following:

#### **2.4.1 EDM 23-05 CLD Letter of Intent - Phase 2 Van Norman Innovation Park Lands**

239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board;

239 (2) (i) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization.

#### **2.4.2 CS 23-12 IT Audit and Staff Support**

239 (2) (a) the security of the property of the municipality or local board; and

239 (2) (d) labour relations or employee negotiations.

#### **Carried**

### **2.1 Adoption of Agenda**

### **2.2 Disclosures of Pecuniary Interest and the General Nature Thereof**

### **2.3 Adoption of Closed Session Council Minutes**

### **2.4 Reports**

#### **2.4.1 EDM 23-05 CLD Letter of Intent - Phase 2 Van Norman Innovation Park Lands**

#### **2.4.2 CS 23-12 IT Audit and Staff Support**

### **2.5 Back to Open Session**

## **3. Moment of Silence**

Open session resumed at 6:00 pm

## **4. Adoption of Agenda (6:00 p.m.)**

### **Resolution # 2023-239**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Rosehart

THAT the Agenda as prepared for the Council Meeting of June 14, 2023, be approved.

**Carried**

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

None.

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

**Resolution # 2023-240**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Spencer

THAT the Council meeting minutes dated May 23, 2023 be approved.

**Carried**

**7. Presentations**

None.

**8. Public Meetings**

**Resolution # 2023-241**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

THAT Council move into the Committee of Adjustment to hear an application for Minor Variance at 6:02 p.m.

**Carried**

**8.1 CP 2023-167 - Minor Variance Application MV A01-23 - 18 William Street**

Laurel Davies-Snyder, Planner, Oxford County, appeared before the Committee of Adjustment to provide an overview of the application. Staff recommend approval of the Minor Variance application.

Opportunity was provided for comments and questions from Council.

Eric Locky, applicant, appeared before Council to support the application.

No members of the public appeared before Council in opposition of the application.

**Resolution # 2023-242**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Spencer

That the Town of Tillsonburg Committee of Adjustment **approve** Application File A01-23, submitted by Meaghan Donkervoort and Eric Lockey, for lands described as LT 23 PL 1078; S/T A66342, 18 William Street, Town of Tillsonburg, as it relates to:

1. Relief from **Section 6.2 – Zone Provisions – Table 6.2:** Zone Provisions – Exterior Side Yard, Minimum Width - to reduce the minimum required width from 7.5 m (24.6 ft) to 6.1 m (20.0 ft); and,
2. Relief from **Section 6.2 – Zone Provisions – Table 6.2:** Zone Provisions – Rear Yard, Minimum Depth - to reduce the minimum required depth from 12 m (39.3 ft) to 6.8 m (22.3 ft)

to facilitate an addition comprising approximately 148.16 m<sup>2</sup> (1,594.78 ft<sup>2</sup>) subject to the following conditions:

1. Prior to the issuance of a Building Permit for the proposed addition, the Owner will submit a Lot Grading Plan in accordance with the Town of Tillsonburg Development Guidelines and Design Criteria, to the satisfaction of the Town.
2. A Building Permit for the proposed addition shall be issued within one year of the date of the Committee's decision.

As the proposed variances are:

- (i) deemed to be minor variances from the provisions of the Town of Tillsonburg Zoning By-law No. 3295;
- (ii) desirable for the appropriate development or use of the land;
- (iii) in-keeping with the general intent and purpose of the Town of Tillsonburg Zoning By-law No. 3295; and,
- (iv) in-keeping with the general intent and purpose of the Official Plan.

**Carried**

**Resolution # 2023-243**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Rosehart

THAT Council move out of Committee of Adjustment and move back into regular Council session at 6:11 p.m.

**Carried**

**9. Planning Reports**

**9.1 CP 2023-163 - Application for Consent B22-58-7 & B23-15-7 - The Salvation Army in Canada**

Laurel Davies-Snyder, Planner, Oxford County, appeared before Council to provide an overview of the application.

Opportunity was provided for comments and questions from Council.

The applicant, Julia Coley-Phillips, the Ontario Property Director for the Salvation Army, spoke in favour of the application.

