

The Corporation of the Town of Tillsonburg

Council Meeting

AGENDA



Wednesday, June 14, 2023

6:00 PM

Council Chambers

200 Broadway, 2nd Floor

1. Call to Order

2. Closed Session (5:15 p.m.)

Moved By: _____

Seconded By: _____

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.

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

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

Moved By: _____

Seconded By: _____

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

5. Disclosures of Pecuniary Interest and the General Nature Thereof

6. Adoption of Council Minutes of Previous Meeting

Moved By: _____

Seconded By: _____

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

7. Presentations

8. Public Meetings

Moved By: _____

Seconded By: _____

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

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

Moved By: _____

Seconded By: _____

That the Town of Tillsonburg Committee of Adjustment **approve** Application File A01-23, submitted by Meaghan Donkervoort and Eric Locky, 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 m² (1,594.78 ft²) subject to the following conditions:

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.

Moved By: _____

Seconded By: _____

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

9. Planning Reports

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

Moved By: _____

Seconded By: _____

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.

10. Delegations

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

Moved By: _____

Seconded By: _____

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

11. Deputation(s) on Committee Reports

12. Information Items

Moved By: _____

Seconded By: _____

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 Doug Dawson regarding Crosswalk Proposal be received as information.

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 Doug Dawson Re: Crosswalk Proposal

13. Financial Results

13.1 Finance Overview

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

Moved By: _____

Seconded By: _____

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

13.2 Department Results

Moved By: _____

Seconded By: _____

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**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**

Moved By: _____

Seconded By: _____

- 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.

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

Moved By: _____

Seconded By: _____

- 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.

14.5 Fire and Emergency Services**14.5.1 FRS 2023-06 Tillsonburg Fire Rescue Services 2022 Annual Report**

Moved By: _____

Seconded By: _____

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

14.6 Operations and Development

14.6.1 OPD 23-27 By-Law Enforcement Officer Appointment

Moved By: _____

Seconded By: _____

- A. THAT report titled OPD 23-27 By-Law Enforcement Officer Appointment be received as information.
- 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.

14.7 Recreation, Culture and Parks**14.7.1 RCP 23-28 2023 Playground RFP - Library Park**

Moved By: _____

Seconded By: _____

- 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).

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

Moved By: _____

Seconded By: _____

- 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).

15. New Business**16. Consideration of Minutes****16.1 Advisory Committee Minutes**

Moved By: _____

Seconded By: _____

THAT Council receives:

- The Police Service Board Meeting minutes dated April 19, 2023 as information;
- 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
- The Youth Advisory Council Meeting minutes dated June 7, 2023

17. Motions/Notice of Motions

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

Moved By: _____

Seconded By: _____

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.

20. Confirm Proceedings By-law

Moved By: _____

Seconded By: _____

THAT By-Law 2023-053, 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.

21. Items of Public Interest

22. Adjournment

Moved By: _____

Seconded By: _____

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

The Corporation of the Town of Tillsonburg

Council Meeting

MINUTES



Tuesday, May 23, 2023
6:00 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: Kyle Pratt, Chief Administrative Officer
Tanya Daniels, Director of Corporate Services/Clerk
Sheena Pawliwec, Director of Finance/Treasurer
Johnathon Graham, Director of Operations & Development
Julie Columbus, Director of Recreations, Culture & Parks
Cephas Panschow, Development Commissioner
Matt Johnson, Manager of Parks and Facilities
Julie Ellis, Deputy Clerk

1. Call to Order

Meeting was called to order at 6:00 p.m.

2. Closed Session

None.

3. Moment of Silence

4. Adoption of Agenda

Resolution # 2023-211**Moved By:** Councillor Spencer**Seconded By:** Councillor Parsons

THAT the Agenda as prepared for the Council meeting of May 23, 2023 be approved.

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

None.

6. Adoption of Council Minutes of Previous Meeting**Resolution # 2023-212****Moved By:** Councillor Parker**Seconded By:** Councillor Rosehart

THAT the Council meeting minutes dated May 8, 2023 be approved.

Carried**7. Presentations**

None.

8. Public Meetings

None.

9. Planning Reports

None.

10. Delegations**10.1 Patricia Marshal, Director of Ingersoll & Area's Indigenous Solidarity and Awareness Network (IISAN) Re: Meaningful Truth and Reconciliation**

Patricia Marshal attended before Council regarding IISAN and the actions within Tillsonburg as well as the County of Oxford. Patricia Marshal called upon Council to request a formal recognition of IISAN, promotion of initiatives, production of a report annually on the actions of Tillsonburg meeting or not meeting the Truth and Reconciliation – Calls to Action.

Resolution # 2023-213**Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Luciani

THAT Council receives the delegation from Patricia Marshal as information.

Carried**10.2 John Hall Re: Tennis Courts**

John Hall attended before Council to provide a proposal request to consider a year-round inclusive facility that could host a variety of sports or other activities. Mr. Hall answered various questions from members of Council. Mr. Hall provided a floor plan as well as material for the record and review.

Resolution # 2023-214**Moved By:** Councillor Rosehart**Seconded By:** Councillor Parker

THAT Council receives the delegation from John Hall as information.

Carried**10.3 Frank Gross, Manager of Transportation and Waste Management Services, Oxford County and Pamela Antonio, Supervisor of Waste Management, Oxford County RE: Transitioning the Blue Box Program to Extend to Producer Responsibility**

Frank Gross, Manager of Transportation and Waste Management Services, Oxford County and Pamela Antonio, Supervisor of Waste Management, Oxford County attended before Council to present on the Transitioning the Blue Box Program to Extend to Producer Responsibility. The presentation included timelines for changes in responsibility of the program and impacts to the financials of the programs. An explanation of the changes in 2025 to non-eligible sources (Business Community) was outlined indicating they would need to source their own blue-box material management. The presenters answered various questions of Council.

Resolution # 2023-215**Moved By:** Councillor Parsons**Seconded By:** Deputy Mayor Beres

THAT Council receives the delegation from Frank Gross and Pamela Antonio as information.

Carried**10.4 Amy Buchanan-St.Gelais Re: Pride Crosswalk**

Amy Buchanan-St.Gelais attended before Council regarding the installation of a Pride Crosswalk in Tillsonburg. The delegation requested that Council approve the crosswalk installation.

Resolution # 2023-216**Moved By:** Councillor Luciani**Seconded By:** Councillor Spencer

THAT Council receives the delegation from Amy Buchanan-St.Gelais as information.

Carried**10.5 Sorraya Buchanan-St.Gelais, Glendale Sexuality and Gender Equality Club (SAGE) Re: Pride Cross walk in Tillsonburg**

Sorraya Buchanan-St.Gelais from Glendale Sexuality and Gender Equality Club (SAGE) attended before Council to speak to the Pride Crosswalk installation. The delegation read into the record a letter from Glendale SAGE which included the request to support the crosswalk. Sorraya Buchanan-St.Gelais further provided personal comments aligned to the request to support the installation.

Resolution # 2023-217**Moved By:** Councillor Parker**Seconded By:** Councillor Parsons

THAT Council receives the delegation from Sorraya Buchanan-St.Gelais as information.

Carried

10.6 Gerry Dearing, Tillsonburg District Memorial Hospital Foundation Re: Taste of Summer Event

Gerry Dearing presented to Council on behalf of the Tillsonburg District Memorial Hospital Foundation to ask for the waiving of fees for the Taste of Summer fundraising event. The presenter answered various questions of Council.

Resolution # 2023-218

Moved By: Councillor Spencer

Seconded By: Councillor Luciani

- A. THAT Council receives the delegation from Gerry Dearing as information; and
- B. THAT a donation of up to \$500 to cover relative Town fees be granted from the Council reserve fund for the 2023 TDMHF Taste of Summer Event.

Carried

11. Deputation(s) on Committee Reports

**11.1 RCP 23-23 Recreation and Sports Advisory Committee
Recommendation to Council - TFC request for Gyulveszi Park Soccer Fields**

Resolution # 2023-219

Moved By: Deputy Mayor Beres

Seconded By: Councillor Rosehart

- A. THAT report RCP-23-23, Recreation and Sports Advisory Committee Recommendation be received as information; and
- B. THAT Council approve the recommendation of the Recreation and Sports Advisory Committee as follows:

THAT the Recreation and Sports Advisory Committee recommend the Parks and Recreation Master Plan investigate the need for additional soccer fields and consider the presentation from Tillsonburg Football Club regarding additional fields located at Gyulveszi Park; and

THAT Council recommends that Tillsonburg Football Club and Tillsonburg Minor Soccer work together on a joint submission to Council on the need for additional soccer fields in Tillsonburg.

Carried

11.2 EDM 23-09 Cayuga Rail Line Request- Economic Development Advisory Committee Recommendation

Resolution # 2023-220

Moved By: Councillor Luciani

Seconded By: Deputy Mayor Beres

- A. THAT report EDM 23-09 Cayuga Rail Line Request – Economic Development Advisory Committee Recommendation be received; and,
- B. THAT Council approve the recommendation of the Economic Development Advisory Committee as follows:

THAT, in response to the March 10, 2023 letter received from Mike and Sandy Kloefer, Town Council supports the potential discontinuation of the Cayuga Rail Line East of Talbot Road to support Residential Growth in Courtland, subject to the allocation of additional industrial lands adjacent to the Cayuga Rail Line West of Talbot Road and within Norfolk County.

Carried

12. Information Items

12.1 Long Point Region Conservation Authority Minutes - April 5, 2023

Resolution # 2023-221

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

THAT the Long Point Region Conservation Authority Minutes dated April 5, 2023 be received as information.

Carried

13. Staff Reports

13.1 Chief Administrative Officer**13.2 Corporate Services****13.3 Economic Development****13.3.1 EDM 23-08 Updated Contract Regarding RFP 2022-001 Real Estate Services****Resolution # 2023-222****Moved By:** Councillor Luciani**Seconded By:** Councillor Spencer

- A. THAT report EDM 23-08 Updated Contract Regarding RFP 2022-001 Real Estate Services be received as information; and,
- B. THAT, considering the delay in entering into a contract with Avison Young, the initial period be extended to December 31, 2024 with the option to be extended by two 1 year periods, subject to the Town entering into listing agreements for specific properties, both at the Town's sole and absolute discretion; and,
- C. THAT the Development Commissioner be authorized to execute the agreement with Avison Young along with other agreements that may be required for specific properties.

Carried**13.4 Finance****13.5 Fire and Emergency Services****13.6 Operations and Development****13.6.1 OPD 23-21 Property Standards By-Law Review****Resolution # 2023-223****Moved By:** Councillor Parker**Seconded By:** Councillor Rosehart

- A. THAT report titled OPD 23-21 Property Standards By-Law Review be received as information; and
- B. THAT a by-law to repeal and replace the Property Standards by-law 3638 for prescribing standards for maintenance and

occupancy of property be presented to Council for consideration as attached to report OPD 23-21 inclusive of the addition of language within section 3.04 of "without the use of keys or specialized knowledge".

Carried

13.7 Recreation, Culture and Parks

13.7.1 RCP 23-25 Playground RFP - Northcrest Phase II and Elliot Fairbairn

Resolution # 2023-224

Moved By: Councillor Spencer

Seconded By: Councillor Luciani

- A. THAT Council receive Staff Report RCP 23-25 2023 Playground RFP -Northcrest Phase II and Elliot Fairbairn, as information; and
- B. THAT Council awards both playground RFPs to Park n Water in the amount of \$125,388.30 (non-recoverable HST included) for Northcrest Phase II, and \$58,795.67 (non-recoverable HST included) for Elliot Fairbairn.

Carried

13.7.2 RCP 23-24 Amendment to Sports Facilities Allocation Policy

Resolution # 2023-225

Moved By: Deputy Mayor Beres

Seconded By: Councillor Parsons

- A. THAT Council receives report RCP-23-24, Amendment to Policy 9-010: Sports Facilities Allocation Policy; and
- B. THAT Council approves and adopts the revised Sports Facilities Allocation Policy for the Town of Tillsonburg as presented.

Carried

13.7.3 RCP 23-22 Naturalized Areas Implementation

Resolution # 2023-226

Moved By: Councillor Parker

Seconded By: Councillor Luciani

A. THAT report RCP 23-22, Naturalized Areas Implementation be received; and

B. THAT the sites listed in report RCP 23-22 be approved for preparation and installation of naturalized areas locations:

1. Turtle Garden (McLaughlin Way)
2. Trans Canada Trail (4th to North Trailhead)
3. Summer Place (butterfly garden redesign/delegation)
4. Delevan Crescent (forest edge garden)
5. ~~Annandale ballfield #5/parking area~~ (removed by mover and seconder)
6. Borden Crescent
7. Cadman Park (pending LPRCA approval)
8. Carroll trail entrance
9. Coronation Park
10. Glendale Park
11. Lake Lisgar/Hawkins Bridge
12. Langrell storm water pond
13. Participark (x2)
14. Trans Canada Trail (Tillson Ave entrance)
15. Carroll Trail/John Pound Road (tunnel)
16. Trottier Park
17. Tillsonburg Cemetery (butterfly garden rebuild); and

C. THAT Public consultation be done on areas neighbouring on residential areas prior to installation.

Carried

14. New Business

15. Consideration of Minutes**15.1 Advisory Committee Minutes****Resolution # 2023-227****Moved By:** Councillor Rosehart**Seconded By:** Deputy Mayor Beres

THAT Council receives the Recreation and Sports Advisory Committee Minutes dated May 4th, 2023, the Affordable and Attainable Housing Committee Minutes dated April 26th, 2023 and the Community Health Care Committee Minutes dated May 2nd, 2023 as information.

Carried**16. Motions/Notice of Motions****16.1 Councillor Parker - Snackbar at Lake Lisgar Water Park****Resolution # 2023-228****Moved By:** Councillor Parker**Seconded By:** Councillor Parsons

THAT Council requests Staff to research and report back on the costing and possibilities of a reduced scope of the snackbar at the Lake Lisgar Water Park and that financing options be included.

Carried**16.2 Councillor Spencer - Rainbow Crosswalk****Moved By:** Councillor Spencer**Seconded By:** Councillor Parsons

WHEREAS Oxford Pride attended Council on April 10, 2023 requesting support for a Rainbow Crosswalk in the Town of Tillsonburg that would be fully funded by the Oxford Pride organization;

AND WHEREAS, as part of the Council for the Town of Tillsonburg's adopted Community Strategic Plan, a strategic direction is to Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives;

AND WHEREAS the Oxford County Safe Well plan, reveals the priorities of Oxford Citizens as Mental Health and Prevention, as well as Equity, Diversity, Inclusion Action Plan;

AND WHEREAS Rainbow Crosswalks are seen as a visual demonstration of, and recognition and commitment to, diversity and inclusion as well as our support for the 2SLGBTQIA+ community;

BE THEREFORE IT RESOLVED:

- A. THAT Council accept the offer from Oxford Pride for a Rainbow Crosswalk which is to be fully funded by their organization including any maintenance needed; and
- B. THAT the location of the crosswalk to be Broadway Street at the Clock Tower; and
- C. THAT staff collaborate with Oxford Pride on the needs associated with the installation, including but not limited to any road detours, while the work is being completed.

Resolution # 2023-229

Moved By: Councillor Rosehart

Seconded By: Councillor Parker

THAT item 16.2 be referred to Staff for a report back to Council including further research as follows:

- A. Comments from the Traffic Advisory Committee; and
- B. Information on the installation of a crosswalk including the risks or liabilities the Town would be assuming, accessibility concerns, best practices, maintenance of the crosswalk, location considerations, and any contracts needed with Oxford Pride.

Carried

17. Resolutions/Resolutions Resulting from Closed Session

None.

18. By-Laws

18.1 By-Law 2023-049 A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property Within the Town of Tillsonburg

Resolution # 2023-230

Moved By: Councillor Parsons

Seconded By: Councillor Parker

THAT A By-Law for Prescribing Standards for the Maintenance and Occupancy of Property Within the Town of Tillsonburg 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

19. Confirm Proceedings By-law

Resolution # 2023-231

Moved By: Councillor Rosehart

Seconded By: Deputy Mayor Beres

THAT By-Law 2023-048, to Confirm the Proceedings of the Council Meeting held on May 23, 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

Mayor Gilvesy provided comments regarding basketball nets at the end of residential driveways, clarifying misconceptions on the subject.

21. Adjournment

Resolution # 2023-232

Moved By: Councillor Luciani

Seconded By: Councillor Spencer

THAT the Council meeting of May 23, 2023 be adjourned at 8:26 p.m.

Carried



Growing stronger together

Community Planning

P. O. Box 1614, 21 Reeve Street

Woodstock, Ontario, N4S 7Y3

Phone: 519-539-9800 • Fax: 519-421-4712

Website: www.oxfordcounty.ca

Our File: **MV A01-23**

APPLICATION FOR MINOR VARIANCE

TO: Town of Tillsonburg Committee of Adjustment
MEETING: June 14, 2023
REPORT NUMBER: CP 2023-167

OWNER: Meagan Donkervoort and Eric Lockey
 18 William Street, Tillsonburg, ON, N4G 1L8

APPLICANT: Girard Engineering
 682 Peel Street, Woodstock, ON, N4S 1L3

REQUESTED VARIANCES:

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).

LOCATION:

The subject lands are described as LT 23 PL 1078; S/T A66342, Town of Tillsonburg. The property is located on the southeast corner of William Street and Hemlock Drive, and known municipally as 18 William Street.

BACKGROUND INFORMATION:

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:	Residential R1 Zone

SURROUNDING USES:

The land uses to the north and east are single detached residential dwellings. Hemlock Drive is located adjacent to the property's northwest property line, and vacant residential lots are located to the west of the subject lands. An institutional use is located to the south of the property (church).

There are three (3) vacant parcels of land abutting the property that are also owned by the applicants. One of the properties is a small remnant parcel located between the subject lands and the Hemlock Drive road allowance. The other two vacant properties are located to the south (rear) of the subject lands, and are for the purposes of stormwater management for the adjacent subdivision.

COMMENTS:**(a) Purpose of the Application:**

The applicant is proposing relief from the above-noted provisions of the Town's Zoning By-law to facilitate the construction of an addition comprising approximately 148.16 m² (1,594.78 ft²) to the existing dwelling, which will consist of living space and a garage.

The subject property is approximately 1,329.45 m² (0.32 acre) in area, and contains an existing detached dwelling (constructed circa 1969), and two sheds. The applicant has indicated that the sheds will be removed.

Variances from the rear lot depth and the exterior side yard width provisions are required to facilitate the addition.

For Committee's information, the rear lot line of the subject lands is the southerly lot line, which abuts two vacant properties also owned by the owners of the subject lands. The minimum rear lot depth (between the nearest portion of the dwelling and the rear lot line) is 12 m (39.3 ft). The proposed addition to the existing dwelling will be located 6.8 m (22.3 ft) from the rear lot line, at its nearest point.

Regarding the proposed exterior side yard width, the subject lands abut small piece of vacant land (also owned by the owners of the subject lands) between the lands and Hemlock Drive. The minimum Exterior Side Yard width is 7.5 m (24.6 ft). To construct the addition in the location proposed, the addition will be 6.1 m (20 ft) from the exterior lot line.

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

Plate 2, Arial Map 2020, provides an aerial view of the subject lands and surrounding properties.

Plate 3, Applicant's Sketch, shows the location, size and setbacks of the existing dwelling and existing sheds (which will be removed), as submitted by the applicant.

(b) Agency Comments:

Oxford County Public Works: No comments at this time based on the assumption that the proposed addition will be staying within the existing property and no new separate unit is proposed, and all the services (water and sanitary) will be kept as they are (i.e. no new service connection from Oxford County main lines on William Street or from any other location is proposed.)

Tillsonburg Engineering Services: Separate lot grading drawings and servicing plan drawings prepared by a professional engineer following the Corporation of The Town of Tillsonburg Development Guidelines and Design Criteria must be provided. The Development and Design Criteria can be found on Town of Tillsonburg Website under the engineering department section at www.tillsonburg.ca.

Tillsonburg Hydro Inc. (THI): Contact THI directly if any upgrades, additions, or modifications to the existing electrical services(s) are required.

Tillsonburg Building Services Department, Tillsonburg Water and Waste Water Department, Tillsonburg Economic Development and Marketing, and the Tillsonburg BIA have indicated that they have no comments or concerns regarding the proposed addition.

(c) Public Consultation

Notice was provided to surrounding property owners on June 2, 2023, in accordance with the requirements of the Planning Act. As of the writing of this report, no comments or concerns had been received from the public.

(d) Intent and Purpose of the Official Plan:

The subject lands are located within the 'Low Density Residential' designation according to the Town of Tillsonburg Residential Density Plan, 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, street-fronting townhouses and other, similar forms of 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 use of the subject lands will remain residential. The use of the lands for single detached residential purposes is supported by the policies of the Official Plan for Low Density Residential areas and based on the applicant's submission, Planning staff are generally satisfied that the proposed addition will have minimal impact on surrounding properties in terms of compatibility and form.

(e) Intent and Purpose of the Zoning By-law:

The subject property is zoned 'Low Density Residential Type 1 (R1)' in the Town of Tillsonburg Zoning By-law, which permits the development of a single detached dwelling.

The intent of rear yard depth provisions and exterior side yard width provisions are to ensure that adequate setbacks are provided to act as buffers between adjacent properties and uses, provide

amenity area, and provide for adequate drainage. With respect to the rear yard depth provision, part of the proposed addition will be located approximately 6.8 m (22.3 ft) from the rear lot line. The rest of the addition will be constructed on an angle from the rear lot line with the other end of the addition located approximately 14.79 m (48.52 ft) from the rear lot line, well beyond the minimum required setback.

With respect to the exterior side yard width provision, the proposed addition will be located 6.1 m (20 ft) from the property line. This will be immediately adjacent to a small vacant remnant parcel that is also owned by the proponents, which separates the subject lands from the Hemlock Drive road allowance. For Committee's information, the Maximum Lot Coverage permitted on the subject lands is 35%. With the proposed addition, the lot coverage will be approximately 22.36% and well below the maximum amount, indicating a significant amount of on-site space for buffering from adjacent land uses.

(f) Desirable Development/Use:

It is the opinion of this Office that the Applicant's request can be considered minor and desirable for the development of the subject property. Specifically, the proposed addition will increase the usability of the subject lands while remaining within the maximum allowable coverage. Furthermore, based on the Applicant's submission, the addition will be generally compatible with the surrounding neighbourhood. The Applicant will be required submit a Lot Grading Plan which will ensure that there are no significant impacts with respect to drainage on the site.

In light of the foregoing, it is the opinion of this Office that the requested relief is in keeping with the general intent and purpose of the Official Plan and Town Zoning By-law and can be given favourable consideration.

RECOMMENDATION:

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 m² (1,594.78 ft²) 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.

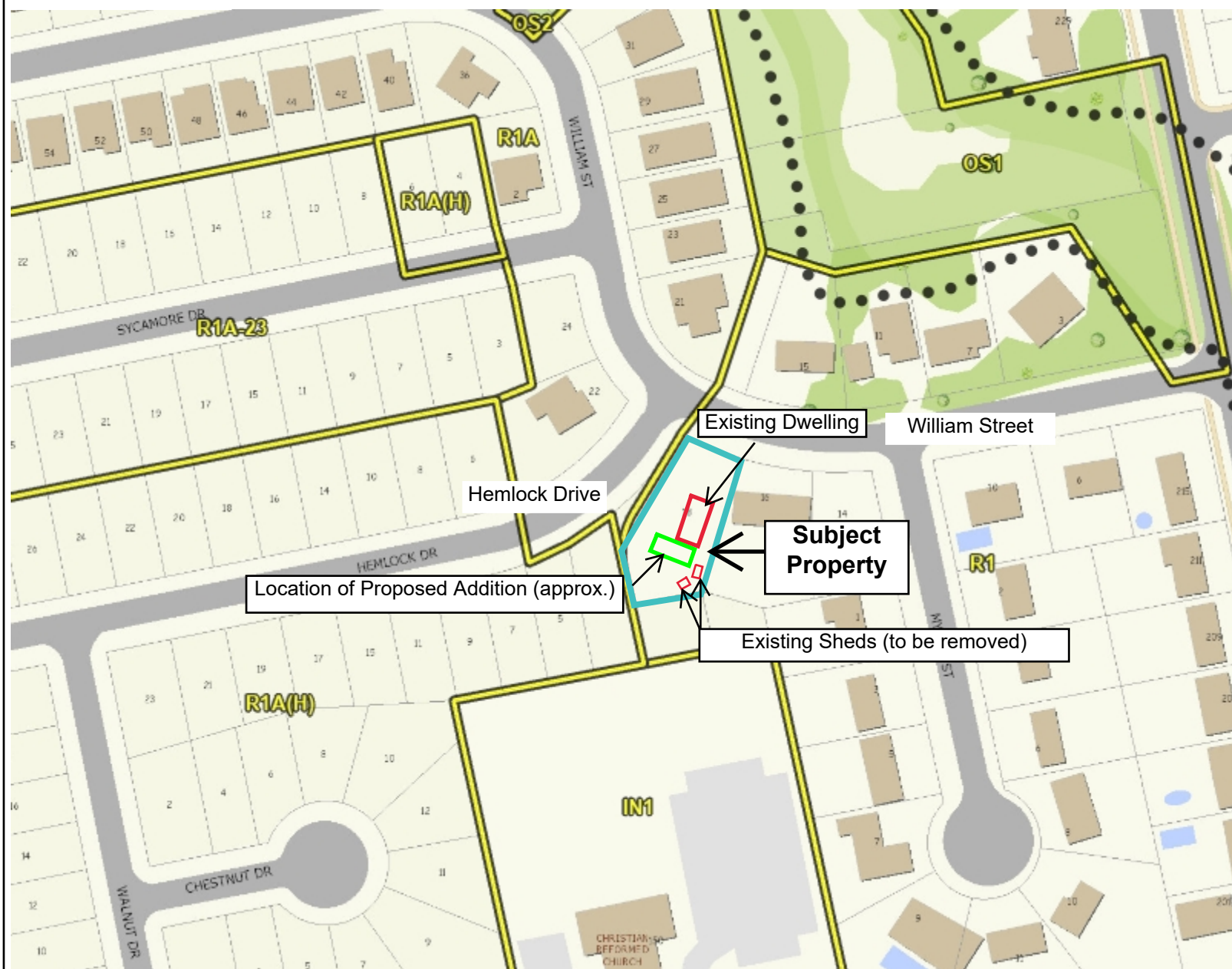
Authored by:

Laurel Davies Snyder, RPP, MCIP
Development Planner

Approved for submission by:

Gordon K. Hough, RPP
Director

Plate 1: Location Map with Existing Zoning
MV A01-23 - Meagan Donkervoorst & Eric Locky
LT 23 PL 1078; S/T A66342, 18 William Street, Town of 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 48 96 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

May 31, 2023

Plate 2: Aerial Map 2020

MV A01-23 - Meagan Donkervoort & Eric Lockey

LT 23 PL 1078; S/T A66342, 18 William Street, Town of 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 24 48 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

May 31, 2023

SITE STATISTICS & ZONING DATA TABLE:

EXISTING USE: SINGLE DETACHED DWELLING PROPOSED BUILDING USE: SINGLE DETACHED DWELLING EXISTING ZONE: R1		
ZONE REGULATION	REQUIRED	PROVIDED
NUMBER OF DWELLING PER LOT, MAXIMUM	1	1
LOT AREA - MINIMUM	608M2 (CORNER LOT)	1332.84M2
LOT FRONTAGE, MINIMUM	19M (CORNER LOT)	20.958M
LOT DEPTH - MINIMUM	32M	44.629M
FRONT YARD - MINIMUM DEPTH	7.5M	17.58M
EXTERIOR SIDE YARD, MINIMUM	7.5M	6.36M
REAR YARD, MINIMUM DEPTH WIDTH	12M	6.89M
INTERIOR SIDE YARD, MINIMUM WIDTH	1.2M (CORNER LOT)	4.94M
SETBACK - MINIMUM DISTANCE FROM THE CENTRELINE OF AN ARTERIAL ROAD, AS DESIGNATED ON SCHEDULE 'B' OF THIS BYLAW	20.5M	N/A
LOT COVERAGE, MAXIMUM	35% OF THE LOT AREA	22.36%
LANDSCAPED OPEN SPACE - MINIMUM	30% OF THE LOT AREA	30.56%
HEIGHT OF DWELLING, MAXIMUM	10.5M	6.579M +/-
PARKING	2	>2

Plate 3: Applicant's Sketch
MV A01-23 - Meagan Donkervoort & Eric Lockey
LT 23 PL 1078; S/T A66342, 18 William Street, Town of Tillsonburg

SITE PLAN
PREPARED FOR BUILDING PERMIT
AND LOT GRADING
FOR: ERIC LOCKEY

LOT GRADING PLAN
OF ALL OF
LOT 23, PLAN 1078
MUNICIPAL NUMBER 18
IN THE TOWN OF TILLSONBURG
COUNTY OF OXFORD

SCALE - 1: 150

METRIC
DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN
BE CONVERTED TO FEET BY DIVIDING BY 0.3048

- LEGEND
- ▼ DENOTES PRIMARY ENTRANCE/EXIT
 - ▲ DENOTES ENTRANCE/EXIT DOOR

- NOTES
- (1) - A SURVEY OF THE SUBJECT PROPERTY HAS NOT BEEN MADE AVAILABLE
 - (2) - PROPOSED BUILDING POSITIONED BY CALCULATION, NOT BY ACTUAL SURVEY
 - (3) - SITE BENCHMARK # 1 SPIKE SET IN NORTH FACE OF HYDRO POLE SOUTH OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION 256.76meters
 - (4) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ELEVATIONS OF THE UPPER LIMIT OF THE GROUND WATER TABLE, SOIL BEARING CAPACITY AND THE ELEVATIONS OF THE UNDER SIDE OF THE FOOTING PRIOR TO EXCAVATION.
 - (5) - SEPTIC SYSTEM TO BE DESIGN BY OTHER ELEVATION TO BE REVISED WHERE REQUIRED.
 - (6) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE SITE BENCH MARK PRIOR TO EXCAVATION.

- CAUTION
- THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES
 - DO NOT CONVEY FROM THIS PLAN
 - THE PROPOSED BUILDING AND ITS LOCATION SHOWN HEREON MAY BE SUBJECT TO CHANGES PRIOR TO CONSTRUCTION. THIS SKETCH SHOULD NOT BE RELIED UPON AS CERTIFICATION THAT THE DWELLING WAS ACTUALLY CONSTRUCTED AS SHOWN.
 - ELEVATIONS OF EXISTING GROUND WATER TABLE AND SOIL CONDITIONS NOT DETERMINED

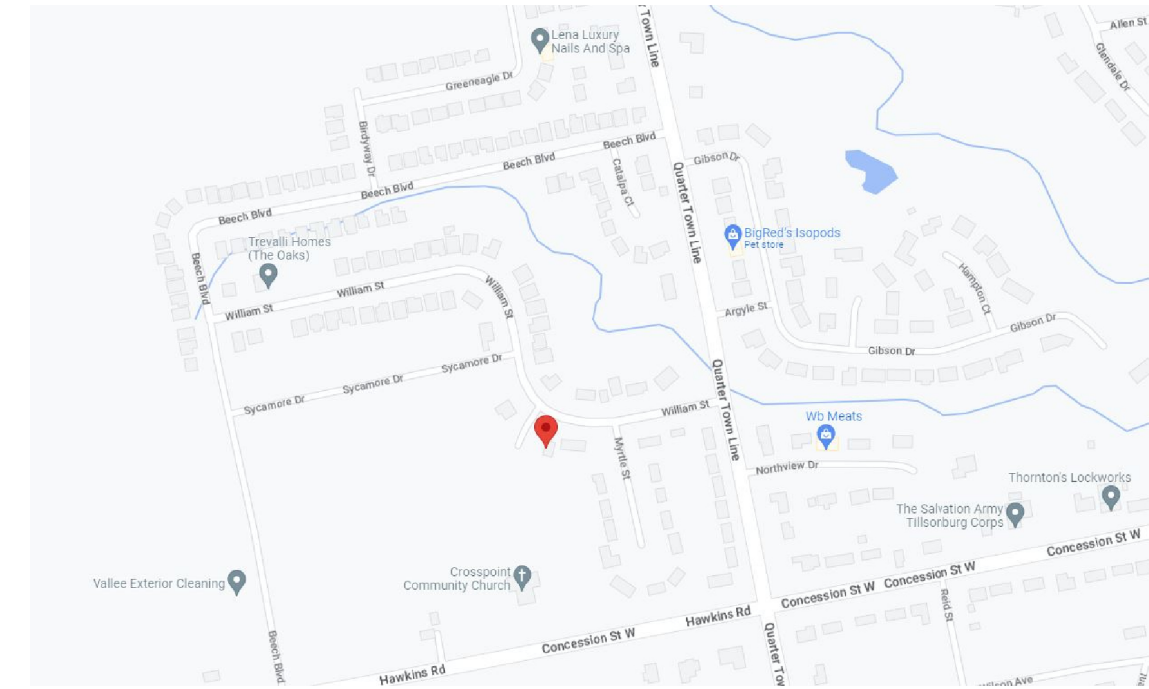
Location of Proposed Addition (approx.)

Existing Sheds (to be removed)

Existing Dwelling

Subject Property

William Street



KEY MAP: NOT TO SCALE

BOTH THE CLIENT AND THE CONTRACTOR, INCLUDING ALL SUB-TRADES, SHALL REVIEW ALL DRAWINGS AND VERIFY ALL DIMENSIONS. IT IS THE RESPONSIBILITY OF THE CLIENT AND THE CONTRACTOR TO REPORT ANY DISCREPANCIES TO THE ENGINEER BEFORE PROCEEDING WITH CONSTRUCTION. THESE DRAWINGS ARE TO BE READ AND NOT TO BE SCALED.			
NO:	REVISION:	BY:	DATE:
1	ISSUED FOR COUNTY/TOWN REVIEWS FOR MINOR VARIANCE	TS	APRIL 13, 2023

ORIGINAL SURVEY BY:

sbm
GEOMATICS

ONTARIO LAND SURVEYOR
1599 ADELAIDE STREET, N, UNIT 203,
LONDON, ONTARIO, N5X4E8

ENGINEERS STAMP

NOTE: THESE DRAWINGS ARE THE PROPERTY OF THE ENGINEER AND ARE NOT VALID UNLESS SEALED IN RED INK. THESE DRAWINGS ARE NOT TO BE REPRODUCED UNLESS AUTHORIZED BY THE ENGINEER.

DESIGNED BY:

girard

ENGINEERING

2478153 ONTARIO INC.

682 PEEL STREET
WOODSTOCK ON
N4S 1L3

212 MAIN STREET WEST
P.O. BOX 98
OTTERTVILLE, ONTARIO
NOJ 1R0

TEL: 1-519-879-6875
FAX: 1-519-879-6536
EMAIL: INFO@GIRARDENGINEERING.CA

DESIGNED FOR:

MEAGHAN & ERIC
LOCKEY

18 WILLIAM STREET
TILLSONBURG, ONTARIO, N4G 1L8
TEL: 519-983-8080
EMAIL: ERIC@AKRCONSULTING.COM

PROPOSED ADDITION

SITE PLAN

SCALE: 1:150

DATE: APRIL 13, 2023

DRAWING BY: T. STREATCH

DESIGNED BY: C. WEATHERALL

CHECKED BY: C. WEATHERALL

PROJECT NO: 23-243

DRAWING NO:

100

Minor Variance Application A01-23t

18 William Street, Tillsonburg

Proposal

Addition to the existing dwelling.

- 148.16 m² addition (1594 ft²) consisting of a garage and living space.



Variances Requested

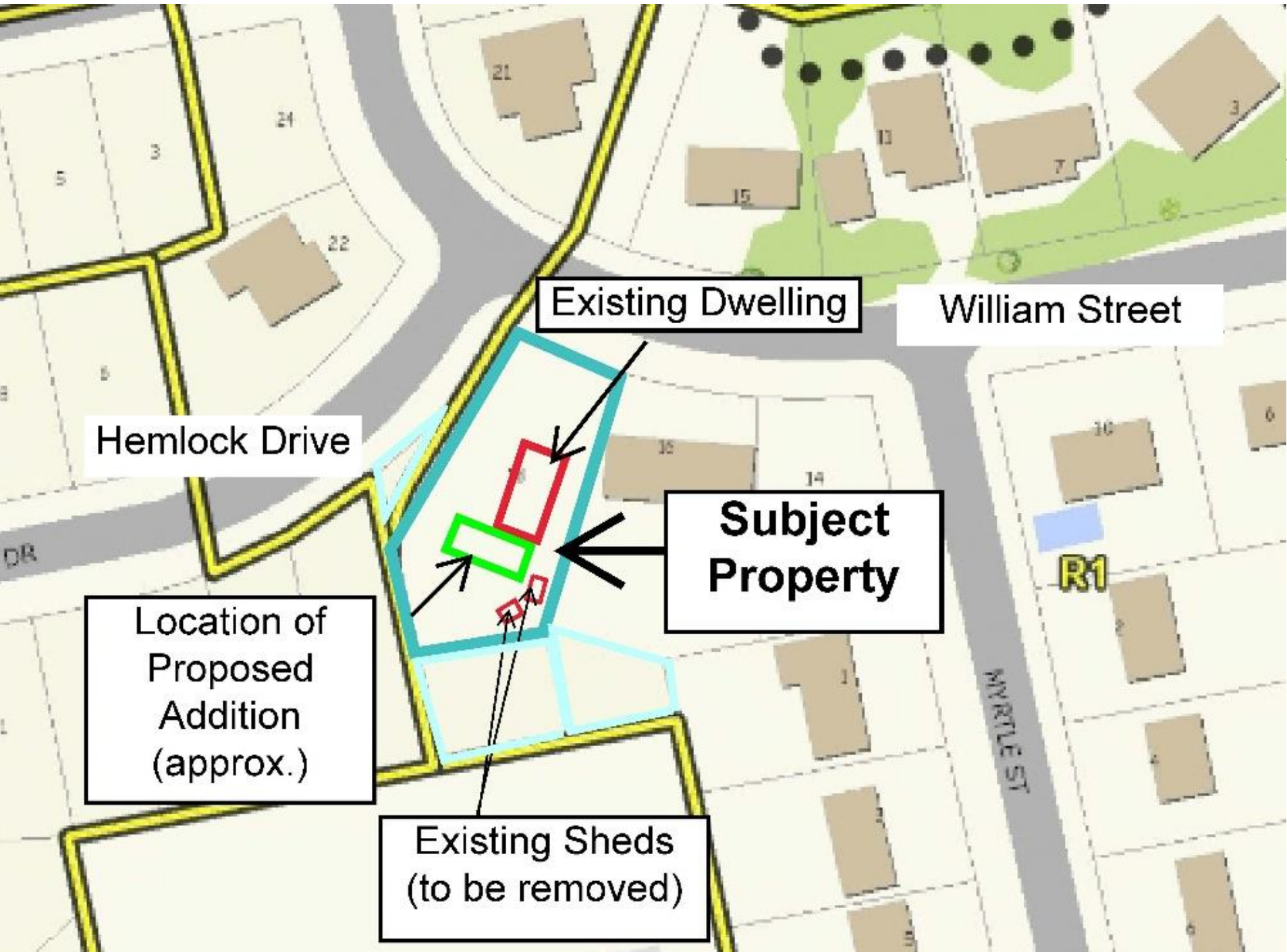
Exterior Side Yard

- Reduce to 6.1 m (20 ft)

Rear Yard – Minimum Depth

- Reduce to 6.8 m (22.3 ft).

Location Map



Process & Comments

Agency Circulation

- **Engineering Services**
 - Lot Grading drawings, Servicing Plan drawings must be provided.
- **Oxford County Public Works**
 - No comments; assumption that no new separate unit proposed, and all services will remain as they are.
- **No concerns:** Building Services Department, Water & Waste Department, Economic Development & Marketing, Tillsonburg BIA.

Public Notice: June 2, 2023

- No comments received to date.



Recommendation: Approval

Variances are deemed to be minor variances from the Zoning By-law.

Official Plan

- In keeping with the general intent and purpose of the Official Plan.

Zoning By-law

- In keeping with the general intent and purpose of the Zoning By-law.

Desirable for the appropriate development of the land.

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.



Minor Variance Application A01-23t

18 William Street, Tillsonburg

To: Mayor and Members of Tillsonburg Town Council

From: Laurel Davies Snyder, Development Planner, Community Planning

Application for Consent B22-58-7 & B23-15-7 – The Salvation Army in Canada

REPORT HIGHLIGHTS

- The applications for consent propose to create two (2) new residential infill lots in the central area of Tillsonburg.
- The proposed lots to be severed will each have an area of approximately 692 m² (7,450 ft²), with 15.24 m (50 ft) of frontage on Concession Street West.
- Planning staff recommend that the applications be approved as they are consistent with the policies of the Provincial Policy Statement (PPS) and maintain the intent and purpose of the Official Plan respecting residential intensification and development within Low Density Residential Areas.

DISCUSSION

Background

OWNERS: The Governing Council of the Salvation Army in Canada
2 Overlea Boulevard, Toronto ON M4H 1P4

LOCATION:

The subject lands are described as Part of Lot 7, Concession 11 (Dereham) in the Town of Tillsonburg. The lands are located on the north side of Concession Street West, between Quarter Town Line and Victoria Street, and are municipally known as 110 Concession Street West.

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

TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning: Minor Institutional Zone (IN1)

EXISTING USE OF SUBJECT PROPERTY:

Lots to be Severed – vacant

Lot to be Retained – place of worship

SERVICES: Lots to be Severed and Retained: municipal sanitary sewer & water
(on Concession St W)

ACCESS: Lots to be Severed: paved, municipal street (Concession St W)
Lot to be Retained: paved, municipal street (Concession St W & Northview Drive)

PROPOSAL:

The purpose of the applications for consent is to create two new vacant residential infill lots and retain one lot for the existing institutional use (place of worship). The approximate dimensions of the lots to be severed and the lot to be retained are summarized below:

	<u>Severed Lot 1</u>	<u>Severed Lot 2</u>	<u>Retained Lot</u>
Lot Area	692.2m ² (7,450 ft ²)	692.2 m ² (7,450 ft ²)	1.67 ha (4.1 ac)
Lot Frontage	15.24 m (50 ft)	15.24 m (50 ft)	71.41 m (234 ft)
Lot Depth (average)	45.42 m (149 ft)	45.42 m (149 ft)	170 m (557.7 ft)

The properties in the immediate area of the proposed lots were developed from the late 1950s to the early 1970s, and are considered to be very large residential lots by today's standards. These lots contain predominantly single detached dwellings of various sizes. Two institutional uses (places of worship) are located on Concession Street within the vicinity of the proposed lots, including The Salvation Army Tillsonburg Corps (110 Concession Street West) and Crosspoint Community Church (150 Concession Street West).

For Council's information, the applicant previously applied for consent in 2022 to create one new vacant residential lot at this location. The proposed lot to be severed was approximately 1,385 m² (0.34 ac) in area with 30.48 m (100 ft) frontage on Concession Street West. While the frontage and area of the proposed lot to be severed was consistent with the lot fabric (size and orientation of the lots) in the immediate area along Concession Street West, as mentioned above, this size of lot is considered oversized by current standards, and does not represent an efficient use of land or municipal services. As the original proposal was considered inconsistent with the policies of the PPS and not in-keeping with the intent of the Official Plan respecting efficient use of land and municipal services within a serviced urban area, Planning staff did not recommend support. Tillsonburg Council considered the previous application for consent in December 2022 and adopted a resolution supporting the proposal.

The application was deferred by the County Land Division Committee on January 26, 2023 until such time as the applicant provided additional information and details regarding the future development of the lot to be severed. The applicant subsequently amended the proposal to sever two vacant residential infill lots (instead of one).

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

Plate 2, 2020 Aerial Map, provides an aerial view of the subject lands and surrounding area.

Plate 3, Applicant's Sketch, provides the dimensions of the lands to be severed and the configuration of the lands to be retained, as provided by the applicant.

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 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 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 for active transportation;
- efficient use land and resources; and,
- 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- and specifically section 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;

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- 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 lands are located within the 'Low Density Residential' designation according to the Town of Tillsonburg Residential Density Plan, 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, street-fronting townhouses and other, similar forms of 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 of Section 8.2.4.1 (Infill Housing) also apply to this proposal. Infill housing is defined as the placement of new residential development into established built-up areas on vacant or underutilized sites. In order to efficiently utilize the residentially-designated land supply, and municipal servicing infrastructure, infill housing will be supported in Low Density Residential Districts.

The introduction of new residential housing into an established streetscape pattern will only be permitted if the proposal is deemed to be consistent with the characteristics of existing development on both sides of the same street. In order that street-oriented infill projects are sensitive to the continuity of the existing residential streetscape, the County Land Division Committee and Town Council will ensure that the proposal is consistent with the street frontage, setbacks, lot area, and, spacing of existing development within a two-block area on the same street.

In addition to the specific infill policies identified, the following policies will apply to all infill proposals:

- the location of vehicular access points, the effect of traffic generated by the proposal on the public road system, pedestrian and vehicular safety and surrounding properties is assessed and found to be acceptable;
- existing municipal services and community facilities will be adequate to accommodate the proposed infill project;
- stormwater run-off from the proposal will be adequately controlled and will not negatively affect adjacent properties;
- the extent to which the proposed development provides for the retention of any desirable vegetation or natural features that contribute to the visual character of the surrounding area;

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- the effect of proposed development on environmental resources or the effects of environmental constraints on the proposed development will be addressed and mitigated in accordance with Section 3.2;
- compliance of the proposed development with the provisions of the Zoning By-Law of the Town and other municipal by-laws; and,
- consideration of the potential effect of the development on natural and heritage resources and their settings.

Residential intensification and compact urban form shall be facilitated through appropriate zoning standards and Town Council may consider the use of reduced municipal infrastructure requirements and lot standards on a site- or area-specific basis, provided that such standards are still in keeping with the overall objectives of the Official Plan.

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject lands are zoned 'Minor Institutional Zone (IN1)' according to the Town's Zoning By-law. The IN1 zone permits a cemetery, community centre, daycare centre, fire, police or ambulance station, home occupation, nursery school, nursing home containing less than 20 beds, parking lot, place of worship, public library, public use, public or private school, and single detached dwelling which is accessory to a permitted non-residential use.

A standalone single detached dwelling is not a permitted use within the IN1 Zone; such dwelling must be accessory to a permitted non-residential use.

Residential properties surrounding the subject lands are zoned 'Low Density Residential Type 1 Zone (R1)'. The provisions of the R1 Zone require a minimum lot area of 480 m² (5166.8 ft²), minimum lot frontage of 15 m (49.2 ft), and minimum lot depth of 32 m (105 ft). The proposed dimensions of each of the two lots to be severed have been detailed previously. For comparison purposes, each lot to be severed comprises an area approximately 36% greater than required by the R1 Zone, and the lot depth is 34% greater.

AGENCY COMMENTS:

Enbridge Gas

- Should the proposed severance impact services/service lines, it may be necessary to terminate the gas service and relocate the line according to the new property boundaries. Any service relocation required due to a severance would be at the cost of the property owner. Also, should future gas service be required to either the severed or retained parcel, a request for gas service needs to be submitted to the Attachment Centre at 1-866-772-1045.

Oxford County Public Works Department:

- Water and sanitary services already exist up to the property line for each of the proposed lots.
- 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, each of the lots to be severed must be independently serviced (water/sanitary), and if any/all services crossing the proposed property line should be

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disconnected, it is done so to the satisfaction of the County of Oxford Public Works Department.

- 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.

Town of Tillsonburg Building Department

- If approved, cash-in-lieu of parkland will be payable.
- A Lot Grading Plan is required at time of building.
- Rezoning of the severed properties is required to permit residential uses.

Town of Tillsonburg Economic Development & Marketing

- No questions or concerns. This severance is appropriate for these particular lands.

Town of Tillsonburg Engineering Department

- A Road Occupancy Permit and/or Encroachment Permit is required for any work being done and/or equipment parked in the Town of Tillsonburg's right-of-way, and, a representative of the Developer's Consultant is to be on-site if/when any work is being done in the Town's right-of-way.
- Once the lands have been severed, a Grading Plan including servicing is to be provided.
- An Oxford County Connection Application to be provided to the Town of Tillsonburg Engineering Department prior to any construction on the severed lots.

PUBLIC CONSULTATION:

Notice of the Application for Consent was provided to the public and surrounding property owners in accordance with the requirements of the Planning Act on May 25, 2023. At the time of writing this report, no comments or concerns had been received from the public.

Planning Analysis

Provincial Policy Statement (PPS)

Approving the requested severance will result in the addition of two new residential lots in the Town of Tillsonburg, providing the opportunity to intensify an existing settlement area. The lands to be severed are suitable for residential purposes, and the size of the proposed lots to be severed represent an efficient use of land and municipal infrastructure in a fully serviced Settlement Area. In this regard, the proposal is consistent with the policies of the PPS in Section 1.1.3.1.

The lot frontages, lot depths, and lot areas of the proposed lots to be severed are compatible with the lot frontage and area of other lots along Concession Street West in the vicinity. As mentioned earlier in this report, many of these lots were developed in the late 1950s to early 1970s on private services in the former Township of Dereham, and were annexed into the Town of Tillsonburg. The majority of these lots are oversized and do not represent an efficient use of land or municipal services by current standards.

Official Plan

The proposal is consistent with Low Density Residential Areas and Infill Housing policies in the Official Plan.

The Low Density Residential designation is intended to accommodate a mix and integration of different housing types while achieving an overall low density. Although specific residential use(s) of the lands to be severed have not been identified by the applicant, Planning staff are of the opinion that as the proposed vacant lots are within an existing settlement area and part of an underutilized parcel, they provide opportunity to increase the supply of housing through intensification, and specifically, through Street Oriented Infill residential development.

Planning Staff are of the opinion that the proposed two new infill lots are of sufficient size to accommodate new residential development compatible with surrounding low density residential uses with respect to lot area, lot frontage and lot depth, and orientation to Concession Street West. Furthermore, the proposed lots will adequately provide for the criteria contained in Section 8.2.4.1.4 which directs Town Council and the County Land Division Committee to ensure that any proposed residential infill is consistent with street frontage, setbacks, and spacing of existing development within a two-block area on the same street, and will facilitate development that maintains the general form and function of the existing neighbourhood.

Zoning By-law

The applicant has indicated that the lots to be severed will be used for residential purposes, but has not identified the type(s) of residential use(s) anticipated. As neither single detached dwellings nor standalone residential uses are permitted in the IN1 zone, a zone change is required to permit any residential uses on the severed properties.

In light of the foregoing, it is the opinion of this Office that the proposed applications for consent are consistent with policies of the PPS, and maintain the intent of the Official Plan respecting efficient use of land and municipal services within a serviced urban area, and by providing infill housing opportunities for the Town of Tillsonburg. As such, Planning staff recommend that the application be approved.

RECOMMENDATION

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

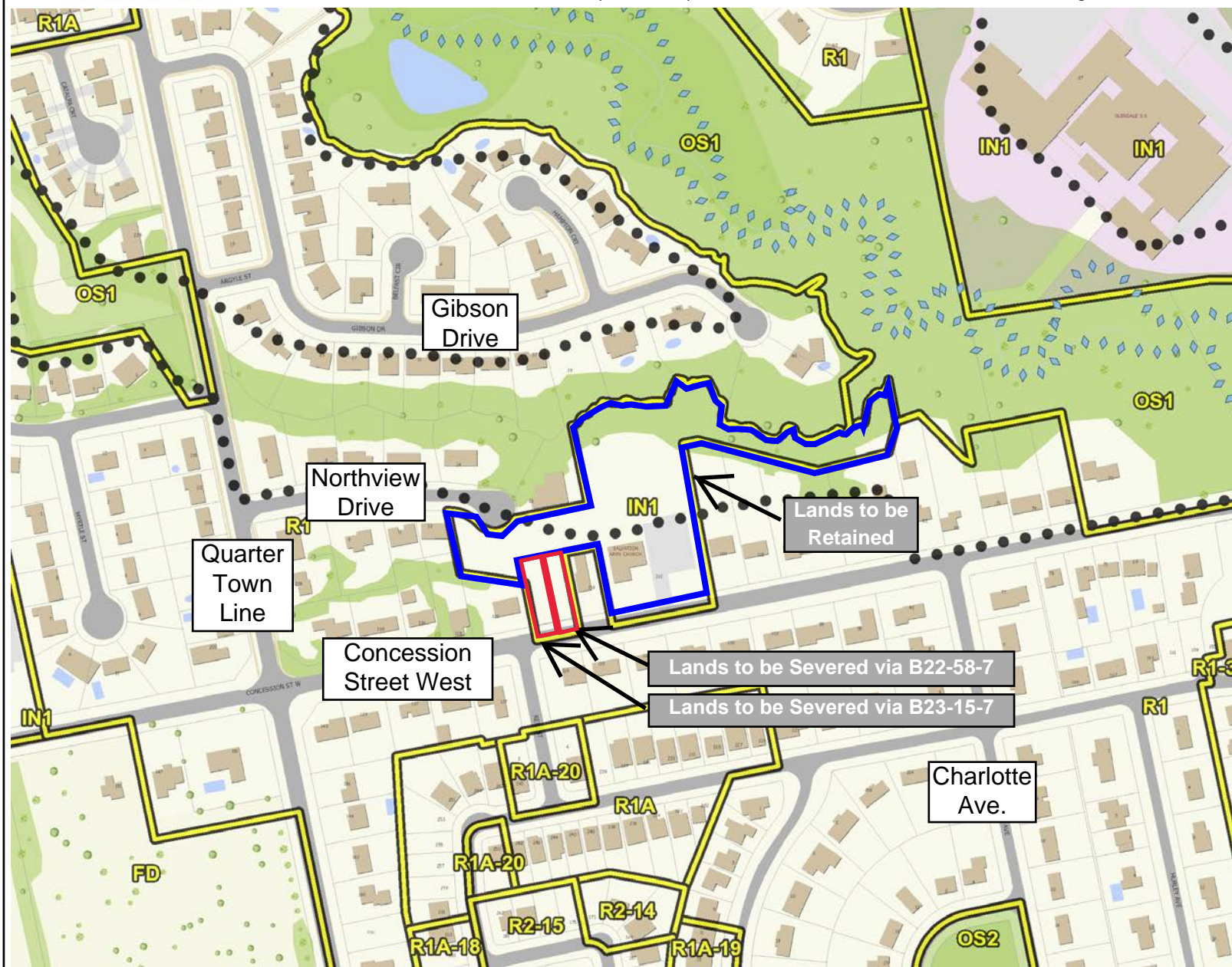
1. The lots to be severed be appropriately zoned.
2. The owners shall provide confirmation of the location of any existing overhead or underground services installed to the retained and severed lots. Services cannot traverse the adjoining lots and any conflicts must be re-directed or an easement must 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.

- ## SIGNATURES

Approved for submission: *"Original Signed By"* Gordon K. Hough, RPP
Director

Plate 1: Existing Zoning and Location Map

File No.: B22-58-7 / B23-15-7: The Governing Council of the Salvation Army in Canada
Part Lot 7, Concession 11, (Dereham) - 110 Concession Street West, 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



0 102 205 Meters

NAD_1983_UTM_Zone_17N

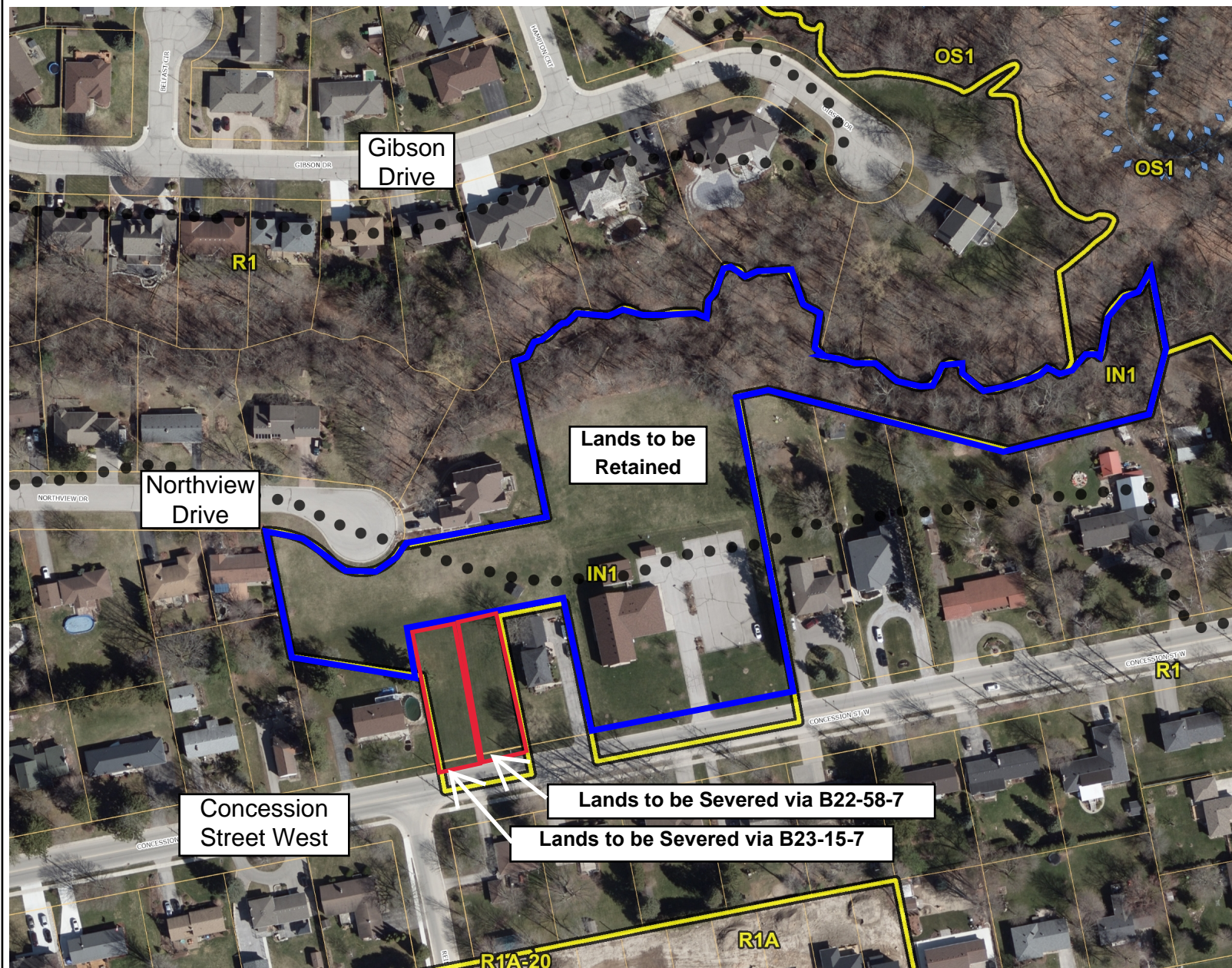


This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 1, 2022

Plate 2: 2020 Aerial Map

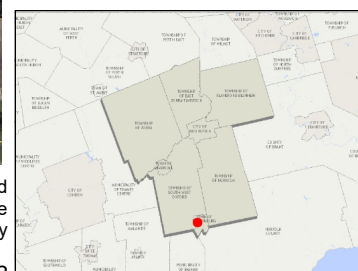
File No.: B22-58-7 / B23-15-7: The Governing Council of the Salvation Army in Canada
Part Lot 7, Concession 11, (Dereham) - 110 Concession Street West, Tillsonburg



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

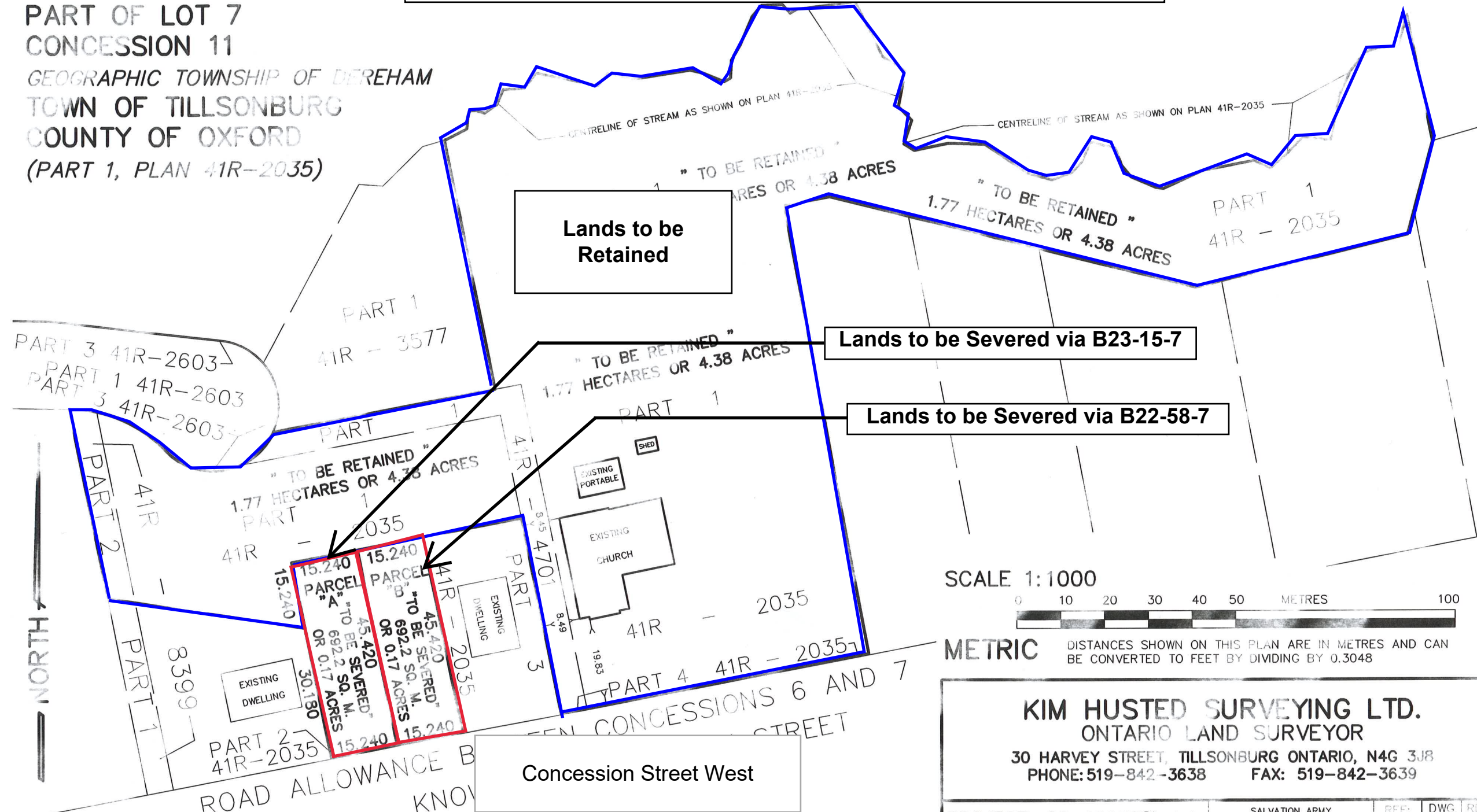


This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

November 1, 2022

Plate 3: Applicant's Sketch
File No.: B22-58-7 / B23-15-7: The Governing Council of the Salvation Army in Canada
Part Lot 7, Concession 11, (Dereham) - 110 Concession Street West, Tillsonburg

SKETCH FOR SEVERANCE
PART OF LOT 7
CONCESSION 11
GEOGRAPHIC TOWNSHIP OF DEREHAM
TOWN OF TILLSONBURG
COUNTY OF OXFORD
(PART 1, PLAN 41R-2035)



SCALE 1:1000
0 10 20 30 40 50 100 METRES

METRIC DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

KIM HUSTED SURVEYING LTD.
ONTARIO LAND SURVEYOR
30 HARVEY STREET, TILLSONBURG ONTARIO, N4G 3J8
PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 20-15976Sketch	SALVATION ARMY	REF: FILE	DWG: CKD	RDH: XXX
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Consent Application B22-58-7 & B23-15-7 The Salvation Army

110 Concession Street West



Proposal

Create two (2) new vacant residential infill lots in the central area of Tillsonburg.

Proposed Lots:

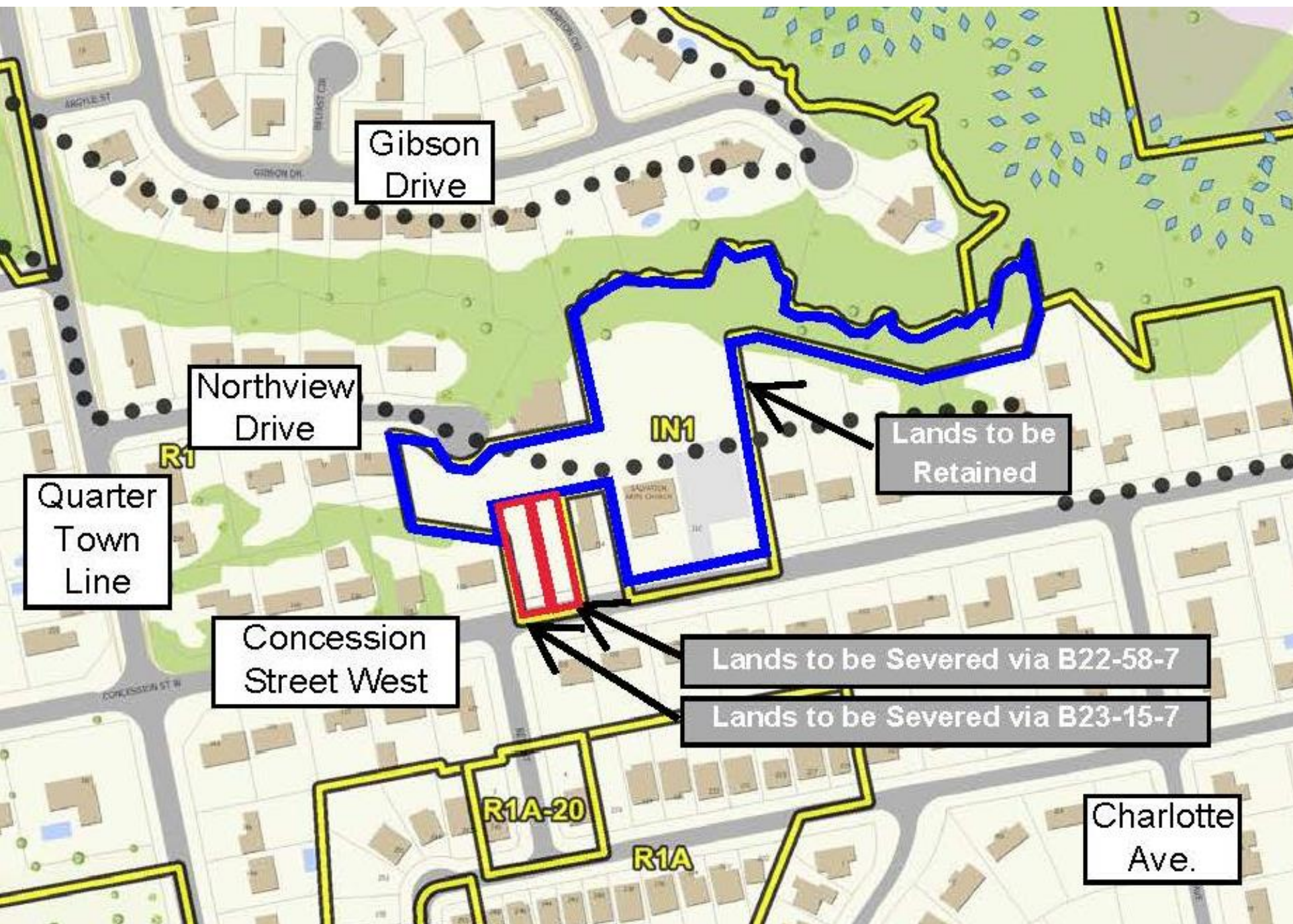
- Area: 602 m² (7450 ft²)
- Frontage: 15.24 m (50 ft) onto Concession Street West
- Depth: 45.42 m (149 ft)

Retained Lot:

- Area: 1.67 ha (4.1 ac)
- Frontage: 71.41 m (234 ft)
- Depth (average): 170 m (557 ft)



Location Map



Process & Comments

Agency Circulation

- **Engineering Services**

- Lot Grading Plans must be provided.
- Permits required if work being done in Town Right-of-Way.
- Connection Application to be provided prior to construction.

- **Tillsonburg Building Department**

- Cash-in-lieu of parkland payable.
- Lot Grading Plans required.
- Rezoning required to permit residential uses.

- **Oxford County Public Works**

- Water and sanitary services exist up to property lines of each proposed infill lot.
- Owner shall connect water and sanitary services.

Public Notice: May 25, 2023

- No comments received to date.



Recommendation: Approval

Provincial Policy Statement (PPS)

- Intensifying existing Settlement Area for residential.
- Lot dimensions and orientation compatible with surrounding area.

Official Plan

- Proposal consistent with Low Density Residential areas and Infill Housing policies.
- Criteria in Section 8.2.4.1.4 directs Council and LDC to ensure that residential infill is consistent with street frontage, setbacks, spacing of existing development within a 2-block area on the same street; and, that development maintains general form and function of existing neighbourhood.

Zoning By-law

- Zone change required to permit any residential uses on the severed

Next Step

Land Division Committee (LDC) Meeting July 6, 2023



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 at 6:00 p.m. Council meetings are livestreamed and recorded.

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.

It is encouraged to supply sufficient information regarding your delegation for inclusion on the public meeting agenda, including any requests for action on the subject matter. This allows members of Council to have an understanding of the purpose of your delegation.

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 *

REV PAUL

Last Name *

ROBINSON

Page 58 of 241

Street Address *

Personal Information

Town/City *

TILLSONBURG

Postal Code *

Personal Information

Phone Number *

Personal Information

E-mail *

Personal Information

Subject *

Tillsonburg "Honour Our Veterans Banner Program"

Name of Group or Person(s) being represented (if applicable)

Tillsonburg Honour Our Veterans Program

All Delegations are limited to fifteen (15) minutes, including questions and answers. *

☒ I acknowledge

It is encouraged to supply sufficient information regarding your delegation for inclusion on the public meeting agenda, including any requests for action on the subject matter. Details of the purpose of the delegation: *

At the invitation of the Mayor, we are seeking to advise Council - and by extension, the broader community tuning in - on the status of the "Honour Our Veterans Banner Program" that was officially launched on June 1st, and to which the Town of Tillsonburg has generously given its support. The program is the initiative of Royal Canadian Legion Tillsonburg Branch 153 (Varnavair) and the Tillsonburg Military History Club, with the support of both the Tillsonburg Lions Club and the Tillsonburg Rotary Club, as well as that of The Town and Tillsonburg Hydro - a truly community effort!

In our presentation, we will be letting members of the community know of the launch and of the opportunity to sponsor a banner to honour a family member who is a veteran (deceased or living) who has served, whether in time of conflict or peacetime, as a member of the Canadian or Commonwealth Forces. We will also be inviting members of the community to donate to help families who are unable to fund a banner for a family member, or to provide a banner for one of our fallen recorded on our cenotaph who have no known family.

Please indicate the preferred meeting date which you would like to appear as a delegation:

6/14/2023



Do you or any members of your party require accessibility accommodations? *

☐ Yes

☒ No

Will there be a Power Point presentation? *

☐ 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



May 2023

RE: SOLAR ECLIPSE GLASSES / FUNDRAISER OPPROTUNITY OR BULK PRICING

Dear Mayor Deb Gilvesy,

We are writing to you on behalf of ***The Monarch Butterfly Eclipse Project***, an initiative led by five passionate high school students from Oakville, Ontario. We are proud to announce an exciting opportunity for sports clubs, schools, municipalities, and organizations to partner with us in promoting the sale of ISO Certified solar eclipse glasses for the upcoming total solar eclipse on April 8th, 2024. —

What makes this total solar eclipse truly unique is that its path closely mirrors the major migration route of the endangered monarch butterfly. As you know, your community experiences the yearly migration of the monarch butterfly, and linking to this initiative would be a great way to promote conservation efforts and raise awareness about the monarch butterfly.

The Monarch Butterfly Eclipse Project, founded by Emilie, Maggie, Ellen, Taylor and Paige, is offering ISO Certified solar eclipse glasses for sale, where 20% of gross sales will go to our fundraising partners and 100% of the net proceeds will be used in the future to fund initiatives that protect the habitat and overall population health of monarch butterflies. This includes supporting research, conservation efforts, and educational programs aimed at raising awareness about the importance of preserving these iconic and endangered creatures.

We are asking for your support and participation to make ***The Monarch Butterfly Eclipse Project*** a success. Your municipality can participate as a fundraising partner or by purchasing solar eclipse glasses at wholesale / bulk prices.

It is worth noting that the next time a total solar eclipse will come through your community will be, on average, 400 years from now. Hence, this is a once-in-a-lifetime opportunity that your community should not miss!

For more information please go to our website www.monarchbutterflyeclipse.com or contact us at info@monarchbutterflyeclipse.com.

We appreciate your consideration and look forward to hearing back from you.

Sincerely,

Emilie, Maggie, Ellen, Taylor and Paige

610 – 2 Ford Drive Oakville, ON L6J 7W4
www.monarchbutterflyeclipse.com
info@monarchbutterflyeclipse.com

TOTAL SOLAR ECLIPSE RARE DO NOT MISS!

APRIL 8th, 2024 TOTAL SOLAR ECLIPSE



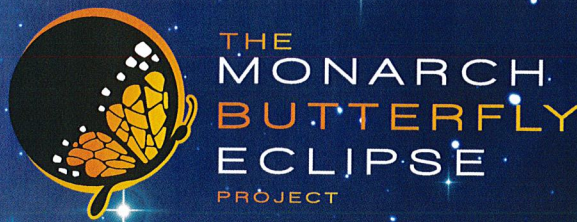
- CE AND ISO CERTIFIED FOR DIRECT SUN VIEWING
- VISION SAFETY AND PROTECTION
- 100% OF NET PROFITS DONATED

**GET YOUR
GLASSES
TODAY!**



THE
MONARCH
BUTTERFLY
ECLIPSE
PROJECT

www.monarchbutterflyeclipse.com



ABOUT THE MONARCH BUTTERFLY ECLIPSE PROJECT

The Monarch Butterfly Eclipse Project, an initiative led by five passionate high school students from Oakville, Ontario, is proud to announce an exciting opportunity for sports clubs, schools, municipalities, and organizations to partner with them in promoting the sale of ISO Certified solar eclipse glasses for the upcoming total solar eclipse on April 8th, 2024. What makes this total solar eclipse truly unique is that its path closely mirrors the major migration route of the endangered Monarch Butterfly.

The Monarch Butterfly Eclipse Project, founded by Emilie, Maggie, Ellen, Taylor and Paige, aims to raise awareness about the conservation of Monarch Butterflies while providing individuals a safe way to witness the awe-inspiring event of the total solar eclipse. The project offers ISO Certified solar eclipse glasses for sale, with 20% of the gross sales will be donated back to the partnering organization, while 100% of the net profit will go to The Monarch Butterfly Eclipse Foundation.



The Monarch Butterfly Eclipse Foundation, being established by The Monarch Butterfly Eclipse Project, will use the net proceeds from the sales of ISO solar eclipse glasses to fund initiatives that protect the habitat and overall population health of Monarch Butterflies. This includes supporting research, conservation efforts, and educational programs aimed at raising awareness about the importance of preserving these iconic and endangered creatures.

Sports clubs, schools, municipalities, and organizations interested in partnering with The Monarch Butterfly Eclipse Project can register at www.monarchbutterflyeclipse.com or individuals interested in purchasing solar eclipse glasses can order directly from The Monarch Butterfly Eclipse Project website. The glasses will be shipped to the end user in the United States and Canada free of charge.

Also, wholesale / bulk orders can be placed. For more information please email: info@monarchbutterflyeclipse.com

Don't miss this once-in-a-lifetime opportunity to witness a total solar eclipse. Join The Monarch Butterfly Eclipse Project in protecting monarchs and experiencing nature's phenomenon by promoting ISO Certified solar eclipse glasses for the April 8th, 2024 total solar eclipse. Together, we can make a difference for monarchs and raise awareness about their conservation.



Thank you for your support!

www.monarchbutterflyeclipse.com

To: Warden and Members of County Council

From: Director of Community Planning

Review of A Place to Grow and Provincial Policy Statement – Supplementary Report

RECOMMENDATIONS

1. That the Director of Community Planning, in consultation with other County staff and stakeholders as required, prepare and submit the County of Oxford's formal response to the Provincial consultations on the Review of A Place to Grow and Provincial Policy Statement, as generally outlined in Report No. CP 2023-144;
2. And further, that Report No. CP 2023-144 be circulated to the Area Municipalities for information.

REPORT HIGHLIGHTS

- The Province has released a proposed draft of the 'Provincial Planning Statement' (Proposed PPS), which is intended to replace the current Provincial Policy Statement (PPS, 2020) and 'A Place to Grow'– Growth Plan for the Greater Golden horseshoe (APTG).
- This report includes detailed comments and analysis for the draft PPS document, regarding the proposed substantive and wide ranging changes to the current provincial land use planning direction contained in the current PPS, 2020. While there appear to be some positive changes, a number of other proposed policy changes are extremely concerning (i.e. increased opportunities for rural residential lot creation, reduced justification and direction for settlement expansions etc.), contradictory, confusing and/or lacking in clarity. The comments and analysis in this report will form the general basis for the County's response to the Province through the Environmental Registry of Ontario posting [019-6813](#).

Implementation Points

The recommendations contained in this report will have no immediate impacts with respect to implementation. However, the uncertainty the proposed legislative and policy changes introduce will further delay implementation of various initiatives to address housing supply and other important planning objectives.

Report No: CP 2023-144
COMMUNITY PLANNING
Council Date: May 24, 2023

Further, a number of the proposed legislative, policy, and other changes would have significant implications for various ongoing County projects (i.e. secondary planning, infrastructure master plans, Official Plan updates etc.), as well as the existing Official Plan policies and related implementation tools and measures. As such, if approved, various County and Area Municipal land use related policies, documents, processes and standards will likely need to be comprehensively reviewed and updated to ensure consistency with the new Provincial direction.







Financial Impact

If enacted, a number of the proposed legislative and regulatory changes identified in this report could have significant financial impacts for the County and Area Municipalities, including the potential need for additional background and technical studies, staffing and other resources to address and/or implement the various changes.

Communications

Communication is proposed through the inclusion of this report on the County Council agenda and related communications and circulation to the area municipalities. This report includes input from the County's Manager of Housing Development on various proposed changes related to affordable housing.

Strategic Plan (2020-2022)

					
WORKS WELL TOGETHER	WELL CONNECTED	SHAPES THE FUTURE	INFORMS ENGAGES	& PERFORMS DELIVERS	& POSITIVE IMPACT
		3.ii. 3.iii.	4.i. 4.ii.		

DISCUSSION

Background

On April 6, 2023, the Province released additional legislative and policy changes, including a proposed new draft Provincial Planning Statement document, as part of an ongoing series of changes initiated to implement their annual Housing Supply Action Plans. The proposed draft of the 'Provincial Planning Statement' is intended to replace the current Provincial Policy Statement (PPS, 2020) and 'A Place to Grow' – Growth Plan for the Greater Golden horseshoe (APTG). The Province is inviting detailed comments through the environmental registry for a 66 day commenting period that ends on June 5, 2023. Information is available on the environmental registry under posting [019-6813](#).

This report builds from an initial report on these proposed changes that was brought forward to County Council on May 10, 2023 ([Report No. CP 2023-126](#)) and focused primarily on two areas of major concern regarding the draft PPS (i.e. proposed rural residential lot creation policies and updated settlement expansion policies).

Commentary

As part of the detailed review of the draft PPS, staff have been having ongoing dialogue with Provincial staff, municipalities and municipal organizations (e.g. Western Ontario Wardens, AMO, County Planning Directors etc.) and other stakeholder groups (e.g. Ontario Federation of Agriculture) to help inform the County's understanding of and response to the proposed PPS changes as generally outlined below

1. General Comments

There are a range of minor structural and organizational changes to the document that do not particularly enhance the usability or readability and may potentially increase confusion, uncertainty, and potential for challenge as municipalities move forward with implementation. To help address this, it would be beneficial for the Province to provide formal training and implementation materials to help municipalities familiarize themselves with the new policy structure and how the Province expects the policies to be implemented. Ensuring any new and/or updated Provincial guidance material referenced in the policies is released for municipal review and/or consideration as soon as possible would greatly assist in this regard.

It is important to note that the existing Planning Act requirements which state that decisions affecting planning matters "shall be consistent with" policy statements issued under the Act and the existing PPS implementation policies that allow municipalities to enact policies that go beyond the policies in the PPS provided that such policies do not conflict with the PPS policies, remain unchanged. This is reassuring, as these are two of the most fundamental legislative and policy provisions for guiding municipal implementation of the PPS policies and there has been some concern that they may be softened or limited through this review process. That said, the Province is proposing to limit municipal discretion with respect to implementation of two specific policy areas (i.e. allowing for up to 3 residential lots to be severed from a farm and allowing a mix of uses on employment lands that are not identified as an 'employment area'). As municipalities have the best understanding of how to balance priorities to achieve good planning in their local context, removing municipal discretion with respect to the implementation of any policies is of great concern and not supported.