Delene Kousi, appeared at the meeting in favour of the application.

Bernard Prevost, a neighbour of the property, spoke in opposition to the application.

**Resolution # 2023-244**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

THAT The Council of the Town of Tillsonburg advise the Oxford County Land Division Committee that the Town supports the Applications for Consent B22-58-7 and B23-15-7 to sever the property submitted by The Governing Council of the Salvation Army East, for lands described as Part of Lot 7, Concession 11 (Dereham) in the Town of Tillsonburg, subject to the following conditions:

**B22-58-7**

1. The lot to be severed be appropriately zoned.

2. The owners shall provide confirmation of the location of any existing overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or an easement must be created. Any proposed easements shall be reviewed by the Town of Tillsonburg and Tillsonburg Hydro Inc. Any service relocation required due to a severance would be at the cost of the property owner.
3. The owners shall provide payment for cash-in-lieu of parkland to the Town of Tillsonburg for the lot to be severed, to the satisfaction of the Town of Tillsonburg.
4. The owners shall submit an updated survey to confirm lot sizes to the satisfaction of the Town of Tillsonburg.
5. The owners shall submit a lot grading plan to the satisfaction of the Town of Tillsonburg as part of the Building Permit process.
6. The owners shall agree, in writing, to satisfy all requirements, financial and otherwise, of the Town of Tillsonburg, regarding the installation of services and drainage facilities, to the satisfaction of the Town of Tillsonburg.
7. The owner shall agree to satisfy all requirements, financial and otherwise, of the County, regarding the installation of water and sanitary sewer services, to the satisfaction of the County. To this regard, the lot to be severed must be independently serviced (water/sanitary), and if any/all services crossing the proposed property line should be disconnected, it is done to the satisfaction of the County of Oxford Public Works Department.
8. The owner shall agree to connect to the water and sanitary services following Oxford County Design Guidelines at the time of Building Permit, which will be inspected by Oxford County, and pay any and all outstanding fees regarding the same.
9. The Clerk of the Town of Tillsonburg advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town of Tillsonburg have been complied with.

B23-15-7

1. The lots to be severed be appropriately zoned.

2. The owners shall provide confirmation of the location of any existing overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or an easement must be created. Any proposed easements shall be reviewed by the Town of Tillsonburg and Tillsonburg Hydro Inc. Any service relocation required due to a severance would be at the cost of the property owner.
3. The owners shall provide payment for cash-in-lieu of parkland to the Town of Tillsonburg for the lot to be severed, to the satisfaction of the Town of Tillsonburg.
4. The owners shall submit an updated survey to confirm lot sizes to the satisfaction of the Town of Tillsonburg.
5. The owners shall submit a lot grading plan to the satisfaction of the Town of Tillsonburg as part of the Building Permit process.
6. The owners shall agree, in writing, to satisfy all requirements, financial and otherwise, of the Town of Tillsonburg, regarding the installation of services and drainage facilities, to the satisfaction of the Town of Tillsonburg.
7. The owner shall agree to satisfy all requirements, financial and otherwise, of the County, regarding the installation of water and sanitary sewer services, to the satisfaction of the County. To this regard, the lot to be severed must be independently serviced (water/sanitary), and if any/all services crossing the proposed property line should be disconnected, it is done to the satisfaction of the County of Oxford Public Works Department.
8. The owner shall agree to connect to the water and sanitary services following Oxford County Design Guidelines at the time of Building Permit, which will be inspected by Oxford County, and pay any and all outstanding fees regarding the same.
9. The Clerk of the Town of Tillsonburg advise the Secretary-Treasurer of the Land Division Committee that all requirements of the Town of Tillsonburg have been complied with.

**Carried**

## 10. Delegations

### 10.1 Rev. Paul Robinson Re: Tillsonburg "Honour Our Veterans Banner Program"

Rev. Paul Robinson and Frank Moore from the Tillsonburg Legion attended before Council to speak to the Tillsonburg "Honour Our Veterans Banner Program" which will recognize and honour veterans between October 1 and November 12, 2023 who have served or are currently serving in the Canadian, Allied or Commonwealth forces, past and present.