It is important to ensure that the PPS sets clear expectations and makes it easy to determine how all of the policies are intended to apply/work together when the PPS is read in its entirety and which, if any, take priority in the case of a conflict. The draft PPS contains a number of policies that remain unclear with respect to intent and/or seem to contradict one another (i.e. achieving density/intensification, efficient use of land and services and protecting agricultural land, while at the same time reducing the justification for settlement expansions and allowing more rural residential lot creation in agricultural areas). As such, the intent of, priority, and interrelationship between, a number of the proposed policies is in need of further review and clarification.

Further, a number of the updated policies include references to 'provincial guidelines and/or approaches' (i.e., rural residential lot creation, agricultural systems, identification of natural hazards, forecasting growth etc.), which may leave the interpretation of these policies and assessment of their specific impacts unclear until new/updated guidelines have been released. The uncertainty associated with any delay in the release of new and/or updated Provincial guidance materials could also further delay local implementation of any required updates to the Official Plan and zoning by-law that may be necessary to continue to accommodate and facilitate desired development and housing options and achieve other local planning objectives. As such, the Province should be requested to release such guidance to municipalities as soon as possible.

2. Housing Policies

The Province is proposing to change and update the overall framework and context for how to plan for a range and mix of housing options, including changes to key terminology and related requirements. Generally it appears that some of the changes are intended to promote greater collaboration between Housing Service Managers and planners as it pertains to affordable housing. The Province is also directing municipalities to permit and facilitate all housing options to address current and future housing needs, including:

- those that may arise from demographic changes and employment opportunities; and
- all types of residential intensification, including conversion of existing commercial and institutional buildings, development and introduction of new housing options within previously developed areas, and redevelopment which results in a net increase in residential units.

While the County appreciates the renewed emphasis on intensification, including conversion of other uses to residential, and promoting opportunities to increase the range and diversity of housing options in settlement areas, the softening of some of the growth management and settlement area expansion policies (as discussed further below) and allowing for increased rural residential lot creation, would seem to contradict and/or undermine this direction and make it much more difficult for municipalities to achieve. Further, while the Province has also proposed a new definition of 'compact built form' to promote walkable neighbourhoods, this is not specifically reflected in the requirements for housing, yet fundamentally underpins support for the range of 'housing options' the Province appears to be trying to promote. This is also in need of clarification.

In addition, staff continue to have concerns with respect the proposed removal of the definition of 'affordable' as it pertains to housing and aspects of the proposed definitions for the terms 'housing options' and 'additional needs housing'. Further comments in this regard are as follows:

Definition of 'Affordable'

The 2020 PPS includes a definition of 'Affordable' in relation to housing that is based on an income-based approach (i.e. ensuring such housing targets low and moderate income households). This definition is proposed to be removed, which would appear to be consistent with Bill 23 and the Province's approach of relying simply on average market rent or 80% of the average resale value of a home for accessing affordability. Recent consultations with Provincial staff suggest that the removal of the definition is intended to reduce duplication in planning and housing policies and emphasize that the need to provide affordable housing is expected to be covered through planning for a range of 'housing options'. Affordability targets and goals are also expected to be provided in housing and homelessness plans, and established through collaboration between Service Managers and planning departments.

It remains unclear as to whether municipalities may continue to utilize an income-based affordability test when determining eligibility requirements for local affordable housing programs. As such, greater clarification is needed to understand if local municipalities are still able to apply income targets to affordable housing programs, based on a review of local needs. That said, the proposed average market rent approach for affordable rental units is in line with current Provincial funding programs, as well as the County's current definition of affordable housing, with the exception of focus on households under the 6th income decile.

Report No: CP 2023-144
COMMUNITY PLANNING
Council Date: May 24, 2023

Definition of 'Housing Options'

In accordance with the current PPS, municipalities are required to provide a three-year supply of serviced land for an appropriate range and mix of 'Housing Options'. In the proposed PPS, the definition of 'Housing Options' is proposed to be expanded to include additional needs housing (long-term care homes, accessible housing, housing for older persons), supportive, community and transitional housing, which more fully captures housing options on the left side of the continuum.

Although this change appears to place a greater focus on increasing the supply and mix of all housing options, and addressing the full range of housing affordability needs, the reference to 'affordable housing' has been specifically removed from this definition. As the definition of affordable housing is proposed to be removed from the PPS, there will no longer be a consistent definition for, or reference to, such housing. Eliminating any reference to affordable or affordability in the PPS creates the concern that municipalities may be left without the necessary provincial policy basis for requiring (i.e. through inclusionary zoning, where applicable) and/or encouraging the provision of 'affordable', and/or more affordable housing types through the development review process. As such, further clarity is necessary to understand the implications on local funding programs, and whether affordable housing can be more refined by local Service Managers (i.e. applying income-based eligibility requirements for specific programs).

Given the breadth of the proposed definition of 'housing options', it may reduce the focus on those areas of the housing continuum and those housing types that would have the greatest impact/benefit to helping address affordability related matters, particularly given the lack of recognition of affordability in the draft policies.

Definition of 'Additional Needs Housing'

A new definition for 'Additional Needs Housing' is proposed to replace the current definition of 'Special Needs Housing' in the 2020 PPS. The definition of 'Additional Needs Housing' will continue to include supportive forms of housing, such as long-term care facilities, adaptable and accessible housing, and housing with dedicated support services.

Again, it is unclear if affordable housing would fall under this definition, in a case where support services are not provided and a residential building is primarily affordable rental units. This definition appears to be contradictory to the proposed amendments to the definition of 'Housing Options', which would now include reference to more supportive housing options, such as supportive, community and transitional housing. The differences between supportive, community and transitional housing, and the supportive housing forms that are indicated under the proposed definition of 'Additional Needs Housing' are unclear. A clearer distinction between 'Additional Needs Housing' and 'Housing Options' is necessary to more appropriately define and target supportive and affordable housing options.

As a final comment, the Province should also allow, (i.e. through the Planning Act), for the expanded use of certain planning tools (e.g. inclusionary zoning) that are currently only available for major transit station areas (i.e. typically only applicable in large urban municipalities). All municipalities should have the authority to determine where such tools would be appropriate to support the development of required housing and increase the range and mix of housing options, as the need to create walkable, transit oriented communities is not exclusive to larger urban settlements.

3. Policies for Settlement Areas and Expansions

In addition to the changes to the housing policies noted above, there are a number of other notable changes to the settlement policies in the PPS, which are generally summarized as follows:

- *Planning horizon* - the Province is proposing to change the standard growth planning horizon from a maximum of 25 years to a minimum 25 years. The current requirement for municipalities to maintain a 15 year supply of land designated and available for residential development and a minimum three year supply of residential units with servicing capacity remain unchanged, with the exception of removal of specific references to accommodating units through intensification.

Oxford has long taken a more pragmatic and creative approach to planning for growth than many other municipalities in order to try to provide some additional flexibility to address local planning objectives and realities. This includes striving to ensure a continuous 25 year supply of growth land can be maintained (i.e. essentially treating it as a minimum) by undertaking the required secondary planning for lands somewhat beyond those required to accommodate the forecasted growth for the current 25 year planning horizon. This provides the flexibility for additional growth lands to be quickly designated for growth when needed to maintain the 25 year supply.

That said, not having some reasonable, consistent, province wide maximum time horizon for planning for growth in the PPS is a significant concern, as it would create uncertainty, increased speculation and competition for agricultural land near settlements, inconsistencies between municipalities and challenges for coordinating growth planning for growth with planning for infrastructure and other services. As such, in addition to the proposed 25 year minimum, the Province should include a reasonable and consistent maximum planning time frame in the PPS that would be appropriate for both planning for growth and planning for infrastructure and public services and will not result in the unnecessary or premature removal of land from productive agriculture. It should also provide the additional flexibility necessary for all municipalities to effectively plan for their growth needs.

- *Comprehensive review* – Proposed changes would eliminate the current requirement that a settlement expansion only be considered through a ‘comprehensive review’, which is a defined term that sets out a range of specific planning matters that must be considered (i.e. growth forecasts and land need, alternative directions for growth, adequate of infrastructure and public services etc.). The definition also stipulates that such expansions must be undertaken and/or approved by a municipality (i.e. a privately initiated proposal would need to be supported by the municipality to be considered). Although some matters that currently require consideration through the comprehensive review process would appear to be captured under the general settlement planning policies, they would shift from a ‘shall’ to a ‘should’ consider.

As such, the removal of the current comprehensive review requirements may create uncertainty and ambiguity with respect to process, expectations and requirements for settlement expansions, particularly if privately initiated settlement expansion proposals no longer specifically require municipal approval. As such, the key requirements that were formally part of the ‘comprehensive review’ process should be restored and/or clarified, including that a settlement expansion can only be initiated and/or approved by a municipality (i.e. no ability to appeal municipal refusal of a private application to expand a settlement). It is important that the PPS continue to provide clear justification

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requirements for settlement expansions in order to provide certainty and consistency in planning for growth, infrastructure and other public services (i.e. schools and other public facilities) and achieving complete communities.

- *Complete Communities* – Specific policies pertaining to the defined term ‘complete communities’ are proposed, which state that planning authorities should support the achievement of complete communities by, among other matters, accommodating an appropriate range and mix of land uses, housing and transportation options, employment, public services and other uses to meet long-term needs.
 Although adding this specific reference to the achievement of ‘complete communities’ and related considerations could be beneficial, the fact that this policy is currently only a ‘should’ consider may limit its application to some extent.
- *Changes to functional policy language* – The wording of a number of key growth management policies is proposed to change from ‘shall’ to ‘should’ (e.g. setting targets for and supporting intensification; supporting the achievement of complete communities through the provision of a range and mix of uses, housing and transportation options and services; consideration of settlement expansion criteria such as the capacity of infrastructure and public services and impacts on agricultural land and operations, MDS and appropriate phasing of growth). Changing the wording to ‘should’ would have the effect of softening the extent to which these policy requirements would need to be considered in making land use planning decisions. This may lead to inconsistent implementation across municipalities, disputes over interpretation, and increased appeals to the Ontario Land Tribunal (OLT) with associated costs and delays.

As such, the use of the word “shall” in these policies should be maintained to provide the necessary certainty as to what growth related policy matters must be considered. Any necessary/desired flexibility can be provided through other measures (e.g. allowing approaches to be based on Provincial guidance or municipal approaches that achieve the same objective, providing specific exceptions for certain Provincial decisions related to growth management matters etc.).

- *Density Targets* – A new policy has been added that encourages all municipalities to establish density targets for new settlement areas or settlement area expansions, as appropriate based on local conditions, and encourages large and fast growing municipalities (LFGM) to plan for a minimum density of 50 people/jobs per ha.

As this is only an encourage policy it will do little to ensure all municipalities establish reasonable minimum density targets and that development meets such targets. As such, the policy should be revised to require all municipalities to direct growth primarily to fully serviced settlement areas and establish minimum density and intensification requirements for those settlement areas. This would help to ensure all municipalities are doing their part to preserve agricultural land, provide a range of housing choices, and make efficient use of land and infrastructure.

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- *Policies from A Place to Grow (APTG)* – The province is proposing to incorporate a number of new policy approaches and/or terms from APTG into the PPS, including: Strategic Growth Areas, Major Transit Station Areas, Higher Order Transit Corridors, Major Trip Generators, Frequent Transit Service, etc. It appears that the incorporation of these terms and associated policies is largely intended to capture the provincial direction from APTG that is deemed necessary to maintain once that plan is repealed (as is being proposed).

Most of these terms and policies, either explicitly or by virtue of the definitions, would apply exclusively to the 29 ‘large and fast growing municipalities (LFGM)’ identified by the Province on Schedule 1 of the draft document, most of which are currently subject to the policies of APTG. That said, the replacement of some of the current, more general, settlement policies with these APTG policies would appear to create some potential policy gaps when it comes to planning for smaller urban communities and rural settlement areas. For instance, there are now no other policies beyond those for ‘strategic growth areas’ and ‘major transit station areas’ that would seem to specifically require intensification.

Some of the new terms and policies from APTG that would appear to be applicable, or potentially applicable, to Oxford are as follows:

- ‘Strategic Growth Areas’ – these areas are proposed to be defined as “within settlement areas, nodes, corridors, and other areas that have been identified by municipalities to be the focus for accommodating intensification and higher-density mixed uses in a more compact built form. Strategic growth areas include major transit station areas, urban growth centres and other areas where growth or development will be focused, that may include infill, redevelopment, brownfield sites, the expansion or conversion of existing buildings, or greyfields. Lands along major roads, arterials, or other areas with existing or planned frequent transit service or higher order transit corridors may also be identified as strategic growth areas”.

The proposed policies for ‘strategic growth areas’ would require LFGMs to identify such areas, but leave it optional for other municipalities in Ontario. The stated intent for these areas is to support the achievement of complete communities, a range and mix of housing options, and intensification and mixed use development. Identification of a strategic growth area would allow a municipality to identify minimum density targets and type and scale of development and transition of built form to adjacent areas. Planning for and investments in infrastructure should also be prioritized to support strategic growth areas for growth and development.

It appears that the intent of these ‘strategic growth areas’ is to replace the more general requirements for the establishment of intensification targets and policies for settlement areas, as required by the current PPS. Given the considerable flexibility with respect to which areas of settlements could be identified as a ‘strategic growth area’ (i.e. downtowns, major nodes and corridors etc.), it appears that these new policies could potentially assist in achieving some of Oxford’s intensification objectives. However, to be effective, it will be important to continue to require appropriate justification for settlement expansions and minimum densities for new development.

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- *'Major Transit Station Areas (MTSAs)'* - these areas are proposed to be defined as 'the area including and around any existing or planned higher order transit station or stop within a settlement area; or the area including and around a major bus depot in an urban core. Major transit station areas are generally defined as the area within an approximate 500 to 800 metre radius of a transit station, representing about a 10 minute walk'.

The proposed policies would allow non-LFGMs to plan for MTSAs that are not on 'higher order transit' corridors by delineating boundaries and establishing minimum density targets. As there are no transit services in the County that likely qualify as 'higher order transit', (i.e. subways, light rail transit or buses in dedicated rights-of way), the only area where such policies could potentially apply (i.e. based on the definition of an MTSA), is the bus hub in downtown Woodstock. That said, it is not clear to what extent identifying this as an MTSA would provide any advantages over identifying that area as a 'strategic growth area'.

- *Deleted policies* – A number of existing PPS policies that Oxford has relied on to support various local planning objectives in the past are proposed to be deleted. These include, but are not limited to: avoiding land use patterns that would prevent the efficient expansion of settlement areas, in those areas which are adjacent or close to settlement areas; maintaining and where possible enhancing the vitality and viability of downtowns and main streets; encouraging a sense of place by promoting a well designed, built form and cultural planning, and by conserving features that help to define character etc.

In summary, some streamlining of the current process and requirements for settlement expansions could be beneficial in providing greater flexibility for settlement expansion in certain specific circumstances. However, the extent to which the province is proposing to simplify the process and related review requirements could potentially undermine many other important PPS objectives (e.g. achieving the density and mix of housing and other uses necessary to support complete communities, protecting prime agricultural land etc.). It could also serve to reduce or eliminate many of the current requirements and incentives to develop at higher density and intensify within existing settlement boundaries.

As noted under the comprehensive review discussion above, the Province should ensure that settlement expansions can only be initiated by a municipality or, at very minimum, ensure that municipalities continue to retain/have the authority not to approve a private proposal to expand a settlement and that decision not be subject to appeal. If not, the lack of certainty will simply lead to increased land speculation and uncoordinated/inefficient settlement expansions due to continuous pressure from development proponents to expand in multiple directions. This continuous pressure would distract municipalities from efforts to complete growth planning and infrastructure projects that are necessary to sustainably accommodate growth and build great communities, including intensification and redevelopment opportunities.

Further, it would appear that the proposed replacement of some of the current, more general, settlement policies with these APTG policies may create some potential policy gaps when it comes to planning for smaller urban communities and rural settlement areas. For instance, there may now be limited policies beyond those for 'strategic growth areas' and 'major transit station areas' that could be relied upon to specifically require or support increased density and intensification within existing built up areas.

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If approved, it is anticipated that these changes will require careful and detailed consideration as part of reviewing and updating growth related official plan policies and zoning provisions in the future. They could result in the need to take a substantially different approach to how growth is planned for and accommodated in Oxford's various settlements and require the preparation of various detailed background and/or technical studies (i.e. growth forecasts, land needs analysis, intensification and infrastructure capacity studies etc.) to properly inform.

4. Rural Areas and Rural Lands

Some minor wording changes to the existing 'rural areas' and 'rural lands' policies in the PPS are being proposed. In Oxford, all lands located outside of the Large Urban Centres are considered to be 'rural areas' from a PPS perspective. However, the County does not contain any 'rural lands', as all lands located outside of a designated settlement area are currently considered to be 'prime agricultural land'.

For the most part, it appears that the proposed changes to the rural areas policies are an attempt to simplify and reduce duplication (e.g. eliminating the reference to rural settlement areas being the focus for growth and development, presumably because that policy direction is already provided under the general settlement policies). However, the proposed changes to the 'rural lands' policies are more substantial. These changes propose to allow for multi-lot residential development in such areas where site conditions are suitable for the provision of appropriate sewage and water services, whereas the current policies only speak to residential lot creation. Further, the policy stating that opportunities should be retained to locate new or expanding land uses that require separation from other uses is proposed to be deleted.

County staff do not have any significant concerns with the proposed changes to the rural areas policies. However, notwithstanding that Oxford does not currently contain any rural lands, staff do still have concern with some of the proposed changes to those policies. Although rural lands are not generally comprised predominantly of prime agricultural land (i.e. class 1-3 soils), they are often still well-suited for and support productive agriculture. Therefore, any increased potential for residential development and lot creation on such lands will only further contribute to the overall loss of productive agricultural land and conflicts with agriculture. As such, this proposed policy change should be removed, or scoped to ensure it only applies to rural lands that are not suitable for productive agriculture and that any development will not negatively impact existing or future agriculture in the area (i.e. flexibility to establish a new livestock facilities etc.).

5. Employment

The province is proposing a number of changes to the employment policies in the PPS, including revising the definition of 'employment area(s)' based on an amended definition of 'area of employment' within the Planning Act that is being proposed through Bill 97. The effect of this proposed change would be to remove certain employment uses, such as offices and retail, from being considered 'employment area' uses. Other proposed new and/or updated policies include:

- Encourage the intensification of employment uses and compact, mixed-use development that incorporates compatible employment uses, such as office, retail, industrial, manufacturing and warehousing to support the achievement of complete communities;
- Encourage industrial, manufacturing and small-scale warehousing uses that could be located without adverse effects in 'strategic growth areas' and other mixed use areas where frequent transit service is available, outside of 'employment areas';

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- Permit a diverse mix of land uses, including residential, employment, public service facilities and other institutional uses on lands outside of identified 'employment areas' to support the development of complete communities. Official Plans and Zoning By-laws cannot contain provisions that are more restrictive;
- Planning authorities shall designate, protect and plan for 'employment areas' in settlement areas by:
 - prohibiting residential uses, commercial uses, public service facilities and other institutional uses, as well as retail, office and other sensitive land uses not associated with or ancillary to the primary employment use; and
 - including appropriate transition to adjacent non-employment uses to ensure land use compatibility.
- Planning authorities may only remove lands from 'employment areas' if certain criteria (i.e. need, compatibility etc.) are met, but such removal would no longer require a 'comprehensive review' to be considered.
- Major office and major institutional development should be directed to 'major transit station areas' or other 'strategic growth areas' where 'frequent transit service' exists.

Overall, the amended definition and policies would appear to allow municipalities to identify 'employment areas' that would have greater protection from development of certain employment and other uses that might be incompatible with more intensive industrial type uses. However, the policies would also appear to require municipalities to permit a more diverse mixture of uses, including residential and institutional, on lands for employment outside of identified 'employment areas', such as downtowns and other commercial areas.

Although these proposed changes would generally appear to be positive, they could also have the effect of overly limiting the potential employment uses that could be located in an 'employment area' and overly prescribe the mix of uses that municipalities are required to permit on other employment lands. Therefore, further clarification on the overall intent and application of these policies is required to ensure they will provide the necessary flexibility for municipalities to achieve their local planning and economic development objectives.

These proposed changes would require detailed review and update of the existing official plan policies and zoning provisions for commercial and industrial uses to identify appropriate 'employment areas', mixed use and transitional areas and associated uses, policies and provisions.

6. Energy Conservation Air Quality and Climate Change

The existing climate policies have largely been retained, but centralized into a more focused subsection of the document, rather than threaded throughout the PPS, although some limited individual mentions have been retained in other parts of the document (e.g., within policies for natural hazards). That said, there are three key policies from the PPS, 2020 that are not effectively reflected in the new policies, namely:

- encourage transit-supportive development and intensification to improve the mix of employment and housing uses to shorten commute journeys and decrease transportation congestion;

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- design and orientation which maximizes energy efficiency and conservation, and considers the mitigating effects of vegetation and green infrastructure; and
- maximize vegetation within settlement areas, where feasible.

These elements should be retained within the updated PPS document, to support reducing greenhouse gas emissions and preparing for the impacts of a changing climate.

7. Infrastructure and Facilities

A number of changes to the policies for infrastructure and facilities are being proposed that range from relative minor to substantial. Some of the more notable changes are summarized as follows:

- *General* - a new policy is being proposed to require planning for infrastructure and public service facilities to “leverage the capacity of development proponents, where appropriate”. The intent of this policy and, in particular, how and under what circumstances municipalities would be expected to leverage the capacity of development proponents is not clear. Further, given the proposed elimination of the maximum planning horizon(s), it is unclear how municipalities will be expected to plan for infrastructure and public service facilities to ensure they are available to meet and accommodate projected needs, as required by the policies (i.e. projected needs for what period of time?). As such, further clarification is required with respect to the Provincial intent in this regard.

Another new policy being proposed states that Planning authorities, in consultation with school boards, should consider and encourage innovative approaches in the design of schools and associated day care facilities. Although the reference to the need for such coordination is appreciated, without changes to the Provincial funding model for new schools and daycares, the inclusion of these references will likely do little to improve coordination, as funding is often not available to secure preferred sites when the opportunities arise in the planning process.

- *Sewage, Water and Stormwater* – The County strongly supports the continued direction that municipal services are the preferred form of servicing for settlement areas to support protection of the environment and minimize potential risks to human health. However, it is recommended that the province also add ‘and to make efficient use of land and support compact development and complete communities’ to provide a more complete indication of the rationale for this policy.

Similarly, the County supports the maintenance of the policies regarding private communal and individual on-site water and/or waste water services only being permitted where municipal services are not available, planned or feasible. However, it is recommended that the County reiterate previous comments to the province with respect to the need for/benefit of adding policy wording to further clarify that growth is to be primarily directed to settlements with full municipal services and, other than minor infilling and rounding out of existing development, is not permitted in settlements served by individual on-site services and, partial services and further that development on private communal services shall only be permitted where deemed acceptable by the municipality.

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The County also appreciates the new recognition for integrating planning for servicing with source protection planning being reflected in this section of the document, in addition to the Water Resource policies.

The proposed refinements to the policies for planning for storm water management are also supported, in particular the addition of the requirement to align with any comprehensive municipal plans for stormwater management that consider cumulative impacts of stormwater from development on a watershed scale.

- *Energy Supply* - the proposed energy policies continue to encourage municipalities to provide opportunities for the development of energy supply including electrical generation facilities and transmission and distribution systems, district energy and renewable energy systems and alternative energy systems to accommodate current and projected needs. However all implementing policies are proposed to be deleted. While the proposed PPS continues to identify a role in energy production for municipalities through land use planning tools, it lacks any clear direction with respect to implementation. Given that the Province through the IESO is currently looking to add additional long term energy generation in the Province, clarification is required in order to better understand how land use planning tools are intended to apply to these undertakings.

8. Water

Generally the policies pertaining to water resources have been refined and streamlined and integration with infrastructure requirements (servicing and storm water) are more clearly articulated. While the requirements for protecting, improving or restoring the quality and quantity of water for the long term have been maintained, the removal of requirements to evaluate and prepare for the impacts of a changing climate on water resource systems at the watershed level is inconsistent with other objectives and policies in the PPS.

More frequent and intense storm and weather events, including heat and drought, will continue to place increasing pressure on water resources, and these types of impacts will not be limited to or confined by municipal boundaries. Watershed management, integrated with source water protection tools to protect drinking water supplies, provide a stronger basis for addressing climate related challenges and should be maintained in the PPS. Furthermore, given the current absence of proposed updates to the PPS natural heritage policies, it is unclear how the water policies and natural heritage policies will integrate with one another and this should be clarified given the integrative nature of these two sections of the PPS.

In addition, further clarification is warranted regarding requirements for the protection of drinking water supplies and designated vulnerable areas. The 2020 PPS specifically requires the “protection of all municipal drinking water supplies”, however the proposed changes remove reference to “all municipal”. This would suggest that municipalities would now be responsible to protect private systems, including those which may not have been adequately maintained by existing or previous owners, from impacts from other land uses. This would represent a significant increase in the scope of responsibility for municipalities, and exceeds current Source Water Protection requirements.

9. Agriculture

The province is proposing a number of changes to the current agricultural policies. Some of these changes are relatively minor, while others could potentially have enormous and irreversible impact on agricultural lands and operations. The following provides a brief summary of the proposed changes and related comments.

- *Additional Residential Units (ARUs)* - The proposed clarification that ARUs are permitted in prime agricultural areas, including on farms, is welcome. However, these policies would benefit from further clarification with respect to certain matters, such as:
 - The requirement that ARUs be 'subordinate to the principle residence'. It is assumed that this is intended to ensure the ARUs remain secondary to the principal dwelling in terms of both function and size. That said, referring to the ARU being secondary in nature and limited in size would provide greater clarity and better align with other ARU language in the Planning Act;
 - How the MDS requirement is intended to be applied (e.g. does an ARU that is fully contained within an existing dwelling/structure, or is located further from the livestock facility than the existing principal dwelling need to meet MDS). Oxford's policies currently require that ARUs meet MDS, or not further reduce an existing insufficient MDS setback.
 - The proposed policy in 4.3.3.1 would allow for the severance of an ARU from a farm. Allowing for such units to be severed from the farm (except where they are contained on the same lot as a principal dwelling that is severed in accordance with the policies for surplus farm dwellings) would contradict the intent that they be subordinate to the principal residence and support the farm family/operation and simply increase the potential for 'house harvesting'. Could more ARUs be added to the farm after the first two being severed? Would the requirement that new residential dwellings be prohibited on the resulting farm parcel from a surplus farm dwelling severance also apply to the creation/addition ARUs? This proposed severance policy should not be supported unless the above matters can be satisfactorily addressed.

Some of the above noted clarification could potentially be provided through the proposed 'provincial guidance' (which has not yet been released), while others (i.e. severance of ARUs) would likely require clarification to the proposed policy wording.

- *Agricultural Systems* - the proposed incorporation of the more comprehensive direction and support with respect to encouraging the use agricultural systems approaches from APTG could potentially be beneficial for helping to support and foster the protection of agricultural land for long term agriculture and foster the long-term economic prosperity and productive capacity of the agri-food network.
- *Land-Extensive Energy Facilities* - The clarification that such facilities, including battery storage facilities and ground mounted solar facilities, are not permitted in prime agricultural areas except as an on farm diversified use (OFDU) may be beneficial for helping to regulate the location and scale of such facilities outside of settlement areas.

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- *Rural Residential Lot Creation* - As discussed in detail in the May 10, 2023 report to Council on Bill 97 and the proposed PPS changes ([Report No. CP 2023-126](#)), the proposed policies that would require municipalities to allow for up to 3 rural residential lots to be severed from a farm (subject to meeting certain criteria) would have an enormous and irreversible negative impact on agricultural land and operations in both the County and the Province as a whole. Further, they would contradict and undermine various other important planning objectives and, result in an extremely inefficient use of land, and are simply not required to address housing need. In summary, the proposed residential lot creation policies simply do not constitute good planning and cannot be supported.

As such, based on Council's adoption of the recommendations contained in the May 10, 2023 report, County staff have already begun working with various municipal organizations and agricultural stakeholder groups to try to ensure a clear and unified Province wide position to push for the complete removal of these proposed policies from the PPS. This is expected to include providing the Province with detailed data and information on the direct and indirect impacts of this proposed policy change on agricultural land and operations as well as other key provincial and local interests. Further, the intent is to present the Province with a range of alternative approaches that could be considered to increase rural housing opportunities that would not negatively impact agricultural land and operations (i.e. expansions to fully serviced rural settlement areas and minor infilling and rounding out of other rural settlement areas, splitting of existing rural residential lots, ARUs etc.).

10. Mineral Aggregate Resources

No significant changes to the mineral aggregate policies are being proposed, however, staff do support the proposed addition of the policy that would require aggregate extraction in prime agricultural areas to undertake an Agricultural Impact Study to demonstrate how impacts on agriculture will be addressed.

That said, County staff would also propose that a number of the County's previous comments to the Province with respect to improving planning for aggregates be reiterated. Firstly, there remains a lack of regard for the cumulative impacts associated with multiple aggregate extraction operations in a local area. This gap in policy should be addressed by requiring an analysis of cumulative impacts, and it should be supported by Provincial guidance on how such impacts are to be assessed. Second, the rehabilitation of former aggregate extraction sites represent one of the greatest opportunities to take coordinated action to systematically and predictably improve the natural environment and overall natural cover in Oxford (and in many other major aggregate producing municipalities). As such, the County continues to urge the Province to take a much stronger role in capitalizing on this opportunity by establishing clear and supportive PPS policies and working with municipalities to develop comprehensive rehabilitation strategies for aggregate extraction that identify and maximize opportunities to restore and enhance the natural heritage system and component features and areas, and ensuring rehabilitation plans approved through the ARA process are consistent with such strategies.

11. Cultural Heritage and Archaeology

Although the proposed changes to the cultural heritage and archaeology policies appear minor, they could have impacts with respect to implementation through the development approval process in Oxford. The new PPS policy regarding which resources which are to be conserved has been changed from 'significant' (as determined by the municipality) to 'protected' (subject to formal designation/easement agreement at municipal, Provincial, Federal or international levels), which raises the minimum standards to be met in order for a property to be conserved through the Planning Act/PPS. At the same time the definition of 'protected heritage property' has been broadened to include properties with known archaeological resources. Although, it appears that municipalities can still set a different standard to broaden the scope of conservation, without an alternative standard, the change to 'protected heritage property' could be interpreted as requiring a formal identification process to occur prior to the requirement for conservation. Many municipalities simply do not currently have the resources for comprehensive, proactive identification strategies.

There are also proposed new policies that would broaden the requirement that archaeological resources be conserved prior to permitting development, by replacing the reference to the term 'significant' with 'areas of archaeological potential'. This change is likely the most significant in terms of the day-to-day approval of development as 'areas of archaeological potential' must now be conserved (i.e., assessed, mitigated and/or protected) through the development. As such, the County may need to develop additional application requirements to ensure this new policy is properly addressed.

The direction to municipalities to develop and implement archaeological management plans and cultural plans has been softened from 'should' to 'are encouraged', and the reference to cultural plans has been reworded to 'proactive strategies for identifying properties for evaluation under the Ontario Heritage Act'. The replacement of the term 'cultural plans' is supported as this term was unclear and often confused with arts and culture plans. Further, the new wording better supports the other heritage policies in the PPS and the processes under the Ontario Heritage Act, particularly post-Bill 23. A minor shift is proposed regarding Indigenous engagement where the municipality 'shall engage early' in the process and 'ensure their interests are considered' and is proposed to refer to defined terms for resource types.

12. Protecting Public Health and Safety

Given that the Province's 2020 Flood Strategy recommended that the Province update the various associated natural hazards technical manuals and guidance associated with flooding hazards and these have not yet been released, it makes sense that only minor edits to these policies are being proposed at this time.

It would be beneficial if the Province could provide an update to municipalities and conservation authorities on the expected current timing for updates to the natural hazard manuals, including consultation and engagement with municipalities and conservation authorities.

Similarly, for the pending technical updates regarding flooding standards, the Province should also update the technical standards and guidance regarding other natural hazards including steep slopes, erosion hazards, and unstable bedrock including for karst topography. Additional guidance and direction regarding man made hazards, as they relate to legacy oil, gas and petroleum wells would also be a welcome.

13. Implementation and Interpretation

There are several proposed changes to the implementation and interpretation policies of the PPS. Notably, the policies appear to be giving even greater latitude to Minister of Municipal Affairs and Housing to not follow the PPS when making decisions in order to take into account other government priorities. This, coupled with the ongoing changes to the Planning Act to enable broader regulatory and minister zoning order powers, appears to indicate that the Province does not intend to be bound by, or even need to consider, its own planning direction when making decisions. The additional discretion provided to the Province through the new legislative and policy powers continues to disrupt normal and efficient planning processes, diminish the role of municipal planning decisions, and encourage proponents to seek other avenues (e.g. MZOs) to advance their developments. As such, the Province should be re-focus its efforts on providing greater stability for planning processes and assisting municipalities with advancing their various planning and housing initiatives, including expediting outstanding Provincial approvals of municipal Official Plan updates.

Similarly, it is noted that the Province is removing the policy recognizing that official plans are the most important vehicle for implementing the PPS and instead providing detailed clarification with respect to keeping Official Plans and zoning by-laws up-to-date, including with the PPS. While this is both appreciated and understood, the current and perpetual review of provincial policies and legislation, and delays in Provincial decisions on Official Plan updates and release of provincial guidance documents necessary to support implementation continue to cause the greatest delays in implementing provincial policy direction.

Conclusion

The potential changes to the PPS, 2020 could potentially have a significant impact on land use, infrastructure and environmental planning across the province. The detailed analysis included in this report of the proposed changes is intended to form the general basis for the County's full response to the Province regarding the draft PPS document.

Staff will also ensure that County Council is kept apprised of any comments submitted to the Province and will continue to monitor the progress of the policy and other changes being proposed, and advise County Council of any relevant changes and/or opportunities for comment on matters that may be of particular interest or concern to the County or Area Municipalities, including the policies for natural heritage once they are released.

At such time as the proposed PPS updates are enacted by the Province, the County and Area Municipalities will need to undertake updates to various policies, documents, processes, standards and review related staffing and other resource impacts to ensure the changes can be effectively addressed and implemented in the Oxford context.

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SIGNATURES

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Development Planner – Policy Focus

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Original signed by _____
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Manager of Planning Policy

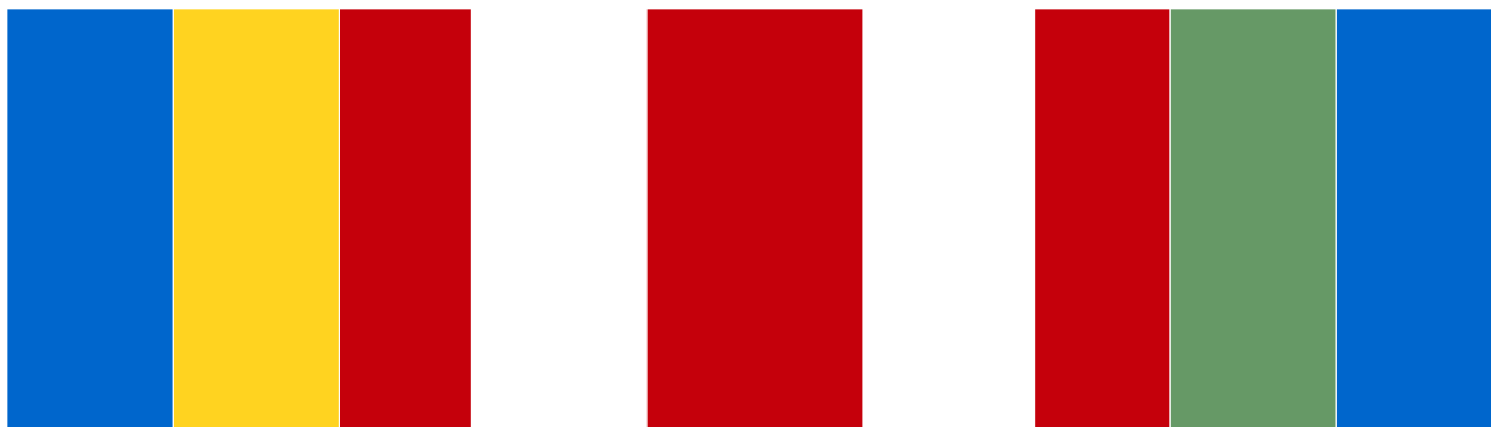
Departmental Approval:

Original signed by _____
Gordon K. Hough
Director of Community Planning

Approved for submission:

Original signed by _____
Benjamin R. Addley
Chief Administrative Officer

Proposal for a crosswalk for the Town of Tillsonburg



My idea for this crosswalk recognizes Tillsonburg's history as well as the present multi-cultural and multi-ethnic population. The blue ends represent the Pacific and Atlantic oceans symbolizing people who have now made their home here from across Canada and around the globe. The yellow and green represent the agricultural heritage that is part of Tillsonburg's past and present. The green also hints at the turtle folklore that is a part of our communities past and is now recognized in Turtlefest. The red and white symbolize Canada's flag and that all who live here are part of the mosaic of this great nation.

Submitted by Doug Dawson

**Subject: 2022 Fourth Quarter Draft Consolidated Financial Results****Report Number:** FIN 23-07**Department:** Finance Department**Submitted by:** Sheena Pawliwec, CPA, CGA, Director of Finance/Treasurer**Meeting Type:** Council Meeting**Meeting Date:** Wednesday, June 14, 2023**RECOMMENDATION**

THAT report titled 2022 Fourth Quarter Draft Consolidated Financial Results be received as information.

BACKGROUND

To provide Council with the draft January 1, 2022 to December 31, 2022 Town-wide consolidated financial results.

DISCUSSION

The attached appendices summarize by department the variances between 2022 draft actual results for the year ended December 31, 2022 and the 2022 budget.

The fourth quarter draft results reflect an overall Town-wide consolidated 2022 operating surplus of \$1,589,795 and capital deficit of \$495,979. It is important to note that these figures remain in draft form until financial audit completion; subsequent adjustments remain possible until such time.

2022 was a year that was still impacted by the pandemic and as such the approved operating budget contained six months (January-June) of estimated impact calculations. A year-end surplus is being reported partly due to pandemic changes resulting from restrictions being lifted which resulted in the Recreation department to realize increased user fees. Non-pandemic related variances contributing to the surplus include staffing vacancies, grant revenues, and tax supplement charges.

Impacts to the capital budget include continued pandemic-related increases and supply chain shortages, and the realized loss pertaining to the sale of the ravine lands west of Borden Crescent (Council Resolution # 2021-333). Specific departmental feedback relating to capital budget variances are discussed in the respective departmental fourth quarter results reports.

Choose an item. Click or tap here to enter text.

CONSULTATION

N/A

FINANCIAL IMPACT/FUNDING SOURCE

The Town's 2022 financial external audit is currently underway and, once completed, a subsequent report containing the draft financial statements and related recommendation on reserve transfers per the Town's Surplus Allocation Policy will be provided for Council review and approval.

Questions or comments relative to the departmental 2022 fourth quarter revenues and expenditures should be referred to the applicable members of the Senior Leadership Team for commentary.

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 – N/A

Priority Project – N/A

ATTACHMENTS

1. Appendix A – 2022 Q4 Consolidated Operating Results
2. Appendix B – 2022 Q4 Consolidated Capital Results

 Financial Plan Operating Plan - Cost Code Summary Town As of December 31, 2022			
	2022	2022	Actual
	YTD Budget	YTD Actuals	Variance
Revenues			
Levy, PILS	17,992,900	18,450,720	(457,820)
Grants	1,959,400	2,168,271	(208,871)
User Charges	5,976,400	6,515,904	(539,504)
Other Revenue	309,100	418,404	(109,304)
Specified Revenue	14,400	14,672	(272)
Contribution from Reserves	505,500	1,286,254	(780,754)
Total Revenues	26,757,700	28,854,225	2,096,525
Expenditures			
Labour	10,938,400	10,595,501	342,899
Purchases	5,174,500	4,565,540	608,960
Contracted Services	6,428,700	6,239,652	189,048
Contribution to Reserves	213,200	1,863,849	(1,650,649)
Interfunctional Adjustments	423,700	417,240	6,460
Debt Principal & Interest	1,970,254	1,973,702	(3,448)
Total Expenditures	25,148,754	25,655,484	(506,730)
Total Net Levy	1,608,946	3,198,741	1,589,795

 Quarterly Reports - Capital For period ending December 31, 2022				
	2022	YTD	YTD	Budget
	Budget	Budget	Actuals	Variance
110 Corporate Services			532	(532)
130 Fleet	88,000	88,000	85,787	2,213
150 Fire	31,100	31,100	(45,971)	77,071
210 Engineering	241,000	241,000	267,352	(26,352)
220 Public Works	384,900	384,900	394,387	(9,487)
240 Airport			33,322	(33,322)
260 Storm Sewers	592,500	592,500	592,500	
300 Cem				
450 Parks	65,000	65,000	60,399	4,601
460 Rec - Programs				
465 Rec - Bldg Mtce	200,000	200,000	278,230	(78,230)
467 Elliott Fairbairn Centre				
475 Museum	92,900	92,900	87,147	5,753
500 DCS			354,848	(354,848)
505 Economic Dev	53,600	53,600	136,446	(82,846)
Total Town Surplus /(Deficit)	1,749,000	1,749,000	2,244,979	(495,979)



Subject: 2022 Q4 Corporate Services Department Results

Report Number: CS 23-11

Department: Corporate Services Department

Submitted by: Tanya Daniels, Director of Corporate Services/Clerk and Kyle Pratt, Chief Administrative Officer

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

To provide Council with the financial results of the Corporate Services Department, Office of the CAO and Council from January 1, 2022 to December 31, 2022.

DISCUSSION

1. Department Overviews

1.1 Corporate Services (CS) Department Overview

The following chart overviews the Corporate Services Department included within this results report:

AREA	RELATIONSHIP	STAFF
Clerks	Internal	3 FTE
Communications	Internal	1 FTE
Customer Service	Internal	3 FTE 1 PTE 1 Summer Student
IT	External	Contract - County of Oxford
Legal Services	External	Contract
Insurance	External	Contract

1.2 Office of the Chief Administrative Officer

The following chart overviews the areas within the Office of the CAO included within this results report:

CS 23-11

AREA	RELATIONSHIP	STAFF
Office of the CAO	Internal	2 FTE
Human Resources	Internal	3 FTE
Strategic Initiatives and Innovation	Internal	1 FTE – Area introduced in 2023
Departments	Internal	All remaining Departments report independently their results (Fire, Ec. Dev, OPS, RCP and Finance).

2. Budget Overview

2.1 Corporate Services and Customer Service

The Corporate Services Department organizationally includes the area of Customer Service. The budget details for both areas have been included within this results report as they are approved independently. The Communications area of CS is contained both within the CS budget and legacy details with Economic Development operational budget. An efficiency plan for 2024 will be to review the combined values and align the Corporate Services operating budget with the staff associated. For the purposes of this report, the Customer Service and the Corporate Services operating results are attached.

2.2 Office of the Chief Administrative Officer

The Office of the CAO's direct budget is included within the Corporate Services operational budget. The Human Resources operational budget is approved and maintained independently as a branch within the Corporate Services operational budget. A change in early 2023 transitioned the HR Department to report directly to the CAO. For the purposes of this report, the HR operating results are within the attached Corporate Services attachment.

2.3 Council

The operating budget results for Council has been included within the attached documents.

3. Summary of Operational Results

3.1 Corporate Services

The following chart provides an overview of the Corporate Services operational results for 2022:

CS 23-11

Objective	Owner	Target Date	Status
Council Orientation Program	Director of CS	Q4	Completed
Youth Engagement Program	Clerk	Q4	In Progress Q1 2023 had the creation of the Committee, joining of the Youth Coalition.
Review of Council Committees	Clerk	Q3	Completed
Municipal Election	Clerk	Q3	Completed October 2022
Navigation improvements on the website	Communications Officer	Q3	Completed New Umbraco site was launched September 29, 2022. Avg user sessions per month in Q4 2022 = 19,008 compared with Q1 2023 = 20,392.
Mobile application for reporting and service requests	Communications Officer	Q3	Completed Launched October 6, 2022. Avg of 268 active users each month in first 3 months. Report a Problem saw 60 requests logged in 2022.
Implement IT Plan	Director of CS	2023	Ongoing
Computer Replacements	IT	Full year	Completed for 2022. Ongoing replacement program.
Cell Phone Replacements	IT	As needed	Completed for 2022. Ongoing replacement program.

While not included within the Business Plan for the 2022 year, the Town's Communications staff member assisted in a large website overhaul project for both the Town and Tillsonburg Hydro Inc. This project was a large undertaking with a launch of both sites in November of 2022.

CS 23-11

3.2 Office of the Chief Administrative Officer

The following chart provides an overview of the Office of the CAO operational results for 2022:

Objective	Owner	Target Date	Status
Physician Recruitment	CAO	Ongoing	Two (2) physicians were recruited in 2022.
Town Hall Project	CAO	Q1 2027	In Progress
Attainable and Affordable Housing	CAO	Ongoing	Ongoing
Boundary Adjustment	CAO	Ongoing	In Progress
Carry out Strategic Initiatives	CAO	Ongoing	Ongoing
Investigate Options for a Volunteer Recognition Program	Manager of HR	Q4 2022 Q2 2023	2023 Item

3.3 Goals for 2023 / Next Quarter

- 2022 Committee Orientation Session and expanded training material.
- Enhanced Communication of Council decisions and Town initiatives.
- Continued service level improvements in all areas with a goal to leverage technology already available as a Town resource.

CONSULTATION

CAO, Corporate Services Team.

FINANCIAL IMPACT/FUNDING SOURCE

The Consolidated 2022 Corporate Services, Customer Service and Council overall variances are summarized in the attached charts.

CORPORATE GOALS

- ☐ Lifestyle and amenities
- ☒ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth

CS 23-11

- ☐ 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 – N/A

Priority Project – N/A

ATTACHMENTS


Appendix A – Corporate Services

Appendix B – Customer Service Centre

Appendix C – Council


CS 23-11

Appendix A – Corporate Services

 <div> Financial Plan Operating Plan - Cost Code Summary Corporate Services As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	34,000	37,722	3,722	(11%)	
Total Revenues	34,000	37,722	3,722		
Expenditures					
Labour	1,112,600	1,020,289	92,311	(8%)	1
Purchases	579,000	414,927	164,073	(28%)	2
Contracted Services	525,800	569,381	(43,581)	(8%)	3
Contribution to Reserves		45,834	(45,834)		4
Interfunctional Adjustments	(533,400)	(532,670)	(730)	(0%)	
Debt Principal & Interest	23,900	23,888	12	(0%)	
Total Expenditures	1,707,900	1,541,649	166,251		
Total Net Levy	(1,673,900)	(1,503,927)	169,973		
Notes					
1 FT Labour - Vacancy in Human Resources department and Clerks department					
2 Supplies Exp under \$31,500 - COVID under \$24,400; Training Exp under \$15,300; Rent Exp under \$52,900; Heating Lighting Water under \$14,900; Insurance Claims under \$45,800					
3 Legal Exp under \$28,00; Computer Maintenance contract over \$30,300; Subcontractor Exp over \$41,300 - Comp.Maint \$20K & Building Maint. \$20K					
4 Insurance Claims surplus					


CS 23-11

Appendix B – Customer Service Centre

 <div> Financial Plan Operating Plan - Cost Code Summary Customer Service Centre As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	298,700	305,755	7,055	(2%)	
Other Revenue		(0)	(0)		
Total Revenues	298,700	305,755	7,055		
Expenditures					
Labour	290,500	302,232	(11,732)	(4%)	
Purchases	94,600	86,602	7,998	(8%)	1
Contracted Services	34,200	40,101	(5,901)	(17%)	2
Interfunctional Adjustments	(248,100)	(260,018)	11,918	(5%)	3
Debt Principal & Interest	7,000	6,981	19	(0%)	
Total Expenditures	178,200	175,898	2,302		
Total Net Levy	120,500	129,857	9,357		
Notes					
1 Heating Lighting Water under \$10,000;					
2 Sub Contractor Expense over \$5,900					
3 Water billing customer service gain					

CS 23-11

Appendix C - Council

 <div> Financial Plan Operating Plan - Cost Code Summary Council As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	162,100	62,775	(99,325)	(61%)	1
Contribution from Reserves	263,200	124,540	(138,660)	(53%)	2
Total Revenues	425,300	187,315	(237,985)		
Expenditures					
Labour	205,100	212,449	(7,349)	(4%)	
Purchases	473,400	200,683	272,717	(58%)	3
Contracted Services	36,800	37,457	(657)	(2%)	
Contribution to Reserves	10,000	10,000		0%	
Interfunctional Adjustments	34,900	36,345	(1,445)	(4%)	
Total Expenditures	760,200	496,934	263,266		
Total Net Levy	(334,900)	(309,619)	25,281		
Notes					
1 Modernization funding projects deferred - Strategic Plan projects					
2 Strategic Plan - One-time items under budget					
3 Strategic Plan - One-time items under budget					



Subject: Fourth Quarter Economic Development & Marketing Results

Report Number: EDM 23-08

Department: Economic Development Department

Submitted by: Cephas Panschow

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

The following tables summarize key activities and related information.

Economic Development Activity

	2021 (Actual)	2022 (Target)	2022 (Actual)
Lead Files Opened	100	70	76
Lead Files Closed	103	65	69
Corporate Visits	7	24	12
Client Visits	18	20	17
New Businesses Opened	25	15	39
Businesses Closed	15	N/A	20
Website (All Town Pageviews)	557,017	N/A	616,313
Website Activity (Main Business Page)	2,149	3,400	2,090

EDM 23-08

Website Activity - Invest	2,016	N/A	2,560
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New Businesses

Quarter	Business Name/Address
Q1	Blake Envelopes – 21 Innovation Dr Blame it on my roots Beauty Bar – 230 Lisgar Ave Fairview Holdings - 101 Cedar St Freelance Copy Writing** - Home Occupation Frontline Forklifts** - Home Occupation Phil Fix'd It** - Home Occupation Revive your Health – 230 Lisgar Ave The Mill Eatery* – 20 John Pound Rd
Q2	Balan Engineering Corp** - Home Occupation Bar Burrito – 200 Broadway Dande vintage & thrift – 145 Simcoe St Dutch Brothers Concrete* – 10 Elm St Mr Lube & Tires* - 593 Broadway Off Grid Smokehouse & Market – 92 Simcoe St Popeye's Louisiana Kitchen – 164 Broadway Preet Beauty Concept Inc** - Home Occupation Spark Candle Co Ssin Beauty – 518 Broadway Starbucks – 38 Oxford St Studio Rossa – 13 Ridout St W The Mediary Inc** - Home Occupation Thriver Company – 146 Tillson Ave
Q3	Daksh* – 92 Simcoe St GRK Tech* MC's Farm Fresh Produce – 518 Broadway Namu Sushi – 128 Broadway PVR Excavating – 47 Clearview Dr Shawarama Street – 102 Tillson Ave The Realty Firm Wiltshire Realty Inc – 21 Brock St E Wild Wings – 168 Simcoe St
Q4	Bird's Sports Bar – 51 Broadway Equipment Centre – 41 John Pound Rd GoodPud Inc** HS Health Services - Brock St IS2 Workforce Solutions – 211 Broadway Loading Screen – 71 Broadway RF Restorative Health - 213B Tillson Ave Thomson Goossens – 21 Oxford St

EDM 23-08

	VIP Vape – 146 Broadway
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*Denotes business that replaced or took over an existing business/location with no material change in use

**Denotes Home Occupation. Starting in 2020, these businesses have been included in new business start-ups to help identify entrepreneurial activity

Closed Businesses

Quarter	Business Name/Address
Q1	Boss Leaf – 7 Brock St E Canadian Shoe Outlet – 200 Broadway Mill Tales Inn – 20 John Pound Rd Mobile Links – 148 Broadway
Q2	CRE Insurance – 211 Broadway Danscene – 146 Tillson Ave Lafarge Concrete* – 10 Elm St Take 5 Oil Change* - 593 Broadway
Q3	Bridgeman Family Farms Growers Supply – 510 Broadway Fallen Forest – 102 Spruce St Lagoo Canabis – 71 Broadway Mil-Sim-Fx International Inc – 102 Spruce St Off Grid Smokehouse – 92 Simcoe St Turing Road – 38 Ridout St W Tillsonburg District Real Estate Board – 1 Library Lane
Q4	Broadway Laundrymat – 67 Broadway Medpoint Health Care Services – 205 Broadway Millards Chartered Professional Accountants – 21 Oxford St New to You – 185 Broadway Sangsters* – 200 Broadway

The below table summarizes the status of the 2022 Business Plan (Operating and Capital Budget) objectives.

Objective	Budget Value	Target Date	Status
Community Improvement Plan (Downtown Façade)	\$31,000	Ongoing	Completed. Funds transferred to Business Improvement Association

EDM 23-08

Community Improvement Plan	\$20,000	Ongoing	No applications received in 2022
Updated Economic Development Strategy Implementation	\$5,000	Ongoing	Approval in principal by Council at their March 14 meeting
Enhanced Business Processes (Apps)	\$5,000	Q1	Deferred
Van Norman Innovation Park (Ontario Certification)	\$2,000	Q2	Deferred due to conditional sale of all lands in VIP
Chamber Awards – Grant	\$4,000	Q3	Completed
Chamber Awards – Sponsorship	\$4,000	Q3	Completed
Community Video Production	\$10,000	Q3	Nearing completion
Bridges to Better Business	\$1,000	Q3	Completed
Youth Robotics Challenge	\$1,000	Q4	Completed
Discover Tillsonburg	\$8,000 offset by revenue of \$6,000	Ongoing	Tillsonburg News insert created to celebrate Tillsonburg's 150th anniversary. Fall magazine cancelled due to websites revamp
Pandemic Business Recovery (MyMain Street)	\$2,000, but TBD subject to grant funding approval	Q4	Grant application not approved. No further action.

EDM 23-08

Town Hall Project Support	N/A	Ongoing	In process
Continue to facilitate discussions and networking with potential partners to review additional opportunities for Short Line Rail connectivity within the Town of Tillsonburg.	N/A	Q4	Service along the Cayuga Subdivision rail line re-started in January. Business development activities ongoing
Engineering Design Services for Rokeby Road Property	\$265,000 with offsets	Q4	In process
Wayfinding Signage	\$53,649 per Report EDM 21-27	Q4	Completed
Consultations for Mall Parking Lot Reconfiguration	\$5,000	Q4	Not initiated. Part of Bridge St Re-imagining?
VIP Phase 2 Conceptual Plan Development	\$50,000 (funded by reserves)	Q4	Conceptual Plans completed. Council approved Project Manager at Jan 9, 2023 Budget meeting
High Tech Manufacturing Action Plan	\$5,000	Ongoing	Webpage created at www.Tillsonburg.ca/hightech , video and ad creation underway. On hold at year end
CF Oxford Partnership (Pop-up)	\$5,000	Q4	Initially scheduled for Dec but rescheduled to Jan and successful event held. More planned for 2023

EDM 23-08

DISCUSSION

In terms of Economic Development & Marketing activity, many metrics were strong but with the sellout (conditional) of the remaining lands in the Van Norman Innovation Park, lead files opened by Tillsonburg decreased from the all-time record in 2021 to more modest (albeit still second highest on record) levels. However, new businesses that opened increased to 39, which is the highest in recent history while businesses that closed increased to 20 for a net new increase of 19 businesses.

The Economic Development & Marketing Department also supported investment in the Town of Tillsonburg as follows:

- Lot 4, VIP – Sale of 12.61 Acres with Right of First Refusal on additional 4 acres
- Lots 5-6, VIP – 45,000 SF
- 101 Spruce St – Yoghurt Production
- Metalfer Iron Designs
- 671 Broadway – Northgate Plaza (41,000 SF of new Commercial/retail space)
 - Estimated to be the largest expansion of commercial space since Town Centre Mall expansion in 1994
- peopleCare Inc – 160 Long Term Care Beds plus a proposed Campus of Care and retirement complex
- Stationview Developments

In summary, the Town of Tillsonburg is experiencing record levels of investment and developer interest.

CONSULTATION

The reporting of quarterly results helps demonstrate accountability to Senior Leadership, Town Council, and the public. In addition to this, the Economic Development Advisory Committee was provided with a summary of these metrics at their March 21, 2023 meeting.

FINANCIAL IMPACT/FUNDING SOURCE

The Economic Development & Marketing Department variances for 2022 are as follows:

Department	Variance (Brackets denote over budget)	Explanation

EDM 23-08

Economic Development (505)	(\$3,265)	Lower Rent Revenues, Meeting Expenses under \$7,000, Advertising Expense over by \$8,100, Special Events under \$21,900 (SOMA Asia Mission), Subcontract Expense under \$19,100 (CIP Program)
Development & Communications (500)	(\$8,620)	Discover Tillsonburg Advertising Revenue under (no magazines) and Discover Tillsonburg Expenses
TOTAL	(\$11,885)	

With the servicing of the Van Norman Innovation Park, significant advertising opportunities have been undertaken over the past two years, which has resulted in the sellout of the Phase 1 lands. The increase in advertising has been offset by lower meeting and travel costs.

Overall, significant decreases in revenue were not entirely offset by the decreases in expenditures.

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 – Not applicable

Priority Project – Not applicable


EDM 23-08

ATTACHMENTS

Appendix A – Operating and Capital Financial (Cost Code) Summary

 Financial Plan Operating Plan - Cost Code Summary Economic Dev As of December 31, 2022					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	32,000	8,644	(23,356)	(73%)	1
User Charges	53,900	53,115	(785)	(1%)	
Contribution from Reserves	14,000		(14,000)	(100%)	2
Total Revenues	99,900	61,759	(38,141)		
Expenditures					
Labour	205,200	211,451	(6,251)	(3%)	
Purchases	143,400	114,445	28,955	(20%)	3
Contracted Services	27,000	14,806	12,194	(45%)	4
Contribution to Reserves	29,400	29,407	(7)	(0%)	
Interfunctional Adjustments	(15,900)	(15,900)		0%	
Debt Principal & Interest	84,300	84,315	(15)	(0%)	
Total Expenditures	473,400	438,524	34,876		
Total Net Levy	(373,500)	(376,765)	(3,265)		
Notes					
1- Intake 3, Implementation Stream - Automated Busi					
2 - Intake 3, Implementation Stream - Automated Business Directory Application					
3 Advertising Expense over \$9,700; Special Projects under \$ 49,200 - Intake 3, Implementation Stream - Automated Business Directory					
4 Subcontractor Expense under \$19,100 -CIP program					

EDM 23-08

 <div> Financial Plan Operating Plan - Cost Code Summary DCS As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	86,000	80,000	(6,000)	(7%)	1
Total Revenues	86,000	80,000	(6,000)		
Expenditures					
Purchases	44,700	30,080	14,620	(33%)	2
Total Expenditures	44,700	30,080	14,620		
Total Net Levy	41,300	49,920	8,620		
Notes					
1 Discover Tillsonburg Advertising Revenue					
2 Discover Tillsonburg Expenses					



Subject: 2022 Fourth Quarter Finance Department Results

Report Number: FIN 23-08

Department: Finance Department

Submitted by: Sheena Pawliwec, CPA, CGA, Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

To provide Council with the actual January 1, 2022 to December 31, 2022 Finance Department financial results and business plan update.

DISCUSSION

Summary of Operational Results

Table 1: 2022 Operations Business Plan

Objective	Owner	Target Date	Status
GP Financial System Upgrade	Finance	Q1	Completed
AP Digitalization, implementation study with County and Ingersoll	Finance	Q4 Q3 2023	In progress, waiting for County's implementation
Purchase Order Pilot & GP Commitments to FMW	Finance	Q4 Q3 2023	Carried forward to 2023
Multi-year budget development	Finance	Q3	Operating complete; Capital complete
Reserve Policies	Finance	Q3 Q4 2023	Carried forward to 2023
Background work on 2023-2025 Goals	Finance	Q4-Q4 2023	Carried forward to 2023

FIN 23-08

Table 2: 2022 Additional Information

<u>Objective</u>	<u>Target Date</u>	<u>Status</u>
2021 Final Audit	Q2	Completed
Audited 2021 Financial Statements	Q2	Completed
2022 Interim Audit	Q3	Completed

CONSULTATION

N/A

FINANCIAL IMPACT/FUNDING SOURCE

As detailed in the attached Appendix, the 2022 Q4 results for Finance shows a year-end surplus of \$83,579. Contributing factors include transactions related to '21 year-end surplus, OCIF grant and interest earned flowing through to reserves (note 6), labour costs being under budget due to gapping/vacancies (note 4), and purchases under budget, with some projects carried forward to 2023 (note 5).

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 – N/A

Priority Project – N/A

FIN 23-08

ATTACHMENTS

Appendix A – 2022 Q4 Finance Department Results



Financial Plan
Operating Plan - Cost Code Summary
Financial Services
As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	653,600	1,112,278	458,678	(70%)	1
User Charges	24,000	24,355	355	(1%)	
Other Revenue	70,000	156,589	86,589	(124%)	2
Contribution from Reserves	61,300	1,034,929	973,629	(1,588%)	3
Total Revenues	808,900	2,328,151	1,519,251		
Expenditures					
Labour	840,000	759,205	80,795	(10%)	4
Purchases	118,100	86,713	31,387	(27%)	5
Contracted Services	40,000	36,736	3,264	(8%)	
Contribution to Reserves		1,551,102	(1,551,102)		6
Interfunctional Adjustments	(227,200)	(227,184)	(16)	(0%)	
Total Expenditures	770,900	2,206,572	(1,435,672)		
Total Net Levy	38,000	121,579	83,579		
Notes					
1 OCIF Formula Funding - \$458,678					
2 Interest Revenue					
3 2021 YE surplus \$1,006,929; A/P Digitization project carried forward to 2023 - \$33,300					
4 FT labour - Vacancies: Financial/Utility Analyst, Purchasing Coordinator & Revenue Manager					
5 Training Expense under \$14,400; Special Projects under \$32,600 (A/P Digitization project carried forward to 2023)					
6 OCIF formula funding contributed to reserves - \$458,678; Bank interest earned relating to Reserve account \$85,500; 2021 YE surplus \$1,006,929					



Subject: Fire and Emergency Services 2022 Fourth Quarter Report

Report Number: FRS 23-07

Department: Fire and Emergency Services

Submitted by: Vanessa Devolin, Assistant Chief of Communications and Administration

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

RECOMMENDATION

THAT report recommendations contained within the omnibus motion for all Departments results reports.

BACKGROUND

To provide Council with fourth quarter September 30, 2022 to December 31, 2022 key performance indicators results for Tillsonburg Fire Rescue Services

DISCUSSION

SUMMARY OF BUSINESS PLAN OBJECTIVES

2022 Business Objectives

Objective	Target Date	Status
Increase Fire Prevention Inspection & Public Education Awareness Program	Q1 / Q2 / Q3 / Q4	Ongoing 2022 - Increased inspections and revenue, Open house huge success, continue to reduce open inspection files
Implement Mandatory NFPA Compliant Training Programs and Officer Development	Q1 / Q2 / Q3 / Q4	Ongoing 2022 - All Staff Trained to NFPA standards awaiting certification test results from OFM
Continue to Develop and Implement Cancer, PTSD, Mental Health Risk Reduction Program	Q1 / Q2 / Q3 / Q4	Ongoing 2022 - Before Occupational Stress, Bunker Gear 3 rd Party

FRS 23-07

		Cleaning, Peer Support
Update Establishing and Regulating By-law	Q2, 2022 Q 4 2023	Ongoing - Awaiting Community Risk Assessment and Master Fire plan results to inform
Revise Emergency Management Program and Plan	Q 4 2022	Complete

Key Performance Indicators

The average number of firefighters attending training sessions was twenty one (21).

The average attendance at fire incidents are as follows:

- Platoon Calls - 11 firefighters respond
- All Calls - 13 firefighters respond
- Medical Calls - 9 firefighters respond

2022 Alarm Data (Year to Date)		
OFM Response Type	Total Incidents	Total Staff Hours
Property Fires/Explosions	23	564
Burning Controlled	25	70
Pre Fire Conditions/ No Fire	23	118
False Fire Calls Alarm Activations	84	370
Carbon Monoxide False Calls	28	84
Public Hazard	23	232
Rescue MVC	57	303
Medical/Resuscitator Call	70	157
Other Response	47	93
YTD	380	1,993

2022 Dollar Loss / Loss Prevention					
	Number of Property Fire Incidents	Estimated Property Value at Risk	Estimated Structure Fire Loss	Estimated Content Fire Loss	Property Fire Loss Prevented
Q1	3	\$19,430,000	\$3,000,000	\$3,500,000	\$12,870,000
Q2	2	\$1,400,000	\$255,000	\$60,000	\$1,085,000
Q3	2	\$1,500,000	\$260,000	\$55,000	\$1,185,000
Q4	2	\$2,500,000	\$1,100,000	\$200,000	\$1,200,000
YTD Total	9	\$24,830,000	\$4,615,000	\$3,815,000	\$16,340,000

Fire Prevention Inspections

FRS 23-07

	4th Quarter	2022 Year to Date
New Inspections	15	75
Ongoing Inspections	54	299
Legal Action	0	0
Closed	3	233

Public Education

Types	2022 4th Quarter	2022 Year to Date	Age Groups Served YTD
Fire Public Education Presentations and Events	2	21	Under 5 =68 Ages 5-10 = 104 Ages 11-15 = 11 Ages 16-25 = 6 Ages 26-54 = 34 Ages 55+ = 108 All Ages (Group) = 1000 Social Media (1 Month Total) =460,592
Emergency Management Public Education Presentations and Events	1	3	
Emergency Management – Social Media	11	53	
Fire Public Education - Social Media	17	193	

Fire Communication Report**After Hours Town of Tillsonburg Calls**

	2022 4th Quarter	On Call Called Out	2022YTD	On Call Called Out YTD
Town Administration	600	N/A	2,106	N/A
OPP	51	N/A	211	N/A
Roads	26	9	164	62
Hydro	73	28	344	57
Water/Waste	39	12	163	54
By-Law Enforcement/Parking	4	0	21	3
Animal Control	1	0	21	1
Garbage Collection/Transfer Station	9	0	89	0
Fleet	31	0	56	0
Community Centre/Parks	23	0	56	0
Facilities	0	0	12	1

Fire Communications (Tillsonburg only)

	2022 4th Quarter	2022 YTD
Administration Lines	282	2,106
Fire Incidents	104	390

FRS 23-07

Fire Communication Services (Customers)

	2022 4th Quarter	2022YTD
Emergency Calls Received	3,556	12,505
Non Emergent Calls Received	2,762	10,524
Actual Fire Incidents Dispatched	2,511	7,076

CONSULTATION

Fire Chief, Assistant Chief of Fire Prevention and Training, Finance staff.

FINANCIAL IMPACT/FUNDING SOURCE

Q4 Financial Review

FRS 23-07




Financial Plan
Operating Plan - Cost Code Summary
Fire

As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants					
User Charges	796,200	838,284	42,084	(5%)	1
Total Revenues	796,200	838,284	42,084		
Expenditures					
Labour	1,426,000	1,390,482	35,518	(2%)	2
Purchases	202,100	193,223	8,877	(4%)	
Contracted Services	130,700	70,822	59,878	(46%)	3
Contribution to Reserves	45,000	45,000		0%	
Interfunctional Adjustments	325,000	325,059	-59	(0%)	
Debt Principal & Interest	90,800	91,661	-861	(1%)	
Total Expenditures	2,219,600	2,116,247	103,353		
Total Net Levy	(1,423,400)	(1,277,963)	145,437		
Notes					
1 New Fire Communications Partners					
2 Net labour under - offsetting from NG-911 Grant					
3 Equipment Maintenance. Contract Expense under \$60,700 - offsetting from NG-911 Grant					

FRS 23-07

 Quarterly Reports - Capital For period ending December 31, 2022					
	2022	YTD	YTD	Budget	Project
	Budget	Budget	Actuals	Variance	Status
150 Fire					
Capital					
096 Hoses-Nozzles-Appliances					
5425 Sp Proj Exp			1,084	-1,084	
Total 096 Hoses-Nozzles-Appliances			1,084	-1,084	Complete
146 Next Generation 911					
3825 Debt - User pay	-95,000	-95,000	-95,000		
5425 Sp Proj Exp	95,000	95,000	18,147	76,853	
Total 146 Next Generation 911			-76,853	76,853	Complete
147 NG 911 Phase 3					
3205 Grants&S-Prov			-320,658	320,658	
5425 Sp Proj Exp			320,658	-320,658	
Total 147 NG 911 Phase 3					Complete
151 Tech Rescue Eqpt					
5425 Sp Proj Exp	10,000	10,000	9,845	155	
Total 151 Tech Rescue Eqpt	10,000	10,000	9,845	155	Complete
152 Tactical Channel RadioRecorder					
5425 Sp Proj Exp	8,000	8,000	6,853	1,147	
Total 152 Tactical Channel RadioRecorder	8,000	8,000	6,853	1,147	Complete
153 PPE Bunker Gear					
3905 Contr from DC Res	-1,900	-1,900	-1,431	-469	
5425 Sp Proj Exp	15,000	15,000	14,531	469	
Total 153 PPE Bunker Gear	13,100	13,100	13,100		Complete
156 Digital Road Sign					
3705 Donation Rev			-1,000	1,000	
5950 Contrib to Res			1,000	-1,000	
Total 156 Digital Road Sign					Complete
Total Capital	31,100	31,100	-45,971	77,071	

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.

FRS 23-07

Goal – 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 – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.

Priority Project – N/A

ATTACHMENTS

N/A



Subject: 2022 Fourth Quarter Building, Planning & By-Law Services Results

Report Number: OPD 23-24

Department: Operations and Development Department

Submitted by: Geno A. Vanhaelewyn, Chief Building Official

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

This report contains information on Building, Planning and By-Law annual activity volumes, trends over time, financials and updates on major initiatives. The statistics provided are inclusive from January 1, 2022 to December 31, 2022.

DISCUSSION

BUILDING SERVICES

Building Services experienced a slight reduction in activity from the previous record setting year for total number of permits issued and total value of construction. A slight decrease in activity was recorded in residential, commercial and institutional sectors with an increase in industrial. These statistics are provided in the tables that follow.

2022 – Annual Building Permit Activity Overview (Jan 1/22 – Dec 31/22)

Total Permits Issued	520
Inspections Completed	6,235
Total Construction Value	\$107,038,257
Total Permit Revenue	\$920,010

OPD 23-24 - 2022 Fourth Quarter Building, Planning & By-Law Services Results

2022 Value of Construction Comparisons (Jan 1/22 – Dec 31/22)

CLASS	2022	2021	2020	2019	2018	2017
Single Dwellings	24,951,260	55,243,304	32,571,350	21,766,521	18,283,760	17,381,846
Other Residential	64,942,206	48,274,615	32,315,462	24,972,135	13,141,512	3,394,667
Institutional	747,000	1,473,000	90,718	6,990,840	2,392,166	256,900
Commercial	1,349,941	3,252,230	2,318,485	1,968,684	6,698,430	1,700,068
Industrial	15,047,850	4,701,059	4,367,080	901,403	2,934,002	1,992,965
Total Value of Construction	107,038,257	112,944,208	71,663,095	56,599,583	43,449,870	24,726,446
Total Number of Permits Issued	520	623	538	469	436	431

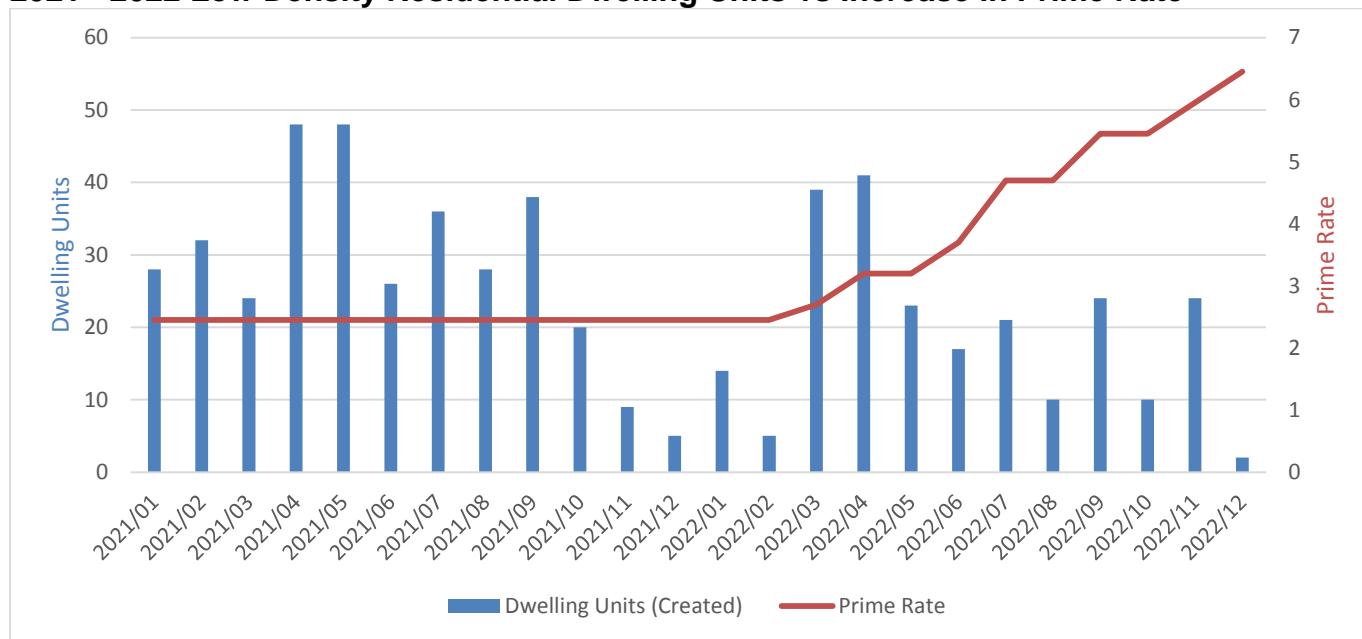
2022 - Residential Construction Comparison (Jan 1/22 – Dec 31/22)

YEAR	TOTAL RESIDENTIAL PERMITS ISSUED	SINGLE (DETACHED) DWELLINGS	APARTMENT UNITS	TOWNHOUSE UNITS	CONDO UNITS	TOTAL RESIDENTIAL CONSTRUCTION VALUE	OVERALL CONSTRUCTION VALUES
2022	373	68	124	115	16	89,893,466	107,038,257
2021	521	167	4	160	7	103,517,919	112,944,208
2020	423	110	9	-	121	64,886,812	71,663,095
2019	329	90	133	-	24	46,738,656	56,599,583
2018	325	86	42	-	22	31,425,272	43,449,870
2017	316	80	5	-	4	21,276,513	24,726,446
2016	300	117	0	-	0	25,918,372	35,819,258
2015	218	61	-	-	0	14,568,726	19,569,694
2014	240	64	36	-	0	16,432,935	38,932,498
2013	200	67	1	-	0	12,643,180	19,442,337
2012	203	54	0	-	0	10,387,007	18,982,457
2011	249	42	68	-	-	13,781,335	17,921,577
2010	236	58	-	-	-	8,463,514	12,455,689
2009	175	42	30	-	-	20,267,358	26,021,858
2008	228	41	-	-	10	8,924,882	13,407,055
2007	299	98	13	-	-	16,471,262	22,770,077

OPD 23-24 - 2022 Fourth Quarter Building, Planning & By-Law Services Results

The following graph identifies the correlation between the increase in the Bank of Canada prime rate and the reduction in low density residential dwelling unit activity.

2021 - 2022 Low Density Residential Dwelling Units vs Increase in Prime Rate



Inspection Activity Comparisons (Jan 1/22 – Dec 31/22)

Output Measures/Activity	Quantity 2017	Quantity 2018	Quantity 2019	Quantity 2020	Quantity 2021	Quantity 2022
Building Inspections Completed	2,092	2,317	2,296	2,492	3,098	5,126

Major Construction/Development Projects:

- 62 First - 5 storey/49 unit apartment building
- 301 Rokeby – Armtec – new industrial (3 buildings)
- 3 Rouse – Future Transfer - industrial (addition & new building)
- 131 Rolph – Food Bank – alterations
- 98 King – 5 storey/49 unit apartment building
- 51 Broadway – change of use - residential apartments
- 31 Victoria – Tillsonburg Non-Profit Housing – alteration/addition – 18 unit apartment building
- 61 Townline – Cedarcrest Wood Products – industrial addition
- 19 Van St – Sewage Treatment Plant upgrades
- 1417 Bell Mill Side Road – THK - warehouse addition
- 2 Clearview – storage facility buildings (2)
- Lot 2 VanNorman Innovation Park – new industrial
- Northcrest Estates Subdivision PH 1 - Hayhoe Homes

OPD 23-24 - 2022 Fourth Quarter Building, Planning & By-Law Services Results

- Northcrest Estates Subdivision - PH 2 - Hayhoe Homes
- 101 North St E – 59 unit townhouse development – Hayhoe Rentals
- Potters Gate Phase 3 – 53 singles & 26 towns – Oxnard Developments
- 361 Quarter Town Line – 360 West Development – towns & stacked condos

Building Financial Impact

Completed work was funded through 2022 budget allotments with Building Services resulting in a net operating balance of \$0.00. A permit revenue surplus was recorded in the amount of \$20,588 and will be allocated to the Building Permit Obligatory Reserve. A copy of the financial summary has been attached to this report.

PLANNING SERVICES**2022 – Planning Activity (Jan 1/22 – Dec 31/2)**

Output Measures/Activity	2017	2018	2019	2020	2021	2022
Minor Variance Applications	11	19	17	14	24	13
Zone Change Application	14	14	16	19	17	19
Site Plan Formal Consultations	7	4	5	5	4	5
Site Plan Approvals	6	16	13	9	8	6
Site Plan Applications (in progress)	8	9	4	3	7	4
Subdivision Agreements	3	0	3	2	2	2
Pre-Servicing Agreement	0	3	3	3	2	2
Draft Plan of Subdivision Approvals	1	1	1	1	5	4
Draft Plan of Subdivision Approval Ext	2	2	0	2	1	0

BY-LAW SERVICES

Records indicate that by-law and property standard enforcement activities and occurrences are fairly consistent with the previous year. An increase in parking tickets issued was expected compared to previous years during COVID-19. These activities are noted in the table below.

OPD 23-24 - 2022 Fourth Quarter Building, Planning & By-Law Services Results

2022 – By-Law Activity (Jan 1/22 – Dec 31/22)

Output Measures– Quantity		2017 Actual	2018 Actual	2019 Actual	2020 Actual	2021 Actual	2022 Actual
Parking Tickets Issued		663	835	921	353	482	684
Animal Tags Issued	Cats	1024	971	978	990	848	-
	Dogs	2272	2512	2232	2110	2093	1903
Enforcement – Complaints and Occurrences	Parking, Taxi, Illegal Dumping, Noise	152	146	-	241	212	217
	Property Stds, Zoning, Clean Yard, Sign, Fence, etc.	313	280	-	308	269	250
	Animal Control	321	261	-	272	210	175

By-Law Financial Impact

By-Law Services (Protection) resulted in a net operating surplus of \$38,343 as a result of an increase in revenue and savings in labour. A copy of the financial summary has been attached to this report.

DEPARTMENTAL TASKS/BUSINESS OBJECTIVES**2022 Business Plan Objectives**

Objective	Target	Project Status
Review and implement CloudPermit customer payment integration	Q2 Q4 Q2 2023	In Progress
Complete Amanda/CloudPermit Integration	Q1 Q3 2023	In Progress
Inspector Training/Consistency & Policy Review Program	Q4	Completed
Communicate Building Code Amendments	Q4	Completed
2022 Building Code Amendments – Notify/educate designers, contractor and general public	Q1	Complete
By-Law Reviews – Building By-Law (in progress), Garbage/Dumping By-Law (completed), Pool Enclosure By-law (completed)	Q4 Q3 2023	In Progress
Central Area Design Study – Façade Improvement Program	Q4	Completed
Implement Planning Application Web Portal & Digital Service Delivery (County)	Q4 Q4 2023	In Progress
Review Planning Process & Procedures	Q3	Complete

OPD 23-24 - 2022 Fourth Quarter Building, Planning & By-Law Services Results

Review Innovative Options related to MMAH More Homes, More Choice: Ontario's Housing Supply Action Plan - secondary dwelling units, tiny homes, etc.	Q2 Q4	Completed – Bill 23
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CONSULTATION

N/A

FINANCIAL IMPACT/FUNDING SOURCE

See attached financials.

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 – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.