#### **Resolution # 2023-245**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

THAT Council receives the delegation from Rev. Paul Robinson and Frank Moore as information.

**Carried**

## 11. Deputation(s) on Committee Reports

## 12. Information Items

### 12.1 The Monarch Butterfly Eclipse Project Re: Solar Eclipse Glasses

### 12.2 Oxford County Council Supplementary Report 2023-144 - Review of A Place to Grow and Provincial Policy Statement

### 12.3 Rev. Doug Dawson Re: Crosswalk Proposal

Mayor Gilvesy provided additional details regarding Oxford County Council Supplementary Report 2023-144.

#### **Resolution # 2023-246**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parsons

- A. THAT the correspondence from the Monarch Butterfly Eclipse Project regarding Solar Eclipse Glasses, the Oxford County Supplementary Report 2023-144 - Review of a Place to Grow and Provincial Policy



Statement and the correspondence from Rev. Doug Dawson regarding Crosswalk Proposal be received as information; and

- B. THAT staff in Recreation, Culture and Parks be directed to review The Monarch Butterfly Eclipse Project Re: Solar Eclipse Glasses and possible support within their 2024 budget allocations.

**Carried**

## **13. Financial Results**

### **13.1 Finance Overview**

#### **13.1.1 FIN 23-07 2022 Fourth Quarter Draft Consolidated Financial Results**

##### **Resolution # 2023-247**

**Moved By:** Councillor Luciani

**Seconded By:** Councillor Spencer

THAT report FIN 23-07 titled 2022 Fourth Quarter Draft Consolidated Financial Results be received as information.

**Carried**

### **13.2 Department Results**

#### **Resolution # 2023-248**

**Moved By:** Councillor Parker

**Seconded By:** Deputy Mayor Beres

THAT the following reports be received as information:

#### **13.2.1 Corporate Services**

##### **13.2.1.1 CS 23-11 2022 Q4 Corporate Services Department Results**

#### **13.2.2 Economic Development**

##### **13.2.2.1 EDM 23-08 Fourth Quarter Economic Development and Marketing Results**

#### **13.2.3 Finance**

**13.2.3.1 FIN 23-08 2022 Fourth Quarter Finance  
Department Results**

**13.2.4 Fire and Emergency Services**

**13.2.4.1 FRS-2023-07 Fire Rescue Services 2022 Q4 Report**

**13.2.5 Operations and Development**

**13.2.5.1 OPD 23-24 - 2022 Fourth Quarter Building,  
Planning and By-Law Services Results**

**13.2.6 Recreation, Culture and Parks**

**13.2.6.1 RCP 23-27 2022 Q4 Results**

**Carried**

**14. Staff Reports**

**14.1 Chief Administrative Officer**

**14.2 Corporate Services**

**14.3 Economic Development**

**14.4 Finance**

**14.4.1 FIN 23-09 - 2023 BIA Debenture Issuance Bylaw**

**Resolution # 2023-249**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Rosehart

- A. THAT report titled 2023 BIA Debenture Issuance be received as information; and
- B. THAT Council receives the updated annual repayment limit calculation; and
- C. THAT By-Law 2023-051 for the issuance of debentures for 2023 BIA approved budgeted purposes be presented to Council for consideration.

**Carried**

**14.4.2 FIN 23-10 - 2023 Final Budget and Tax Rates Bylaw Report**

**Resolution # 2023-250**

**Moved By:** Councillor Spencer

**Seconded By:** Councillor Luciani

- A. THAT report titled FIN 23-10 2023 Budgetary Estimates and Tax Rates be received as information; and
- B. THAT By-Law 2023-52 to provide for the adoption of budgetary estimates, tax rates, installment due dates, and to further provide for penalty and interest on default of payment thereof for 2023, be presented to Council for consideration.

**Carried**

#### **14.5 Fire and Emergency Services**

##### **14.5.1 FRS 2023-06 Tillsonburg Fire Rescue Services 2022 Annual Report**

###### **Resolution # 2023-251**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

THAT Report FRS-2023-06 Tillsonburg Fire Rescue Services 2022 Annual Report be received as information.