Priority Project – N/A

ATTACHMENTS

- 2022 Q4 Budget vs Actuals – Building
- 2022 Q4 Budget vs Actuals - Protection



Financial Plan
Operating Plan - Cost Code Summary
Building

As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	961,500	972,593	11,093	(1%)	1
Specified Revenue	14,400		(14,400)	(100%)	2
Total Revenues	975,900	972,593	(3,307)		
Expenditures					
Labour	667,625	668,553	(928)	(0%)	
Purchases	75,500	72,063	3,437	(5%)	
Contracted Services	98,000	76,614	21,386	(22%)	3
Contribution to Reserves	29,600	50,188	(20,588)	(70%)	4
Interfunctional Adjustments	106,500	106,500		0%	
Total Expenditures	977,225	973,918	3,307		
Total Net Levy	(1,325)	(1,325)	0		
Notes					
1 Permit Revenue over					
2 Contribution from Building Reserve					
3 Legal costs under \$15,400 -Plans examination; Subcontractor Exp under \$6,000 - Cloud Permit					
4 Year End surplus contributed into the Building Obligatory Reserve					



Financial Plan
Operating Plan - Cost Code Summary
Protection

As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	74,400	83,878	9,478	(13%)	1
Total Revenues	74,400	83,878	9,478		
Expenditures					
Labour	256,800	226,943	29,857	(12%)	2
Purchases	34,600	35,745	(1,145)	(3%)	
Contracted Services	15,000	14,847	153	(1%)	
Interfunctional Adjustments	33,300	33,300		0%	
Total Expenditures	339,700	310,835	28,865		
Total Net Levy	(265,300)	(226,957)	38,343		
Notes					
1 Licence fees over \$6,700 - Animal Control					
2 Net labour under \$30,000 - Crossing Guards under \$10,000; Net FT labour under \$20,000 - Bylaw Supervisor vacancy					

**Subject: RCP 2022 Q4 Report****Report Number:** RCP 23-27

Department: Recreation, Culture and Parks Department

Submitted by: Julie Columbus, Director

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

This report provides Council with the January 1, 2022 to December 31, 2022

Department year-to-date operational and financial results for Recreation, Culture & Parks Department

DISCUSSION2022 Business Objectives and Capital Projects

	Item	Target Date	Q4 Status
	Completion of new Splash Pad	Q3	Complete
	Northcrest Estates Phase 2 Park	Q4	Ongoing
	TCC Rehabilitation	Q4	Ongoing
	Tree Canopy Project	Q4	Complete
	Updating of Facilities Asset Management Plan	Q3	Complete
	Community Recreation Survey	Q3	Complete
	Review/Revise Membership Structure	Q3	Complete
	Municipal Open House Event – Tillsonburg 150	Q1	Complete
	150 th Anniversary Special Exhibit in Pratt Gallery	Q1-Q3	Complete
	Hosting of series of special events and production of souvenir items in honor of town's 150 th Anniversary	Q1-Q4	Complete
	General Facility repairs	Q1-Q4	Complete

RCP 23-27

	Item	Target Date	Q4 Status
	Roof Repair/Replacement	Q2-Q4	Ongoing
	New Playground Apparatus – Cranberry Park	Q3	Complete
	Continued Town beautification with BIA & Horticultural Society	Q1-Q4	Ongoing
	Work with TMBI on Optimist, Kiwanis & HB#1 ball diamond enhancements	Q3	Complete
	Update sports facilities consistent with modern standards		
	TCC Door Replacement	Q4	Ongoing
	Update signage at TCC/Memorial Park	Q4	Complete
	Annandale House Boiler Replacement	Q3	Complete
	CSC Security Camera Replacement	Q3	Complete
	New Columbarium	Q4	Complete
	Dog Park enhancements	Q3	Complete
	Provide and Expand accessible trails and parks	Q4	Ongoing
	Expand community partnerships for delivery of programs and amenities	Q1-Q4	Ongoing
	Preserve Lake Lisgar and its surrounds	Q3-Q4	Ongoing
	Lake Lisgar Waterpark Building Reno	Q4	Ongoing

Throughout the course of the year, 24 RCP capital projects were completed. The 2022 capital projects had a total cumulative variance of \$67,876 in overages.

The RCP Department's 2022 Q4 operational budget variance summary is as follows:

	2022	YTD	Budget
	Budget	Actuals	Variance
300 Cemetery	345,400	305,526	39,874
450 Parks	839,100	802,174	36,926
455 Community Events	106,800	96,461	10,339
460 Rec - Programs	1,152,400	778,764	373,636

RCP 23-27

465 Rec – Bldg. Maintenance	2,844,900	2,792,784	52,116
467 Elliott Fairbairn Centre	47,900	22,875	25,025
475 Museum	352,300	309,117	43,183
Total Recreation, Culture & Parks	5,688,800	5,107,701	581,099

Notes on RCP Overall Budget Variances:

- Labour expense was under due to staff turnover and job vacancy.
- Museum labour was under as the P/T staff was not hired until Q3.
- Heating Lighting Water was under in most areas of the operations except building maintenance.
- Building repairs and maintenance plus supplies expense was over.
- Subcontractor was under in trees, sports fields, cleaning and equipment maintenance.
- Recreation Services revenue was up due to increase in extended pool operations, membership growth and program registration.
- Advertising expenses were under budget in most areas of RCP.

CONSULTATION

Manager of Recreation Services
 Manager of Parks & Facilities
 Culture and Heritage Manager/Curator

FINANCIAL IMPACT/FUNDING SOURCERecreation Services

The Recreation department had a surplus of \$373,636 in 2022. There was no revenue for indoor pool programming budgeted past June, 2022 due to the projected timing of the indoor pool closure for construction. The indoor pool remained opened for the full fiscal year, resulting in increased revenue for admissions, memberships and youth program fees. Reduced capacities in all programs and services were also budgeted for in 2022 to account for COVID restrictions. The restrictions were lifted earlier in the year than anticipated which resulted in the ability to increase revenue by operating programs at a higher capacity. Lake Lisgar waterpark exceeded participation expectations which accounted for a significant portion of the admissions revenue variance. Youth recreation programs saw increased participation in 2022 with new programs offered. Overall, the variance in budget to actuals in 2022 was due to increased participation, increased service levels and capacities, and maintaining the continuity of aquatic programs throughout the year as construction timelines became solidified.

RCP 23-27

Museum

There are several factors that contributed to the 2022 museum surplus of \$43,183. Mandatory closure at the beginning of the year, resulted in reduced spending on programs and special events, while the return of school groups in the fourth quarter lead to increased program revenue. The majority of the surplus, however, can be attributed to the Covid Relief funding that the museum received from the Federal Government in 2021. The grant allowed funds to be carried over to the 2022 operating budget. These factors combined created a reduction in the net levy operational budget actuals that resulted in the surplus for 2022.

Parks and Facilities

Parks and Facilities operating budget had a surplus in 2022 of \$164,280. Majority of the surplus was created in Facilities who tendered a new housekeeping contract which saw a reduction in the subcontractor expense of \$81,300. Parks saw a savings with the equipment maintenance, tree and sports field subcontractor line which was approximately \$46,900. Unbudgeted and unforeseen repairs with aging infrastructure with a focus on enhanced maintenance and asset management of our facilities were factors that impacted the building repairs and operating expenses which had an overage of \$51,300.

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 – N/A

Priority Project – N/A

RCP 23-27

ATTACHMENTS

Appendix A - 2022 Q4 RCP Operating Department Results



Financial Plan
Operating Plan - Cost Code Summary
Comm
As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	148,200	166,165	17,965	(12%)	1
Other Revenue	18,500	30,988	12,488	(68%)	2
Total Revenues	166,700	197,153	30,453		
Expenditures					
Labour	157,600	119,163	38,437	(24%)	3
Purchases	64,100	58,669	5,431	(8%)	4
Contracted Services	21,000	19,306	1,694	(8%)	
Contribution to Reserves	7,400	10,984	(3,584)	(48%)	
Interfunctional Adjustments	93,100	95,208	(2,108)	(2%)	
Debt Principal & Interest	2,200	2,196	4	(0%)	
Total Expenditures	345,400	305,526	39,874		
Total Net Levy	(178,700)	(108,373)	70,327		
Notes					
Plot Sales over \$18,000					
2 Interest revenue over \$7,600					
3 Net labour under \$38,500 - staff allocation within Parks					
4 HLW under \$3,200; Fuel & Oil Exp under \$3,200; Special Project over \$4,500 - Memorial Trees, Benches, Stones & Plaques					



Financial Plan
Operating Plan - Cost Code Summary
Parks
As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants		7,000	7,000		1
User Charges	28,300	13,425	(14,875)	(53%)	2
Other Revenue	1,600	1,274	(326)	(20%)	
Total Revenues	29,900	21,699	(8,201)		
Expenditures					
Labour	290,600	325,585	(34,985)	(12%)	3
Purchases	129,000	105,572	23,428	(18%)	4
Contracted Services	262,400	209,541	52,859	(20%)	5
Contribution to Reserves	16,300	13,425	2,875	(18%)	
Interfunctional Adjustments	96,600	95,766	834	(1%)	
Debt Principal & Interest	74,100	73,984	116	(0%)	
Total Expenditures	869,000	823,873	45,127		
Total Net Levy	(839,100)	(802,174)	36,926		
Notes					
1 County Grant for 50% Trail Maintenance - \$5,000					
2 Miscellaneous Revenue					
3 Net labour over \$35,600 -Staff allocation with Cemetery					
4 HLW under \$15,100; supplies Exp under \$6,300					
4 Subcontractor Exp under -Trees \$22,600 & Sports Fields \$24,300					



Financial Plan
Operating Plan - Cost Code Summary
Community Events
As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	28,200	3,360	(24,840)	(88%)	1
User Charges		4,534	4,534		2
Other Revenue		7,392	7,392		3
Contribution from Reserves	13,000	13,000	0	0%	
Total Revenues	41,200	28,286	(12,914)		
Expenditures					
Labour	6,000	39	5,961	(99%)	4
Purchases	142,000	124,708	17,292	(12%)	5
Total Expenditures	148,000	124,747	23,253		
Total Net Levy	(106,800)	(96,461)	10,339		
Notes					
1 Turtlefest, Family Day & Santa Parade Grant \$17,500; Cultural Grant \$10,000					
2 Misc. Revenue - Canada 150 SWAG sales					
3 Donation Revenue - Tillsonburg 150					
4 Net labour under - Staff allocations					
5 Turtlefest, Family Day & Santa Parade Grant under \$17,500; Cultural Grant under \$9,000; Canada 150 Event over \$10,900					



Financial Plan
Operating Plan - Cost Code Summary
Rec - Programs
As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	42,700	44,740	2,040	(5%)	
User Charges	751,900	1,044,272	292,372	(39%)	1
Other Revenue	12,500	13,760	1,260	(10%)	
Contribution from reserves		24,358			2
Total Revenues	807,100	1,127,130	320,030		
Expenditures					
Labour	1,539,100	1,541,359	(2,259)	(0%)	
Purchases	279,300	223,427	55,873	(20%)	3
Interfunctional Adjustments	141,100	141,108	(8)	(0%)	
Total Expenditures	1,959,500	1,905,894	53,606		
Total Net Levy	(1,152,400)	(778,764)	373,636		
Notes					
1 Admissions Revenue over \$54,600; Membership Revenue over \$56,900; Youth Program Revenue over \$107,700; Summer Program revenue under \$9,000; Programs over \$29,600; Rent Revenue over \$71,500; Concession Sales over \$5,000; FARE Subsidy \$24,400					
2 FARE Subsidy					
3 Net supplies under \$26,100; Advertising Exp under \$20,500; Training Exp under \$8,200; Equipment Supplies & Repairs under \$4,100					



Financial Plan
Operating Plan - Cost Code Summary
Rec - Bldg Maint
As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	3,600	10,389	6,789	(189%)	1
Specified Revenue		14,672	14,672		2
Total Revenues	3,600	25,061	21,461		
Expenditures					
Labour	1,074,200	1,073,561	639	(0%)	
Purchases	685,700	736,242	(50,542)	(7%)	3
Contracted Services	394,400	294,458	99,942	(25%)	4
Contribution to Reserves		19,410	(19,410)		5
Interfunctional Adjustments	109,700	109,629	71	(0%)	
Debt Principal & Interest	584,500	584,545	(45)	(0%)	
Total Expenditures	2,848,500	2,817,845	30,655		
Total Net Levy	(2,844,900)	(2,792,784)	52,116		
Notes					
1 LAS Natural gas rebate					
2 User Pay Debt - Aquatics					
3 HLW over \$31,500; Buidling Repairs & Maintenance over \$11,200; Supplies Exp over \$8,600					
4 Subcontractor Expense under \$81,300 - Cleaning contract; Equipment Maint. Contract under \$18,600 - Arena					
5 User Pay Debt Aquatics and Natural Gas Rebate					



Financial Plan
Operating Plan - Cost Code Summary
Elliott Fairbairn Centre
As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	118,700	116,618	(2,082)	(2%)	
Total Revenues	118,700	116,618	(2,082)		
Expenditures					
Labour		1,380	(1,380)		
Purchases	12,700	31,732	(19,032)	(150%)	1
Contracted Services	2,000	2,872	(872)	(44%)	
Interfunctional Adjustments		928	(928)		
Contribution to Reserves	12,500	12,497	3	(0%)	
Debt Principal & Interest	43,600	44,334	(734)	(2%)	
Total Expenditures	70,800	93,743	(22,943)		
Total Net Levy	47,900	22,875	(25,025)		
Notes					
1 Payment in lieu of Taxes over \$18,000					



Financial Plan
Operating Plan - Cost Code Summary
Museum
As of December 31, 2022

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	18,900	17,899	(1,001)	(5%)	
User Charges	6,300	12,936	6,636	(105%)	1
Other Revenue	6,500	9,053	2,553	(39%)	
Contribution from Reserves	44,000	44,610	610	(1%)	
Total Revenues	75,700	84,498	8,798		
Expenditures					
Labour	281,200	262,731	18,469	(7%)	2
Purchases	101,100	83,898	17,202	(17%)	3
Contracted Services	21,000	22,278	(1,278)	(6%)	
Interfunctional Adjustments	24,700	24,708	(8)	(0%)	
Total Expenditures	428,000	393,615	34,385		
Total Net Levy	(352,300)	(309,117)	43,183		
Notes					
1 Merchandise Revenue over \$1,700; Program revenue over \$1,400					
2 Net labour under \$20,200 - FT under \$3,900 & PT under \$17,300					
3 Advertising Expense under \$4,500; Special Events under \$4,500; Supplies Exp under \$3,200; HLW under \$2,800					

**Subject: 2023 BIA Debenture Issuance****Report Number:** FIN 23-09

Department: Finance Department

Submitted by: Sheena Pawliwec, CPA, CGA, Director of Finance/Treasurer

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

RECOMMENDATION

- 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.

BACKGROUND

The purpose of this report is to obtain Council approval via By-Law (Appendix A) for the issuance of debentures for the BIA to fund capital expenditures. The BIA's 2023 budget was presented by the Executive Director on January 16, 2023 and approved by Council per resolution #2023-027.

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.

Per the Municipal Act, Sec. 205, a board of management (e.g. BIA) is not permitted to borrow money. Any debentures provided on the behalf of the BIA must be issued through its municipality. As per Ont. Reg. 403/02 Sec. 2, an updated Annual Repayment Limit (ARL) calculation has been provided (Appendix B) which includes adjustment for the proposed debenture principal and interest payments.

FIN 23-09

DISCUSSION

Council approved the BIA's 2023 \$30,000 capital expenditure requirement as budgeted and presented. The Board of Management of the BIA at their meeting dated November 23, 2022 passed a motion outlining the capital debenture requirement.

**MOTION**

Moved by: M. Tedesco

Seconded by: W. Cameron

"And resolved that the DTBIA membership hereby approves the 2023 budget with a net levy requirement of \$166,940 which represents a year-over-year increase of \$9,193. This translates into a per-unit-member increase of +1.3% or \$7.67. This budget also includes the issuance of new debt in the amount of \$30,000 to be financed + approved by the Town of Tillsonburg via placement with the County of Oxford. The budget contains one final + non-recurring installment of tax adjustment recovery in the amount of \$13,607".

"CARRIED"

A financing term of 3.25 years spanning from July 2023 through September 2026 has been determined aligning with the current term of Council and the Board of Management. Financing rates were provided by both the Town's financial institution, and the County of Oxford, with the County's internal rate offering the most competitive value. Additionally, there are no incremental expenditures associated with the issuance of a debenture of this nature.

CONSULTATION

The BIA's Executive Director, Mark Renaud, has confirmed agreement to the term and rate for the issuance of the debenture as funded through the County of Oxford.

FIN 23-09

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.

Goal – N/A

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

Appendix A – 2023 BIA Debenture Issuance By-Law

Appendix B – Updated Annual Repayment Limit

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NO. 2023-051

A BY-LAW to authorize the Issuance of Debt.

WHEREAS the Municipal Act, 2001 Section 401 (1) provides that subject to this or any other Act, a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures through the County of Oxford and prescribed financial instruments for or in relation to the debt;

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg has authorized the purposes (individually a "Project") as set out in Schedule "A" attached thereto and desires to issue debt through the County of Oxford for the Project in the respective amount specified in Schedule "A";

AND WHEREAS before authorizing the Project and before authorizing any additional cost amounts and any additional debt authorities in respect thereof, the Treasurer of the Corporation of the Town of Tillsonburg updated its most recent annual debt and financial obligation received from the Ministry of Municipal Affairs and Housing in accordance with Ontario Regulation 403/02, and determined that the estimated annual amount payable in respect of the Project and the issuance of additional debentures would not cause the Corporation to exceed the updated limit;

AND WHEREAS it is expected that the approved financing through a financial institution or County of Oxford will occur in Q3 2023;

THEREFORE the Council of the Town of Tillsonburg enacts as follows:

1. **THAT** certain works as set out in Schedule "A" hereto attached are hereby authorized up to a maximum cost of \$30,000.00.
2. **THAT** Schedule "A" attached hereto is hereby declared to be a part of this By-Law as if written and incorporated herein.
3. **THAT** there shall be raised in each year in which an installment comes due by a rate on all applicable rateable BIA property in the Town of Tillsonburg a specific amount sufficient to pay the said installment when and as it becomes due, but no greater rate shall be levied in any year for such purposes, than is required to pay the installment. Such amount may be reduced by receipts from other sources in respect to the said works.
4. **THIS** By-Law shall come into full force and effect on the date of enactment..

READ A FIRST AND SECOND TIME THIS 14th DAY OF JUNE, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 14TH DAY OF JUNE, 2023.

MAYOR – Deb Gilvesy

CLERK - Tanya Daniels

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NO. 2023-051

SCHEDULE A

Item:	Quantity Required:	Cost estimate per unit:	Extension:
Mobile power washer (self-powering)	1	\$910	\$910
Ambassador cart	1	\$825	\$825
Waste receptacles - black	5	\$2,000	\$10,000
Pots & planters	15	\$225	\$3,375
Office signage*	1	\$3,000	\$3,000
Benches	4	\$800	\$3,200
ED laptop	1	\$1,000	\$1,000
Student workstation	1	\$700	\$700
Bicycle racks	4	\$660	\$2,640
Flags & brackets (for deployment on the office & the Oxford Street corridor)	10 each	\$220	\$1,950
Banner brackets	20 each	\$120	\$2,400
<u>Totals:</u>			<u>\$30,000</u>

Town of Tillsonburg - Updated Annual Debt Repayment Limit**Sch 81
2021 FIR****Updated
Limit***Regulation. O. Reg. 403/02*

Gross Debt Charges		
Principal	1,432,900	1,141,203
Interest	504,784	497,396
Subtotal	1,937,684	1,638,599
Debt Charges on OCWA Provincial Project	-	-
Payment in Respect of Long Term Commitments and Liabilities	-	-

Subtotal - Debt Charges	1,937,684	1,638,599
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Debt Charges for Municipal Utilities	-	-
Debt Charges for Tile Drainage and Shoreline Assistance	-	-
Provincial Grant funding for repayment of long term debt	-	-
Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	-	-

Subtotal - Debt Charges to be Excluded	-	-
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Net Debt Charges	1,937,684	1,638,599
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Total Revenues	30,381,146	30,381,146
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Grants from Government of Ontario, Government of Canada and Other Municipalities		
Ontario Grants	3,143,634	3,143,634
Canada Grants	363,593	363,593
Deferred revenue earned - Provincial Gas Tax	-	-
Deferred revenue earned - Canada Gas Tax	389,824	389,824
Revenue from other municipalities	564,377	564,377
Gain/loss on sale of land and capital assets	2,557,937	2,557,937
Deferred revenue earned - development charges	108,904	108,904
Donated Tangible Capital Assets	-	-
Subtotal	7,128,269	7,128,269

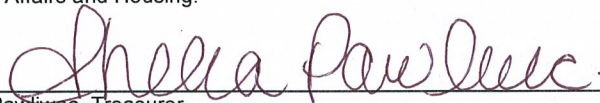
Fees and Revenues for Joint Local Boards for Homes for the Aged	-	-
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Net Revenues	23,252,877	23,252,877
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25% of Net Revenues	5,813,219	5,813,219
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Annual Repayment Limit	3,875,535	4,174,620
25% of Net Revenues less Net Debt Charges		

I, Sheena Pawliwec, Treasurer of the Town of Tillsonburg have, in accordance with Section 4 of O.Reg. 403/02, calculated this updated limit using the most recent debt and financial obligation limit determined by the Ministry of Municipal Affairs and Housing.



Sheena Pawliwec, Treasurer

31-May-23
Dated

**Subject: 2023 BUDGETARY ESTIMATES AND TAX RATES****Report Number:** FIN 23-10**Department:** Finance Department**Submitted by:** Ted Lyons, Revenue Manager**Meeting Type:** Council Meeting**Meeting Date:** Wednesday, June 14, 2023**RECOMMENDATION**

- 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.

BACKGROUND

The Municipal Act provides that the Council of a local municipality shall prepare and adopt estimates of all sums required during the year for the purposes of the municipality and pass a By-Law to levy a separate tax rate on the assessment in each property class.

At its regular meeting on February 13, 2023, Council passed the following resolution:

Resolution # 2023-068**Moved By:** Deputy Mayor Beres**Seconded By:** Councillor Luciani

THAT the 2023 Operating Budget of \$28,399,968 with a levy of \$16,639,583, and the 2023 Capital Budget of \$7,197,700 with a levy of \$2,508,000, being a combined budget amount of \$35,597,668 with \$19,147,583 from taxation, be adopted; and

THAT a future By-Law be brought forward setting the 2023 Property Tax Rates.

DISCUSSION

Interim Levy By-Law 2023-003 was passed on January 9, 2023 to raise no more than 50% of the previous year's property taxes collectable over two initial installments: February 23, 2023 and May 25, 2023. Council is now being requested to adopt final tax

FIN 23-10

rates that will raise the 2023 property taxes collectable. Remaining taxes will be payable over two final installments: August 24, 2023 and October 26, 2023.

CONSULTATION

Director of Finance / Treasurer

FINANCIAL IMPACT/FUNDING SOURCE

Tax rates have been calculated based on the Current Value Assessment (CVA) values for 2023, and those parameters mandated by the County of Oxford for tax class ratios and tax subclass discounts.

The attached By-Law specifies the approved levy amounts for the Town's 2023 Operating and 2023 Capital budget, shown in the By-Law as Schedule "A" and Schedule "B" respectively, along with Schedule "C" that provides for the applicable calculated 2023 tax rates to generate the levy amounts for each of local municipal, upper-tier municipal, and education requisitioning bodies. The By-Law will be brought forward later in this meeting for three readings.

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 – N/A

Strategic Direction – N/A

Priority Project – N/A

ATTACHMENTS

Appendix A – By-Law 2023-52 - Final Budget and Tax Rates By-Law

FIN 23-10

Appendix B - Schedule A - By-Law 2023-52
Appendix C - Schedule B - By-Law 2023-52
Appendix D - Schedule C - By-Law 2023-52

THE CORPORATION OF THE TOWN OF TILLSONBURG
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.

WHEREAS; Section 290 of the Municipal Act, 2001, S.O. 2001 c.25, as amended, provides that the Council of a local municipality shall prepare and adopt estimates of all sums required during the year for the purposes of the municipality, and

WHEREAS; Section 312 of the said Act provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class, and

WHEREAS; Sections 307 and 308 of the said Act require tax rates to be established in the same proportion to tax ratios; and

WHEREAS; regulations require reductions in certain tax rates for certain classes or subclasses of property.

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

- 1) That the budget estimates setting out the 2023 Operating Budget of \$28,399,968 with a levy of \$16,639,583, and the 2023 Capital Budget of \$7,197,700 with a levy of \$2,508,000, being a combined budget amount of \$35,597,668 with \$19,147,583 from taxation, as shown on Schedule "A" and Schedule "B" respectively and detailed in the Business Plans for the year 2023, endorsed by resolution of February 13th, 2023, and raising the following amounts from realty taxation, be adopted:
 - A) A general municipal levy of \$19,147,583
 - B) A special levy for core area parking of \$146,600
 - C) A special levy for the Business Improvement Area of \$166,940
- 2) That the tax rates hereby adopted for each class for the year 2023 excluding local improvement rates or other special charges collected as taxes, shall be the tax rates as listed on Schedule "C" attached hereto and forming part of this by-law and the tax rate for each class shall be applied against the whole of the assessment for real property for that particular class and purpose.

- 3) That every property owner shall be taxed according to the tax rates in this by-law. The taxes for a particular property shall be calculated by applying the Current Value Assessment against the tax rates set out and further adjusted as required by the provisions of the Municipal Act, 2001, S.O. 2001. Such taxes shall become due and payable in two installments as follows:

ALL PROPERTY CLASSES:

FIRST INSTALMENT Thursday, August 24, 2023

SECOND INSTALMENT Thursday, October 26, 2023

Notice of such taxes due shall be sent by first class mail to those persons shown as liable for the payment of taxes.

- 4) That a charge as a penalty of 1 and 1/4 per cent on the amount of any outstanding taxes levied in 2023 shall be made on the first day of default, and that interest of 1 and 1/4 per cent on the amount of any outstanding taxes levied in 2023 shall be made on the first day of each calendar month thereafter in which default continues until December 31, 2023, and any such additional amounts shall be levied and collected in the same manner as if they had been originally imposed with and formed part of the taxes levied under this by-law. The penalty charges indicated in this section shall be waived for those taxpayers participating in the Monthly Preauthorized Payment Programme, provided the payments are made as agreed and without default.
- 5) That interest of 1 and 1/4 per cent on the amount of any taxes due and unpaid after December 31, 2023 shall be charged on the first day of each calendar month thereafter in which default continues.
- 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 14th day of June, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 14th day of June, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels



2023 Financial Plan
Multiyear Budget Summary

	2022	2022	2023								
	Budget	Year End Forecast	Total Budget	Variance \$	Variance %	2024 Budget	% Variance	2025 Budget	% Variance	2026 Budget	% Variance
Budget Requirements											
Council	334,900	260,751	449,642	114,742	34.26%	455,082	0.01%	464,360	2.04%	514,693	10.84%
Financial Services	(38,000)	(277,361)	12,012	50,012	(131.61%)	19,662	63.69%	42,734	117.34%	68,424	60.12%
Corporate Services	1,673,900	1,352,676	1,736,210	62,310	3.72%	2,093,016	20.55%	2,162,348	3.31%	2,210,217	2.21%
Customer Services	(120,500)	(145,629)	(110,502)	9,998	(8.30%)	(104,054)	(5.84%)	(98,170)	(5.65%)	(92,162)	(6.12%)
Fleet Services	59,700	(159,794)	55,000	(4,700)	(7.87%)	63,400	15.27%	63,400		63,400	
THI	(140,000)	995,714	(141,400)	(1,400)	1.00%	332,623	(335.24%)	328,946	(1.11%)	328,908	(0.01%)
Enterprise Services	(200,000)	(199,185)	(198,600)	1,400	(0.70%)	(198,564)	(0.02%)	(198,527)	(0.02%)	(198,489)	(0.02%)
Fire Services	1,454,500	1,277,804	1,560,764	106,264	7.31%	1,486,603	(4.75%)	1,532,279	3.07%	1,580,777	3.17%
Police Services	3,188,675	3,222,076	3,277,437	88,762	2.78%	3,356,173	2.40%	3,434,611	2.34%	3,513,133	2.29%
Protection/Bylaw	265,300	242,675	299,551	34,251	12.91%	303,298	1.25%	314,665	3.75%	323,569	2.83%
Building	1,325	17,195		(1,325)	(100.00%)						
OPS Admin	261,800	258,139	370,891	109,091	41.67%	276,505	(25.45%)	285,549	3.27%	294,760	3.23%
Engineering	597,500	264,440	482,468	(115,032)	(19.25%)	525,776	8.98%	539,914	2.69%	511,450	(5.27%)
Public Works	3,945,054	3,782,057	4,361,736	416,682	10.56%	4,461,720	2.29%	4,536,177	1.67%	4,604,131	1.50%
Parking											
Airport	40,000	85,028	57,348	17,348	43.37%	59,089	3.04%	60,748	2.81%	62,446	2.80%
Waste Management	203,500	290,684	107,159	(96,341)	(47.34%)	213,684	99.41%	216,815	1.47%	220,555	1.72%
Cemetery	178,700	149,848	209,573	30,873	17.28%	215,256	2.71%	220,653	2.51%	226,272	2.55%
Parks	904,100	755,291	1,168,742	264,642	29.27%	1,395,316	19.39%	1,632,084	16.97%	1,869,418	14.54%
Community Events	106,800	43,269	100,430	(6,370)	(5.96%)	105,872	5.42%	109,516	3.44%	113,593	3.72%
Recreation - Programs	1,152,400	860,404	955,215	(197,185)	(17.11%)	976,363	2.21%	1,065,388	9.12%	1,097,232	2.99%
Recreation - Facilities	3,044,899	2,638,885	3,793,579	748,680	24.59%	4,411,977	16.30%	4,750,634	7.68%	5,080,576	6.95%
Elliott Fairbairn Centre	(47,900)	(49,192)	(26,786)	21,114	(44.08%)	(27,475)	2.57%	(28,342)	3.16%	(35,143)	24.00%
Museum	445,200	436,033	397,799	(47,401)	(10.65%)	442,202	11.16%	470,295	6.35%	470,298	
Transit Services	148,700	(47,883)	194,865	46,165	31.05%	200,882	3.09%	206,889	2.99%	281,987	36.30%
Development & Communication Services	(41,300)	(41,300)	(11,000)	30,300	(73.37%)	(15,000)	36.36%	(15,000)		(15,000)	
Economic Development	427,100	404,166	422,050	(5,050)	(1.18%)	442,039	4.74%	472,972	7.00%	490,322	3.67%
Municipal Taxes	(255,000)	(143,478)	(376,600)	(121,600)	47.69%	(289,600)	(23.10%)	(289,600)		(289,600)	
Consolidated Budget Requirement	17,591,353	16,273,313	19,147,583	1,556,230	8.85%	21,201,845	10.73%	22,281,338	5.09%	23,295,767	4.55%
Operating Plan											
Council	334,900	260,751	449,642	114,742	34.26%	455,082	1.21%	464,360	2.04%	514,693	10.84%
Financial Services	(38,000)	(277,361)	12,012	50,012	(131.61%)	19,662	63.69%	42,734	117.34%	68,424	60.12%
Corporate Services	1,673,900	1,352,676	1,736,210	62,310	3.72%	2,093,016	20.55%	2,162,348	3.31%	2,210,217	2.21%
Customer Services	(120,500)	(145,629)	(110,502)	9,998	(8.30%)	(104,054)	(5.84%)	(98,170)	(5.65%)	(92,162)	(6.12%)
Fleet Services	(28,300)	(245,926)		28,300	(100.00%)	8,400		8,400		8,400	
THI	(140,000)	995,714	(141,400)	(1,400)	1.00%	332,623	(335.24%)	328,946	(1.11%)	328,908	(0.01%)
Enterprise Services	(200,000)	(199,185)	(198,600)	1,400	(0.70%)	(198,564)	(0.02%)	(198,527)	(0.02%)	(198,489)	(0.02%)
Fire Services	1,423,400	1,247,851	1,540,764	117,364	8.25%	1,466,603	(4.81%)	1,512,279	3.11%	1,560,777	3.21%
Police Services	3,188,675	3,222,076	3,277,437	88,762	2.78%	3,356,173	2.40%	3,434,611	2.34%	3,513,133	2.29%
Protection/Bylaw	265,300	242,675	299,551	34,251	12.91%	303,298	1.25%	314,665	3.75%	323,569	2.83%
Building	1,325	17,195		(1,325)	(100.00%)						
OPS Admin	261,800	258,139	370,891	109,091	41.67%	276,505	(25.45%)	285,549	3.27%	294,760	3.23%
Engineering	356,500	(46,560)	399,468	42,968	12.05%	442,776	10.84%	456,914	3.19%	428,450	(6.23%)
Public Works	2,967,654	2,800,583	3,047,236	79,582	2.68%	3,147,220	3.28%	3,221,677	2.37%	3,289,631	2.11%
Parking											
Airport	40,000	85,028	57,348	17,348	43.37%	59,089	3.04%	60,748	2.81%	62,446	2.80%
Waste Management	203,500	290,684	107,159	(96,341)	(47.34%)	213,684	99.41%	216,815	1.47%	220,555	1.72%
Cemetery	178,700	148,469	209,573	30,873	17.28%	215,256	2.71%	220,653	2.51%	226,272	2.55%
Parks	839,100	690,578	918,242	79,142	9.43%	931,816	1.48%	945,584	1.48%	959,918	1.52%
Community Events	106,800	43,269	100,430	(6,370)	(5.96%)	105,872	5.42%	109,516	3.44%	113,593	3.72%
Recreation - Programs	1,152,400	860,404	955,215	(197,185)	(17.11%)	976,363	2.21%	1,065,388	9.12%	1,097,232	2.99%
Recreation - Facilities	2,844,899	2,331,405	3,008,579	163,680	5.75%	3,076,977	2.27%	3,130,634	1.74%	3,170,576	1.28%
Elliott Fairbairn Centre	(47,900)	(49,192)	(26,786)	21,114	(44.08%)	(27,475)	2.57%	(28,342)	3.16%	(35,143)	24.00%
Museum	352,300	343,133	397,799	45,499	12.91%	442,202	11.16%	470,295	6.35%	470,298	
Transit Services	148,700	(47,883)	194,865	46,165	31.05%	200,882	3.09%	206,889	2.99%	281,987	36.30%
Development & Communication Services	(41,300)	(48,300)	(11,000)	30,300	(73.37%)	(15,000)	36.36%	(15,000)		(15,000)	
Economic Development	373,500	350,566	422,050	48,550	13.00%	442,039	4.74%	472,972	7.00%	490,322	3.67%
Municipal Taxes	(255,000)	(143,478)	(376,600)	(121,600)	47.69%	(289,600)	(23.10%)	(289,600)		(289,600)	
Total Operating Budget	15,842,353	14,337,682	16,639,583	797,230	5.03%	17,930,845	7.76%	18,502,338	3.19%	19,003,767	2.71%
Capital Plan											
Corporate Services											
Fleet Services	88,000	86,132	55,000	(33,000)	(37.50%)	55,000		55,000		55,000	
Fire Services	31,100	29,953	20,000	(11,100)	(35.69%)	20,000		20,000		20,000	
Engineering	241,000	311,000	83,000	(158,000)	(65.56%)	83,000		83,000		83,000	
Public Works	977,400	981,474	1,314,500	337,100	34.49%	1,314,500		1,314,500		1,314,500	
Airport											
Cemetery		1,379									
Parks	65,000	64,713	250,500	185,500	285.38%	463,500	85.03%	686,500	48.11%	909,500	32.48%
Recreation - Programs											
Recreation - Facilities	200,000	307,480	785,000	585,000	292.50%	1,335,000	70.06%	1,620,000	21.35%	1,910,000	17.90%
Museum	92,900	92,900		(92,900)	(100.00%)						

2023 Financial Plan
Multiyear Budget Summary

	2022 Budget	2022 Year End Forecast	2023 Total Budget	Variance \$	Variance %	2024 Budget	% Variance	2025 Budget	% Variance	2026 Budget	% Variance
Development & Communication Services		7,000									
Economic Development	53,600	53,600		(53,600)	(100.00%)						
Total Capital Plan	1,749,000	1,935,631	2,508,000	759,000	43.40%	3,271,000	30.42%	3,779,000	15.53%	4,292,000	13.58%



2023 Capital Project Listing - New Requests

Town

	Expenditures	Contribution to Reserves	Grants	Tax Supported Debt	Reserves	DC Reserves	Donation	Miscellaneous	User Pay Debt	Taxation	Comments
Project Listing											
110 Corporate Services											
X39 Cell Phone Replacements	15,000				(15,000)						IT Reserve
X38 Computer Replacements	62,300				(62,300)						IT Reserve
X01 Annual Replacement of IT Capital	(76,000)	76,000									IT Reserve
Total 110 Corporate Services	1,300	76,000			(77,300)						
130 Fleet											
X58 Replace - #33 Ram 250with Alum Dump Body	65,000				(65,000)						Fleet Reserve
X57 Replace - # 37 F250 Pcikup Truck	115,000				(115,000)						Fleet Reserve
X56 Replace - # 65 4300 Hybrid Bucket Truck	325,000			(325,000)							
X55 Replace - #96 Sicard Snowblower	182,000			(182,000)							
X54 Replace - #204 Z-Force	14,000				(14,000)						Fleet Reserve
X53 Replace - #235 Trenching Utility Trailer	15,000				(15,000)						Fleet Reserve
X52 Replace - MT6 Sidewalk Machine	190,000				(43,700)	(146,300)					Fleet Reserve
X51 New - ATV											Fleet Reserve
X50 New - Tractor	145,000				(145,000)						Fleet Reserve
X49 New - Tractor Mower Deck	55,000				(55,000)						Fleet Reserve
X48 New - Tractor Flail Brusher	55,000									55,000	
X47 New - Tractor Snow Pusher Blade	20,000				(20,000)						Fleet Reserve
X46 New - Tandem Axle Plow with Wing	465,000				(106,900)	(358,100)					Fleet Reserve
X45 New - Trackless Attachment (Ribbon Blower)	20,000				(20,000)						Fleet Reserve
X44 New- Trackless Attachment (Rotary Broom)	10,000				(10,000)						Fleet Reserve
X43 New - P/U Attachment	5,000				(5,000)						Fleet Reserve
X42 New - Tack Coat Sprayer Unit	5,000				(5,000)						Fleet Reserve
Total 130 Fleet	1,686,000			(507,000)	(619,600)	(504,400)				55,000	
150 Fire											
X09 Avtec Outposts	4,000				(4,000)						Fire Comm reserve
X08 Avtec Scout Radio Console	35,000				(35,000)						Fire Comm Reserve
X07 Secan Storage Side of Station	10,000				(10,000)						Fire Equipment Reserve
X06 Training Props	5,000									5,000	
X05 Gas Detection Equipment	10,000									10,000	



2023 Capital Project Listing - New Requests

Town

	Expenditures	Contribution to Reserves	Grants	Tax Supported Debt	Reserves	DC Reserves	Donation	Miscellaneous	User Pay Debt	Taxation	Comments
X04 Rescue Equipment	5,000									5,000	
X03 PPE Bunker Gear	30,000				(15,000)	(15,000)					Fire Equipment Reserve
X02 Community Risk Assessment/Master Fire Plan	65,000				(27,000)	(38,000)					Fire Equipment Reserve
Total 150 Fire	164,000				(91,000)	(53,000)				20,000	
210 Engineering											
X13 Charlotte & Clarence Design	83,000									83,000	
Total 210 Engineering	83,000									83,000	
220 Public Works											
X61 Future Bridge Repairs		55,000								55,000	
X12 Bayham Line Reconstruction	450,000							(225,000)		225,000	Municipality of Bayham
X11 Younge St Reconstruction	603,400				(76,600)	(173,300)				353,500	Linear Infrastructure Reserve
Total 220 Public Works	1,053,400	55,000			(76,600)	(173,300)		(225,000)		633,500	
235 Streetlights											
X14 Van Norman Heights Subdivision	192,500									192,500	
Total 235 Streetlights	192,500									192,500	
240 Airport											
X10 Apron Extension	160,000							(160,000)			Airport Land Sales
Total 240 Airport	160,000							(160,000)			
260 Storm Sewers											
X40 Townline Construction	254,000		(225,000)							29,000	OCIF Formula Funding
X11 Younge St Reconstruction	857,000		(397,500)							459,500	Federal Gas Tax
Total 260 Storm Sewers	1,111,000		(622,500)							488,500	
450 Parks											
X66 Parks & Rec Master Plan	200,000					(142,500)				57,500	
X41 Trails & Pathways	5,000									5,000	
X22 Tennis Court Surface	145,000									145,000	
X21 Sports Field Maintenance & Repairs	50,000				(50,000)						RCP Reserve
X20 Site Amenities	10,000									10,000	
X19 Maintenance, Repairs & AODA	25,000									25,000	
X18 Lake Lisgar Maint. & Shoreline Protection	15,000				(15,000)						RCP Reserve
X17 Tree Planting Urban Forestry	8,000									8,000	



2023 Capital Project Listing - New Requests

Town

	Expenditures	Contribution to Reserves	Grants	Tax Supported Debt	Reserves	DC Reserves	Donation	Miscellaneous	User Pay Debt	Taxation	Comments
X16Dog Park	2,500				(2,500)						RCP Reserve
X15Annual Playground Equipment Replacment	95,000				(95,000)						Cash-in-lieu of Parkland
Total 450 Parks	555,500				(162,500)	(142,500)				250,500	
465 Rec - Bldg Mtce											
X65LLWP Building Renovation	1,200,000		(750,000)	(250,000)						200,000	CCRF Grant
X60Museum Repairs & Maintenance	35,000				(35,000)						Facility Infrastrucuture Reserve
X59Indoor Pool Asset		200,000								200,000	
X37LED Lights (Parking Lot & Exterior)	15,000									15,000	
X36New Columbarium	60,000							(60,000)			Niche Sales
X35Natatorium											
X34LLWP Deck & Furnishings											
X33TCC Furnishings	25,000									25,000	
X32Recreation Minor Capital	10,000									10,000	
X31Floor Scrubber	10,000									10,000	
X30Fire Hall Floor Slab (paramedic bay)	20,000									20,000	
X29Fire Hall Diesel Exhaust System	90,000				(55,000)					35,000	Facility Infrastrucuture Reserve
X28Arena Dehumidifier	155,000									155,000	Pre-budget approval - Nov 21 2022 Council Meeting
X27HVAC General Repairs	30,000									30,000	
X26General Building Repairs & Maintenance	60,000									60,000	
X25Roof Repair/Replacement	125,000				(125,000)						Facility Infrastrucuture Reserve
X24Annual LED Light Conversion	22,000									22,000	
X23Signage	3,000									3,000	
Total 465 Rec - Bldg Mtce	1,860,000	200,000	(750,000)	(250,000)	(215,000)			(60,000)		785,000	
Total Project Listing	\$6,866,700	\$331,000	(\$1,372,500)	(\$757,000)	(\$1,242,000)	(\$873,200)		(\$445,000)		\$2,508,000	

Town of Tillsonburg - Schedule "C" To By-Law 2023-52

		<u>2023 Tax Rates</u>			TOTAL BASE RATES			
RTC/RTQ		GENERAL	COUNTY	EDUCATION		PARKING	B.I.A.	TOTAL
RT	RESIDENTIAL	0.00827083	0.00426167	0.00153000	0.01406250	0.00105407		0.01511657
MT	MULTI-RESIDENTIAL	0.01654166	0.00852334	0.00153000	0.02659500	0.00210812		0.02870312
NT	NEW MULTI-RESIDENTIAL	0.00827083	0.00426167	0.00153000	0.01406250			0.01406250
CT	COMMERCIAL	0.01572946	0.00810484	0.00880000	0.03263430	0.00200462	0.00227621	0.03691513
CU	COMMERCIAL EXCESS LAND	0.01101062	0.00567338	0.00880000	0.02548400	0.00140323	0.00159335	0.02848058
CX	COMMERCIAL VACANT LAND	0.01101062	0.00567338	0.00880000	0.02548400	0.00140323	0.00159335	0.02848058
IT	INDUSTRIAL	0.02175228	0.01120819	0.00880000	0.04176047			0.04176047
IU	INDUSTRIAL EXCESS LAND	0.01413898	0.00728533	0.00880000	0.03022431			0.03022431
IX	INDUSTRIAL VACANT LAND	0.01413898	0.00728533	0.00880000	0.03022431			0.03022431
LT	LARGE INDUSTRIAL	0.02175228	0.01120819	0.00880000	0.04176047			0.04176047
LU	LARGE INDUSTRIAL EXCESS LAND	0.01413898	0.00728533	0.00880000	0.03022431			0.03022431
PT	PIPELINES	0.01041546	0.00536672	0.00880000	0.02458218			0.02458218
FT	FARMLAND	0.00180056	0.00092776	0.00038250	0.00311082			0.00311082
TT	MANAGED FOREST	0.00206771	0.00106541	0.00038250	0.00351562			0.00351562
GT	PARKING LOT	0.01572946	0.00810484	0.00880000	0.03263430		0.00227621	0.03491051

**Subject: FRS-2023-06 Tillsonburg Fire Rescue Services 2022 Annual Report****Report Number:** FRS 2023-06**Department:** Fire and Emergency Services**Submitted by:** Shane Caskanette, Fire Chief**Meeting Type:** Council Meeting**Meeting Date:** Wednesday, June 14, 2023**RECOMMENDATION**

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

BACKGROUND

To provide Council with Tillsonburg Fire Rescue Services 2022 Annual Report.