**Carried**

#### **14.6 Operations and Development**

##### **14.6.1 OPD 23-27 By-Law Enforcement Officer Appointment**

###### **Resolution # 2023-252**

**Moved By:** Councillor Rosehart

**Seconded By:** Councillor Spencer

- A. THAT report titled OPD 23-27 By-Law Enforcement Officer Appointment be received as information; and
- B. THAT a By-Law to appoint David Jejna as a By-Law Enforcement Officer for the Town of Tillsonburg be brought forward for Council consideration.

**Carried**

## **14.7 Recreation, Culture and Parks**

### **14.7.1 RCP 23-28 2023 Playground RFP - Library Park**

#### **Resolution # 2023-253**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Luciani

- A. THAT Council receives Staff Report RCP 23-28 2023 Playground RFP Library Park as information; and
- B. THAT Council awards the playground tender, including supply and install of rubberized surface to Park n Water in the amount of \$119,045.44 (non-refundable HST included).

**Carried**

### **14.7.2 RCP 23-26 Parks, Cemeteries and Recreation Master Plan RFP Award**

#### **Resolution # 2023-254**

**Moved By:** Deputy Mayor Beres

**Seconded By:** Councillor Parker

- A. THAT report titled RCP 23-26, Parks, Cemeteries and Recreation Master Plan RFP Award be received as information; and
- B. THAT the RFP be awarded to Thinc Design for \$78,309.41 (including non-recoverable HST).

**Carried**

## **15. New Business**

## **16. Consideration of Minutes**

### **16.1 Advisory Committee Minutes**

#### **Resolution # 2023-255**

**Moved By:** Councillor Parsons

**Seconded By:** Councillor Rosehart

THAT Council receives:

- The Police Service Board Meeting minutes dated April 19, 2023;
- The Economic Development Committee Meeting minutes dated May 9, 2023;
- The Museum, Culture, Heritage and Special Awards Advisory Committee Meeting Minutes dated May 17, 2023;
- The Affordable and Attainable Housing Committee Meeting minutes dated May 24, 2023;
- The Parks, Beautification and Cemetery Advisory Committee Minutes dated May 30, 2023;
- The Recreation and Sports Advisory Committee Minutes dated June 1, 2023; and
- The Youth Advisory Council Meeting minutes dated June 7, 2023.

**Carried**

## **17. Motions/Notice of Motions**

### **17.1 Tipping Fees - Councillor Parker**

The following motion will be included on the June 26, 2023 regular Council meeting agenda.

**Moved By:** Councillor Parker

THAT Council requests Staff to bring a report to Council for the 2024 Budget in regards to the Town of Tillsonburg covering the tipping fees for residential users at the Transfer Station.

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

## **19. By-Laws**

### **19.1 By-law 2023-051 A By-Law to Authorize the Issuance of Debt**

### **19.2 By-Law 2023-52 A By-Law to provide for the adoption of budgetary estimates, tax rates, installment due dates, and to further provide for penalty and interest on default of payment thereof for 2023**

### **19.3 By-Law 2023-053 A By-Law to appoint a Property Standards Officer and Municipal Law Enforcement Officer**

**Resolution # 2023-256****Moved By:** Councillor Spencer**Seconded By:** Councillor Rosehart

THAT a By-Law to Authorize the Issuance of Debt;

A By-Law to provide for the adoption of budgetary estimates, tax rates, installment due dates, and to further provide for penalty and interest on default of payment thereof for 2023; and

A By-Law to appoint a Property Standards Officer and Municipal Law Enforcement Officer be read for a first, second and 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. Confirm Proceedings By-law****Resolution # 2023-257****Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Parker

THAT By-Law 2023-050, to Confirm the Proceedings of the Council Meeting held on June 14, 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****21. Items of Public Interest****22. Adjournment****Resolution # 2023-258****Moved By:** Councillor Rosehart**Seconded By:** Councillor Parsons

THAT the Council meeting of June 14, 2023 be adjourned at 7:33 p.m.

**Carried**