DISCUSSION

On behalf of the 45 dedicated men and women of the Tillsonburg Fire Rescue Service, it is an absolute privilege to present Council with the Tillsonburg Fire Rescue Services 2022 Annual Report.

I want to personally acknowledge each and every member of our Fire Service family for their dedication and contribution toward helping us deliver exceptional fire protection service and for the personal sacrifice made to enhance public safety in our community.

I also want to thank every member for their hard work and assistance creating our 2022 Annual Report, we simply could not have done it without you.

The Tillsonburg Fire Rescue Services has a long and proud history of protecting lives and property in our community. The professionalism, team work, dedication and leadership demonstrated by our members while providing exceptional fire protection services to our community makes me extremely proud to serve as Fire Chief.

2022 was both very busy and extremely rewarding. Our focus has been on three key areas; Community, Service, and Excellence. We have concentrated efforts on community engagement and building partnerships that enhance both community and first responder safety.

The Tillsonburg Fire and Rescue Service 2022 Annual Report highlights the initiatives and accomplishments of your Fire Service throughout 2022.

FRS 23-06

We thank the Mayor and Council, CAO, Senior Leadership Team and our community for their continued support in helping make Tillsonburg a fire safe community to visit, and great place to live, work, and raise a family.

We encourage you to review our annual report to learn more about the services and programs our dedicated members provide each and every day that make our Fire Service one our community is proud of and can depend upon in their time of need.

A friendly reminder to please test your smoke and CO alarms and replace them as required. This simple action helps our family protect you and your family.

CONSULTATION

This report and its content would not be possible without the contribution and dedication of each and every member of the Tillsonburg Fire Rescue Service.

FINANCIAL IMPACT/FUNDING SOURCE

N/A

CORPORATE GOALS

- ☐ 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 – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.

Priority Project – N/A

ATTACHMENTS

FRS 23-06

Tillsonburg Fire Rescue Services 2022 Annual Report



TILLSONBURG FIRE RESCUE SERVICE

2022 ANNUAL REPORT





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Message from the Fire Chief



It's an absolute honour to serve the 43 dedicated men and women of the Tillsonburg Fire Rescue Service, Town Council, and our community as your Fire Chief.

It's my privilege to present the Tillsonburg Fire and Rescue Service 2022 Annual Report that highlights the initiatives and accomplishments of the Fire Service over the year.

The Tillsonburg Fire Rescue Services has a long and proud history of protecting lives and property in our community. The professionalism, team work, dedication and leadership demonstrated by our members while providing exceptional fire protection services to our community makes me extremely proud to serve as Fire Chief.

I want to personally acknowledge each and every member for their valuable contributions helping us provide fire service excellence each and every day. We provide fire protection services through a comprehensive approach focusing on education, codes and standards enforcement and emergency response. Every member of our service plays a vital role in our success and keeping our community safe.

2022 has been both very busy and extremely rewarding. Our focus has been on three key areas; Community, Service, and Excellence. We have concentrated on community engagement and building partnerships that enhance both community and first responder safety.

Key Fire Service activities for 2022:

- Community Engagement and Fire Prevention Week - Open House
- Revised Emergency Management Program and Emergency Response Plan
- New Fire Communications Dispatch Agreements with Welland and negotiated agreements with South-West Oxford, Norwich, Zorra, East-Zorra Tavistock, and Blandford-Blenheim
- Received \$1,245,000 in NG-911 Grant Funding for Upgrades to Fire Communications
- 195 Lisgar Avenue Apartment Fire
- Continued Firefighter Boot, Bunker Gear, Helmet and Glove Replacement Program
- Continue Cancer, PTSD and Mental Health Risk Reduction Initiatives
- Completed Fire Service Review Objectives
- Fire Station Building Condition Assessment Report
- Member Recruitment, Promotions and Retirements

We thank the Mayor and Council, Senior Leadership Team and our community for their continued support in helping make Tillsonburg a fire safe community to live, work, and raise a family. We encourage you to review our annual report to learn more about programs and services our dedicated members provide each and every day that make our Fire Service one our community can be proud of and depend on in their time of need.

Sincerely,

Shane Caskanette, Fire Chief/CEMC



Carbon Monoxide Safety



Often called the invisible killer, carbon monoxide is an invisible, odorless, colorless gas created when fuels (such as gasoline, wood, coal, natural gas, propane, oil, and methane) burn incompletely. In the home, heating and cooking equipment that burn fuel can be sources of carbon monoxide.

- CO alarms should be installed in a central location outside each sleeping area and on every level of the home and in other locations where required by applicable laws, codes or standards. For the best protection, interconnect all CO alarms throughout the home. When one sounds, they all sound.
- Follow the manufacturer's instructions for placement and mounting height.
- Choose a CO alarm that is listed by a qualified testing laboratory.
- Call your local fire department's non-emergency number to find out what number to call if the CO alarm sounds.
- Test CO alarms at least once a month; replace them according to the manufacturer's instructions.
- If the audible trouble signal sounds, check for low batteries. If the battery is low, replace it. If it still sounds, call the fire department.
- If the CO alarm sounds, immediately move to a fresh air location outdoors or by an open window or door. Make sure everyone inside the home is accounted for. Call for help from a fresh air location and stay there until emergency personnel declare that it is safe to re-enter the home.
- If you need to warm a vehicle, remove it from the garage immediately after starting it. Do not run a vehicle or other fueled engine or motor indoors, even if garage doors are open. Make sure the exhaust pipe of a running vehicle is not covered with snow.
- During and after a snowstorm, make sure vents for the dryer, furnace, stove, and fireplace are clear of snow build-up.
- A generator should be used in a well-ventilated location outdoors away from windows, doors and vent openings.
- Gas or charcoal grills can produce CO — only use outside.

HOME HEATING EQUIPMENT



Have fuel-burning heating equipment and chimneys inspected by a professional every year before cold weather sets in. When using a fireplace, open the flue for adequate ventilation. Never use your oven to heat your home.

FACTS

- ❗ A person can be poisoned by a small amount of CO over a longer period of time or by a large amount of CO over a shorter amount of time.
- ❗ In 2010, U.S. fire departments responded to an estimated 80,100 non-fire CO incidents in which carbon monoxide was found, or an average of nine calls per hour.



Public Education
Hazard & Vulnerability Assessment
Improved Infrastructure
MITIGATION

Emergency Response Plans
Training & Exercise
Sirens
PREPAREDNESS

RECOVERY
Economic Recovery
Debris Management
Housing
Health & Social Services

RESPONSE
Incident Stabilization
Property Preservation
Evacuation & Shelter
Mass Care





Fire Service Overview

Tillsonburg Fire Rescue Service applies a comprehensive approach to delivering fire protection services to our community focusing on the three lines of defense; public education, codes and standards enforcement, and emergency response.

The Fire Service is responsible for the following key functions: Administration, Fire Prevention, Public Education, Suppression and Rescue, Professional Qualifications and Training, Fire Communications, Emergency Management, and Fleet and Facilities.

Tillsonburg Fire Rescue Service members protect 18,615 residents and 8,230 residential dwellings in a densely populated urban setting across 22.2 km² from one centrally located fire station at 80 Concession Street East in Tillsonburg. The Communications division provides critical fire communications services to 28 municipalities, representing 59 fire stations and serves about 275,000 people across Ontario's landscape.

The Fire Service employs a full-time Fire Chief and Community Emergency Management Coordinator (CEMC), Assistant Chief of Communications and Administration, Assistant Chief of Fire Prevention and Training, 5 full-time and 6 part-time Telecommunicator in the Fire Communications division and 30 paid-on-call volunteer firefighters in the Suppression Division. Public education programs are carried out by a Public Educator and Firefighters. Fleet is managed by the Town's fleet based Emergency Vehicle Technician and fire station by Town facilities staff.

Mission:

To Protect Life and Property.

Vision:

A fire safe Tillsonburg. Eliminating fire loss in our community through fire service excellence in education, codes and standards enforcement and emergency response.

Values:

Courage, Integrity, Service, and Community



Fire Administration

The Fire Administration division is responsible for the strategic leadership and management support functions of a modern day fire service. The Administration Team consists of three (3) members;

- Shane Caskanette, Fire Chief
- Vanessa Devolin, Assistant Chief of Communication and Administration
- Jadie Scaman, Assistant Chief of Fire Prevention and Training



Core Services

The Administration Division is responsible for the following core functions;

- Leadership and strategic direction of the Fire Service
- Planning / organizing / directing & controlling activities and resources
- Delivering fire protection services according to community needs and circumstances
- Providing advice and information to CAO and Council
- Capital & operating budgets
- Asset Management
- Procurement / payroll / accounts payable & receivable
- Negotiate and administer agreements
- Establish policy and procedures
- Records and information management
- Legislative compliance
- Human resources management
- Research and development
- Monitoring and evaluate performance
- Continuous improvement



2022 Highlights

- Building relationships with internal and external stakeholders
- Town of Tillsonburg grew 17.3% over last census period
- Reorganization of Fire Services reporting structure
- Increased fire communications dispatch partnerships
- Partner with Ingersoll, Elgin and Oxford Fire Services for Training
- Reviewed Mutual Aid Plan with Oxford, Elgin and Norfolk County
- Revised Tiered Response Agreement to better reflect response capabilities
- Increased medical training
- Revised fire suppression deployment model
- Implemented command training for senior officers
- Revised Emergency Management Program and Plan
- Achieved 2022 Emergency Management Program compliance
- Increased public education and community engagement efforts
- Increased information sharing with Council and community
- Introduced Wellness Fitness & Before Occupational Stress program
- Bunker gear, boots, helmets, and glove replacement program





2022 Business Plan Objectives

Objective	Comments	Status
Increase Fire Communications Partnerships	Respond to RFP's, Contract Negotiations, added Welland and lost Hanover as Fire Communications Partners	On-going
NFPA Based Professional Qualifications and Certification Firefighters, Officers, Instructors, Inspectors, Educators, Telecommunicators, Investigators	Training of All Members to NFPA Professional Qualification Standards Accomplished, Awaiting Certification Results	On-going
Revise / Update Emergency Management Program and Plan (Legislative Requirement)	Completed and adopted by Council December 2022. Reviewed Annually	On-going
Increase Fire Safety Inspection, Public Education, Public Engagement	Increase Fire Safety Inspection, Public Education, Public Engagement	On-going
Continue Cancer, PTSD, and Mental Health Risk Reduction Program	Before Occupational Stress Training, Bunker Gear Cleaning and Decontamination Policy, Apparatus Ventilation Policy, 3rd Party Gear Cleaning	On-going
Tactical Radio Channel Repeater	Recording Capability for TAC 1	Complete
Bunker Gear Capital Replacement Program	Complete for 2022	On-going
Rescue Equipment Replacement	Complete for 2022	On-going
Assistant Chief of Communications and Administration	Vanessa Devolin Successful	On-going
Assistant Chief of Fire Prevention and Training	Jadie Scaman Successful	On-going
Fire Communications Staffing	Increased Minimum Staffing to 2 and 3 as required	Complete
Increase Smoke and CO Alarm Program	Complete for 2022	On-going
Officer Development & Succession Planning	Command Training of Officers	On-going
Revise Establishing and Regulating By-law (Legislative Requirement)	Awaiting Risk Assessment and Master Fire Plan	Q3 2023
Implement objectives from Operation Review	Complete for 2022	On-going
Fire Safety Grant	\$5,000 for Educational Material Books	On-going
Fire Safety Grant	\$10,000 in Smoke & CO Alarm	On-going
NG-911 TPON Application	\$1,245,000 for Up-grade to NG-911 Infrastructure	On-going
NG-911 Upgrades to Ng-911 Infrastructure	Continuing 70% complete	On-going
Municipal Modernization Funding Application	Received up-to \$76,000 under program	On-going
Promotions & Recruitment	Recruited Firefighters, Telecommunicators & Chief Officers	On-going



TILLSONBURG FIRE RESCUE SERVICE 2022 ANNUAL REPORT



2022 Activities

12 Officers participated
in Incident Command
Training



Conducted **116 Buildings** in 2022
Fire Code enforcement inspections
enhance safety of our town.



Firefighters attended
11 Structure
Fires in
2022



Conducted
21 Public Education
and Community
Events



Volunteer
Firefighters responded to
379 emergencies in
2022



24 Members
completed **Before**
Occupational
Stress

TILLSONBURG FIRE RESCUE SERVICE 2022 ANNUAL REPORT



2022 Activities (Continued)



Fire Prevention members
**Inspected and
evaluated 12
fire drills**

In vulnerable
occupancies with staff

Staff completed
**9,012 total hours
of training** in 2022 in
41 subjects



**5 new Firefighter
Recruits and 6 new
Communications
Recruits trained in 2022.**



Smoke Alarms at Home

SMOKE ALARMS ARE A KEY PART of a home fire escape plan. When there is a fire, smoke spreads fast. Working smoke alarms give you early warning so you can get outside quickly.



SAFETY TIPS

- Install smoke alarms in every bedroom. They should also be outside each sleeping area and on every level of the home. Install alarms in the basement.
- Large homes may need extra smoke alarms.
- It is best to use interconnected smoke alarms. When one smoke alarm sounds, they all sound.
- Test all smoke alarms at least once a month. Press the test button to be sure the alarm is working.
- Current alarms on the market employ different types of technology including multi-sensing, which could include smoke and carbon monoxide combined.
- Today's smoke alarms will be more technologically advanced to respond to a multitude of fire conditions, yet mitigate false alarms.
- A smoke alarm should be on the ceiling or high on a wall. Keep smoke alarms away from the kitchen to reduce false alarms. They should be at least 10 feet (3 meters) from the stove.
- People who are hard-of-hearing or deaf can use special alarms. These alarms have strobe lights and bed shakers.
- Replace all smoke alarms when they are 10 years old.

FACTS

- 1 A closed door may slow the spread of smoke, heat, and fire.
- 1 Smoke alarms should be installed inside every sleeping room, outside each separate sleeping area, and on every level. Smoke alarms should be connected so when one sounds, they all sound. Most homes do not have this level of protection.
- 1 Roughly 3 out of 5 fire deaths happen in homes with no smoke alarms or no working smoke alarms.



Promotions and Appointments

The following promotions and appointments were made during the year 2022:

- | | |
|--|----------------------|
| • Assistant Chief of Communications and Administration | Vanessa Devolin |
| • Assistant Chief of Fire Prevention and Training | Jadie Scaman |
| • Suppression Captain | Dave Henry |
| • Acting Captain | Patrick Stevenson |
| • Acting Captain | Terry Hildebrant |
| • Acting Captain | Dennis Vandevyvere |
| • Acting Captain | Scott Korevaar |
| • Firefighter | Bradley Grincevicius |
| • Firefighter | Dylan Cremery |
| • Firefighter | Jennifer Reid |
| • Firefighter | John Rachar |
| • Firefighter | Emily Giesbrecht |
| • Firefighter | Jennifer Dean |
| • Telecommunicator (Fulltime) | Kristen Fansher |
| • Telecommunicator (Fulltime) | Lynette Facey |
| • Telecommunicator (Fulltime) | Jayde Winkworth |
| • Telecommunicator (Fulltime) | Ron Demarest |
| • Telecommunicator (Fulltime) | Annette Lalonde |
| • Telecommunicator | Hanna Oomen |
| • Telecommunicator | Lauren Jewell |
| • Telecommunicator | Carley Brown |
| • Telecommunicator | Lauren Dumitru |
| • Telecommunicator | Haily Orser |
| • Telecommunicator | Hunter Tucker |
| • Telecommunicator | Samantha Stevens |
| • Telecommunicator | Chelsea Stevens |
| • Telecommunicator | Danielle Persyn |
| • Telecommunicator | Halle Richardson |
| • Telecommunicator | Nicole Bogart |



Last Alarms in 2022

Robert (BOB) Smith (Retired Firefighter and Town Councillor in Tillsonburg)

TILLSONBURG FIRE RESCUE SERVICE 2022 ANNUAL REPORT



Retirements

Captain Suppression

Lawrence Chesterman

Resignations

- | | |
|--------------------|-------------------|
| • Firefighter | Criss Rachar |
| • Firefighter | Aaron Myny |
| • Firefighter | Andy Metselaar |
| • Firefighter | Shawn Sandham |
| • Firefighter | Shawn Ward |
| • Telecommunicator | Hanna Oomen |
| • Telecommunicator | Lauren Jewell |
| • Telecommunicator | Hunter Tucker |
| • Telecommunicator | Samantha Thompson |
| • Telecommunicator | Nicole Bogart |



Special Service Awards & Medals

Fire Service Citation - Distinguished Service Medal

Platoon Chief Tony Hietkamp

The Tillsonburg Fire Rescue Service Medal of Distinguished Service is the first of its kind and was presented to Platoon Chief Tony Hietkamp for 33 years of distinguished service above and beyond the call of duty. Chief Hietkamp's dedication and service to our community has set the gold standard for others to follow. Thank You Chief Tony for your distinguished service to the Town of Tillsonburg and Tillsonburg Fire Rescue Service.

Years of Service Awards

- David Henry 15 Years
- Terry Hildebrant 15 Years
- Ben Nichols 15 Years
- Dave Metselaar 15 Years
- Vanessa Devolin 15 Years
- Barry Lasook 15 Years
- Jayde Winkworth 10 Years
- Annette Lalonde 5 Years
- Dennis Vandevyvere 5 Years
- Sarah Barclay 5 Years
- Scott Korevaar 5 Years





Fire Suppression Division

Overview

The highly skilled and trained paid-on-call volunteer suppression firefighters of Tillsonburg Fire Rescue Service provide emergency response to the citizens and visitors of our community.

30 dedicated firefighters operating on 2 platoons respond to a variety of emergency situations, including fires, emergency medicals, hazardous materials, motor vehicle accidents, ice & water rescue, rope rescue smoke and CO alarm activations, and other public hazards. Our firefighters also play a major role in public education, public relations activities, and community engagement.

Core Services

- Emergency Response
- Operation of Specialized Apparatus and Equipment
- Public Fire Safety Education
- Home Fire Protection Inspections
- Public Relations
- Community Engagement
- Preplan/Building Profile
- Apparatus and Equipment Testing and Maintenance
- Station Maintenance



Major Structure Fires

- Dec 14 22 - 114 Broadway
- Dec 8 22 - 72 Devonshire Avenue
- Nov 24 22 - 145 Simcoe Street
- Oct 9 22 - 9 Bear Street
- Aug 17 22 - 278 Broadway
- Jul 6 22 - 6 Demeyere Avenue
- Jun 22 22 - 5 Ridout Street East
- Apr 13 22 - 4 Woodside Drive
- Mar 8 22 - 195 Lisgar Avenue
- Mar 7 22 - 65 Frank Street
- Feb 24 22 - 76 Vienna Road





Fire Communications Division

Overview

The Tillsonburg Fire Communications Service (TFCS) has been providing reliable emergency communications services for well over sixty years. Originally, only dispatching for the local police and fire departments, Tillsonburg realized an opportunity to grow Fire Communications in the early 2000's when several local Police Services like Tillsonburg's transitioned to the Ontario Provincial Police. Tillsonburg's Fire Communications expansion began in 2007 to include most of Elgin County and we have been serving a growing number of communities and first responders ever since. TFCS has continued to evolve over the past fifteen (15) years leveraging advances in technology and developing significant expertise in the delivery of quality, customizable, fire centric fire communications and dispatching services.

TFCS has built a reputation as an innovator and leader in fire communications industry. Our competitive advantage is our ability to provide customizable "fire centric" high availability fire communications and dispatch services within our successful partnership model. Our requirement to ensure we invest and upgrade and update key radio components to high reliability public safety grade may not be the least expensive option but we believe it is absolutely critical to safely achieving redundancy and industry standards for delivery of fire communications and ultimately enhance both public and first responder safety by ensuring our communities and our first responders get the help they need, when they need it, always.

TFCS proudly serves twenty-eight (28) municipalities, Fifty-nine (59) fire stations alongside hundreds of dedicated first responders helping to protect about 275,000 people across Ontario's landscape.

Partnership Model

TFCS continues to expand upon its unique fire communications partnership model throughout Ontario. TFCS believes in the partnership approach to fire communications and shares in upfront start-up costs to demonstrate our commitment to the partnership model. This partnership approach focuses heavily on dedicated telecommunications professional, refined processes, and communications technology to provide sustainable, customizable and affordable fire specific communications to all fire service partners. This unique model allows partners to maintain professional fire specific communications services that leverage the latest computer, radio, and phone related technology while realizing economies of scale by dispersing escalating fire communications, labour and technology costs equitably among all TFCS partners.



Fire Centric Communications

Being fire centric has its advantages. TFCS staff provide only emergency fire communications services. They do not answer or process the many redundant emergency cell phone 911 calls hampering PSAP's when an emergency occurs or spend time dispatching emergency police or EMS priorities. This approach builds fire expertise and ensures Telecommunicators are available for fire specific call taking, processing, dispatching, scene and incident reporting support which reduces incident reporting times, improves data quality and enhances business intelligence and decision support for TFCS partners.



Staffing

Our Telecommunicators are key to our success. Our people are passionate about serving our communities and their role in public and responder safety. To meet NFPA 1225 staffing requirements TFCS is staffed with sixteen (16) Telecommunicators and one (1) Assistant Chief of Communications and Administration.

NFPA call answering and call processing performance measures are monitored daily to ensure compliance with NFPA 1225 and staffing is monitored and adjusted as required to maintain compliance. Two (2) Telecommunicators are on duty 24/7/365 and the Asst. Chief of Communications ensures adequate supervision, quality control, training, IT support and issue management as well as acts as a 3rd dispatch when required.

Our staffing model consists of full and part time Telecommunicators which permits flexibility allowing staffing levels to quickly adjust to service demands for large or complex incidents, storms, or at the request of Incident Commanders or Fire Chiefs.



Backfilling

For responder and public safety reason we only backfill TFCS with our dedicated pool of NFPA 1061 trained Telecommunicators experienced with the technology and call taking and dispatching procedures. We do not assign Firefighters to backfill in TFCS due to the specific skills required to proficiently operate the sophisticated telecommunications technology and number of municipalities we proudly serve.

Customization

Many communications service providers require “customers” to conform to their dispatch and communications processes. TFCS has learned to adapt and embrace differences in fire service delivery by leveraging advancements in CAD, radio, telephone and computer technologies to offer customized communications solutions to better suit our partner’s specific requirements.



Quality Assurance

Continuous improvement is key. Problems occur and mistakes happen, however, we aim to ensure problems do not recur.

Telecommunicators are trained in continuous improvement processes. When problems occur Telecommunicators are encouraged to identify the root cause, and implement fixes or procedural changes to resolve the issue. All issues and resolutions are identified on the end of shift report. Issues that are not resolved at the Telecommunicator level are escalated to the Asst. Chief of Communications for resolution.

Mission

To ensure our communities and first responders get the help they need, when the need it, always.



Vision

People communicating through technology to enhance public and first responder safety.

Values

- People
- Safety
- Partnerships
- Communication
- Technology
- Redundancy

Core Services

- Answer emergency and non-emergency alarms and calls
- Solicit information regarding incident details from caller and allied agencies
- Timely dispatch and tracking of appropriate emergency and non-emergency resources
- Control radio, phone and computer communications
- Communications
- Maintain unit status
- Operate CAD, telephony, recorder radio and IT related equipment
- Log information on phone, CAD, recorder, and RMS
- Maintain accurate information and incident details
- Verify information accuracy and transfer standard incident report data to partners
- Coordinate and liaise with internal and external partners
- Maintain emergency contact list
- Anticipate needs of Incident Command and first responders
- Maintain running assignments and mapping
- Program and maintain CAD, computer, phone, recorder, software and IT resources and infrastructure
- Customer service and issue management
- Continuous improvement initiatives
- Respond to RFP for communications services
- Contract negotiation and administration



2022 Accomplishments

- Applied for and received 1.245 million in Provincial funding to upgrade NG-911 infrastructure
- Maintained minimum staffing of 2 100% of the time
- 3 person staffing 40% of the time and 4 as required
- Trained and certified 100% of Telecommunicators to Level I and II NFPA standards
- Implement sit-stand desks





- Relocated communications in a larger space to accommodate 4 position
- Before Occupational Stress training for all Telecommunicators
- Continue to upgrade to infrastructure to NG-911 standards
- Increased partnerships onboarding Welland Fire and Emergency Service Dec 01, 2022
- Negotiated service contract with 5 rural Oxford Fire Services commencing in March 01, 2023

Fire Prevention & Education

Overview

Fire Prevention encompasses various core functions aimed at reducing the risk of fires and promoting safety. Here are some of the key functions involved in Fire Prevention

Education and Awareness: Fire prevention efforts focus on educating the public about fire safety measures, potential hazards, and the importance of fire prevention. This includes disseminating information through campaigns, workshops, school programs, and community outreach initiatives.

Fire Code Enforcement: Fire codes and regulations are developed to establish minimum safety standards for buildings, structures, and occupancies. Fire prevention professionals enforce these codes by conducting inspections, ensuring compliance, and addressing any violations to mitigate fire hazards.

Fire Safety Planning: Developing and implementing fire safety plans is crucial to fire prevention. This includes creating emergency evacuation plans, establishing fire drills, ensuring adequate fire detection and suppression systems, and promoting the use of fire-safe materials and construction practices.

Public Education: Fire prevention professionals engage in public outreach programs to promote fire safety and prevention. This may involve organizing safety seminars, distributing educational materials, conducting fire safety demonstrations, and collaborating with local communities to raise awareness about fire hazards and prevention measures.



Core Services

Fire Safety Codes and Standards Development: Fire prevention contribute to the development and revision of fire safety codes and standards to ensure they reflect the latest knowledge and technologies for preventing and mitigating fire incidents. These core functions work together to enhance fire prevention efforts, reduce the risk of fires, and ultimately save lives and protect property.



2022 Accomplishments

- Participated in Christmas Parade Food Drive
- Supported MADD Red Ribbon Campaign
- Fire Prevention Week annual Open House
- First Hot Summer Night Event
- Tim Hortons Camp Day
- Community Services Bonspiel

Professional Qualifications & Training

Overview

The Professional Qualifications and Training develops, facilitates, and coordinates the training requirements for the department. It ensures that personnel develop and maintain core competencies in Suppression, Prevention, Public Education, Communications and Officer development.



Core Services

Ensures the department completes ongoing training curriculum training as part of the NFPA Standards and job specifications. Provides new recruits with knowledge, skills and tools to be successful, Identifies and evaluates training programs and recommendations to comply with the industry best practices. Develops training for new equipment, and firefighting strategies and maintains all training records.

2022 Accomplishments

- WHMIS
- Before Occupational Stress
- Occupational Health and Safety Act Worker/Supervisor
- Accessibility for Ontarians With Disabilities Act
- Electrical Safety Training
- 20 NFPA Certifications Exams
- Officer I
- Elevator Rescue Training
- Live Fire Training
- Special Operations Training (Ice/Water Rope)
- Regular Maintenance Training
- Driver Operations
- Pump Operations NFPA 1002
- Instructor I
- Telecommunicator I, II
- Telecommunicator Recruit Program (6)
- Command Training





- Pump Operations Training
- Fire & Life Safety Educator I
- SCBA Fit Testing
- Auto Extrication
- Electrical Vehicle Training
- Recruit Firefighter Training Program (6)

Emergency Preparedness Week 2023:
A Safe, Practiced and Prepared Ontario



Emergency Management

Overview

The Town of Tillsonburg Emergency Management Program and Emergency Response Plan is developed and maintained in accordance with provincial standards to help the Town and its residents prepare, mitigate, respond, and recover from the impacts of large scale emergencies in our community.

The Town of Tillsonburg Emergency Management Program establishes a framework for responding to a number of risks the Town faces. Developed with key officials, agencies and departments, it is a plan that outlines collective and individual roles and responsibilities in responding to and recovering from an emergency.

Core Services

- Designate a Community Emergency Management Coordinator
- Establish an Emergency Management Program Committee
- Establish a Municipal Control Group to Manage Emergencies
- Adopt Emergency Response Program and Plan (By-Law #2022-083)
- Establish an Emergency Operations Centre
- Identify Critical Infrastructure and Hazard Analysis
- Annual Training and Exercise of Key Members
- Appoint Emergency Information Officer
- Public Educations and Awareness Program
- Annually Verify Program exceeds Provincial Standards



2022 Accomplishments

- Achieved 2022 Compliance with Provincial Standards
- Public Education and Social Media Awareness Campaigns
- Conducted Annual Training and Exercise
- Revised the Emergency Management Program and Plan
- Critical Infrastructure and Hazard Analysis Reviewed & Updated
- Activated EOC for COVID 19 meetings and 195 Lisgar Fire
- Technology Improvements in Emergency Operations Center



TILLSONBURG FIRE RESCUE SERVICE 2022 ANNUAL REPORT



- Emergency Program and Plan Adopted By-Law and Council
- Implemented 1st Test of Everbridge Emergency Notification System
- Test of Provincial Alert Ready Emergency Notification System

Tillsonburg Fire Rescue Services

Contact Information

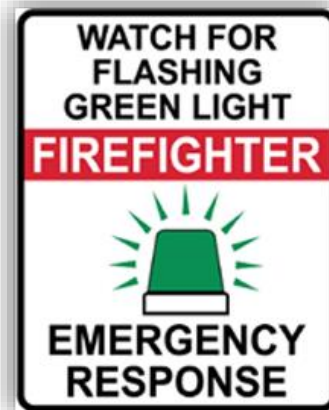
Fire Administration 519-688-3009 (4902)

Fire Prevention 519-688-3009 (4903)

Fire Communications 519-688-3009 (4912)

E-mail fire@tillsonburg.ca

Internet www.tillsonburg.ca



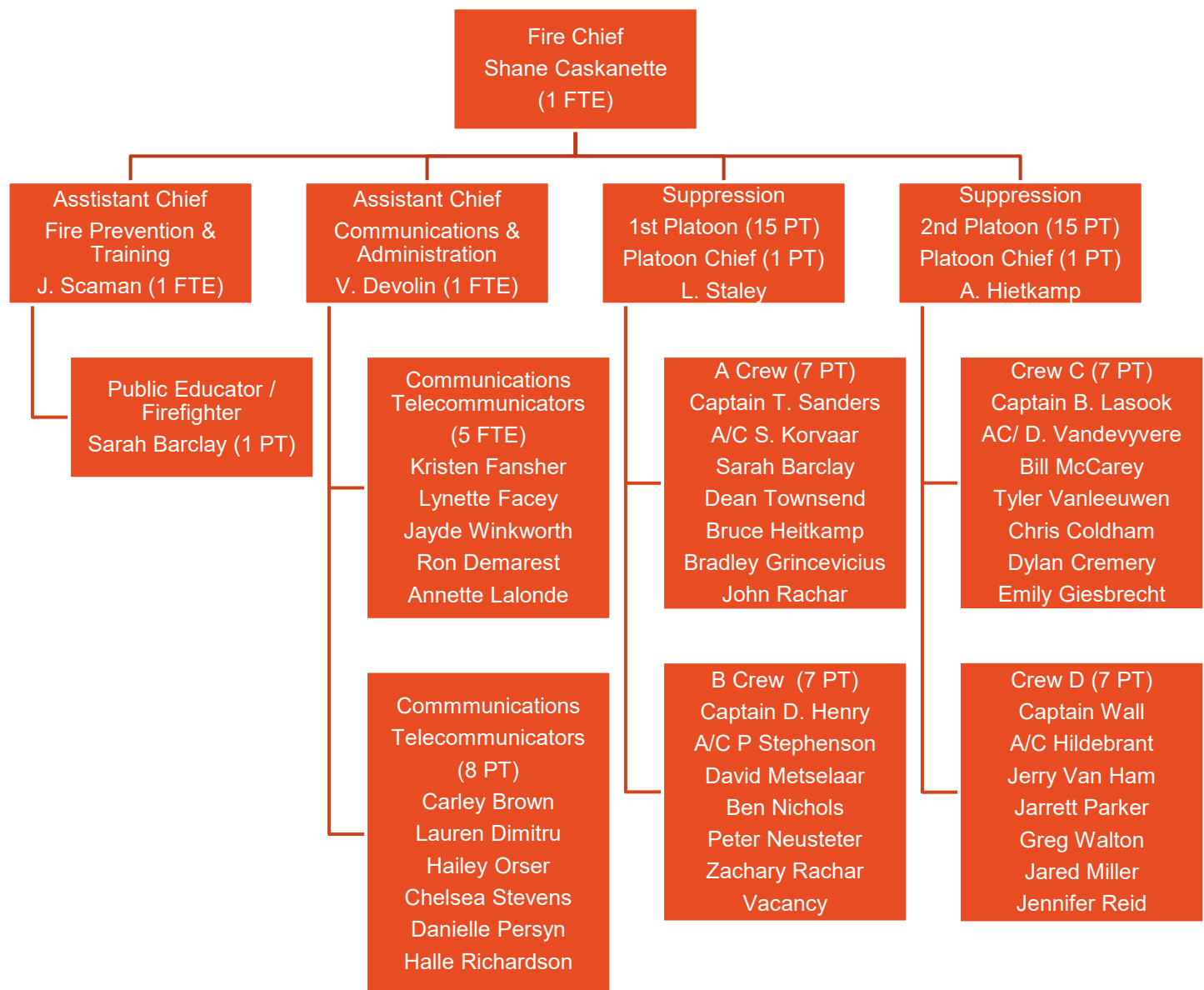
Town of Tillsonburg Data (2021 Census)

Population:	18,615
Area:	22.2 km/2
Population Density:	838.6 km/2
Total Private Dwellings	8,494
Average Age:	46.9
Population Over 65:	31.4%
Population Under 14:	13.4%
Population 15-64 Years:	55.3%





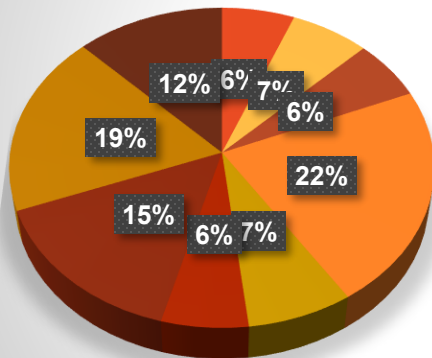
2022 Organizational Chart





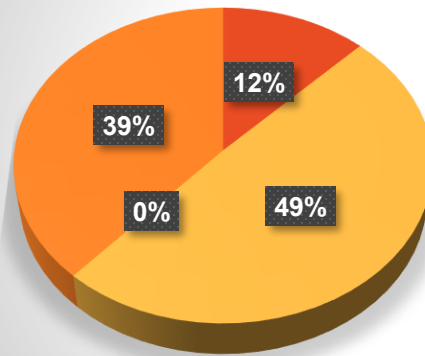
2022 Statistics

Fire Incidents



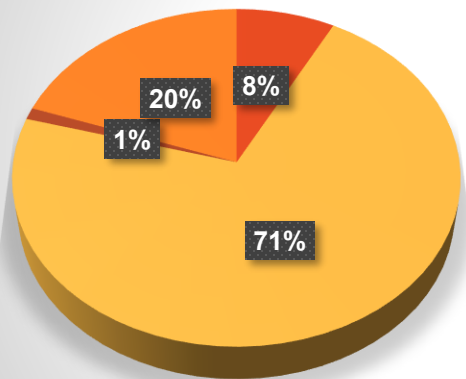
- Property Fires/Explosions (23)
- Burning Controlled (25)
- Pre Fire Conditions/ No Fire
- False Fire Alarm Activations (23)
- False Carbon Monoxide Alarms (84)

Fire Prevention Inspections



- Fire Prevention Inspection (75)
- Ongoing Inspections (299)
- Legal Action (0)
- Closed (233)

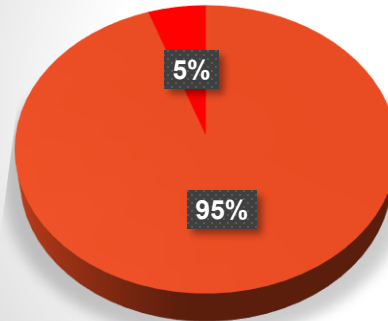
Public Education



- Public Education Events -21
- Public Education - Social Media - 193
- Emergency Management Events - 3
- Emergency Management Social Media -53

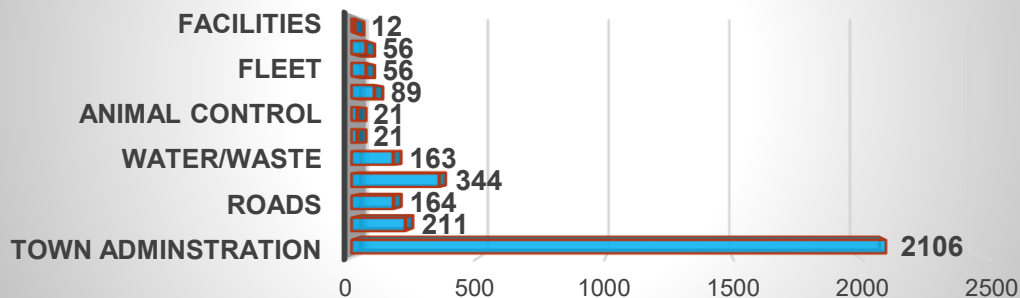


Fire Communications Dispatched Incidents

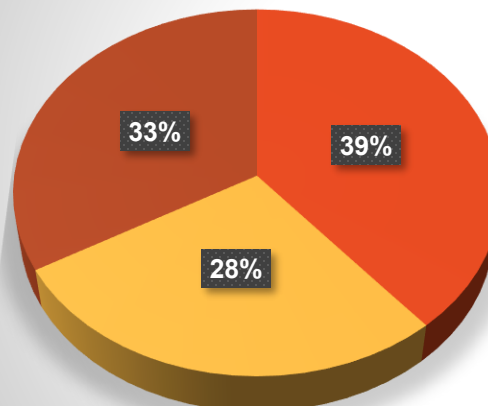


■ COMMUNICATION PARTNERS = 6,696
 ■ TILLSONBURG = 379

Town of Tillsonburg After Hours Calls



Fire Communications Phone Lines



■ Administration Lines = 14,611
 ■ Burn and Alarm Lines = 10,524
 ■ Emergency Lines = 12,505

TILLSONBURG FIRE RESCUE SERVICE 2022 ANNUAL REPORT



2022 Financial Report Q4 Year End

Operating Budget (Period Ending December 31, 2022)

	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants					
User Charges	796,200	838,284	42,084	(5%)	1
Total Revenues	796,200	838,284	42,084		
Expenditures					
Labour	1,426,000	1,390,482	35,518	(2%)	2
Purchases	202,100	193,223	8,877	(4%)	
Contracted Services	130,700	70,822	59,878	(46%)	3
Contribution to Reserves	45,000	45,000		0%	
Inter-functional Adjustments	325,000	325,059	-59	(0%)	
Debt Principal & Interest	90,800	91,661	-861	(1%)	
Total Expenditures	2,219,600	2,116,247	103,353		
Total Net Levy	(1,423,400)	(1,277,963)	145,437		

Notes

1 New Fire Communications Partners

2 Net labour under - offsetting from NG-911 Federal Grant

3 Equipment Maintenance, Contract Expense under \$60,700 - offsetting from NG-911 Provincial Grant

TILLSONBURG FIRE RESCUE SERVICE 2022 ANNUAL REPORT



Capital Budget (Period Ending December 31, 2022)



Quarterly Reports - Capital

For period ending December 31, 2022

	2022 Budget	YTD Budget	YTD Actuals	Budget Variance	Project Status
150 Fire					
Capital					
096 Hoses-Nozzles-Appliances					
5425 Sp Proj Exp			1,084	-1,084	
Total 096 Hoses-Nozzles-Appliances			1,084	-1,084	Complete
146 Next Generation 911					
3825 Debt - User pay	-95,000	-95,000	-95,000		
5425 Sp Proj Exp	95,000	95,000	18,147	76,853	
Total 146 Next Generation 911			-76,853	76,853	Complete
147 NG 911 Phase 3					
3205 Grants&S-Prov			-320,658	320,658	
5425 Sp Proj Exp			320,658	-320,658	
Total 147 NG 911 Phase 3					Complete
151 Tech Rescue Eqpt					
5425 Sp Proj Exp	10,000	10,000	9,845	155	
Total 151 Tech Rescue Eqpt	10,000	10,000	9,845	155	Complete
152 Tactical Channel RadioRecorder					
5425 Sp Proj Exp	8,000	8,000	6,853	1,147	
Total 152 Tactical Channel RadioRecorder	8,000	8,000	6,853	1,147	Complete
153 PPE Bunker Gear					
3905 Contr from DC Res	-1,900	-1,900	-1,431	-469	
5425 Sp Proj Exp	15,000	15,000	14,531	469	
Total 153 PPE Bunker Gear	13,100	13,100	13,100		Complete
156 Digital Road Sign					
3705 Donation Rev			-1,000	1,000	
5950 Contrib to Res			1,000	-1,000	
Total 156 Digital Road Sign					Complete
Total Capital	31,100	31,100	-45,971	77,071	



Fleet and Facilities

Overview

Fleet

The Town's Fleet Services Division has a certified Emergency Vehicle Technicians (EVTs) that is specially trained to inspect, service and maintaining our fire apparatus and vehicles. This ensures our fleet is inspected, maintained and ready to respond safely to emergencies. Our fleet staff provide routine scheduled maintenance program on apparatus, vehicle, small engines, generators, SCBA compressors to ensure operational readiness of apparatus and equipment.

Facilities

The Town's Facilities Division inspect, maintain and coordinate repairs of the Fire Station and grounds. The Fire Station and grounds routine maintenance schedule ensures that routine maintenance and repairs are completed as required around the Fire Station.

Core Services

- Regular inspections and maintenance on all vehicles and apparatus to ensure operational readiness
- Annual testing of the fleet's ground ladders
- Annual testing of fire pumps
- Non Destructive Testing (NDT) of aerial devices
- Maintaining of the facilities for optimum operation
- Annual SCBA bench testing
- SCBA Compressor inspection, maintenance and testing of air quality
- Generator Inspection and maintenance
- Regular care and maintenance of Fire Station Facility and Grounds
- Routine up keep, cleaning, and repairs around station
- Grass cutting, snow Removal, tree trimming



2022 Accomplishments

- Painting
- LED Lighting Installation
- Relocated Communications Room
- Wireless Access Points
- Air Conditioner Replacement
- Mold Report and Remediation
- Bay Floor Drain Grates & Cleaning
- Bay Heater Replacement
- Blue Emergency Lights





Fire Service Fleet Inventory

PUMP # 1

Unit Number	70
Year/Make	2016 Pierce Saber
Type	Pumper Truck
Odometer	18959 KM
Pump Capacity	1050 Gallons Per Minute @150 PSI 3974 Liters Per Minute @ 1000 KPA
Tank Capacity	820 Gallons 3104 Liters
Foam Capacity	3 Gallons Per Minute 11 Liters Per Minute
Delivery Method	Centrifugal Force Pump
Usage	Suppression/Rescue Services



Pump # 2

Unit Number	71
Year/Make	2012 KME Predator
Type	Pumper Tanker Truck
Odometer	23294 KM
Pump Capacity	1600 Gallons Per Minute @ 150 PSI 6051 Liters Per Minute @ 1000 KPA
Tank Capacity	2010 Gallons 7611 Liters
Foam Capacity	95 Gallons Per Minute 360 Liters Per Minute
Delivery Method	Centrifugal Force Pump
Usage	Suppression/Rescue Services



RESCUE # 3

Unit Number	72
Year/Make	2016 Dodge Ram 5500
Type	Rescue Truck
Odometer	6342 KM
Usage	Rescue Services



TILLSONBURG FIRE RESCUE SERVICE 2022 ANNUAL REPORT



AERIAL #4

Unit Number	73
Year/Make	2018 E-One Cyclone
Type	Aerial Truck
Odometer	31938 KM
Pump Capacity	2006 Gallons Per Minute @ 150 PSI 7593 Liters Per Minute @ 1000 KPA
Tank Capacity	300 Gallons 1135 Liters
Foam Capacity	N/A
Delivery Method	Centrifugal Force Series/Parallel Pump
Usage	Suppression/Rescue Services



TRUCK 35

Unit Number	35
Year/Make	2021 Chevrolet Silverado 2500
Type	Support Vehicle
Odometer	34821 KM
Usage	Support Services



CAR # 1

Unit Number	38
Year/Make	2011 Ford Escape Hybrid
Type	Command Vehicle
Odometer	92156 KM
Usage	Command/Support Services





Photo Gallery

Lithium-Ion Battery Safety

Lithium-ion batteries supply power to many kinds of devices including smart phones, laptops, e-scooters and e-bikes, e-cigarettes, smoke alarms, toys, and even cars. If not used correctly, or if damaged, these batteries can catch on fire or explode.

The problem

- These batteries store a large amount of energy in a small amount of space.
- Sometimes batteries are not used the right way; batteries not designed for a specific use can be dangerous.
- Like any product, a small number of these batteries are defective. They can overheat, catch fire, or explode.

Safety Tips

- Purchase and use devices that are listed by a qualified testing laboratory.
- Always follow the manufacturer's instructions.
- Only use the battery that is designed for the device.
- Put batteries in the device the right way.
- Only use the charging cord that came with the device.
- Do not charge a device under your pillow, on your bed, or on a couch.
- Do not keep charging the device or device battery after it is fully charged.
- Keep batteries at room temperature when possible. Do not charge them at temperatures below 32°F (0°C) or above 105°F (40°C).
- Store batteries away from anything that can catch fire.

Signs of a Problem

Stop using the battery if you notice these problems: odor, change in color, too much heat, change in shape, leaking, or odd noises. If it is safe to do so, move the device away from anything that can catch fire. Call 9-1-1.

Battery Disposal

- Do not put lithium-ion batteries in the trash.
- Recycling is always the best option.
- Take them to a battery recycling location or contact your community for disposal instructions.
- Do not put discarded batteries in piles.

Charging an E-bike

Charge your battery in a flat, dry area away from children, direct sunlight, liquids, tripping hazards, and in a location where the e-bike is not at risk of falling.



Emergency preparedness starts with you
be prepared



make a plan



build a kit



stay informed



Cooking Safety

Cooking brings family and friends together, provides an outlet for creativity and can be relaxing. But did you know that cooking fires are the number one cause of home fires and home injuries? By following a few safety tips you can prevent these fires.

"COOK WITH CAUTION"

- Be on alert! If you are sleepy or have consumed alcohol don't use the stove or stovetop.
- Stay in the kitchen while you are frying, boiling, grilling, or broiling food. If you leave the kitchen for even a short period of time, turn off the stove.
- If you are simmering, baking, or roasting food, check it regularly, remain in the home while food is cooking, and use a timer to remind you that you are cooking.
- Keep anything that can catch fire — oven mitts, wooden utensils, food packaging, towels or curtains — away from your stovetop.

If you have a small (grease) cooking fire and decide to fight the fire...

- On the stovetop, smother the flames by sliding a lid over the pan and turning off the burner. Leave the pan covered until it is completely cooled.
- For an oven fire, turn off the heat and keep the door closed.

If you have any doubt about fighting a small fire...

- Just get out! When you leave, close the door behind you to help contain the fire.
- Call 9-1-1 or the local emergency number from outside the home.



Cooking and Kids

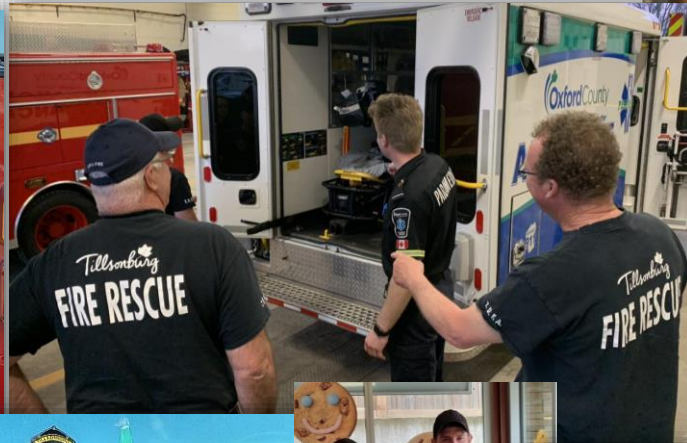
Have a "kid-free zone" of at least 3 feet (1 metre) around the stove and areas where hot food or drink is prepared or carried.

FACTS

- ❗ The leading cause of fires in the kitchen is unattended cooking.
- ❗ Most cooking fires in the home involve the kitchen stove.



TILLSONBURG FIRE RESCUE SERVICE 2022 ANNUAL REPORT





Smoking & Home Fire Safety

The place where we feel safest — at home — is where most smoking-materials structure fires, deaths, and injuries occur. Smoking materials are the leading cause of fire deaths. Smoking material fires are preventable.

Smoking Safety

- » If you smoke, use only fire-safe cigarettes.
- » If you smoke, smoke outside. Most deaths result from fires that started in living rooms, family rooms and dens or in bedrooms.
- » Keep cigarettes, lighters, matches, and other smoking materials up high out of the reach of children, in a locked cabinet.

Put It Out

- » Use a deep, sturdy ashtray. Place it away from anything that can burn.
- » Do not discard cigarettes in vegetation such as mulch, potted plants or landscaping, peat moss, dried grasses, leaves or other things that could ignite easily.
- » Before you throw away butts and ashes, make sure they are out, and dousing in water or sand is the best way to do that.

Smoking and Medical Oxygen

Never smoke and never allow anyone to smoke where medical oxygen is used. Medical oxygen can cause materials to ignite more easily and make fires burn at a faster rate than normal. It can make an existing fire burn faster and hotter.

ELECTRONIC CIGARETTES

Fires have occurred while e-cigarettes were being used, the battery was being charged, or the device was being transported. Battery failures have led to small explosions. Never leave charging e-cigarettes unattended. E-cigarettes should be used with caution.

FACTS

- ❗ The risk of dying in a home structure fire caused by smoking materials rises with age.
- ❗ One out of four fatal victims of smoking-material fires is not the smoker whose cigarette started the fire.



Your Source for SAFETY Information

NFPA Public Education Division • 1 Batterymarch Park, Quincy, MA 02169

Name of Organization Goes Here

Contact Information Goes Here

**Subject: By-Law Enforcement Officer Appointment****Report Number:** OPD 23-27

Department: Operations and Development Department

Submitted by: Geno Vanhaelewyn, Chief Building Official

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

RECOMMENDATION

- A. THAT report titled OPD 23-27 By-Law Enforcement Officer Appointment be received as information.
- 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.

BACKGROUND

Due to a recent notice of retirement, By-Law Services posted for the recruitment of a By-Law Enforcement Officer.

DISCUSSION

By-Law Services recently recruited David Jejna as By-Law Enforcement Officer in order to fill an upcoming vacancy within the department. This report is to request Council for the official appointment of David Jejna as a “By-Law Enforcement Officer” which will allow the officer to issue Part 1 and Part 2 Provincial Offences Notices (fine/ticket) within the Town of Tillsonburg. Some examples of current Part 1 fines within the department are related to Animal Control, Garbage, Noise, Signs, etc. and all Part 2 fines are related to the Traffic and Parking By-Law.

CONSULTATION

N/A

OPD 23-27 By-Law Enforcement Officer Appointment

FINANCIAL IMPACT/FUNDING SOURCE

Funding approved in the 2023 Protection budget.

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 – N/A

Priority Project – N/A

ATTACHMENTS

N/A

**Subject: 2023 Playground RFP – Library Park****Report Number:** RCP 23-28**Department:** Recreation, Culture and Parks Department**Submitted by:** Julie Columbus, Director**Meeting Type:** Council Meeting**Meeting Date:** Tuesday, June 13, 2023**RECOMMENDATION**

- 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).

BACKGROUND

Library Park currently has a playground that was installed March 2001. It has been well used for over 22 years. A playground, if maintained properly, usually reaches end of life at approximately 15 years, depending on variables such as ongoing maintenance, weather exposure and usage.

The Library Park location is a very busy amenity with extensive use by local families, daycares and library programming. The equipment is tired, dated and in need of replacement. This playground was noted in the Playground Replacement Program for 2024, however, there was an opportunity for staff to apply for an accessibility grant through the Federal Government in the fall of 2022 which could be used to enhance playgrounds.

The Employment and Social Development, Enabling Accessibility grant was available for communities looking to enhance accessibility for various parks for up to \$100,000. The town was successful in our application and awarded the maximum of \$100,000 to replace the current playground and install a new, AODA compliant one with fully accessible rubberized surface.

Staff noted that the theme should be focused on community and a shade structure should be part of the overall submission.

DISCUSSION

A tender was created to obtain proposals and costing for a replacement playground unit, rubberized surface, including supply, delivery and installation, meeting AODA requirements. A review committee was established to evaluate the submissions which included the Director of Finance, Manager of Parks and Facilities, and Supervisor of Parks.

Library Park Playground Budget: \$130,000.00

The following five (5) proposals were received exclusive of HST:

COMPANY	QUOTE (EXCL. HST)
Park N Water (1 st)	\$116,986.48
New World	\$125,000.00
Park n Play (2 nd)	\$130,000.00
ABC Recreation	\$129,977.68
Open Space	\$130,000.00

The top two proposals with the highest scores from the review committee included Park n Water and Park n Play. Scoring was established with criteria including price, playability, features, theme, delivery and design.

The top two designs were put out to the community for a vote on which playground was preferred. The voting process was promoted on social media, the Town website and in the Town newspaper. Votes were collected for one week with a total of 853 votes received.

Option A (Park n Water) - received 495 votes (58%)

Option B (Park n Play) - received 358 votes (42%)

The Park n Water playground proposal is a community and music themed playground suitable for 1.5 to 5 years old and includes:

- two slide units including one twisty slide
- two double-sided accessible, inclusion play panels
- annex H accessible transfer platform
- rock climbing access ramp
- two music stations (drums and xylophone)
- interactive play station with panels and playable parts
- large decorative shade canopy over play structure
- imaginative play concession stand and microphones

RCP 23-28

The products used by Park n Water address the 2023 Council Priorities to be more environmentally focused as they manufacture 25% to 100% of recycled materials for their equipment. The supply and delivery of the playground will be 8 to 10 weeks once order is confirmed.

CONSULTATION

This report has been prepared in consultation with the RCP Director, Manager of Parks & Facilities, Supervisor of Parks and Director of Finance.

FINANCIAL IMPACT/FUNDING SOURCE

The Library playground replacement is not specifically contained in the 2023 approved capital budget as it was identified for 2024. Due to the Town's success in obtaining a 2023 available grant, the project was pushed forward. The approved 2023 capital budget contains \$95,000 funding through reserve for annual playground equipment. The Enabling Accessibility Grant is providing \$100,000 towards the overall cost of the playground and rubberized surface. Utilizing \$19,045.44 from the approved budget the Town can cover the cost of the expenditure.

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 – Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles.

Strategic Direction – Target new programs, services, amenities and attractions that will be a magnet for young families; Provide an expanded, accessible network of parks and trails.

RCP 23-28

Priority Project – *Ongoing Projects* – New playground construction.

ATTACHMENTS

Appendix A – Library Park schematic a

Appendix B – Library Park schematic b



3D Designer: Rachel





Subject: Parks, Cemeteries & Recreation Master Plan RFP Award

Report Number: RCP 23-26

Department: Recreation, Culture and Parks Department

Submitted by: Julie Columbus, Director

Meeting Type: Council Meeting

Meeting Date: Wednesday, June 14, 2023

RECOMMENDATION

- 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).

BACKGROUND

As part of the last Development Charges Study, funds were allocated to RCP to provide for a Parks, Cemeteries and Recreation Master Plan. The interim Director of Finance presented the update to Council during final budget review to include \$200,000 to recruit an experienced consulting firm to create a new Parks, Cemeteries and Recreation Master Plan to utilize these funds for study purposes while still available.

A Request For Proposals was executed with the following three (3) proposals received:

D&A Consulting and Associates/Strategic Advantage Consulting	\$45,440.00 + HST
Thinc Design	\$76,955.00 + HST
Monteith Brown Planning Consultants Ltd.	\$127,190.63 +HST

All of the submissions were below budget.

After review and scoring comparison was complete, staff selected Thinc Design as the best suited candidate for the Parks, Cemeteries and Recreation Master Plan. Thinc Design has worked with several similar sized municipalities throughout the province with extensive experience creating Parks and Recreation Master Plans. They have an exceptional reputation and very dedicated to the public engagement and community outreach portion of the process. They create unique plans suitable to the individual municipalities.

Thinc Design Project Experience:

- Town of Caledon Parks and Recreation Strategic Plan (ongoing)
- Town of Innisfil Parks & Recreation Master Plan Update & Lake Simcoe Enjoyment Strategy (in final draft)
- Municipality of Brockton Master Recreation Services Plan - Municipality of Bluewater Recreation Master Plan
- Township of Tyendinaga Parks, Recreation and Trails Master Plan
- Township of Lake of Bays Parks, Open Space and Recreation Strategy
- Township of South Glengarry Parks and Recreation Master Plan
- Township of Hamilton Parks and Recreation Master Plan
- Township of Severn Recreation Master Plan
- Town of Orangeville Recreation and Parks Master Plan
- City of Thorold Parks, Trails and Recreation Master Plan
- Municipality of Leamington Waterfront Destination Plan
- City of Thorold Parks, Trails and Recreation Master Plan
- Town of Midland Parks and Trails Master Plan
- Township of Tiny Parks and Recreation Master Plan

DISCUSSION

The Town of Tillsonburg requires a comprehensive Parks, Cemeteries and Recreation Master Plan to help guide Council and staff in the provision, management, and sustainability of services including parks, cemeteries, recreation, trails, programs, indoor and outdoor facilities, and service delivery. In addition to other policy documents, the Plan will align with the Town of Tillsonburg Strategic Master Plan and its key directions that include optimizing cultural and recreational assets.

The Town had a Parks, Recreation and Cultural Strategic Master Plan developed in 2011, which is no longer relevant and outdated. In the past couple of decades the community has seen many changes, increased growth and changing demographics. A new plan will help provide a strategic approach to the future of parks and recreation in the municipality as well as addressing any amenity requirements to sustain current service levels and future growth.

The plan will require establishing the current context of parks, cemeteries, and recreation in Tillsonburg; identifying service levels, the community's dynamic needs, interests, and opportunities; and provide realistic, implementable recommendations that are responsive to local priorities. The Plan will also include meaningful public input and analysis thoughtfully aligned to broader regional and municipal goals, best practices, trends, and demographic shifts.

RCP 23-26

CONSULTATION

This report was created with consultation with RCP Staff.

FINANCIAL IMPACT/FUNDING SOURCE

The funding for this project has an allocated \$200,000 from development charges (71.25%) and taxation (28.75%) as approved in the 2023 Capital Budget. The project cost is \$78,309.41 including non-recoverable HST. The favourable budget variance will be split according to the funding ratio.

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 accommodate and support sustainable growth.

Strategic Direction – N/A

Priority Project – Immediate Term – Recreation Master Plan

ATTACHMENTS

N/A

Tillsonburg Police Services Board Minutes

Date: April 19, 2023

Time: 8:30 a.m.

Location: Board Room

Present:

Larry Scanlan, Staff Sgt Ormsby, Greg Horvath, Councillor Rosehart, Mayor Gilvesy, Becky Turrill

Absent with Regrets:

Also Present:

1. Call to Order

The meeting was called to order at 8:30 a.m.

2. Adoption of Agenda

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: Councillor Rosehart

Seconded by: G. Horvath

THAT the Police Services Board Meeting Minutes of April 19, 2023 be approved.

Carried

5. Presentations/Deputations

6.1. Staff Sgt Ormsby presented March reports to the board.

6. General Business & Reports

6.1. Future of Policing in Tillsonburg – Defer to May

6.2. Traffic Enforcement Officer

Resolution #3

Moved By: Councillor Rosehart

Seconded By: G. Horvath

THAT the Tillsonburg Police Services Board ask that the Oxford County OPP Commander be received by Council to provide information to council regarding the addition of an Enhancement Officer no later than the end of June 2023.

Carried (4-0)

- 6.3. Traffic Committee – update given to the Board by the Chair
- 6.4. Transition House United Way/Avondale Church Shelter/Broadway House etc. –
Update given on location and date of opening for United Way. Avondale Shelter
– closed now
- 6.5. False Alarm Update – Pamphlet will be mailed starting May 1
- 6.6. TCC Update – construction fencing is up
- 6.7. Request from OPP Patti Cote for Bike Rodeo support – Security Decals

Resolution #4

Moved by: Councillor Rosehart

Seconded by: G. Horvath

THAT the Tillsonburg Police Services Board donate \$1000.00 from the reserve fund to purchase Security Decals for PC Patti Cote to use at the Bike Rodeo on May 27.

Carried

- 6.8. Crime Stoppers Oxford – possibly add to Town of Tillsonburg website. Chair to follow up with C. Pepper

- 6.9. Board Member Parting Gift

Resolution #5

Moved by: Councillor Rosehart

Seconded by: G. Horvath

THAT the Tillsonburg Police Services Board Chair purchase a \$100.00 restaurant gift card for departing member A. Loker.

Carried

- 6.10. Newman Park – Update from parks staff

7. Correspondence

8. Other Business

9. Next Meeting – Wednesday May 17, 2023

10. Adjournment

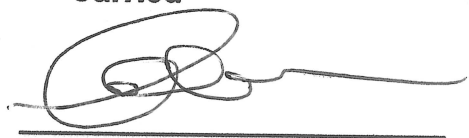
Resolution #6

Moved by: G. Horvath

Seconded by: Councillor Rosehart

THAT the April 19, 2023 Police Services Board meeting be adjourned at 10:07a.m.

Carried



TPSB Chair



TPSB Secretary



Oxford Detachment



Police Services Board Report



March 2023

Police Services Board Report for Tillsonburg 2023/Mar

Public Complaints	
Policy	0
Service	0
Conduct	0

Date information collected from Professional Standards Bureau Commander Reports: 2023-04-11

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)

Secondary Employment

Daily Activity Reporting Patrol Hours	
Total Hours	2023/Mar
Number of Cruiser Patrol Hours	385.25
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	39.00
Number of School Patrol Hours	2.00

Data source (Daily Activity Reporting System) date: 2023/04/07

Staffing Updates	
Transfers:	Transfer in - 1 Detachment Administrative Clerk, 2 Experienced Police Officers
Promotions:	Accolade award to 6 members.
Awards:	Detachment Commander letter to 1 member.

Detachment Initiatives	
Number of Targeted Media Releases:	Oxford OPP vehicles now include automated licence plate recognition and in-car-cameras // Impaired charges laid // Search warrant leads to arrests
Public Education Campaigns:	Mar 7- Citizen's Police Academy // Mar 14- Citizen's Police Academy // Mar 20- Fraud Presentation // Mar 21- Citizen's Police Academy // Mar 22- Fraud Presentation // Mar 23- Fraud Presentation // Mar 25- Cram a Cruiser Food Drive // Mar 27- Cops 4 Kids Outing // Mar 28- Citizen's Police Academy
Other:	Auxiliary Hours: 103

Detachment: 6S - OXFORD

Location code(s): 6S00 - OXFORD

Area code(s): 6208 - Tillsonburg

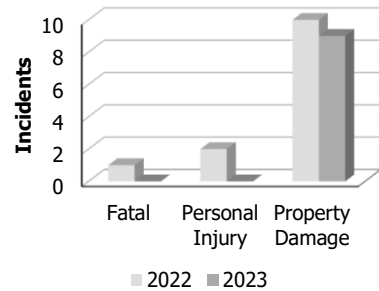
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Police Services Board Report for 'Tillsonburg' Motor Vehicle Collisions
Records Management System
March 2023

Motor Vehicle Collisions by Type

Incidents	March			Year to Date March		
	2022	2023	% Change	2022	2023	% Change
Fatal	1	0	-100.0%	1	0	-100.0%
Personal Injury	2	0	-100.0%	12	1	-91.7%
Property Damage	10	9	-10.0%	139	28	-79.9%
Total	13	9	-30.8%	152	29	-80.9%



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

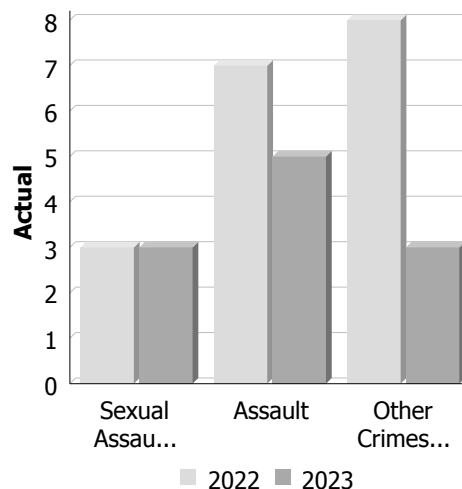
Area: Tillsonburg

Data source date: 2023/04/03

Police Services Board Report for Tillsonburg
Records Management System
March - 2023

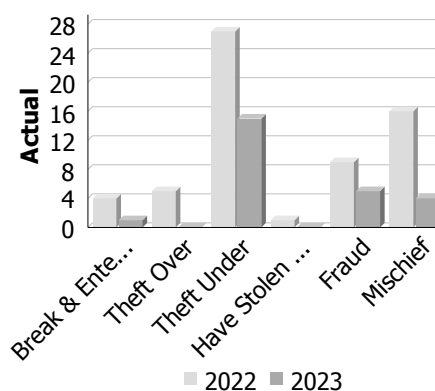
Violent Crime

Actual	March			Year to Date - March		
	2022	2023	% Change	2022	2023	% Change
Murder	0	0	--	0	0	--
Other Offences Causing Death	0	0	--	0	0	--
Attempted Murder	0	0	--	0	0	--
Sexual Assault	3	3	0.0%	10	6	-40.0%
Assault	7	5	-28.6%	18	16	-11.1%
Abduction	0	0	--	0	1	--
Robbery	0	0	--	0	0	--
Other Crimes Against a Person	8	3	-62.5%	11	8	-27.3%
Total	18	11	-38.9%	39	31	-20.5%



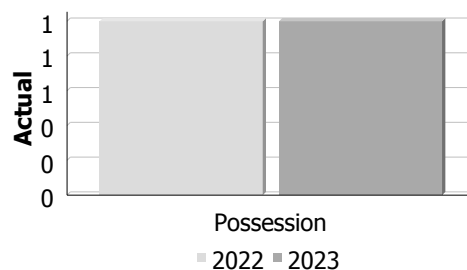
Property Crime

Actual	March			Year to Date - March		
	2022	2023	% Change	2022	2023	% Change
Arson	0	0	--	0	0	--
Break & Enter	4	1	-75.0%	16	11	-31.2%
Theft Over	5	0	-100.0%	12	8	-33.3%
Theft Under	27	15	-44.4%	81	43	-46.9%
Have Stolen Goods	1	0	-100.0%	4	3	-25.0%
Fraud	9	5	-44.4%	31	22	-29.0%
Mischief	16	4	-75.0%	39	12	-69.2%
Total	62	25	-59.7%	183	99	-45.9%



Drug Crime

Actual	March			Year to Date - March		
	2022	2023	% Change	2022	2023	% Change
Possession	1	1	0.0%	9	1	-88.9%
Trafficking	0	0	--	0	1	--
Importation and Production	0	0	--	0	0	--
Total	1	1	0.0%	9	2	-77.8%



Clearance Rate

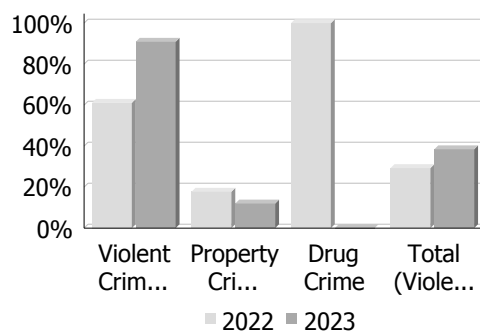
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 Gamble, Jessy

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 3-Apr-23 3:03:16 PM
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Police Services Board Report for Tillsonburg
Records Management System
March - 2023

Clearance Rate	March			Year to Date - March		
	2022	2023	Difference	2022	2023	Difference
Violent Crime	61.1%	90.9%	29.8%	69.2%	74.2%	5.0%
Property Crime	17.7%	12.0%	-5.7%	16.9%	21.2%	4.3%
Drug Crime	100.0%	0.0%	-100.0%	66.7%	50.0%	-16.7%
Total (Violent, Property & Drug)	29.3%	38.5%	9.2%	28.6%	35.6%	6.9%



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:
 2023/04/01

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 Gamble, Jessy

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Police Services Board Report for Criminal and Provincial Offences

TILLSONBURG**March 2023**

Provincial Offence Notices		
Charge	Monthly Total	Total Year to Date
Impaired	2	4
Speeding	8	12
Distracted Driving (Handheld Device, Careless Driving, etc)	0	7
Seatbelt	2	5
Criminal Code Traffic (excluding Impaired)	0	0
Criminal Code Non-Traffic	9	48
Moving Violations (<i>Fail to Stop, Disobey Sign, Fail to Yield, Improper Turn, etc</i>)	2	14
Non-moving Violations (<i>Licence plate, Insurance, etc</i>)	32	48
Other Provincial Offence Statutes (<i>Cannabis, Liquor, Trespass, etc</i>)	1	12
CMV (<i>Half load, etc</i>)	2	2
Total (<i>does not include warnings or bylaw</i>)	58	152
Bylaw tickets (<i>parking, noise, etc</i>)	0	0
Warnings	11	55



Calls For Service (CFS) Billing Summary Report

Tillsonburg
March - 2023

Billing Categories (Billing categories below do not match traditional crime groupings)	2023				2022			
	March	Year to Date	Time Standard	Year To Date Weighted Hours	March	Year to Date	Time Standard	Year To Date Weighted Hours
Violent Criminal Code	12	34	15.8	537.2	18	43	15.8	679.4
Property Crime Violations	28	103	6.4	659.2	69	193	6.4	1,235.2
Other Criminal Code Violations (Excluding traffic)	15	36	7.5	270.0	15	39	7.5	292.5
Drug Possession	3	4	7.1	28.4	3	15	7.1	106.5
Drugs	0	1	68.0	68.0	0	1	68.0	68.0
Statutes & Acts	36	107	3.4	363.8	33	94	3.4	319.6
Operational	161	426	3.8	1,618.8	235	581	3.8	2,207.8
Operational2	25	119	1.4	166.6	32	118	1.4	165.2
Traffic	15	41	3.7	151.7	18	55	3.7	203.5
Total	295	871		3,863.7	423	1,139		5,277.7

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 2023 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
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 March 2023

18 Total Calls received this month.
11 Woodstock PS tips
4 OPP tips
0 Assigned/out to other Crime Stoppers programs or Agency
3 Not Assigned

STATS FOR OPP: TIPS RECEIVED PER ZONE

0 for Tillsonburg
2 for Ingersoll
1 for Zorra
0 for Norwich
0 for South-West Oxford
0 for East Zorra-Tavistock
1 for Blandford-Blenheim

Meetings/Events Attended This Month

Special Olympics Polar Dip 8Mar23 – Finkle St., Fanshawe College, Woodstock
Monthly meeting - 14Mar23 – in person & zoom



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

South West Coordinator's Meeting – 4Apr23 at the Wellington County Museum

Monthly meeting – April 11th

South West Zone Meeting – 18Apr23 – St. Thomas CASO Station

OACS Conference – June 2 - Guelph



Co-coordinator: OPP Cst. Patti Cote, WPS S/Pc Shaylyn Jackson
 Chairperson: Mr. Glen Blair

Statistics

	This Month	YTD	SI (1991)
Tips Received	18	65	11431
Arrests	0	0	2050
WPS Arrests	0	0	n/a
OPP Arrests	0	0	n/a
Other Arrests (Immigration)	0	0	0
Web Tips	10	40	1878(2006)
In-House	5	8	1661(2004)
Call Centre	3	16	2446(2004)
E-Transfer			1352 (2004)
Cases Cleared			
Total Cleared	0	0	1,434
Total Charges Laid	0	0	2,828
WPS Charges	0	0	n/a
OPP Charges	0	0	n/a
Rewards Approved	0	0	1499
Property Recovered	0	0	\$2,308,805
Narcotics recovered	0	0	\$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

March 2023 Alarms – Tillsonburg (6208)

Business and Address	Date
101 Town Line	March 3 (2 calls)
180 John Pound Rd	March 4 & 5
200 Broadway Rd	March 4 & 27
48 Wilson Ave	March 5
127 Tillson Ave	March 6
51 Simcoe	March 6
148 Broadway Rd	March 9
10 Rouse	March 11
142 Weston Dr	March 16
35 Town Line Rd	March 19
181 Broadway Rd	March 24
90 Simcoe St	March 30

The Corporation of the Town of Tillsonburg

Economic Development Advisory Committee Meeting

MINUTES



Tuesday, May 9, 2023
7:30 AM
Council Chambers
200 Broadway, 2nd Floor

ATTENDANCE: Suzanne Renken
Dane Willson
Cedric Tomico
Councillor Bob Parsons
Deb Gilvesy, Mayor
Lisa Gilvesy
Randy Thornton
Steve Spanjers
Jesse Goossens
Kirby Heckford

Regrets: Andrew Burns
Gurvir Hans
Randi-Lee Bain

Staff: Kyle Pratt, Chief Administrative Officer
Cephas Panschow, Development Commissioner
Laura Pickersgill, Executive Assistant

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:** Kirby Heckford

THAT the Agenda as prepared for the Economic Development Advisory Committee meeting of Tuesday, May 9, 2023, be adopted.

Carried**3. Disclosures of Pecuniary Interest and the General Nature Thereof**

No disclosures of pecuniary interest were declared.

4. Adoption of Minutes of Previous Meeting**Resolution # 2****Moved By:** Cedric Tomico**Seconded By:** Dane Willson

THAT the minutes of the Economic Development Advisory Committee of April 11, 2023, be approved.

Carried**5. Closed Session****Resolution # 3****Moved By:** Cedric Tomico**Seconded By:** Dane Willson

THAT the Economic Development Advisory Committee moves into closed session at 7:36 a.m. to discuss matters related to the proposed or pending acquisition or disposition of land by the municipality; a position, plan, procedure, criteria or instruction to be applied to negotiations; and to consider a personal matter about identifiable individuals, including municipal or local board employees. (Boundary Adjustment)

Carried**6. General Business and Reports****6.1 Monthly Activity Update**

C. Panschow provided an overview of the monthly activity update.

6.2 Cayuga Rail Line Request

C. Panschow provided a brief summary of this item.

Resolution # 4

Moved By: Mayor Gilvesy

Seconded By: Dane Willson

THAT, in response to the March 10, 2023 letter received from Mike and Sandy Kloefer, Town Council supports the potential discontinuation of the Cayuga Rail Line East of Talbot Road to support Residential Growth in Courtland, subject to the allocation of additional industrial lands adjacent to the Cayuga Rail Line West of Talbot Road and within Norfolk County.

Carried

6.3 Community Video Project- Marketing & Communication Plan

This item to be deferred to the next meeting.

6.4 Results- New Tillsonburg Residents Survey

There were no questions regarding this item.

7. Planning Items Circulation

8. Community Strategic Plan

8.1 Town Hall Update

There were no updates.

8.2 Affordable and Attainable Housing Committee

The Request for Quotation for conceptual drawings has been sent to eight companies to bid on. The plans are to include the highest density possible as directed by the Affordable and Attainable Housing Committee. The plans can include potential for use of excess lands leftover from the old Special Events Centre property.

8.3 Boundary Adjustment Committee

There were no updates.

8.4 Health Care Committee

The committee is reviewing different incentives and models of care available in other communities as a way to attract physicians.

The Mayor and Chamber will be hosting four medical students for lunch at the end of the month as part of the Discovery Week for Western Medical Students.

9. Community Organization Updates

9.1 Downtown Business Improvement Association

There was a favourable response from the event held at the airport.

Turtlefest planning is well underway!

9.2 Tillsonburg District Chamber of Commerce

The Chamber had the policies reviewed at the Ontario Chamber Annual General Meeting.

The Awards of Excellence is fast approaching.

The Chamber is participating in the upcoming entrepreneurial pop-up event with the Town.

9.3 Woodstock, Ingersoll, Tillsonburg and Area Association of Realtors

9.3.1 Monthly Statistics

D. Willson provided a brief summary of the statistics.

10. Round Table

Staff to confirm the timing for Committee meetings moving forward.

11. Next Meeting

June 13, 2023 7:30 a.m.

12. Adjournment

Resolution # 5

Moved By: Dane Willson

Seconded By: Councillor Parsons

THAT the Economic Development Advisory Committee meeting of Tuesday, May 9, 2023 be adjourned at 9:29 a.m.

Carried

**The Corporation of the Town of Tillsonburg
Museum, Culture, Heritage and Special Awards
Advisory Committee
MINUTES**

Wednesday, May 17, 2023
4:30 PM
Council Chambers
200 Broadway, 2nd Floor

ATTENDANCE: Carrie Lewis
Amie Varga
Lindsay Munroe
Isaac Card
Doug Cooper
Joan Weston
Tabitha Verbuyst
Rosemary Dean
Kelly Spencer
Deb Gilvesy

Regrets: Courtney Booth

Staff: Jessica Elliott
Patricia Phelps
Julie Ellis

1. Call to Order

The meeting was called to order at 4:34pm.

2. Adoption of Agenda

Resolution # 1**Moved By:** Tabitha Verbuyst**Seconded By:** Kelly Spencer

THAT the agenda as prepared for the Museum, Culture, Heritage and Special Awards Advisory Committee meeting of May 17, 2023, be approved.

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

Doug Cooper arrived at 4:35pm

Resolution # 2**Moved By:** Amie Varga**Seconded By:** Lindsay Munroe

THAT the minutes of the Museum, Culture, Heritage and Special Awards Advisory Committee of April 19, 2023, be approved.

Carried**5. Presentations****5.1 Shayne Reitsma, Manager of Engineering Re: Kinsmen Bridge**

Shayne Reistma, Manager of Engineering, presented on the Kinsmen Bridge.

Resolution # 3**Moved By:** Joan Weston**Seconded By:** Rosemary Dean

THAT the presentation from Shayne Reitsma, Manager of Engineering regarding the Kinsmen Bridge be received as information; and

THAT the Museum, Culture, Heritage, and Special Awards Committee support Option 4 with a design option to keep the façade as close to original as possible.

Carried

6. General Business & Reports

6.1 Patty Phelps, Culture & Heritage Manager/Curator Re: Museum Update

Patty Phelps, Culture and Heritage Manager/Curator, provided an update on the Museum.

Resolution # 4

Moved By: Amie Varga

Seconded By: Lindsay Munroe

THAT the update from Patty Phelps, Culture & Heritage Manager/Curator regarding Annandale National Historic Site and Museum be received as information.

Carried

6.2 Tabitha Verbuyst, Executive Director/Curator Re: Station Arts Centre Update

Tabitha Verbuyst, Executive Director, provided an update on the Station Arts Centre.

Resolution # 5

Moved By: Joan Weston

Seconded By: Rosemary Dean

THAT the update from Tabitha Verbuyst, Executive Director/Curator regarding Station Art Centre Update be received for information.

Carried

6.3 Jessica Elliott, Records and Legislative Coordinator RE: Citizen of the Year Ceremony

Jessica Elliott, Records and Legislative Coordinator, provided an update on the Citizen of the Year Ceremony.

Resolution # 6

Moved By: Isaac Card

Seconded By: Doug Cooper

THAT the update from Jessica Elliott, Records and Legislative Coordinator regarding Citizen of the Year Ceremony be received as information.

Carried

6.4 Notice of Motion, Tabitha Verbuyst RE: Letter of support for the rainbow crosswalk

Tabitha Verbuyst presented the following Notice of Motion:

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee supports the requested installation of a rainbow crosswalk put forward by the Oxford Pride Organization.

Resolution # 7

Moved By: Joan Weston

Seconded By: Amie Varga

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee waive the rules of procedure by two-thirds majority to allow Committee Member Verbuyst to present the Notice of Motion as a Motion.

Carried

Resolution # 8

Moved By: Tabitha Verbuyst

Seconded By: Amie Varga

THAT the Museum, Culture, Heritage and Special Awards Advisory Committee supports the requested installation of a rainbow crosswalk put forward by the Oxford Pride Organization.

Carried

7. Next Meeting

June 21, 2023 at 4:30 p.m.

8. Adjournment

Resolution # 9

Moved By: Doug Cooper

Seconded By: Rosemary Dean

THAT the Musuem, Culture, Heritage and Special Awards Advisory Committee meeting be adjourned at 5:21pm.

Carried

The Corporation of the Town of Tillsonburg

Affordable and Attainable Housing Committee Meeting

MINUTES



Wednesday, May 24, 2023

4:15 PM

Council Chambers

200 Broadway, 2nd Floor

ATTENDANCE: Cedric Tomico
Councillor Chris Parker
Cole Warwick, Housing Programs Coordinator, Oxford County
Rebecca Smith, Manager of Housing Development, Oxford County
Dane Willson
Deb Gilvesy, Mayor
Gary Green
Suzanne Renken

Regrets: Kama Vandevyvere

Staff: Cephas Panschow, Development Commissioner
Kyle Pratt, Chief Administrative Officer
Laura Pickersgill, Executive Assistant

1. Call to Order

The meeting was called to order at 4:18 p.m.

2. Adoption of Agenda

Resolution # 1

Moved By: Dane Willson

Seconded By: Mayor Gilvesy

THAT the Agenda as prepared for the Affordable and Attainable Housing Advisory Committee meeting of Wednesday, May 24, 2023, be adopted.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

No disclosures of pecuniary interest were declared.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Dane Willson

Seconded By: Gary Green

THAT the minutes of the Affordable and Attainable Housing Advisory Committee of April 26, 2023, be approved.

Carried

5. Closed Session

Resolution # 3

Moved By: Dane Willson

Seconded By: Cedric Tomico

THAT the Affordable and Attainable Housing Advisory Committee move into Closed Session to consider:

Conceptual Drawings Quotes Review

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;

239 (2) (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried

6. General Business & Reports

7. Next Meeting

June 28, 2023 4:15 p.m. or as needed

8. Adjournment

Resolution # 4

Moved By: Cedric Tomico

Seconded By: Dane Willson

THAT the Affordable and Attainable Housing Advisory Committee meeting of Wednesday, May 24, 2023 be adjourned at 4:44 p.m.

Carried



The Corporation of the Town of Tillsonburg

PARKS, BEAUTIFICATION AND CEMETERIES ADVISORY COMMITTEE

May 30, 2023

4:30 p.m.

Council Chambers

MINUTES

Present: Barb Wareing, Wayne Beard, Martha Kirkpatrick, Councillor Pete Luciani, Isaac Card, Joan Weston, Ron Walder, Christine Vandebussche, Maurice Verhoeve, Paul DeCloet

Absent with Regrets:

Mike Dean, Karen Clipson, Paul DeCloet

Also Present:

Julie Columbus, Director of Recreation, Culture and Parks

Matt Johnson, Manager of Parks & Facilities

Margaret Puhr, Administrative Assistant, Recreation, Culture and Parks

1. Call to Order

The meeting was called to order at 4:30 pm.

2. Adoption of Agenda

Resolution #1

Moved by: Isaac Card

Seconded by: Joan Weston

THAT the Agenda as amended for the Parks, Beautification and Cemeteries Advisory Committee meeting of May 30, 2023, be adopted.

Carried

3. Minutes of the Previous Meeting

4. Disclosures of Pecuniary Interest and the General Nature Thereof - none

5. General Business and Reports

5.1. Kinsmen Bridge presentation – Shayne Reitsma, Manager of Engineering

presented the history and proposed replacement options as shared with council and public last year. Outlined the recommended option.

Resolution #2

Moved by: Joan Weston

Seconded by: Maurice Verhoeve

THAT the Parks, Beautification & Cemeteries committee supports option #4 for the bridge replacement, for it is the most similar to the original bridge.

Carried

5.2. Parks beautification initiatives - deferred

5.3. Staff update –

Turtle Garden – the town was contacted by a conservancy group with a new design of an old garden that became untended by a previous group, with plan to renovate. This garden will have proper nesting opportunities for the 4 species of turtles that inhabit Lake Lisgar. Native plants will also be planted in the garden. The work has begun and the official opening is scheduled for 4:30pm on June 16th;

Tillsonburg became Canada's 75th Bee City – focused on bee-friendly initiatives, many of which are already in place to protect the pollinators. The commitment is to plant more pollinator plants, educate the public via messaging and celebrate National Pollinator Day in June. Visit <https://beecitycanada.org/>;

Playground Update – the RFP closed and had 7 submissions and under budget. Council has approved the recommendation for Park n Water and Elliot Fairbairn playgrounds. Park N Water will install Elliot Fairbairn playground and Northcrest Phase 2 as well. Supply and delivery is estimated to be 8 to 10 weeks. The Library Playground was reviewed by the committee with top two options being put for public voting and received 894 votes. Park N Water was selected as the winning proposal. This playground will focus on a community theme, include a rubberized surface and large shade sails. The Library will also be installing an arbor and raised flowerbeds in the park area;

Columbaria update – the columbarium foundation is being poured and the unit will be installed in the next couple of weeks. Staff will bring forward a recommendation on a style and location for the next columbaria. This and cemetery layout and expansion will be addressed through the upcoming Master Plan consultation process. The committee will be asked for ideas, vision and feedback.

6. Next Meeting

September 26, at 4:30 p.m., Council Chambers, 200 Broadway, second floor.

7. Adjournment

The meeting was adjourned at 5:25pm

Carried



The Corporation of the Town of Tillsonburg
Recreation & Sports Advisory Committee

June 1, 2023

5:30 p.m.

Council Chambers

MINUTES

Present:

Scott Vitias, Christy Milmine, Stephen Gradish, Scott Gooding, Christian Devlin, Andrew Gradish, Councillor Chris Parker, Mayor Deb Gilvesy, Carrie Lewis

Absent with Regrets:

Susie Wray, Joe Sym, Taylor Campbell

Also Present:

Andrea Greenway, Recreation Programs & Services Manager
Margaret Puhr, Administrative Assistant, Recreation, Culture and Parks
Jim Donaldson

1. Call to Order

The meeting was called to order at 5:34pm.

2. Adoption of Agenda

Resolution #1

Moved by: Christian Devlin

Seconded by: Scott Gooding

THAT the Agenda as amended for the Recreation & Sports Advisory Committee meeting of June 1, 2023, be adopted.

Carried

3. Minutes of the Previous Meeting Minutes

4. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

5. General Business and Reports

5.1. Tennis courts presentation – Jim Donaldson – presented history of tennis courts in Tillsonburg, past successes of the tennis program and the challenges. Mr. Donaldson is advocating for at least one more court in order to get more people involved and receive support from Ontario Tennis Association.

5.2. Hall of Fame – Closed session – to present the Hall of Fame nominee selection.

Resolution #2

Moved by: Carrie Lewis

Seconded by: Mayor Gilvesy

THAT the committee move into closed session for the recommendation.

Carried

5.3. Sports Allocation Policy report – the policy amendments were approved by council, the user groups will received the updated policy to be effective for fall contracts, starting in July.

5.4. Staff update – water park renovations are underway, reduced operation preparations of the water park are going well for opening on Father's Day weekend. Community Centre renovations are also underway and on schedule with some minor issues from users in regards of traffic flow through the building.

6. Next Meeting

August 10, at 5:30 p.m., Council Chambers, 200 Broadway, second floor.

7. Adjournment

The meeting was adjourned at 7:13 p.m.

The Corporation of the Town of Tillsonburg

Youth Advisory Council Meeting

MINUTES



Wednesday, June 7, 2023
4:30 PM
Council Chambers
200 Broadway, 2nd Floor

ATTENDANCE: Scott Gooding
Liam Spencer-Enright
Sorraya Buchanan-St.Gelais
Scarlet Robson
Dakshneel Singh
Sophie Hicks
Chris Parker
Kelly Spencer

Staff: Patti Cote, Community Safety /Media Relations Officer,OPP
Jessica Elliott, Records and Legislative Coordinator
Julie Ellis, Deputy Clerk

1. Call to Order

The meeting was called to order at 4:30pm.

2. Adoption of Agenda

Resolution # 1

Moved By: Kelly Spencer

Seconded By: Chris Parker

THAT the Agenda as amended for the Youth Advisory Council meeting of June 7, 2023, be approved with the addition of Agenda Item 6.2.

Carried

3. Orientation

Jessica Elliott, Records and Legislative Coordinator, provided the committee orientation.

Dakshneel Singh joined the meeting at 4:36pm.

4. Election of Chair and Vice-Chair

Resolution # 2

Moved By: Chris Parker

Seconded By: Scott Gooding

THAT Liam Spencer-Enright be elected as Chair of the Youth Advisory Council.

Carried

Resolution # 3

Moved By: Chris Parker

Seconded By: Kelly Spencer

THAT Sorraya Buchanan-St.Gelais be elected as Vice-Chair of the Youth Advisory Council.

Carried

Liam Spencer-Enright assumed the Chair.

5. Disclosures of Pecuniary Interest and the General Nature Thereof

There were no disclosures of pecuniary interest declared.

6. General Business and Reports

6.1 Meeting Schedule

Resolution # 4

Moved By: Scarlet Robson

Seconded By: Sophie Hicks

THAT the Youth Advisory Council accept the attached meeting schedule for the remainder of 2023.

Carried

6.2 Open Discussion

The committee had an open discussion on the future of the committee.

7. Next Meeting

September 6th, 2023 at 4:30pm

8. Adjournment

Resolution # 5

Moved By: Chris Parker

Seconded By: Scott Gooding

THAT the Youth Advisory Council meeting be adjourned at 5:06pm.

Carried

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NO. 2023-051

A BY-LAW to authorize the Issuance of Debt.

WHEREAS the Municipal Act, 2001 Section 401 (1) provides that subject to this or any other Act, a municipality may incur a debt for municipal purposes, whether by borrowing money or in any other way, and may issue debentures through the County of Oxford and prescribed financial instruments for or in relation to the debt;

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg has authorized the purposes (individually a "Project") as set out in Schedule "A" attached thereto and desires to issue debt through the County of Oxford for the Project in the respective amount specified in Schedule "A";

AND WHEREAS before authorizing the Project and before authorizing any additional cost amounts and any additional debt authorities in respect thereof, the Treasurer of the Corporation of the Town of Tillsonburg updated its most recent annual debt and financial obligation received from the Ministry of Municipal Affairs and Housing in accordance with Ontario Regulation 403/02, and determined that the estimated annual amount payable in respect of the Project and the issuance of additional debentures would not cause the Corporation to exceed the updated limit;

AND WHEREAS it is expected that the approved financing through a financial institution or County of Oxford will occur in Q3 2023;

THEREFORE the Council of the Town of Tillsonburg enacts as follows:

1. **THAT** certain works as set out in Schedule "A" hereto attached are hereby authorized up to a maximum cost of \$30,000.00.
2. **THAT** Schedule "A" attached hereto is hereby declared to be a part of this By-Law as if written and incorporated herein.
3. **THAT** there shall be raised in each year in which an installment comes due by a rate on all applicable rateable BIA property in the Town of Tillsonburg a specific amount sufficient to pay the said installment when and as it becomes due, but no greater rate shall be levied in any year for such purposes, than is required to pay the installment. Such amount may be reduced by receipts from other sources in respect to the said works.
4. **THIS** By-Law shall come into full force and effect on the date of enactment..

READ A FIRST AND SECOND TIME THIS 14th DAY OF JUNE, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 14TH DAY OF JUNE, 2023.

MAYOR – Deb Gilvesy

CLERK - Tanya Daniels

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW NO. 2023-051

SCHEDULE A

Item:	Quantity Required:	Cost estimate per unit:	Extension:
Mobile power washer (self-powering)	1	\$910	\$910
Ambassador cart	1	\$825	\$825
Waste receptacles - black	5	\$2,000	\$10,000
Pots & planters	15	\$225	\$3,375
Office signage*	1	\$3,000	\$3,000
Benches	4	\$800	\$3,200
ED laptop	1	\$1,000	\$1,000
Student workstation	1	\$700	\$700
Bicycle racks	4	\$660	\$2,640
Flags & brackets (for deployment on the office & the Oxford Street corridor)	10 each	\$220	\$1,950
Banner brackets	20 each	\$120	\$2,400
<u>Totals:</u>			<u>\$30,000</u>

Town of Tillsonburg - Updated Annual Debt Repayment Limit**Sch 81
2021 FIR****Updated
Limit***Regulation. O. Reg. 403/02*

Gross Debt Charges		
Principal	1,432,900	1,141,203
Interest	504,784	497,396
Subtotal	1,937,684	1,638,599
Debt Charges on OCWA Provincial Project	-	-
Payment in Respect of Long Term Commitments and Liabilities	-	-

Subtotal - Debt Charges	1,937,684	1,638,599
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Debt Charges for Municipal Utilities	-	-
Debt Charges for Tile Drainage and Shoreline Assistance	-	-
Provincial Grant funding for repayment of long term debt	-	-
Lump sum (balloon) repayments of long term debt (SLC 74 3110 01 + SLC 74 3110 02)	-	-

Subtotal - Debt Charges to be Excluded	-	-
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Net Debt Charges	1,937,684	1,638,599
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Total Revenues	30,381,146	30,381,146
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Grants from Government of Ontario, Government of Canada and Other Municipalities		
Ontario Grants	3,143,634	3,143,634
Canada Grants	363,593	363,593
Deferred revenue earned - Provincial Gas Tax	-	-
Deferred revenue earned - Canada Gas Tax	389,824	389,824
Revenue from other municipalities	564,377	564,377
Gain/loss on sale of land and capital assets	2,557,937	2,557,937
Deferred revenue earned - development charges	108,904	108,904
Donated Tangible Capital Assets	-	-
Subtotal	7,128,269	7,128,269

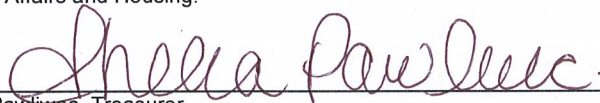
Fees and Revenues for Joint Local Boards for Homes for the Aged	-	-
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Net Revenues	23,252,877	23,252,877
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25% of Net Revenues	5,813,219	5,813,219
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Annual Repayment Limit	3,875,535	4,174,620
25% of Net Revenues less Net Debt Charges		

I, Sheena Pawliwec, Treasurer of the Town of Tillsonburg have, in accordance with Section 4 of O.Reg. 403/02, calculated this updated limit using the most recent debt and financial obligation limit determined by the Ministry of Municipal Affairs and Housing.



Sheena Pawliwec, Treasurer

31-May-23
Dated

THE CORPORATION OF THE TOWN OF TILLSONBURG
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.

WHEREAS; Section 290 of the Municipal Act, 2001, S.O. 2001 c.25, as amended, provides that the Council of a local municipality shall prepare and adopt estimates of all sums required during the year for the purposes of the municipality, and

WHEREAS; Section 312 of the said Act provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class, and

WHEREAS; Sections 307 and 308 of the said Act require tax rates to be established in the same proportion to tax ratios; and

WHEREAS; regulations require reductions in certain tax rates for certain classes or subclasses of property.

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

- 1) That the budget estimates setting out the 2023 Operating Budget of \$28,399,968 with a levy of \$16,639,583, and the 2023 Capital Budget of \$7,197,700 with a levy of \$2,508,000, being a combined budget amount of \$35,597,668 with \$19,147,583 from taxation, as shown on Schedule "A" and Schedule "B" respectively and detailed in the Business Plans for the year 2023, endorsed by resolution of February 13th, 2023, and raising the following amounts from realty taxation, be adopted:
 - A) A general municipal levy of \$19,147,583
 - B) A special levy for core area parking of \$146,600
 - C) A special levy for the Business Improvement Area of \$166,940
- 2) That the tax rates hereby adopted for each class for the year 2023 excluding local improvement rates or other special charges collected as taxes, shall be the tax rates as listed on Schedule "C" attached hereto and forming part of this by-law and the tax rate for each class shall be applied against the whole of the assessment for real property for that particular class and purpose.

- 3) That every property owner shall be taxed according to the tax rates in this by-law. The taxes for a particular property shall be calculated by applying the Current Value Assessment against the tax rates set out and further adjusted as required by the provisions of the Municipal Act, 2001, S.O. 2001. Such taxes shall become due and payable in two installments as follows:

ALL PROPERTY CLASSES:

FIRST INSTALMENT Thursday, August 24, 2023

SECOND INSTALMENT Thursday, October 26, 2023

Notice of such taxes due shall be sent by first class mail to those persons shown as liable for the payment of taxes.

- 4) That a charge as a penalty of 1 and 1/4 per cent on the amount of any outstanding taxes levied in 2023 shall be made on the first day of default, and that interest of 1 and 1/4 per cent on the amount of any outstanding taxes levied in 2023 shall be made on the first day of each calendar month thereafter in which default continues until December 31, 2023, and any such additional amounts shall be levied and collected in the same manner as if they had been originally imposed with and formed part of the taxes levied under this by-law. The penalty charges indicated in this section shall be waived for those taxpayers participating in the Monthly Preauthorized Payment Programme, provided the payments are made as agreed and without default.
- 5) That interest of 1 and 1/4 per cent on the amount of any taxes due and unpaid after December 31, 2023 shall be charged on the first day of each calendar month thereafter in which default continues.
- 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 14th day of June, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 14th day of June, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels



2023 Financial Plan
Multiyear Budget Summary

	2022	2022	2023								
	Budget	Year End Forecast	Total Budget	Variance \$	Variance %	2024 Budget	% Variance	2025 Budget	% Variance	2026 Budget	% Variance
Budget Requirements											
Council	334,900	260,751	449,642	114,742	34.26%	455,082	0.01%	464,360	2.04%	514,693	10.84%
Financial Services	(38,000)	(277,361)	12,012	50,012	(131.61%)	19,662	63.69%	42,734	117.34%	68,424	60.12%
Corporate Services	1,673,900	1,352,676	1,736,210	62,310	3.72%	2,093,016	20.55%	2,162,348	3.31%	2,210,217	2.21%
Customer Services	(120,500)	(145,629)	(110,502)	9,998	(8.30%)	(104,054)	(5.84%)	(98,170)	(5.65%)	(92,162)	(6.12%)
Fleet Services	59,700	(159,794)	55,000	(4,700)	(7.87%)	63,400	15.27%	63,400		63,400	
THI	(140,000)	995,714	(141,400)	(1,400)	1.00%	332,623	(335.24%)	328,946	(1.11%)	328,908	(0.01%)
Enterprise Services	(200,000)	(199,185)	(198,600)	1,400	(0.70%)	(198,564)	(0.02%)	(198,527)	(0.02%)	(198,489)	(0.02%)
Fire Services	1,454,500	1,277,804	1,560,764	106,264	7.31%	1,486,603	(4.75%)	1,532,279	3.07%	1,580,777	3.17%
Police Services	3,188,675	3,222,076	3,277,437	88,762	2.78%	3,356,173	2.40%	3,434,611	2.34%	3,513,133	2.29%
Protection/Bylaw	265,300	242,675	299,551	34,251	12.91%	303,298	1.25%	314,665	3.75%	323,569	2.83%
Building	1,325	17,195		(1,325)	(100.00%)						
OPS Admin	261,800	258,139	370,891	109,091	41.67%	276,505	(25.45%)	285,549	3.27%	294,760	3.23%
Engineering	597,500	264,440	482,468	(115,032)	(19.25%)	525,776	8.98%	539,914	2.69%	511,450	(5.27%)
Public Works	3,945,054	3,782,057	4,361,736	416,682	10.56%	4,461,720	2.29%	4,536,177	1.67%	4,604,131	1.50%
Parking											
Airport	40,000	85,028	57,348	17,348	43.37%	59,089	3.04%	60,748	2.81%	62,446	2.80%
Waste Management	203,500	290,684	107,159	(96,341)	(47.34%)	213,684	99.41%	216,815	1.47%	220,555	1.72%
Cemetery	178,700	149,848	209,573	30,873	17.28%	215,256	2.71%	220,653	2.51%	226,272	2.55%
Parks	904,100	755,291	1,168,742	264,642	29.27%	1,395,316	19.39%	1,632,084	16.97%	1,869,418	14.54%
Community Events	106,800	43,269	100,430	(6,370)	(5.96%)	105,872	5.42%	109,516	3.44%	113,593	3.72%
Recreation - Programs	1,152,400	860,404	955,215	(197,185)	(17.11%)	976,363	2.21%	1,065,388	9.12%	1,097,232	2.99%
Recreation - Facilities	3,044,899	2,638,885	3,793,579	748,680	24.59%	4,411,977	16.30%	4,750,634	7.68%	5,080,576	6.95%
Elliott Fairbairn Centre	(47,900)	(49,192)	(26,786)	21,114	(44.08%)	(27,475)	2.57%	(28,342)	3.16%	(35,143)	24.00%
Museum	445,200	436,033	397,799	(47,401)	(10.65%)	442,202	11.16%	470,295	6.35%	470,298	
Transit Services	148,700	(47,883)	194,865	46,165	31.05%	200,882	3.09%	206,889	2.99%	281,987	36.30%
Development & Communication Services	(41,300)	(41,300)	(11,000)	30,300	(73.37%)	(15,000)	36.36%	(15,000)		(15,000)	
Economic Development	427,100	404,166	422,050	(5,050)	(1.18%)	442,039	4.74%	472,972	7.00%	490,322	3.67%
Municipal Taxes	(255,000)	(143,478)	(376,600)	(121,600)	47.69%	(289,600)	(23.10%)	(289,600)		(289,600)	
Consolidated Budget Requirement	17,591,353	16,273,313	19,147,583	1,556,230	8.85%	21,201,845	10.73%	22,281,338	5.09%	23,295,767	4.55%
Operating Plan											
Council	334,900	260,751	449,642	114,742	34.26%	455,082	1.21%	464,360	2.04%	514,693	10.84%
Financial Services	(38,000)	(277,361)	12,012	50,012	(131.61%)	19,662	63.69%	42,734	117.34%	68,424	60.12%
Corporate Services	1,673,900	1,352,676	1,736,210	62,310	3.72%	2,093,016	20.55%	2,162,348	3.31%	2,210,217	2.21%
Customer Services	(120,500)	(145,629)	(110,502)	9,998	(8.30%)	(104,054)	(5.84%)	(98,170)	(5.65%)	(92,162)	(6.12%)
Fleet Services	(28,300)	(245,926)		28,300	(100.00%)	8,400		8,400		8,400	
THI	(140,000)	995,714	(141,400)	(1,400)	1.00%	332,623	(335.24%)	328,946	(1.11%)	328,908	(0.01%)
Enterprise Services	(200,000)	(199,185)	(198,600)	1,400	(0.70%)	(198,564)	(0.02%)	(198,527)	(0.02%)	(198,489)	(0.02%)
Fire Services	1,423,400	1,247,851	1,540,764	117,364	8.25%	1,466,603	(4.81%)	1,512,279	3.11%	1,560,777	3.21%
Police Services	3,188,675	3,222,076	3,277,437	88,762	2.78%	3,356,173	2.40%	3,434,611	2.34%	3,513,133	2.29%
Protection/Bylaw	265,300	242,675	299,551	34,251	12.91%	303,298	1.25%	314,665	3.75%	323,569	2.83%
Building	1,325	17,195		(1,325)	(100.00%)						
OPS Admin	261,800	258,139	370,891	109,091	41.67%	276,505	(25.45%)	285,549	3.27%	294,760	3.23%
Engineering	356,500	(46,560)	399,468	42,968	12.05%	442,776	10.84%	456,914	3.19%	428,450	(6.23%)
Public Works	2,967,654	2,800,583	3,047,236	79,582	2.68%	3,147,220	3.28%	3,221,677	2.37%	3,289,631	2.11%
Parking											
Airport	40,000	85,028	57,348	17,348	43.37%	59,089	3.04%	60,748	2.81%	62,446	2.80%
Waste Management	203,500	290,684	107,159	(96,341)	(47.34%)	213,684	99.41%	216,815	1.47%	220,555	1.72%
Cemetery	178,700	148,469	209,573	30,873	17.28%	215,256	2.71%	220,653	2.51%	226,272	2.55%
Parks	839,100	690,578	918,242	79,142	9.43%	931,816	1.48%	945,584	1.48%	959,918	1.52%
Community Events	106,800	43,269	100,430	(6,370)	(5.96%)	105,872	5.42%	109,516	3.44%	113,593	3.72%
Recreation - Programs	1,152,400	860,404	955,215	(197,185)	(17.11%)	976,363	2.21%	1,065,388	9.12%	1,097,232	2.99%
Recreation - Facilities	2,844,899	2,331,405	3,008,579	163,680	5.75%	3,076,977	2.27%	3,130,634	1.74%	3,170,576	1.28%
Elliott Fairbairn Centre	(47,900)	(49,192)	(26,786)	21,114	(44.08%)	(27,475)	2.57%	(28,342)	3.16%	(35,143)	24.00%
Museum	352,300	343,133	397,799	45,499	12.91%	442,202	11.16%	470,295	6.35%	470,298	
Transit Services	148,700	(47,883)	194,865	46,165	31.05%	200,882	3.09%	206,889	2.99%	281,987	36.30%
Development & Communication Services	(41,300)	(48,300)	(11,000)	30,300	(73.37%)	(15,000)	36.36%	(15,000)		(15,000)	
Economic Development	373,500	350,566	422,050	48,550	13.00%	442,039	4.74%	472,972	7.00%	490,322	3.67%
Municipal Taxes	(255,000)	(143,478)	(376,600)	(121,600)	47.69%	(289,600)	(23.10%)	(289,600)		(289,600)	
Total Operating Budget	15,842,353	14,337,682	16,639,583	797,230	5.03%	17,930,845	7.76%	18,502,338	3.19%	19,003,767	2.71%
Capital Plan											
Corporate Services											
Fleet Services	88,000	86,132	55,000	(33,000)	(37.50%)	55,000		55,000		55,000	
Fire Services	31,100	29,953	20,000	(11,100)	(35.69%)	20,000		20,000		20,000	
Engineering	241,000	311,000	83,000	(158,000)	(65.56%)	83,000		83,000		83,000	
Public Works	977,400	981,474	1,314,500	337,100	34.49%	1,314,500		1,314,500		1,314,500	
Airport											
Cemetery		1,379									
Parks	65,000	64,713	250,500	185,500	285.38%	463,500	85.03%	686,500	48.11%	909,500	32.48%
Recreation - Programs											
Recreation - Facilities	200,000	307,480	785,000	585,000	292.50%	1,335,000	70.06%	1,620,000	21.35%	1,910,000	17.90%
Museum	92,900	92,900		(92,900)	(100.00%)						



2023 Financial Plan
Multiyear Budget Summary

	2022 Budget	2022 Year End Forecast	2023 Total Budget	Variance \$	Variance %	2024 Budget	% Variance	2025 Budget	% Variance	2026 Budget	% Variance
Development & Communication Services		7,000									
Economic Development	53,600	53,600		(53,600)	(100.00%)						
Total Capital Plan	1,749,000	1,935,631	2,508,000	759,000	43.40%	3,271,000	30.42%	3,779,000	15.53%	4,292,000	13.58%



2023 Capital Project Listing - New Requests

Town

	Expenditures	Contribution to Reserves	Grants	Tax Supported Debt	Reserves	DC Reserves	Donation	Miscellaneous	User Pay Debt	Taxation	Comments
Project Listing											
110 Corporate Services											
X39 Cell Phone Replacements	15,000				(15,000)						IT Reserve
X38 Computer Replacements	62,300				(62,300)						IT Reserve
X01 Annual Replacement of IT Capital	(76,000)	76,000									IT Reserve
Total 110 Corporate Services	1,300	76,000			(77,300)						
130 Fleet											
X58 Replace - #33 Ram 250with Alum Dump Body	65,000				(65,000)						Fleet Reserve
X57 Replace - # 37 F250 Pcikup Truck	115,000				(115,000)						Fleet Reserve
X56 Replace - # 65 4300 Hybrid Bucket Truck	325,000			(325,000)							
X55 Replace - #96 Sicard Snowblower	182,000			(182,000)							
X54 Replace - #204 Z-Force	14,000				(14,000)						Fleet Reserve
X53 Replace - #235 Trenching Utility Trailer	15,000				(15,000)						Fleet Reserve
X52 Replace - MT6 Sidewalk Machine	190,000				(43,700)	(146,300)					Fleet Reserve
X51 New - ATV											Fleet Reserve
X50 New - Tractor	145,000				(145,000)						Fleet Reserve
X49 New - Tractor Mower Deck	55,000				(55,000)						Fleet Reserve
X48 New - Tractor Flail Brusher	55,000									55,000	
X47 New - Tractor Snow Pusher Blade	20,000				(20,000)						Fleet Reserve
X46 New - Tandem Axle Plow with Wing	465,000				(106,900)	(358,100)					Fleet Reserve
X45 New - Trackless Attachment (Ribbon Blower)	20,000				(20,000)						Fleet Reserve
X44 New- Trackless Attachment (Rotary Broom)	10,000				(10,000)						Fleet Reserve
X43 New - P/U Attachment	5,000				(5,000)						Fleet Reserve
X42 New - Tack Coat Sprayer Unit	5,000				(5,000)						Fleet Reserve
Total 130 Fleet	1,686,000			(507,000)	(619,600)	(504,400)				55,000	
150 Fire											
X09 Avtec Outposts	4,000				(4,000)						Fire Comm reserve
X08 Avtec Scout Radio Console	35,000				(35,000)						Fire Comm Reserve
X07 Secan Storage Side of Station	10,000				(10,000)						Fire Equipment Reserve
X06 Training Props	5,000									5,000	
X05 Gas Detection Equipment	10,000									10,000	



2023 Capital Project Listing - New Requests

Town

	Expenditures	Contribution to Reserves	Grants	Tax Supported Debt	Reserves	DC Reserves	Donation	Miscellaneous	User Pay Debt	Taxation	Comments
X04 Rescue Equipment	5,000									5,000	
X03 PPE Bunker Gear	30,000				(15,000)	(15,000)					Fire Equipment Reserve
X02 Community Risk Assessment/Master Fire Plan	65,000				(27,000)	(38,000)					Fire Equipment Reserve
Total 150 Fire	164,000				(91,000)	(53,000)				20,000	
210 Engineering											
X13 Charlotte & Clarence Design	83,000									83,000	
Total 210 Engineering	83,000									83,000	
220 Public Works											
X61 Future Bridge Repairs		55,000								55,000	
X12 Bayham Line Reconstruction	450,000							(225,000)		225,000	Municipality of Bayham
X11 Younge St Reconstruction	603,400				(76,600)	(173,300)				353,500	Linear Infrastructure Reserve
Total 220 Public Works	1,053,400	55,000			(76,600)	(173,300)		(225,000)		633,500	
235 Streetlights											
X14 Van Norman Heights Subdivision	192,500									192,500	
Total 235 Streetlights	192,500									192,500	
240 Airport											
X10 Apron Extension	160,000							(160,000)			Airport Land Sales
Total 240 Airport	160,000							(160,000)			
260 Storm Sewers											
X40 Townline Construction	254,000		(225,000)							29,000	OCIF Formula Funding
X11 Younge St Reconstruction	857,000		(397,500)							459,500	Federal Gas Tax
Total 260 Storm Sewers	1,111,000		(622,500)							488,500	
450 Parks											
X66 Parks & Rec Master Plan	200,000					(142,500)				57,500	
X41 Trails & Pathways	5,000									5,000	
X22 Tennis Court Surface	145,000									145,000	
X21 Sports Field Maintenance & Repairs	50,000				(50,000)						RCP Reserve
X20 Site Amenities	10,000									10,000	
X19 Maintenance, Repairs & AODA	25,000									25,000	
X18 Lake Lisgar Maint. & Shoreline Protection	15,000				(15,000)						RCP Reserve
X17 Tree Planting Urban Forestry	8,000									8,000	



2023 Capital Project Listing - New Requests

Town

	Expenditures	Contribution to Reserves	Grants	Tax Supported Debt	Reserves	DC Reserves	Donation	Miscellaneous	User Pay Debt	Taxation	Comments
X16Dog Park	2,500				(2,500)						RCP Reserve
X15Annual Playground Equipment Replacment	95,000				(95,000)						Cash-in-lieu of Parkland
Total 450 Parks	555,500				(162,500)	(142,500)				250,500	
465 Rec - Bldg Mtce											
X65LLWP Building Renovation	1,200,000		(750,000)	(250,000)						200,000	CCRF Grant
X60Museum Repairs & Maintenance	35,000				(35,000)						Facility Infrastrucuture Reserve
X59Indoor Pool Asset		200,000								200,000	
X37LED Lights (Parking Lot & Exterior)	15,000									15,000	
X36New Columbarium	60,000							(60,000)			Niche Sales
X35Natatorium											
X34LLWP Deck & Furnishings											
X33TCC Furnishings	25,000									25,000	
X32Recreation Minor Capital	10,000									10,000	
X31Floor Scrubber	10,000									10,000	
X30Fire Hall Floor Slab (paramedic bay)	20,000									20,000	
X29Fire Hall Diesel Exhaust System	90,000				(55,000)					35,000	Facility Infrastrucuture Reserve
X28Arena Dehumidifier	155,000									155,000	Pre-budget approval - Nov 21 2022 Council Meeting
X27HVAC General Repairs	30,000									30,000	
X26General Building Repairs & Maintenance	60,000									60,000	
X25Roof Repair/Replacement	125,000				(125,000)						Facility Infrastrucuture Reserve
X24Annual LED Light Conversion	22,000									22,000	
X23Signage	3,000									3,000	
Total 465 Rec - Bldg Mtce	1,860,000	200,000	(750,000)	(250,000)	(215,000)			(60,000)		785,000	
Total Project Listing	\$6,866,700	\$331,000	(\$1,372,500)	(\$757,000)	(\$1,242,000)	(\$873,200)		(\$445,000)		\$2,508,000	

Town of Tillsonburg - Schedule "C" To By-Law 2023-52

		<u>2023 Tax Rates</u>			TOTAL BASE RATES			
RTC/RTQ		GENERAL	COUNTY	EDUCATION		PARKING	B.I.A.	TOTAL
RT	RESIDENTIAL	0.00827083	0.00426167	0.00153000	0.01406250	0.00105407		0.01511657
MT	MULTI-RESIDENTIAL	0.01654166	0.00852334	0.00153000	0.02659500	0.00210812		0.02870312
NT	NEW MULTI-RESIDENTIAL	0.00827083	0.00426167	0.00153000	0.01406250			0.01406250
CT	COMMERCIAL	0.01572946	0.00810484	0.00880000	0.03263430	0.00200462	0.00227621	0.03691513
CU	COMMERCIAL EXCESS LAND	0.01101062	0.00567338	0.00880000	0.02548400	0.00140323	0.00159335	0.02848058
CX	COMMERCIAL VACANT LAND	0.01101062	0.00567338	0.00880000	0.02548400	0.00140323	0.00159335	0.02848058
IT	INDUSTRIAL	0.02175228	0.01120819	0.00880000	0.04176047			0.04176047
IU	INDUSTRIAL EXCESS LAND	0.01413898	0.00728533	0.00880000	0.03022431			0.03022431
IX	INDUSTRIAL VACANT LAND	0.01413898	0.00728533	0.00880000	0.03022431			0.03022431
LT	LARGE INDUSTRIAL	0.02175228	0.01120819	0.00880000	0.04176047			0.04176047
LU	LARGE INDUSTRIAL EXCESS LAND	0.01413898	0.00728533	0.00880000	0.03022431			0.03022431
PT	PIPELINES	0.01041546	0.00536672	0.00880000	0.02458218			0.02458218
FT	FARMLAND	0.00180056	0.00092776	0.00038250	0.00311082			0.00311082
TT	MANAGED FOREST	0.00206771	0.00106541	0.00038250	0.00351562			0.00351562
GT	PARKING LOT	0.01572946	0.00810484	0.00880000	0.03263430		0.00227621	0.03491051

THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2023-053

A BY-LAW to appoint a Property Standards officer and Municipal Law Enforcement Officer for the Town of Tillsonburg.

WHEREAS pursuant to the Municipal Act, 2001, S.O. 2001, c.25, as amended, the Council of a Municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act, to enable them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS pursuant to the Municipal Act, 2001, S.O. 2001, c.25, as amended, requires that a municipality's capacity, rights, powers and privileges, shall be exercised by by-law;

AND WHEREAS pursuant to the Building Code Act, S.O. 1992, c. 23, as amended, defines "officer" as a property standards officer who has been assigned the responsibility of administering and enforcing by-laws passed under Section 15. Of the Act;

AND WHEREAS pursuant to the Police Services Act, R.S.O. 1990, cP.15, as amended, a municipal council may appoint one or more Municipal Law Enforcement Officers to enforce the By-Laws of the Municipality;

AND WHEREAS pursuant to the Fire Protection and Prevention Act, 1997, c. 4, as amended, provides that a municipality may appoint officers to enter upon land and into structures at any reasonable time to inspect the land and structures to determine whether by-laws enacted in accordance with the Act are being complied with;

AND WHEREAS the Council of the Corporation of the Town of Tillsonburg considers it desirable to appoint a Property Standards Officer and Municipal Law Enforcement Officer;

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

1. THAT David Jejna be and is hereby appointed as Property Standards Officer and Municipal Law Enforcement Officer for the Town of Tillsonburg.
2. THAT this By-Law shall come into force and take effect on the date it is passed.

By-Law 2023-053

READ A FIRST AND SECOND TIME THIS 14th day of JUNE, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 14th day of JUNE, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2023-050

A BY-LAW to confirm the proceedings of Council at its meeting held on JUNE 14, 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 June 14, 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 14th day of JUNE, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 14th day of JUNE, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels