

The Corporation of the Town of Tillsonburg

Council Meeting

AGENDA



Monday, June 26, 2023

6:00 PM

Council Chambers

200 Broadway, 2nd Floor

1. Call to Order

2. Closed Session (5:30 p.m.)

Moved By: _____

Seconded By: _____

THAT Council move into Closed Session to consider the following:

2.4.1 EDM Report - 25 Maple Lane

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

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.

2.1 Adoption of Agenda

2.2 Disclosures of Pecuniary Interest

2.3 Adoption of Closed Council Minutes

2.4 Reports

2.4.1 EDM Report Re: 25 Maple Lane

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 26, 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 June 14, 2023 be approved.

7. Presentations

7.1 Sergeant Rob Griffin, Municipal Policing Specialist, West Region, Ontario Provincial Police Re: The Enhancements Process

Moved By: _____

Seconded By: _____

THAT Council receives the presentation from Sergeant Rob Griffin as information.

8. Public Meetings

8.1 CP 2023-166 Application for Zone Change ZN-23-01 - Southside Construction Management Ltd. - 97 North Street West

Moved By: _____

Seconded By: _____

THAT Council approves the zone change application submitted by Southside Construction Management Ltd., whereby the lands described as Part Lot 8, Concession 11 (Dereham), Town of Tillsonburg are to be rezoned from 'Passive Open Space Zone (OS1)' to 'Minor Institutional Zone (IN1)' to recognize and preserve an existing First Nations cemetery, registered under the *Funeral, Burial and Cremation Services Act*.

9. Planning Reports

9.1 CP 2023-195 Application for Zone Change ZN 7-23-02 97 North Street West

Moved By: _____

Seconded By: _____

THAT Council approves the zone change application submitted by Southside Construction Management, for lands legally described as Part of Lot 8, Concession 11 (Dereham), in the Town of Tillsonburg, to remove the Holding Provision from the lands as identified on Plates 1 and 2 of Report No. CP 2023-195.

10. Delegations

10.1 Rosemary Dean, Tillsonburg Tri-County Agricultural Society Re: In-Kind Use of Grounds at Memorial Park

Moved By: _____

Seconded By: _____

THAT Council receives the Delegation from Rosemary Dean.

10.2 Kirby Heckford Re: Request for Parkland in the Bridges Golf Course Development

Moved By: _____

Seconded By: _____

THAT Council receives the delegation from Kirby Heckford as information.

11. Deputation(s) on Committee Reports

11.1 RCP 23-29 Recreation and Sports Advisory Committee Recommendation - Sports Hall of Fame

Moved By: _____

Seconded By: _____

- A. THAT report titled Recreation & Sports Advisory Committee Recommendation - Sports Hall of Fame 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 that the following individuals to be inducted into Hall of Fame: Dan Sanders – Community builder, Jeff Bess – Individual athlete and Lloyd Andrews – Individual athlete

12. Information Items

13. Financial Results

13.1 Finance Overview

13.1.1 FIN 23-12 2023 First Quarter Consolidated Operating Results

Moved By: _____

Seconded By: _____

THAT report titled 2023 First Quarter Consolidated Operating 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 2023 Q1 Corporate Services Department Results

13.2.2 Economic Development

13.2.3 Finance

13.2.3.1 FIN 23-11 2023 First Quarter Finance Department Results

13.2.4 Fire and Emergency Services

13.2.4.1 FRS-23-08 Fire Services 2023 Q1 Report

13.2.5 Operations and Development

13.2.5.1 OPD 23-26 2022 Fourth Quarter Operations and Development Services

13.2.5.2 OPS 23-29 2023 First Quarter Operations and Development Services

13.2.5.3 OPD 23-25 - 2023 First Quarter Building, Planning, By-Law Services Results

13.2.6 Recreation, Culture and Parks

14. Staff Reports

14.1 Chief Administrative Officer

14.1.1 CAO 23-10 CMHC Housing Accelerator Fund Application Update

Moved By: _____

Seconded By: _____

A. THAT report titled "CAO 23-10 CMHC Housing Accelerator Fund Application Update" be received as information; and

B. THAT Council approve in principle an application to the Canada

Mortgage and Housing Corporation (CMHC) Housing Accelerator
Fund (HAF).

14.1.2 CAO 23-09 Community Health Care Committee Appointments

Moved By: _____

Seconded By: _____

- A. THAT report titled “Community Health Care Committee Appointments” be received as information; and
- B. THAT a by-law to amend By-Law 2023-009, being a by-law to appoint members to Town of Tillsonburg advisory Committees be brought forward for Council’s consideration.

14.2 Corporate Services

14.3 Economic Development

14.3.1 EDM 23-10 Bridge Street Re-Imagining Task Force Recommendation Regarding Design Consultant

Moved By: _____

Seconded By: _____

- A. THAT report EDM 23-10 Bridge Street Re-Imagining Task Force Recommendation Regarding Design Consultant be received;
- B. THAT RFP 2023-009 Professional Consulting Services to develop a Streetscaping Plan for Bridge Street be awarded to SHIFT Landscape Architecture Co. Inc. of Guelph in the amount of \$67,746 (non-recoverable HST included) and an additional amount of \$13,155 (non-recoverable HST included) for the two Provisional Areas;
- C. THAT staff be authorized to execute the agreement with Shift Landscape Architecture Co. Inc.

14.3.2 EDM 23-11 Surplus Land Declaration – Multiple Portions of Unopened Right-of-Way South of Wood Haven Drive

Moved By: _____

Seconded By: _____

- A. THAT report EDM 23-11 titled Surplus Land Declaration – Multiple Portions of Unopened Right-of-Way South of Wood Haven Drive be received as information; and
- B. THAT the Unopened Right-of-Way Lands located south of Ridge Boulevard and Wood Haven Drive, described as parts of Part 8, Plan 41R-940, and portions of a 1 foot reserve described as parts of Block 45, Plan 41M-232, south of Wood Haven Drive, be closed; and

- C. THAT portions of the Unopened Right-of-Way, described as parts of Part 8, Plan 41R-940, and portions of a 1 foot reserve described as parts of Block 45, Plan 41M-232, south of Wood Haven Drive, be declared surplus to the needs of the Town of Tillsonburg in accordance with Bylaw 2021-031 (land disposition) including suitable notification to the public; and
- D. THAT a road closure bylaw be brought forward for Council's consideration.

14.4 Finance

14.5 Fire and Emergency Services

14.6 Operations and Development

14.6.1 OPD-23-28 - Rainbow Crosswalk Request

Moved By: _____

Seconded By: _____

- A. THAT report OPD 23-28 Rainbow Crosswalk Request be received as information; and
- B. THAT Town Staff coordinate with Oxford Pride the installation of a Rainbow Crosswalk at (...location...) being of the relative design of (...ladder or longitudinal...) ; and
- C. THAT the Mayor and CAO be authorized to enter into a *Rainbow Crosswalk Installation & Maintenance – Agreement and Terms of Reference* with Oxford Pride for a period of five (5) years.

14.7 Recreation, Culture and Parks

15. New Business

16. Consideration of Minutes

16.1 Advisory Committee Minutes

Moved By: _____

Seconded By: _____

THAT Council receives:

- The Community Health Care Committee minutes dated May 16, 2023; and
- The Accessibility Advisory Committee minutes dated June 20, 2023

17. Motions/Notice of Motions

17.1 Tipping Fees - Councillor Parker

Moved By: _____

Seconded By: _____

THAT Council requests staff to bring a report to council for the 2024 budget in regards to the Town of Tillsonburg covering the tipping fees for residential users at the Transfer station.

18. Resolutions/Resolutions Resulting from Closed Session

19. By-Laws

19.1 By-Law 2023-055 A By-Law to Amend Zoning By-Law Number 3295, as amended

19.2 By-Law 2023-059 A By-Law to Amend By-Law 2023-009 Being a By-Law to appoint members to Town of Tillsonburg Council Advisory Committees

Moved By: _____

Seconded By: _____

THAT a By-Law to Amend Zoning By-Law Number 3295, as amended; and

A By-Law to Amend By-Law 2023-009 Being a By-Law to appoint members to Town of Tillsonburg Council Advisory Committees 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 2023-056, to Confirm the Proceedings of the Council Meeting held on June 26, 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 26, 2023 be adjourned at __:__ p.m.



ONTARIO PROVINCIAL POLICE

THE ENHANCEMENT PROCESS



OVERVIEW

- Types of Enhancements
- Enhancement Costs
- Enhancement Termination
- Questions

Enhancements Options

Dedicated Positions

Traffic Officers

School Resource Officers

Detachment Administration

Community Officers

Collision Reporting Clerk





Civilian Enhancement Cost – C.R.C

OPP 2023 Contract Enhancement Cost Summary				
COST OF ONE COLLISION REPORTING CLERK				
Estimated cost for the period January 1 to December 31, 2023				
2022 Cost Recovery Formula				
Salaries and Benefits				
		Positions	\$/FTE	\$ Total
Detachment Civilian Members				
Detachment Operations Clerk	Note 1	1.00	53,920	53,920
Civilian Benefits - Full-Time Salaries	Full-time		32.15%	17,335
Total Detachment Civilian Salaries & Benefits				71,256
Total Salaries & Benefits				71,256
Other Direct Operating Expenses				
Office Automation - Civilian			1,490	1,490
Total Other Direct Operating Expenses				1,490
Total 2022 Annualized Estimated Enhancement Cost				\$ 72,746
OPP 2023 Contract Enhancement Cost Summary				
COST OF ONE COLLISION REPORTING CLERK				
Estimated cost for the period January 1 to December 31, 2023				
Notes:				
1) Salary rates are based on weighted average rates for municipal detachment staff by rank, level and classification. The 2023 salaries were estimated based on the 2022 rates set in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements with an estimated overall general salary rate increase of 1.0% for 2023 applied. The benefit rates are based on the most recent rates set by the Treasury Board Secretariat, (2022-23). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.				



Ontario Provincial Police

For other CRC locations, go to:
www.opp.ca/collisions
In an emergency, call
911 or 1 (888) 310-1122

COLLISION REPORTING CENTRES

AURORA
100 Bloomington Rd W
Aurora, Ontario
(905) 941-5777
Mon-Fri: 7am - 8pm
Sat-Sun: 11am - 8pm

BURLINGTON
1160 North Shore Blvd E
Burlington, Ontario
(905) 681-2511
Mon-Fri: 7am - 8pm
Sat-Sun: 11am - 8pm

MISSISSAUGA
2735 Argentia Rd
Mississauga, Ontario
(905) 858-8670
Mon-Fri: 7am - 8pm
Sat-Sun: 11am - 8pm

TORONTO
2682 Keele St
Toronto, Ontario
(416) 235-4981
Mon-Fri: 7am - 8pm
Sat-Sun: 11am - 8pm

WHITBY
1301 Henry St
Whitby, Ontario
(905) 698-3388
Mon-Fri: 7am - 8pm
Sat-Sun: 11am - 8pm

09NOV2020



Ontario Provincial Police

For other CRC locations, go to:
www.opp.ca/collisions
In an emergency, call
911 or 1 (888) 310-1122

COLLISION REPORTING CENTRES

COLLINGWOOD
201 Ontario Street
Collingwood, Ontario
1 (705) 445-4321

CITY OF KAWARTHA LAKES
3028 Highway 35
Lindsay, Ontario
1 (705) 324-6741

NORTHUMBERLAND (COBOURG)
1165 Division Street
Cobourg, Ontario
1 (905) 372-5421

NOTTAWASAGA
4601 Industrial Parkway
Alliston, Ontario
1 (705) 434-1839

ORILLIA
1 University Avenue
Orillia, Ontario
1 (705) 326-3536

PETERBOROUGH
453 Lansdowne Street E
Peterborough, Ontario
1 (705) 742-0401

AUG2021



Ontario Provincial Police

For other CRC locations, go to:
www.opp.ca/collisions
In an emergency, call
911 or 1 (888) 310-1122

COLLISION REPORTING CENTRES

ELGIN COUNTY
42696 John Wise Line
St. Thomas, Ontario
1 (519) 631-2920

ESSEX COUNTY
1219 Hicks Road
Essex, Ontario
1 (519) 723-2491

HALDIMAND COUNTY
72 Haldimand County Hwy 54
Cayuga, Ontario
1 (905) 772-3322

HURON COUNTY
325 Albert Street
Clinton, Ontario
1 (519) 482-1677

NORFOLK COUNTY
548 Queensway West
Simcoe, Ontario
1 (519) 426-3434

WELLINGTON COUNTY (CENTRAL)
371 Charles Allan Way
Fergus, Ontario
1 (519) 846-5930

AUG2021

IN CASE OF A COLLISION

- If it is safe to do so, remove vehicles off the highway to a safe location.
- Call police and follow the directions provided by the call taker.
- Exchange information with the other involved parties using the Collision Details form to the right.
- Obtain names and phone numbers of any witnesses.
- If directed by the call taker or officer, attend an OPP Collision Reporting Centre within 48 hours of the collision.
- Bring your damaged vehicle, documentation (*Driver's Licence, ownership and insurance*) and the Collision Details information to the Collision Reporting Centre.

COLLISION DETAILS

Officer Badge #: _____

Date: _____ Time: _____

Location: _____

Driver's Name: _____

License Number: _____

Phone Number: _____

Vehicle Plate Number: _____

Insurance Company: _____

Policy Number: _____



Summary of 2023 Estimates

***All Position Costs are Estimates Only**

Rank/Classification	Annual Cost	Initial Costs (2)	FTE	Full-time Hours	Scheduled Hours per Member/Wk	# PT Members
Staff-Sergeant	226,435	33,948	1.00	40.00		
Sergeant	208,082	33,948	1.00	40.00		
Constable	183,848	33,948	1.00	40.00		
Part-time Constable ⁽¹⁾	139,312	47,225	1.00	40.00	20.00	2.00
Civilian Court Officer	93,781	9,107	1.00	36.25		
Part-time Civilian Court Officer ⁽¹⁾	87,000	18,213	1.00	36.25	18.00	2.00
Detachment Admin Clerk	91,096	-	1.00	36.25		
Part-time Detachment Admin Clerk	83,542	-	1.00	36.25		
Collision Reporting Clerk	72,746		1.00	36.25		
Detachment Operations Clerk	86,217	-	1.00	36.25		

***NOTE - No moratorium on requests for positions out lined in red**



QUESTIONS?



RESOURCES:

INTERNET

www.opp.ca/billingmodel

www.opp.ca/municipalpolicing

www.opp.ca/contractproposals

CALL US

Municipal Policing Bureau
777 Memorial Avenue,
2nd Floor, Orillia ON L3V 7V3
Office: 1-705-329-6224



FACEBOOK

Ontario Provincial Police
Ontario Provincial Police - Careers



INSTAGRAM

[ontarioprovincialpolice](https://www.instagram.com/ontarioprovincialpolice)
[opp_hire](https://www.instagram.com/opp_hire)



TWITTER

@OPPCommissioner
@OPP
@OPP_News
@OPP_Hire
@OPP_Indigenous



PINTEREST

@officialOPP



YOUTUBE

EN - Ontario Provincial Police
FR- Police Provinciale de l'Ontario

OPP East Region @OPP_ER
OPP West Region @OPP_WR
OPP Central Region @OPP_CR
OPP [North East](#) Region @OPP_NER
OPP [North West](#) Region @OPP_NWR

OPP Highway Safety Division
@OPP_HSD

(Sgt Rob Griffin)
Cell: 705-619-1160

To: Mayor and Members of Tillsonburg Council

From: Laurel Davies Snyder, Development Planner, Community Planning

Application for Zone Change

ZN-23-01 – Southside Construction Management Ltd.

REPORT HIGHLIGHTS

- The application for a Zone Change proposes to rezone a portion of the subject property from 'Passive Use Open Space (OS1)' to 'Minor Institutional (IN1)' to recognize and preserve an existing First Nations cemetery, registered under the Funeral, Burial and Cremation Services Act. The Town of Tillsonburg will assume ownership of these lands.
- Planning staff are recommending support for the application as it is consistent with policies in the Provincial Policy Statement regarding conserving archaeological and cultural resources, and the application conforms to the relevant policies in the Official Plan with respect to conserving archaeological resources and permitting Minor Institutional uses within Residential Area designations.

DISCUSSION

Background

APPLICANT/OWNER: Southside Construction Management Ltd.
75 Blackfriars Street, London, Ontario N6H 1K8

AGENT: Zelinka Priamo Ltd. c/o Casey Kulkchycki
318 Wellington Road, London, Ontario N6C 4P4

LOCATION:

The subject lands are described as Part Lot 8, Concession 11 (former Township of Dereham), Town of Tillsonburg. The lands are located on the south side of North Street West, between the municipal boundary with the Township of South-West Oxford and Quarter Town Line and are municipally known as 97 North Street West.

COUNTY OF OXFORD OFFICIAL PLAN:

Schedule "T-1" Tillsonburg Land Use Plan – Residential

Schedule "T-2" Tillsonburg Residential Density Plan – Low Density Residential

TOWN OF TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning: Passive Use Open Space (OS1)

Proposed Zoning: Minor Institutional (IN1)

PROPOSAL:

The purpose of this application is to rezone a portion of the subject property from 'Passive Open Space Zone (OS1)' to 'Minor Institutional Zone (IN1)' to recognize and preserve an existing First Nations cemetery, registered under the Funeral, Burial and Cremation Services Act.

No development will occur on the lands. Southside Construction Management Limited, First Nations communities, and the Town of Tillsonburg will enter into a Site Disposition Agreement to establish the terms regarding the future stewardship and maintenance of the site. The Town of Tillsonburg will assume ownership of these lands and be responsible for its management going forward (ongoing maintenance and preservation).

The subject lands comprise approximately 3,707.6 m² (0.92 ac) and are located within the first phase of a recently approved residential plan of subdivision. Surrounding land uses include:

- North: Residential (single detached dwellings)
- South: Parkland (Tillsonburg Soccer Park), Residential (single detached dwellings), Institutional (place of worship)
- East: Open Space and Residential (single detached dwellings)
- West: Stormwater Management block

Plate 1 – Location Map with Existing Zoning, indicates 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.

Plate 3: Applicant's Sketch, provides a diagram of the of the subject lands.

Application Review

2020 PROVINCIAL POLICY STATEMENT (PPS)

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

Section 1.0 of the PPS, Building Strong Healthy Communities, establishes policies for wisely managing change and promoting efficient land use and development patterns. With respect to this application, Policy 1.1.1 b) in Section 1.1 Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns, establishes that including institutional uses such as cemeteries is a component of sustaining healthy, liveable and safe communities.

Section 2.0 Wise Use and Management of Resources, establishes policies for conserving biodiversity, protecting the health of the Great Lakes, and protecting natural heritage, water, agricultural, mineral and cultural heritage and archaeological resources.

The policies of Section 2.6, Cultural Heritage and Archaeology, establish that:

- 2.6.1 - Significant built heritage resources and significant cultural heritage landscapes shall be conserved.
- 2.6.2 - Development and site alteration shall not be permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources have been conserved.
- 2.6.3 - Planning authorities shall not permit development and site alteration on adjacent lands to protected heritage property except where the proposed development and site alteration has been evaluated and it has been demonstrated that the heritage attributes of the protected heritage property will be conserved.
- 2.6.4 - Planning authorities should consider and promote archaeological management plans and cultural plans in conserving cultural heritage and archaeological resources.
- 2.6.5 - Planning authorities shall engage with Indigenous communities and consider their interests when identifying, protecting and managing cultural heritage and archaeological resources.

OFFICIAL PLAN

The subject lands are designated 'Residential' as per Schedule T-1, Town of Tillsonburg Land Use Plan, and 'Low Density Residential' as per Schedule T-2, Town of Tillsonburg Residential Density Plan, as contained in the Official Plan. Low Density Residential areas are those lands that are primarily developed or planned for a variety of low-rise, low density housing forms including single detached, semi-detached, duplex, converted dwellings, quadraplexes, townhouses, and low density cluster development. In 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 area of the subject lands to be rezoned has been identified as an existing First Nations cemetery, registered under the Funeral, Burial and Cremation Services Act.

Section 2.1.2, Environmental and Cultural Integrity, establishes that cultural heritage and archeological resources will be conserved, and where possible, enhanced through appropriate planning and urban design measures. Section 3.3.2.4, Burial Sites and Cemeteries, states that lands or sites identified as containing the remains of human beings shall not be developed except in accordance with the Cemeteries Act. Such lands shall be evaluated for archaeological and/or historical significance under the Ontario Heritage Act.

With respect to the presence of an existing First Nations cemetery on the subject lands, Section 8.5.3 of the Official Plan establishes that minor institutional uses - which includes cemeteries - are permitted as ancillary uses within the Residential Area designations. Furthermore, Minor Institutional uses in a Residential Areas designation will be subject to a specific 'Institutional' zoning category. The policies in Section 8.2.3.1, Objectives for All Residential Designations, state that the compatible transition between lands of different residential densities and between residential and non-residential land uses be achieved.

TOWN OF TILLSONBURG ZONING BY-LAW

The subject lands are currently zoned 'Passive Open Space Zone (OS1)' according to the Town of Tillsonburg Zoning By-law. Permitted uses in this zone include a conservation project, a flood

control works, a picnic area, a passive use park, and a public use in accordance with the provisions of Section 5.27 of the Town of Tillsonburg Zoning By-Law. A cemetery is not a permitted use in the 'Passive Use Open Space (OS1)' Zone.

The applicant proposes to rezone the subject lands to 'Minor Institutional Zone (IN1)', which permits the use of the lands for cemetery purposes.

AGENCY COMMENTS:

Tillsonburg Chamber of Commerce have indicated that they are in support of this application.

Tillsonburg Building Services Department, Canada Post, Long Point Region Conservation Authority (LPRCS), Tillsonburg Economic Development and Marketing Division, Ministry of the Environment, Conservation and Parks (MECP) Species at Risk Branch, and Southwestern Public Health, indicated that they have no concerns or comments.

PUBLIC CONSULTATION:

A Notice of Complete Application was circulated on May 16, 2023 and the Notice of Public Meeting was circulated to surrounding property owners on June 12, 2023 in accordance with the requirements of the Planning Act. At the time this report was written, no comments or concerns had been received from the public.

Planning Analysis

The application for Zone Change proposes to rezone a portion of the subject lands from 'Passive Open Space Zone (OS1)' to 'Minor Institutional Zone (IN1)' to recognize and preserve an existing First Nations cemetery, registered under the Funeral, Burial and Cremation Services Act.

No development is proposed on the First Nations cemetery lands, and through the Plan of Subdivision approval process, adequate buffering has been established to ensure the First Nations cemetery lands will not be disturbed. Consistent with policies in the PPS and the Official Plan regarding conserving archaeological resources, the conservation and stewardship of the lands to be rezoned (including ongoing maintenance and preservation) will be ensured through a Site Disposition Agreement between Southside Construction Management Limited, First Nations communities, and the Town of Tillsonburg. The Town of Tillsonburg will assume ownership of these lands and be responsible for its management going forward.

The proposal is also consistent with PPS Policy 1.1.1 b) which states that including institutional uses such as cemeteries is a component of sustaining healthy, liveable and safe communities. Rezoning the portion of the subject lands containing the First Nations cemetery lands to 'Minor Institutional Zone (IN1)' also conforms with Section 8.5.3 of the Official Plan which permits cemeteries as ancillary uses within Residential Area designations and that cemeteries will be subject to a specific 'Institutional' zoning category.

It is Planning staff's opinion that the application for a zone change to permit the rezoning the subject lands from 'Passive Open Space Zone (OS1)' to 'Minor Institutional Zone (IN1)' is consistent with the policies of the Provincial Policy Statement and maintains the general intent and purpose of the Official Plan, and can be given favourable consideration.

RECOMMENDATIONS

It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by Southside Construction Management Ltd., whereby the lands described as Part Lot 8, Concession 11 (Dereham), Town of Tillsonburg are to be rezoned from 'Passive Open Space Zone (OS1)' to 'Minor Institutional Zone (IN1)' to recognize and preserve an existing First Nations cemetery, registered under the Funeral, Burial and Cremation Services Act.

SIGNATURES

Authored by:

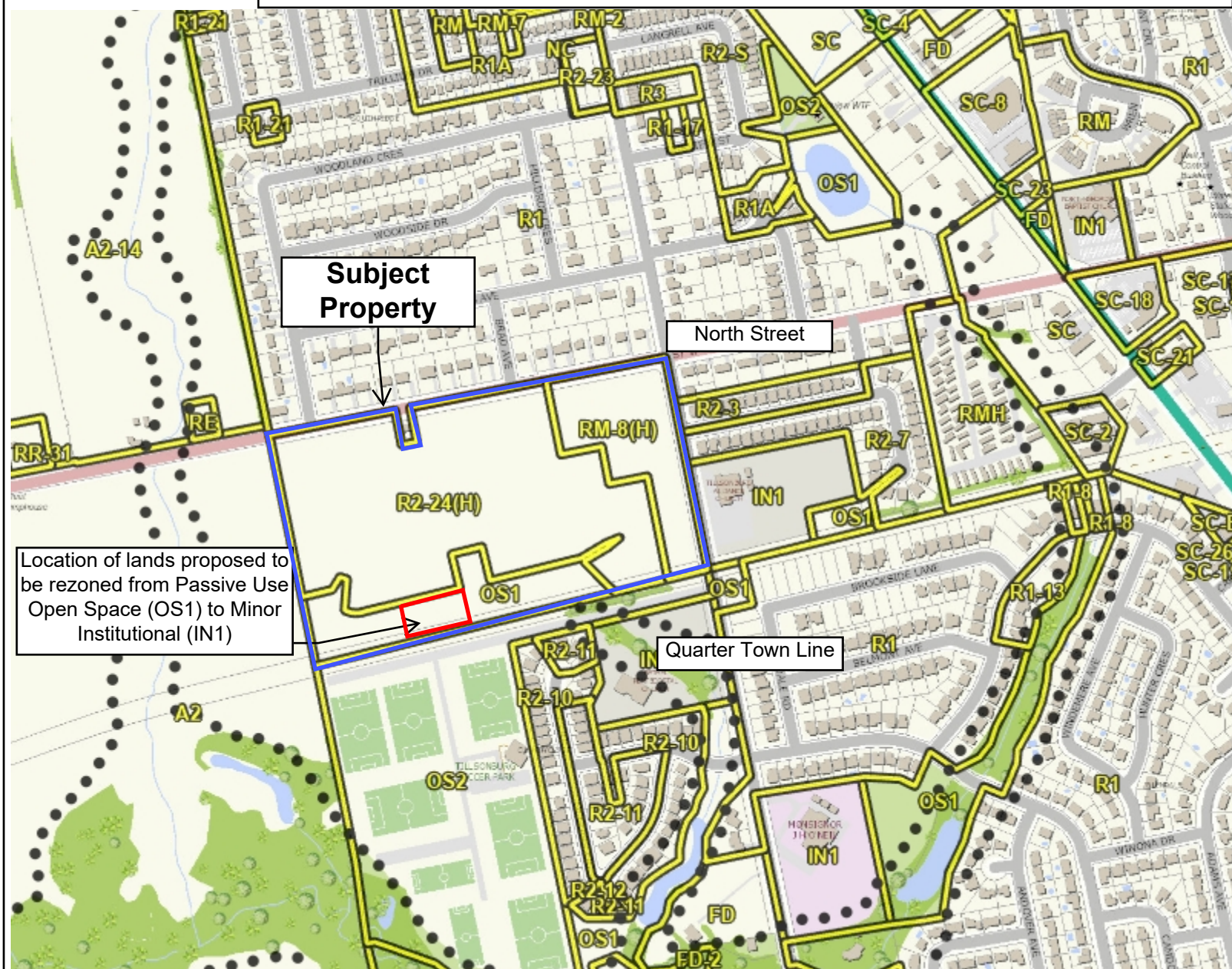
"original signed by"

Laurel Davies Snyder, RPP, MCIP
Development Planner

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

Gordon K. Hough, RPP
Director

Plate 1: Location Map with Existing Zoning
ZN 7-23-01 - Southside Construction Management Ltd.
Concession 11, Block 68, Lot 8 - 97 North 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



0 192 383 Meters

NAD_1983_UTM_Zone_17N



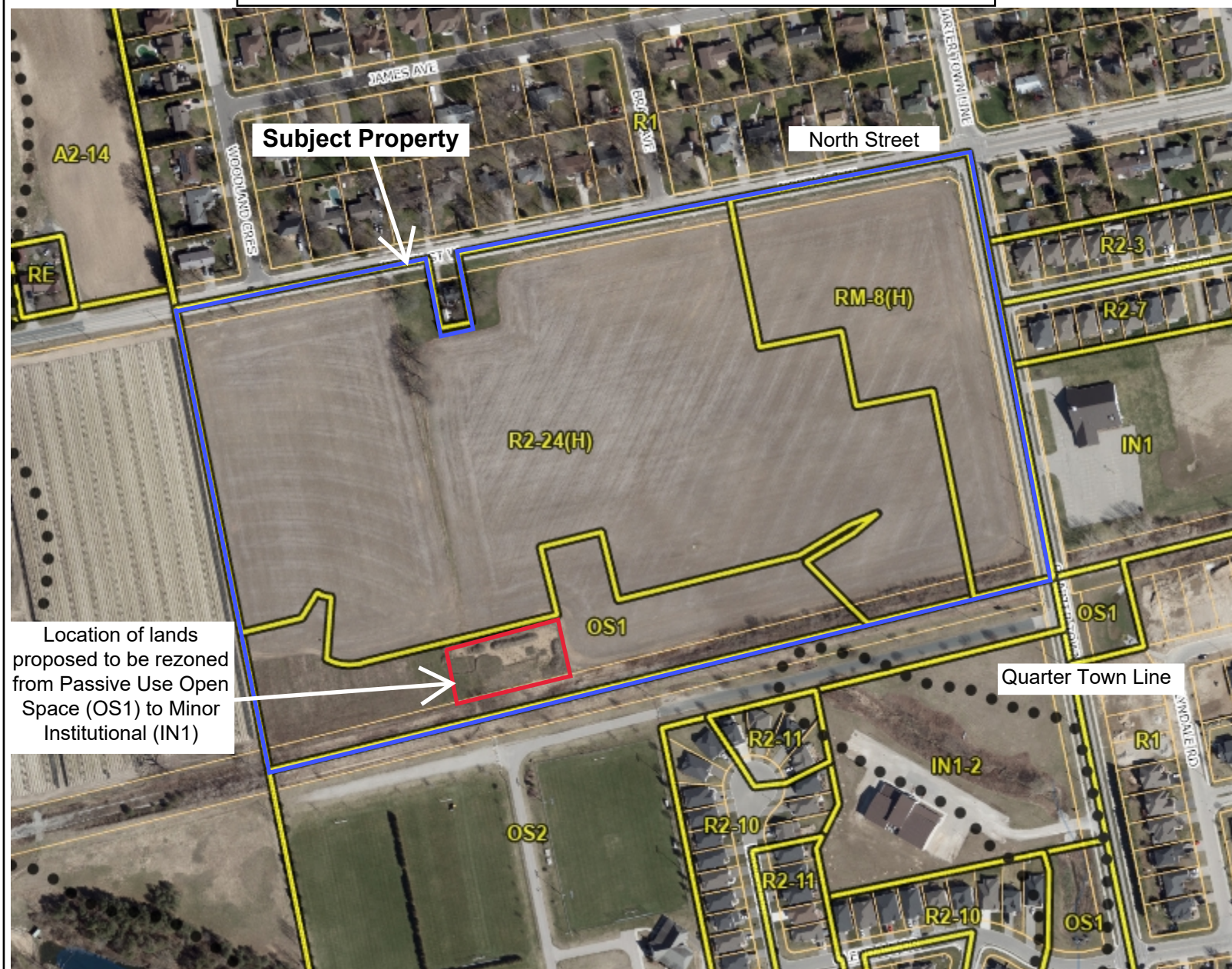
This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. This is not a plan of survey

May 10, 2023

Plate 2: 2020 Aerial Map

ZN 7-23-01 - Southside Construction Management Ltd.

Concession 11, Block 68, Lot 8 - 97 North 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 96 192 Meters

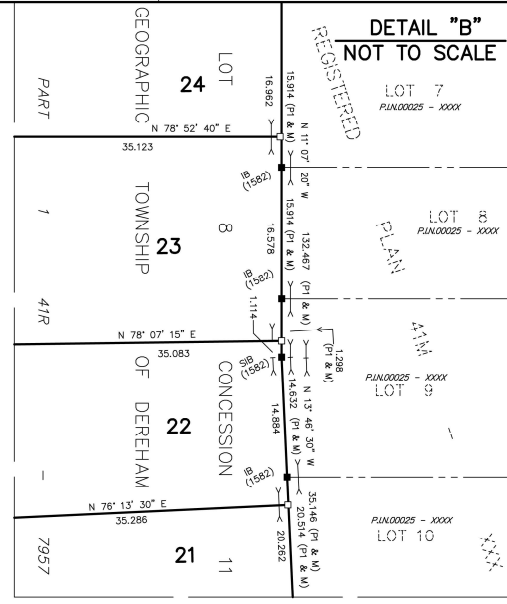
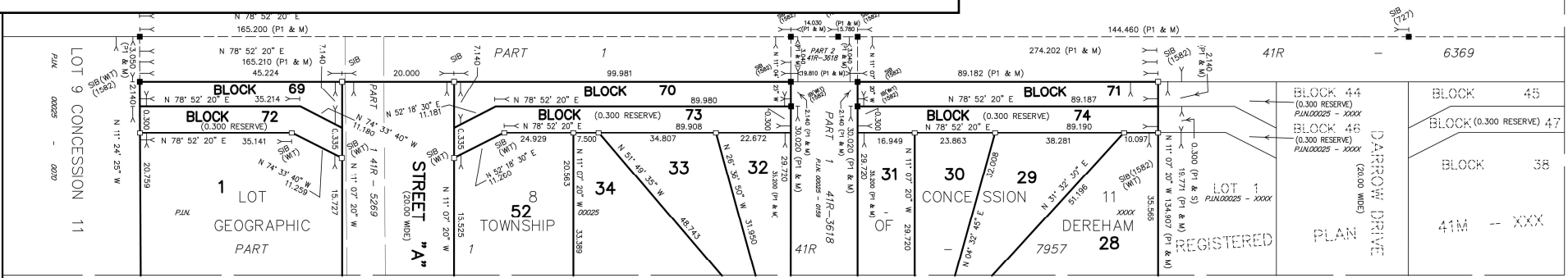
NAD_1983_UTM_Zone_17N



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

June 21, 2023

Plate 3: Applicant's Sketch
ZN 7-23-01 - Southside Construction Management Ltd.
Concession 11, Block 68, Lot 8 - 97 North Street West, Tillsonburg

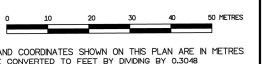


PLAN 41M-

I CERTIFY THAT THIS PLAN IS
REGISTERED IN THE LAND
REGISTRY OFFICE FOR THE
LAND TITLES DIVISION OF
OXFORD (No. 41) AT O'CLOCK
ON THE DAY OF ,2023
AND ENTERED IN THE REGISTER(S) FOR PART OF
P.J.N. 00025-XXXX AND THE REQUIRED
CONSENTS ARE REGISTERED AS PLAN
DOCUMENT No.

THIS PLAN COMPRISES
PART OF THE LAND SHOWN AS P.I.N. 00025-XXXX

PLAN OF SUBDIVISION OF
PART OF LOT 8
CONCESSION 11
GEOGRAPHIC TOWNSHIP OF DEREHAM
TOWN OF TILLSONBURG
COUNTY OF OXFORD



KIM HUSTED SURVEYING LTD.

SURVEYOR'S CERTIFICATE

(1) - THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM

(2) - THIS SURVEY WAS COMPLETED ON THE

DATE _____

KIM S. HUSTED
ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE-PLAN OF SUBDIVISION

THIS IS TO CERTIFY THAT:

(1) - LOTS 1 TO 66, BOTH INCLUSIVE, BLOCKS 67 TO 71 BOTH INCLUSIVE AND THE RESERVE BLOCKS 72, 73, AND 74
AND THE STREETS NAMED DARRROW DRIVE AND HILL STREET
HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS

(2) - THE STREETS NAMED DARRROW DRIVE AND HILL STREET
ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF
TILLSONBURG AS PUBLIC HIGHWAYS

DATED THE _____

(PRESIDENT)
SOUTHSIDE PROPERTY MANAGEMENT (LONDON) INC.
I HAVE THE AUTHORITY TO
BIND THE CORPORATION

APPROVED UNDER SECTION 51 OF THE PLANNING ACT
R.S.O. 1990, AS AMENDED, THIS DAY OF

DIRECTOR
COMMUNITY PLANNING
COUNTY OF OXFORD

NOTES

(1) - BEARINGS ARE GRID, DERIVED ON GPS OBSERVATIONS ON MONUMENTS "A" AND "B" SHOWN HEREON HAVING A GRID BEARING OF N 76° 13' 35" E (UTM, ZONE 17, NAD83 CSRS)

(2) - DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY 0.999569474

COORDINATE SCHEDULE

ALL COORDINATES ARE IN METRES AND WERE DERIVED FROM
GPS OBSERVATIONS USING THE CAN-NET WORK,
UTM, ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0)
COORDINATE VALUES ARE TO URBAN ACCURACY AS PER SEC. 14 (2)
OF O. REG. 216/10

POINT	NORTHING	EASTING
A	4746847.839	519738.817
B	4746969.495	520234.901

COORDINATES CANNOT, IN THEMSELVES, BE USED TO
RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

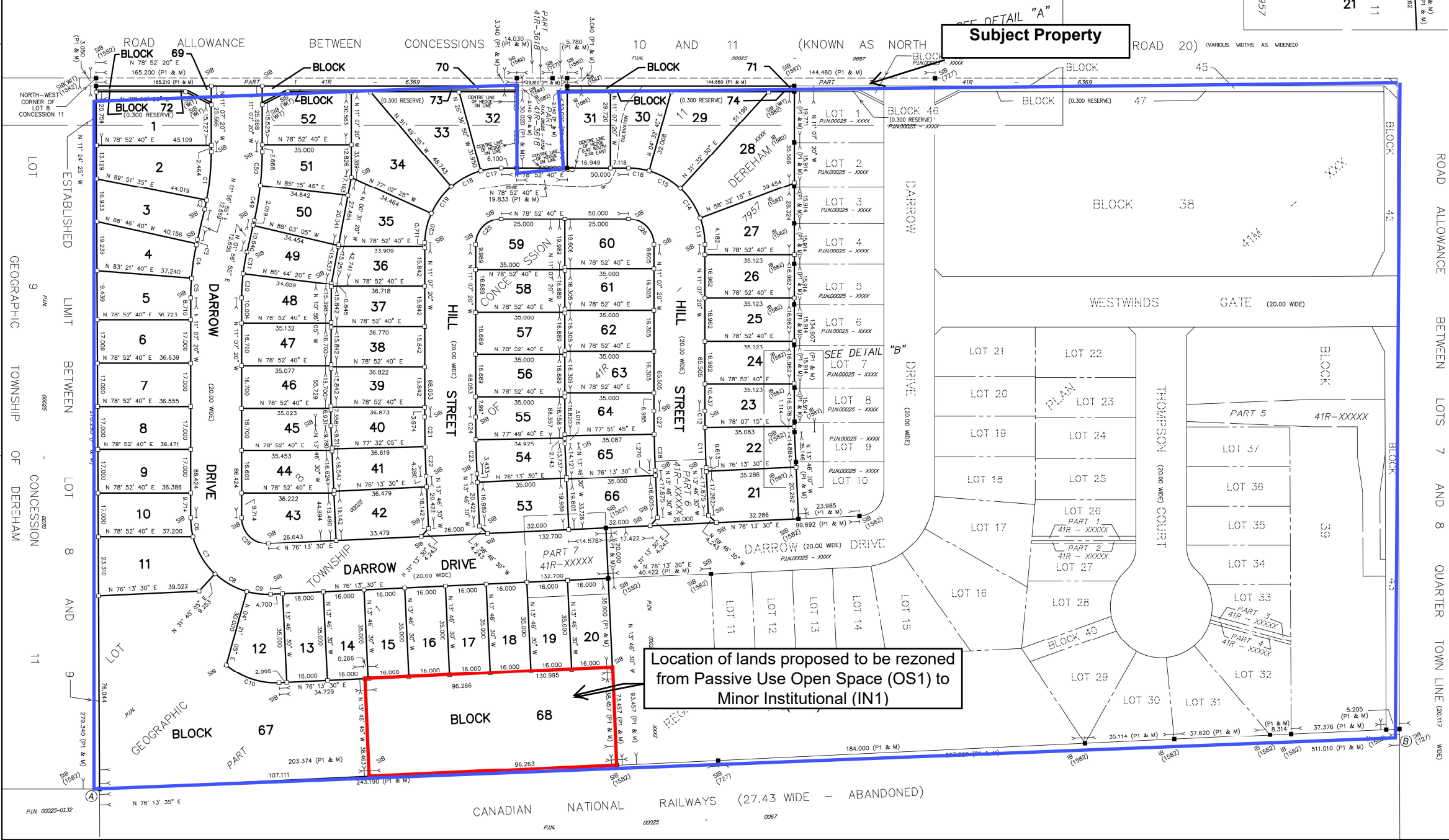
LEGEND

■ DENOTES SURVEY MONUMENT FOUND

□	DENOTES	SURVEY MONUMENT SET
SB	DENOTES	STANDARD IRON BAR
B	DENOTES	IRON BAR
(WIT)	DENOTES	WITNESS
(727)	DENOTES	J.F. WESTON O.L.S.
(1268)	DENOTES	T.H. BROOKS O.L.S.
(1582)	DENOTES	K.M. HUSTED SURVEYING LTD.
(SU)	DENOTES	SOURCE UNKNOWN
(P1)	DENOTES	REGISTERED PLAN 41M-XXX
(M)	DENOTES	MEASURED
(S)	DENOTES	SET
PAN	DENOTES	PROPERTY IDENTIFIER NUMBER

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

PROJECT:20-16154M-2	SOUTHSIDE GROUP	REF:	DWG.	
	WESTWINDS PHASE 2	HF1	CKD.	



CURVE SCHEDULE					
CURVE	LOT/BLOCK	ARC	RADIUS	BEARING	CHORD
C1	2	19.169	100.000	N 05° 37' 50" W	19.140
C2	3	3.645	100.000	N 00° 54' 15" E	3.645
C3	3	1.267	100.000	N 01° 35' 10" E	1.267
C4	4	13.720	100.000	N 02° 42' 30" W	13.710
C5	5	7.826	100.000	N 08° 52' 50" W	7.824
C6	10	7.359	30.000	N 18° 09' 00" W	7.341
C7	11	17.316	30.000	N 41° 42' 50" W	17.077
C8	67	14.342	30.000	N 11° 11' 30" W	14.210
C9	12	9.491	30.000	N 85° 17' 15" E	9.451
C10	12	22.394	30.000	N 82° 23' 25" W	21.878
C11	22	16.548	500.000	N 12° 49' 35" W	16.547
C12	23	6.604	500.000	N 11° 30' 00" W	6.604
C13	27	10.650	30.000	N 21° 17' 30" W	10.594
C14	28	14.135	30.000	N 44° 57' 40" W	14.005
C15	29	14.135	30.000	N 71° 57' 25" W	14.005
C16	30	8.204	30.000	N 86° 42' 40" E	8.178
C17	32	8.111	30.000	N 71° 07' 55" E	8.087
C18	33	13.022	30.000	N 50° 46' 45" E	13.095
C19	34	13.295	30.000	N 34° 00' E	13.095
C20	35	17.076	500.000	N 00° 58' 10" E	17.127
C21	40	11.727	500.000	N 11° 47' 40" W	11.727
C22	41	11.425	500.000	N 13° 07' 15" W	11.424
C23	54	13.424	480.000	N 12° 58' 25" W	13.423
C24	55	8.802	480.000	N 11° 38' 50" W	8.802
C25	59	15.708	10.000	N 33° 52' 40" E	14.142
C26	60	15.708	10.000	N 56° 07' 20" W	14.142
C27	64	9.214	520.000	N 11° 37' 45" W	9.214
C28	65	14.884	520.000	N 12° 57' 20" W	14.863
C29	43	16.171	10.000	N 57° 26' 55" W	14.466
C30	40	8.581	10.000	N 07° 30' 30" W	9.378
C31	50	8.670	80.000	N 01° 09' 30" E	8.566
C32	50	14.002	120.000	N 01° 23' 40" W	13.994
C33	51	13.374	120.000	N 07° 55' 45" W	13.367

Zone Change Application 7-23-01

97 North Street West, Tillsonburg

Proposal

Rezone a portion of the subject property from 'Passive Use Open Space (OS1)' to 'Minor Institutional (IN1)' to recognize and preserve an existing First Nations cemetery.

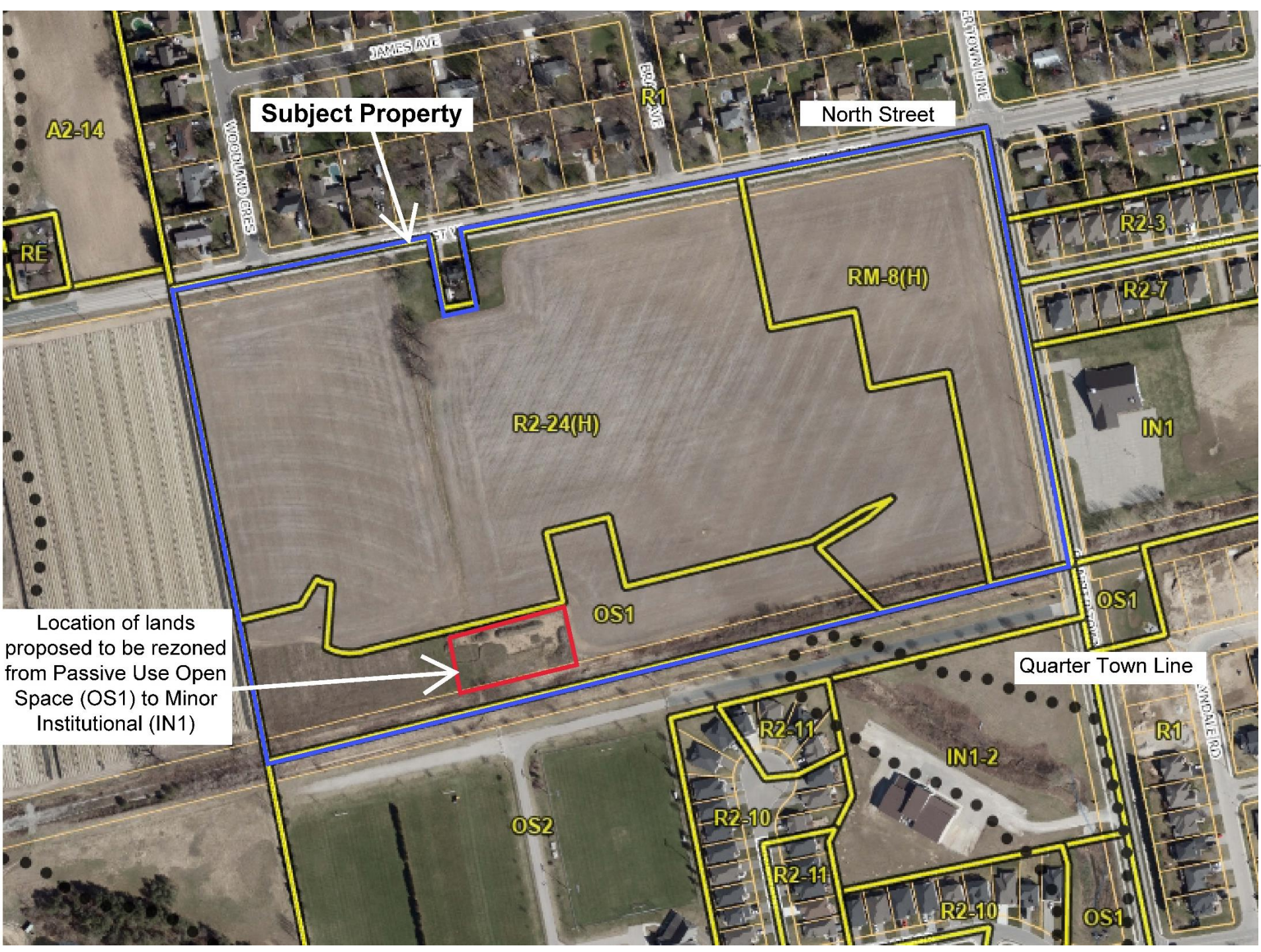
No development will occur on the lands.

Stewardship and Maintenance: Site Disposition Agreement between Southside Construction Management Limited, First Nations communities, Town of Tillsonburg.

Ownership: Town of Tillsonburg



Location Map



Process & Comments

Agency Circulation

- No concerns
- Support received from Tillsonburg Chamber of Commerce.

Public Notice: May 16, 2023

- No comments received to date.



Recommendation: Approval

Provincial Policy Statement (PPS)

Consistent with policies in the PPS regarding:

- Sustaining healthy, livable, and safe communities
- Conserving archeological resources

Official Plan

In keeping with the general intent and purpose of the Official Plan regarding:

- Conserving archeological resources and enhancing where possible
- Cemeteries permitted as ancillary uses within Residential Area designations
- Compatible transition between residential and non-residential land

Zoning By-law

‘Cemetery’ is a permitted uses in ‘Minor Institutional Zone (IN1)’

Zone Change Application 7-23-01

97 North Street West, Tillsonburg

Clerk

ZN 7-23-01

TOWN OF TILLSONBURG

BY-LAW NUMBER 2023-XXXX

EXPLANATORY NOTE

The purpose of By-Law Number 2023-XX is to rezone the subject property from 'Passive Use Open Space Zone (OS1)' to 'Minor Institutional Zone (IN1)' to recognize and preserve an existing First Nations cemetery, registered under the Funeral, Burial and Cremation Services Act. The Town of Tillsonburg will assume ownership of these lands.

The subject lands are described as Part Lot 8, Concession 11 (former Township of Dereham), Town of Tillsonburg. The lands are located on the south side of North Street West, between the municipal boundary with the Township of South-West Oxford and Quarter Town Line and are municipally known as 97 North Street West.

The public hearing was held on June 26, 2023 and no public input was received respecting the application.

Any person wishing further information relative to Zoning By-Law Number 2023-XX may contact the undersigned:

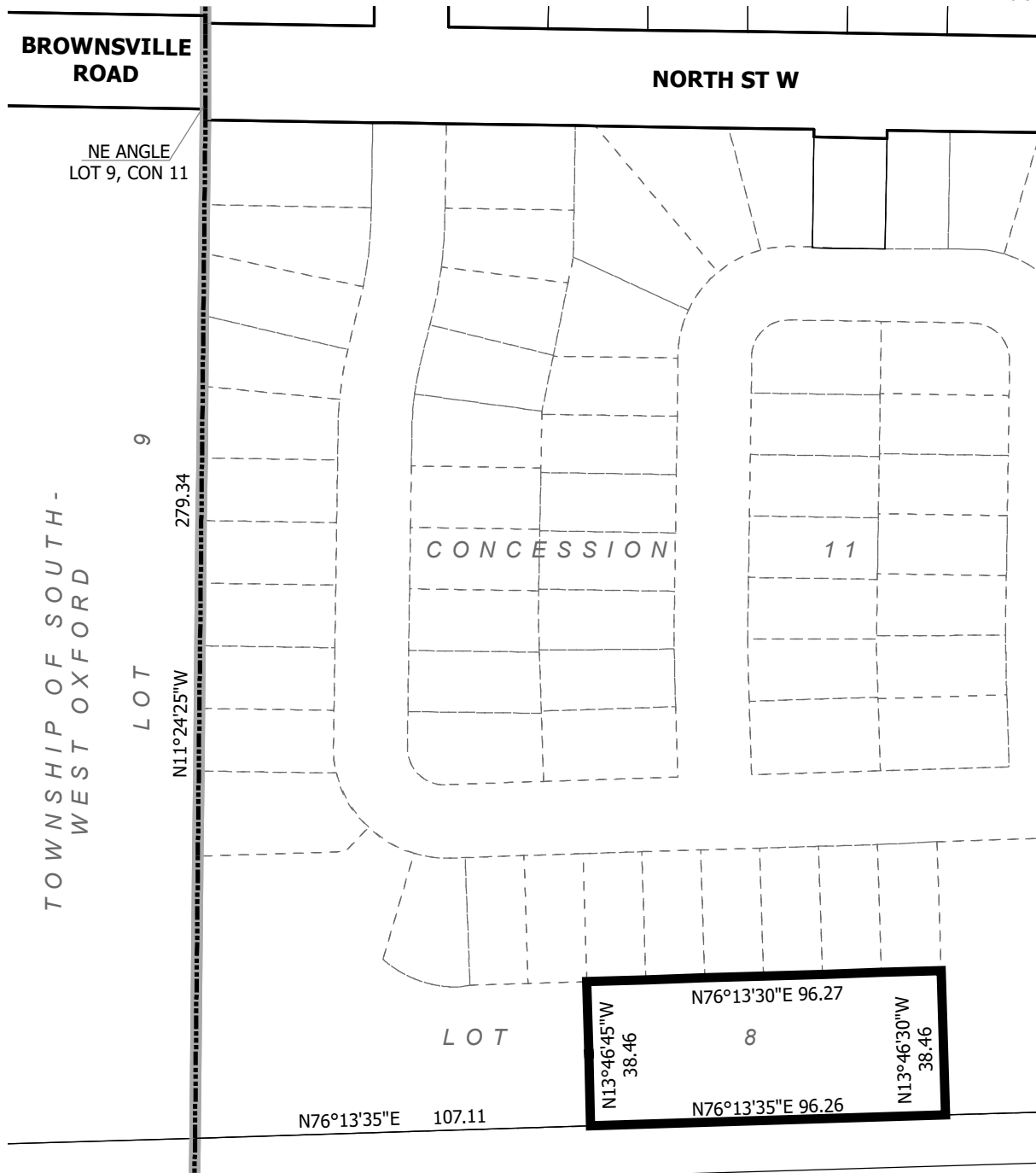
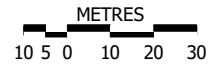
Tanya Daniels
Clerk
Town of Tillsonburg
200 Broadway, 2nd Floor
Town Centre Mall
Tillsonburg, ON N4G 5A7
Telephone: 519-688-3009 ext. 4040

File: ZN 7-23-01 (Southside Construction Management Ltd.)
Report No: CP 2023-166

SCHEDULE "A"

TO BY-LAW No. _____

PART LOT 8, CONCESSION 11 (DEREHAM)
TOWN OF TILLSONBURG



AREA OF ZONE CHANGE TO IN1-3

NOTE: ALL DIMENSIONS IN METRES



Produced By The Department of Corporate Services
Information Services ©2023

THIS IS SCHEDULE "A"

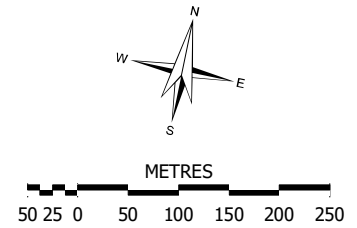
TO BY-LAW No. _____, PASSED

THE _____ DAY OF _____, 2023

MAYOR

CLERK

KEY MAP



 LANDS TO WHICH BYLAW _____ APPLIES

To: Mayor and Members of Tillsonburg Council

From: Laurel Davies Snyder, Development Planner, Community Planning

Application for Zone Change ZN 7-23-02

REPORT HIGHLIGHTS

- The application for zone change proposes to remove the holding provisions from thirty-seven (37) lots for single detached dwellings and two (2) blocks for medium-density residential development in Phase I of the Westwinds Draft Plan of Subdivision (File SB 20-06-7). Removal of the holding provisions will allow for the issuance of building permits.
- Planning staff are recommending approval of the application, as sufficient water and wastewater capacity is available for the development, and all necessary development agreements have been completed.

DISCUSSION

Background

OWNERS: Southside Construction Management Ltd.
75 Blackfriars Street, London, ON N6H 1K8

AGENT: Zelinka Priamo Ltd.
318 Wellington Road, London, ON N6C 4P5

LOCATION:

The subject lands are described as Part of Lot 8, Concession 11 (Dereham) in the Town of Tillsonburg. The lands are located on the southwest corner of the intersection of North Street West and Quarter Town Line, and are known municipally as 97 North 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 Medium Density Residential

TOWN OF TILLSONBURG ZONING BY-LAW NO. 3295:

Existing Zoning: Special Low Density Residential Holding Zone (R2-24 (H))
Special Medium Density Residential Holding Zone (RM-8 (H))

Proposed Zoning: Special Low Density Residential Zone (R2-24)
 Special Medium Density Residential Zone (RM-8)

PROPOSAL:

The purpose of the zone change application is to remove holding provision from the subject lands to allow for the development of 37 single detached dwellings and 2 blocks for medium density residential use (Blocks 38 and 39) as illustrated on Plate 2. The proposal represents Phase I of lands commonly referred to as the Westwinds Subdivision. The required development agreements have been executed and the owners have requested that the holding provision on the lands be lifted to allow for the issuance of building permits.

Surrounding uses include:

- North Low Density Residential
- East Low Density Residential and Place of Worship
- South Open Space, Low Density Residential, Place of Worship
- West Vacant land (future residential development)

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

Plate 2, Applicant's Sketch, shows the proposed lots and blocks subject to this application.

Application Review

2020 PROVINCIAL POLICY STATEMENT (PPS):

Section 1.1.1 of the PPS provides 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; accommodating an appropriate range and mix of residential, employment (including industrial, commercial and institutional uses), recreational and open space uses to meet long-term needs; and avoiding development and land use patterns which may cause environmental or public health and safety concerns. 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.

Section 1.4 – Housing, directs 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, among other matters, facilitating all forms of housing to meet social, health and well-being requirements of current and future residents and promoting densities for new housing which efficiently uses land, resources, infrastructure and public service facilities.

OFFICIAL PLAN:

The subject lands are designated 'Low Density Residential' and 'Medium Density Residential' according to the Town of Tillsonburg Residential Density Plan.

Low Density Residential Areas are those lands that are primarily developed or planned for a variety of low rise, low density housing forms including single detached dwellings, semi-detached, duplex or converted dwellings, quadraplexes, townhouses, and low density cluster development.

Medium Density Residential areas are those lands that are primarily developed or planned for low to medium profile multiple unit development that exceed densities established in Low Density Residential Districts. Residential uses within Medium Density Residential areas include townhouses, cluster houses, converted dwellings, and apartment buildings.

The policies of Section 8.2 (Town of Tillsonburg Housing Development and Residential Areas) promote the accommodation of present and future demand for housing in Tillsonburg through the efficient use of vacant residentially-designated lands, underutilized parcels in built-up areas, and existing housing stock in all neighbourhoods.

TOWN OF TILLSONBURG ZONING BY-LAW:

The subject lands are currently zoned 'Special Low Density Residential Holding Zone R2-24 (H))' and 'Special Low Density Residential Type 2 Holding Zone (RM-8 (H))' according to the Town of Tillsonburg Zoning By-law.

Once the holding provisions are removed, permitted uses are as follows:

- R2-24 Zone: converted dwelling; duplex dwelling; group home; home occupation, public use; semi-detached dwelling; single detached dwelling.
- RM-8 Zone: apartment dwelling; boarding or lodging house; converted dwelling containing two or more dwelling units; home occupation; group home; multiple unit dwelling; public use; single detached dwelling converted dwelling, duplex dwelling, semi detached dwelling; special needs home; street fronting townhouse.

The intent of a holding provision is to ensure that all appropriate development agreements are in place, required easements have been provided, and payment for servicing has been provided in advance of issuing building permits.

Section 36 of the Planning Act governs the use of Holding Provisions. Holding provisions are typically used to ensure that technical or administrative matters are addressed prior to the intended use of a property being permitted. Removal of holding provisions does not require public notice or circulation of the application, and the only right to appeal lies with the applicant.

In this instance, holding provisions were applied to ensure that adequate water and wastewater capacity was assigned to the development prior to the construction of dwelling units. The applicant proposes to remove the holding provision to facilitate the development of Phase I of the development, as described previously in this report.

AGENCY COMMENTS:

The application was circulated to various public agencies considered to have an interest in the proposal. The Town Building Services Department and Town Engineering Services Department indicated that they have no concerns with the request to remove the holding provision from the lands. The Oxford County Public Works Department indicated that they have no objection to the request, as there is adequate water and wastewater treatment capacity to service the proposed development.

Planning Analysis

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

Oxford County Public Works Department have confirmed that there is sufficient water and wastewater capacity available to service the proposed development and Town staff have indicated that they have no objection to the removal of the holding provision as the appropriate development agreements have been completed and will be registered on the lands.

It is the opinion of Planning staff that the request to remove the holding provisions in Phase I of the Westwinds Subdivision to allow for residential development in the form of single detached dwellings and medium density residential development is appropriate from a planning perspective and can be given favourable consideration.

A copy of the draft amending By-law is attached for Council's consideration.

RECOMMENDATION

It is recommended that the Council of the Town of Tillsonburg approve the zone change application submitted by Southside Construction Management, for lands legally described as Part of Lot 8, Concession 11 (Dereham), in the Town of Tillsonburg, to remove the Holding Provision from the lands as identified on Plates 1 and 2 of Report No. CP 2023-195.

SIGNATURES

Authored by:

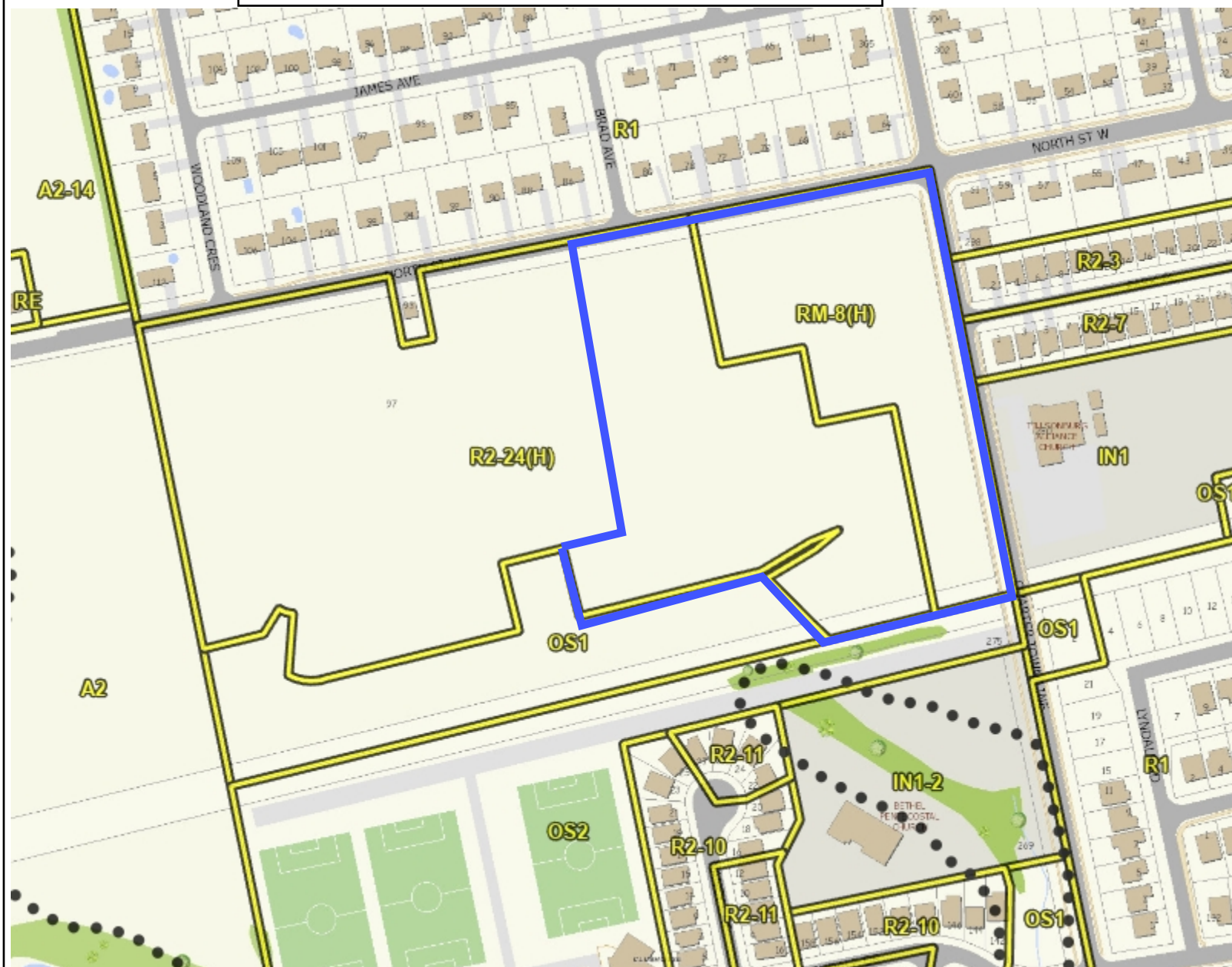
"original signed by"

Laurel Davies Snyder, RPP, MCIP
 Development Planner

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

Gordon K. Hough, RPP
 Director

Plate 1: Location Map with Existing Zoning
ZN 7-23-02 - Southside Construction Management Ltd.
Part of Lot 8, Concession 11 (Dereham), 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 96 192 Meters

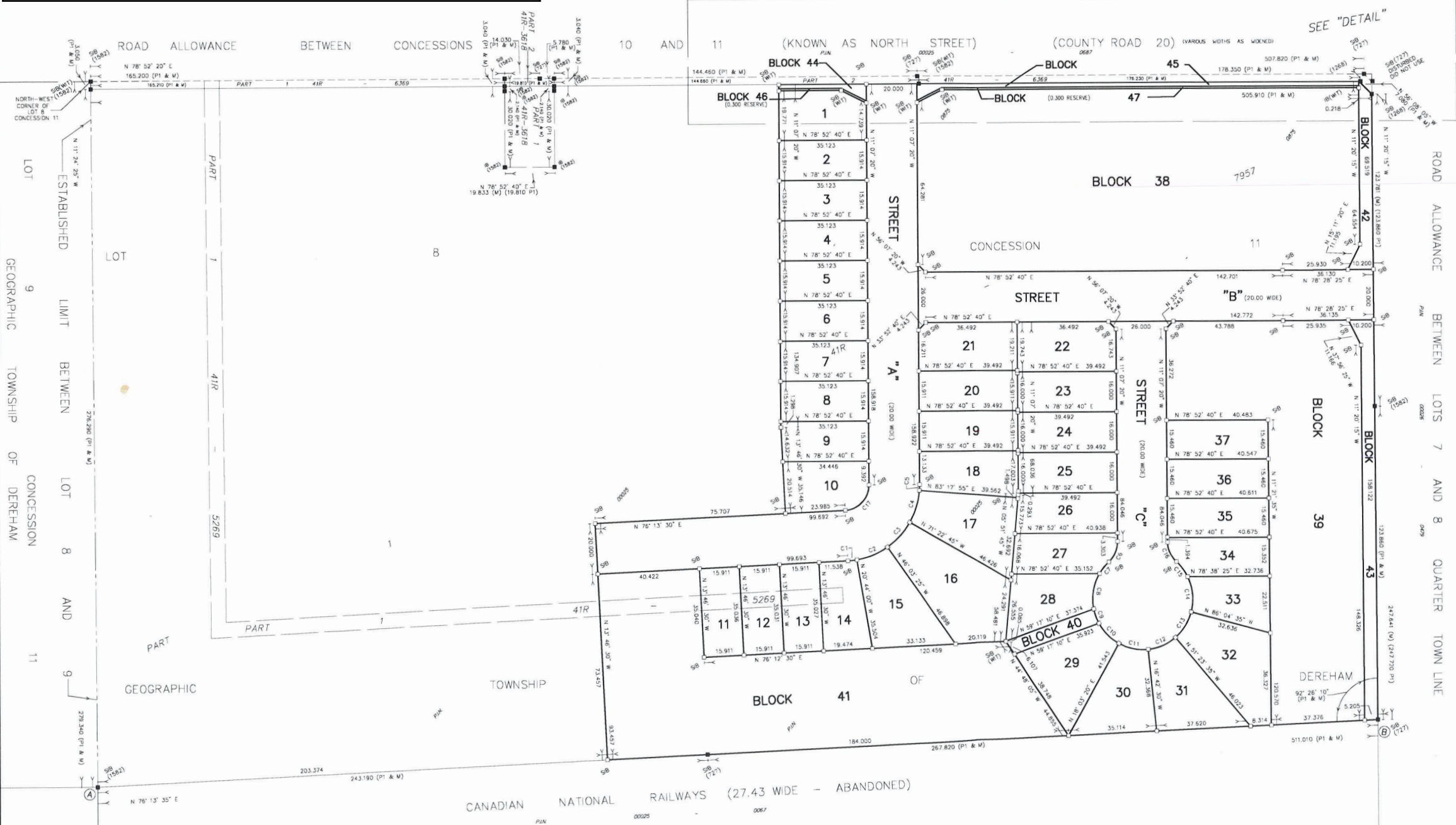
NAD_1983_UTM_Zone_17N



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

June 21, 2023

Plate 2: Applicant's Sketch
ZN 7-23-02 - Southside Construction Management Ltd.
Part of Lot 8, Concession 11 (Dereham), Tillsonburg



CURVE SCHEDULE					
CURVE	LOT/BLOCK	ARC	RADIUS	BEARING	CHORD
C1	14	3.644	30.000	N 72° 44' 45" E	3.641
C2	15	13.259	30.000	N 56° 36' 20" E	13.151
C3	16	13.259	30.000	N 31° 16' 55" E	13.151
C4	17	13.259	30.000	N 05° 57' 35" E	13.151
C5	18	2.315	30.000	N 08° 54' 45" W	2.314
C6	27	9.092	11.000	N 12° 33' 25" E	8.835
C7	27	5.936	20.000	N 27° 44' 00" E	5.914
C8	28	14.423	20.000	N 01° 25' 40" W	14.112
C9	40	6.023	20.000	N 30° 42' 50" W	6.000
C10	29	11.409	20.000	N 55° 40' 55" W	11.255
C11	30	12.107	20.000	N 89° 22' 00" W	11.923
C12	31	12.107	20.000	N 55° 57' 00" E	11.923
C13	32	12.107	20.000	N 21° 15' 55" E	11.923
C14	33	14.265	20.000	N 16° 30' 40" W	13.965
C15	34	7.517	20.000	N 47° 42' 45" W	7.473
C16	34	9.092	11.000	N 34° 48' 05" W	8.835
C17	10	15.245	10.000	N 32° 33' 05" E	13.811

PLAN 41M-

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION OF OXFORD (No. 41) AT O'CLOCK ON THE DAY OF ,2022 AND ENTERED IN THE REGISTER(S) FOR PART OF P.I.N. 00025-0875 AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No.

REPRESENTATIVE FOR THE LAND REGISTRAR FOR THE LAND TITLES DIVISION OF OXFORD (No.41)

THIS PLAN COMPRISES PART OF THE LAND SHOWN AS P.I.N. 00025-0875

PLAN OF SUBDIVISION OF PART OF LOT 8 CONCESSION 11 GEOGRAPHIC TOWNSHIP OF DEREHAM TOWN OF TILLSBURG COUNTY OF OXFORD

SCALE - 1: 750

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

KIM HUSTED SURVEYING LTD.

SURVEYOR'S CERTIFICATE

I CERTIFY THAT

(1) - THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM

(2) - THIS SURVEY WAS COMPLETED ON THE

DATE

KIM S. HUSTED ONTARIO LAND SURVEYOR

OWNER'S CERTIFICATE-PLAN OF SUBDIVISION

THIS IS TO CERTIFY THAT:

(1) - LOTS 1 TO 37, BOTH INCLUSIVE, BLOCKS 38 TO 45 BOTH INCLUSIVE AND THE RESERVE BLOCKS 46 AND 47 AND THE STREETS NAMED STREET "A", STREET "B" AND STREET "C" HAVE BEEN Laid OUT IN ACCORDANCE WITH OUR INSTRUCTIONS

(2) - THE STREETS ARE HEREBY DEDICATED TO THE CORPORATION OF THE TOWN OF TILLSBURG AS PUBLIC HIGHWAYS

DATED THE

(PRESIDENT) SOUTHSIDE PROPERTY MANAGEMENT (LONDON) INC. HAVE THE AUTHORITY TO BIND THE CORPORATION

APPROVED UNDER SECTION 51 OF THE PLANNING ACT R.S.O. 1990, AS AMENDED, THIS DAY OF

DIRECTOR COMMUNITY PLANNING COUNTY OF OXFORD

NOTES

(1) - BEARINGS ARE GRID, DERIVED ON GPS OBSERVATIONS ON MONUMENTS "A" AND "B" SHOWN HEREON HAVING A GRID BEARING OF N 76° 13' 15" E (UTM ZONE 17, NAD83 (CSRS))

(2) - TO CONVERT GPS BEARINGS TO GRID BEARINGS: ADD 00° 12' 15" TO THE NORTHWEST BEARINGS; SUBTRACT 00° 12' 15" FROM THE NORTHEAST BEARINGS

(3) - DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY 0.999969474

COORDINATE SCHEDULE

ALL COORDINATES ARE IN METRES AND WERE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET WORK, UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS)

COORDINATE VALUES ARE TO URBAN ACCURACY AS PER SEC. 14 (2) OF O. REG. 216/10

POINT	NORTHING	EASTING
A	4746847.839	519738.817
B	4746869.495	520234.901

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

LEGEND

(1) DENOTES SURVEY MONUMENT FOUND

(2) DENOTES SURVEY MONUMENT SET

(3) DENOTES STANDARD IRON BAR

(4) DENOTES IRON BAR

(5) DENOTES WITNESS

(6) DENOTES J.P. WESTON O.L.S.

(7) DENOTES T.H. BROOKS O.L.S.

(8) DENOTES KIM HUSTED SURVEYING LTD.

(9) DENOTES SOURCE UNKNOWN

(10) DENOTES DEPOSITED PLAN 408-9757

(11) DENOTES MEASURED

(12) DENOTES SET

(13) DENOTES PROPERTY IDENTIFIER NUMBER

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

PROJECT: 20-161541 REFERENCE: HF1

Zone Change Application 7-23-02

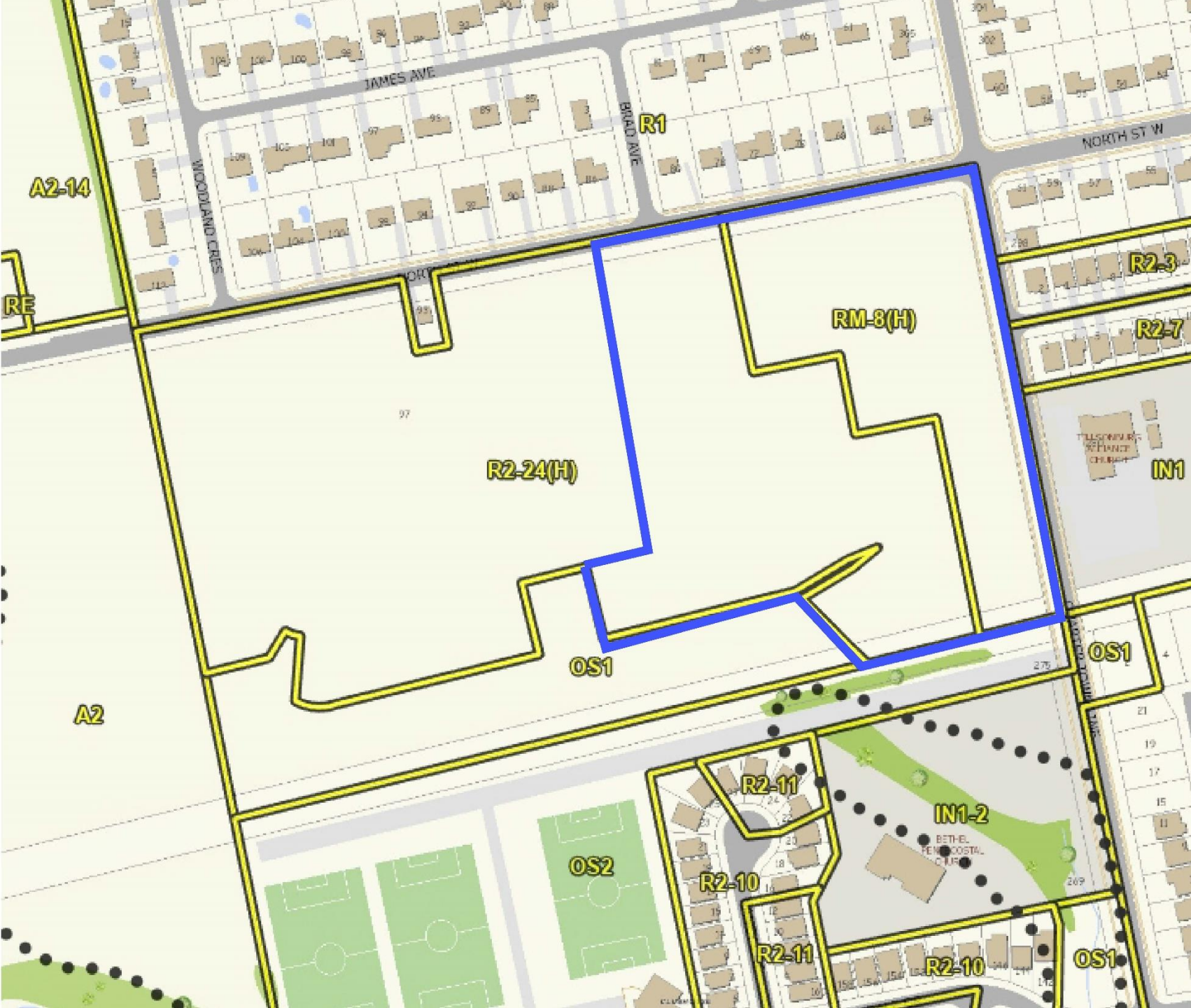
97 North Street West, Tillsonburg

Proposal

Remove the holding provisions from 37 lots for single detached dwellings and 2 blocks for medium density residential development to allow for the issuance of building permits.



Location Map



Process & Comments

Agency Circulation

- No concerns.
- Adequate water and wastewater capacity to service proposed development.

Recommendation: Approval

Provincial Policy Statement (PPS)

Consistent with policies in the PPS regarding:

- Sustaining healthy, livable, and safe communities
- Accommodating and providing appropriate range of residential uses
- Focusing growth in Settlement Areas

Official Plan

In keeping with the general intent and purpose of the Official Plan regarding:

- Promoting accommodation of present and future demand for housing in Tillsonburg through efficient use of vacant residentially-designated lands

Zone Change Application 7-23-02

97 North Street West, Tillsonburg



THE CORPORATION OF THE
TOWN OF TILLSONBURG
BY-LAW NUMBER 2023-XXXX

A By-Law to amend Zoning By-Law Number 3295, as amended.

WHEREAS the Municipal Council of the Corporation of the Town of Tillsonburg deems it advisable to amend By-Law Number 3295, as amended.

THEREFORE, the Municipal Council of the Corporation of the Town of Tillsonburg, enacts as follows:

1. That Schedule "A" to By-Law Number 3295, as amended, is hereby amended by changing to 'R2-24' and 'RM-8' the zone symbols of the lands so designated 'R2-24' and RM-8' on Schedule "A" attached hereto.
- 2 This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 26th day of June, 2023.

READ a third time and finally passed this 26th day of June, 2023.

Mayor

Clerk

ZN 7-23-02

TOWN OF TILLSONBURG

BY-LAW NUMBER 2023-XXXX

EXPLANATORY NOTE

The purpose of By-Law Number 2023-XX is to rezone specific lands within Draft Plan of Subdivision SB 20-06-7 from Special Low Density Residential Holding Zone (R2-24 (H)) and Special Medium Density Residential Holding Zone (RM-8 (H)) to Special Low Density Residential (R2-24) and Special Medium Density Residential Holding Zone (RM-8) to remove the holding provisions from the lands. The required development agreements have been executed and it is now appropriate to remove the holding provisions to permit the development of the lands.

The subject lands are described as Part of Lot 8, Concession 11 (Dereham), in the Town of Tillsonburg. The lands are located on the southwest corner of North Street West and Quarter Town Line, and are known municipally as 97 North Street West, Tillsonburg.

Any person wishing further information relative to Zoning By-Law Number 2023-XX may contact the undersigned:

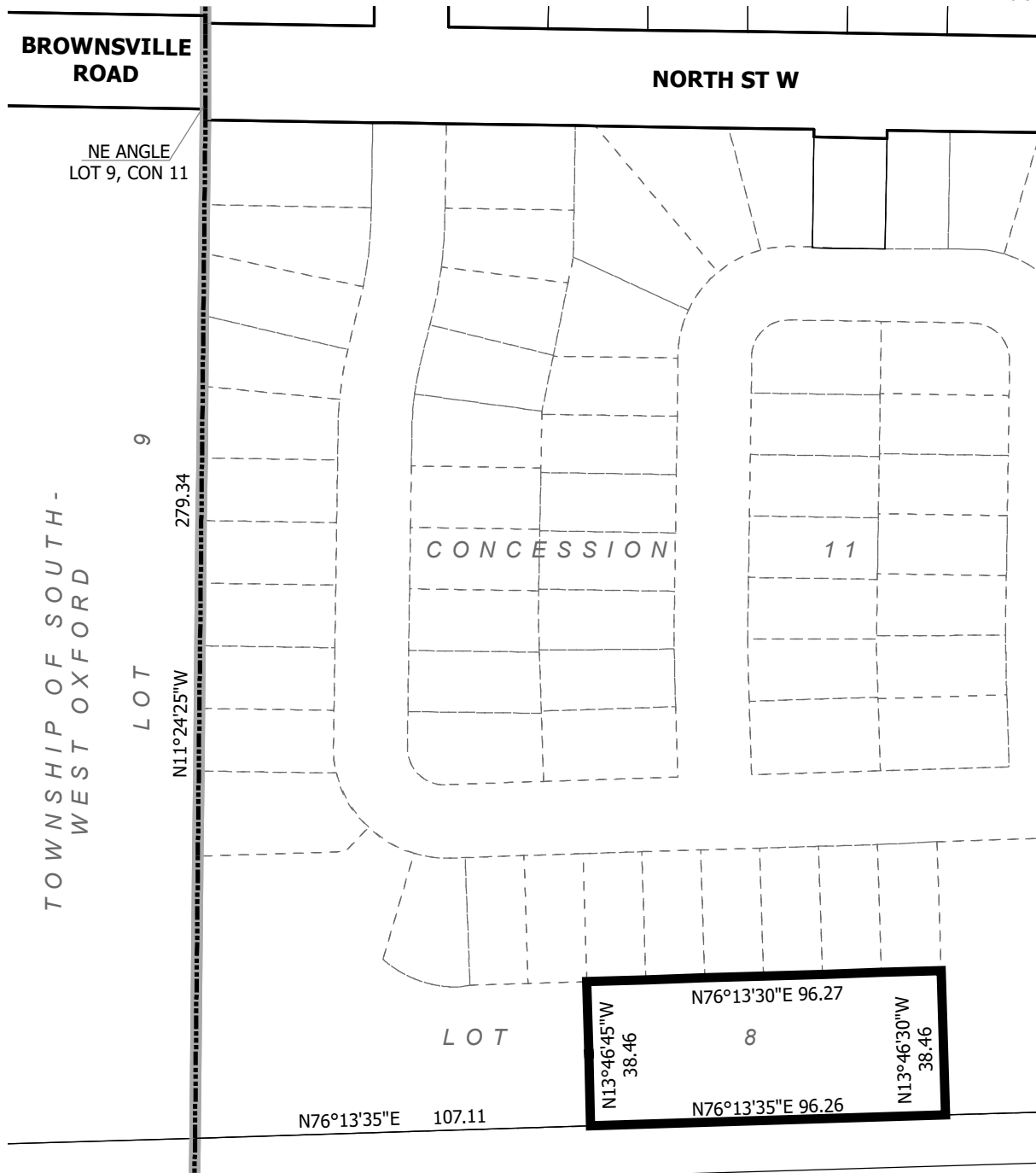
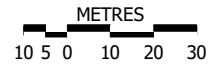
Tanya Daniels
Clerk
Town of Tillsonburg
200 Broadway, 2nd Floor
Town Centre Mall
Tillsonburg, ON N4G 5A7
Telephone: 519-688-3009 ext. 4040

File: ZN 7-23-02 (Southside Construction Management Ltd.)
Report No: CP 2023-195

SCHEDULE "A"

TO BY-LAW No. _____

PART LOT 8, CONCESSION 11 (DEREHAM)
TOWN OF TILLSONBURG



AREA OF ZONE CHANGE TO IN1-3

NOTE: ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"

TO BY-LAW No. _____, PASSED

THE _____ DAY OF _____, 2023

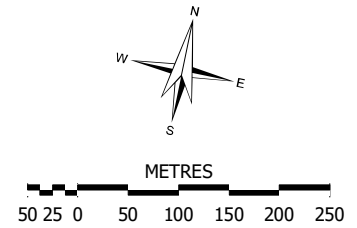


Produced By The Department of Corporate Services
Information Services ©2023

MAYOR

CLERK

KEY MAP



 LANDS TO WHICH BYLAW _____ APPLIES

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 *

Rosemary

Last Name *

Dean

Page 49 of 215

Street Address *

Personal Information

Town/City *

Tillsonburg

Postal Code *

Personal Information

Phone Number *

Personal Information

E-mail *

Personal Information

Subject *

In-kind use of grounds at memorial park

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

Tillsonburg Tri county agricultural society

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: *

The Tillsonburg Tri-County Agricultural Society's 169th Annual Fair is being held on August 18-20, 2023. The Tillsonburg Tri-County Agricultural Society is once again thankful for your continuous support and are requesting usage of all of the Fairgrounds, including the pavilion and the Kinsmen Band Shell; the J.L. Scott McLean Outdoor Recreation Pad (as per agreement with the Memorial Park Revitalization Committee and Jane Ann McLean); from August 13-21, 2023 to allow access for Magical Midways set up, host fair event and take down /cleanup on the grounds, and on the Outdoor Recreation Pad event for Friday August 18 for Special Olympics vs First Responders in basketball games. Also, we would like to use the Lion's Auditorium from 9:00 a.m. – noon on Saturday, August 19, 2023 to host the annual Baby Show as it allows social distancing for attendees.

The Tillsonburg Tri-County Agricultural Society respectfully requests that the Town of Tillsonburg take into consideration usage as an in-kind donation to support our long-standing annual Fair.

Gratefully,

Rosemary Dean, President

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

6/6 /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

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.

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

First Name *

Kirby

Last Name *

Heckford

Page 52 of 215

Street Address *

Personal Information

Town/City *

Tillsonburg

Postal Code *

Personal Information

Phone Number *

Personal Information

E-mail *

Personal Information

Subject *

Request for Parkland in the Bridges Golf Course Development

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

24078774 Ontario Limited (Owners of The Bridges Golf Club)

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: *

Issue: The request for parkland or cash in Lieu thereof for a development located in the Bridges Golf Club property which is already zoned as Open Space. This site already provides the land for the Taboggan Hill. This hill has already been relocated and redesigned as part of the Development at a cost of \$95,000.00 to the Developer. Then land owners are also providing the use of the Clubs parking lot for users of the Taboggan Hill in order that the users of the facility will be taking children out and in of their cars without the danger of the children being hit by cars as opposed to the risk they faced on Baldwin Street. In spite of the cost of the redesign of this area the Development Agreement is not allowing for the cost of the redesign against the cash in lieu of land requirement in the agreement. This golf course is also the location for the Carroll Trail which is part of the 17.5 Km walking trail around Tillsonburg. This presentation will be done by Kirby Heckford and Pat Carroll.

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

6/26/2023



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

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

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



Subject: Recreation and Sports Advisory Committee Recommendation - Sports Hall of Fame

Report Number: RCP 23-29

Committee Name: Recreation and Sports Advisory Committee

Submitted by: Andrea Greenway, Recreation Programs & Services Manager

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

- A. THAT report titled RCP 23-29 Recreation & Sports Advisory Committee Recommendation - Sports Hall of Fame 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 that the following individuals to be inducted into Hall of Fame: Dan Sanders – Community builder, Jeff Bess – Individual athlete and Lloyd Andrews – Individual athlete

BACKGROUND

The Tillsonburg Sports Hall of Fame was established by the Recreation Advisory Committee in 2003. The purpose of the Tillsonburg Sports Hall of Fame is to provide recognition for those residents of Tillsonburg who were distinguished as being an exceptional athlete, member of an exceptional team, builder of sport and/or coach. Nominees may be past or present residents who have lived in the area for a minimum of two years or, at the discretion of the nominating committee, non-residents who have made significant contributions to sport in Tillsonburg.

As part of the mandate for the Recreation and Sports Advisory Committee, this Committee is responsible for receiving nominations and making recommendations to Council for the Sports Hall of Fame.

DISCUSSION

In May, 2022 the Recreation and Sports Advisory Committee revised the Sports Hall of Fame Terms of Reference and put out a call for nominations. The nomination opportunities for the 2023 Sports Hall of Fame were advertised via the Town website, newspaper and on Town social media. Nominations are accepted throughout the year and all submissions that are received by March 1 annually are considered for induction into the Hall of Fame for current the nomination period. Completed nomination forms not

RCP 23-29

accepted are kept and considered for a maximum of 3 induction sessions following which a new form would have to be submitted.

The Recreation and Sports Advisory Committee held a meeting on June 1, 2023 to determine a recommended selection based on the nomination information provided. The Committee is recommending that Dan Sanders be selected in the community builder category and that Jeff Bess and Lloyd Andrews be selected in the Individual athlete category.

The Recreation and Sports Advisory Committee will initiate the Sports Hall of Fame induction ceremony process and will host an event at a future date to be determined by the committee.

CONSULTATION

Community Members were encouraged to submit Sports Hall of Fame nominations for consideration by the Recreation and Sports Advisory Committee.

FINANCIAL IMPACT/FUNDING SOURCE

Funding totaling \$6000 has been pre-approved in the budget for the Sports Hall of Fame induction ceremony and event.

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.

RCP 23-29

Strategic Direction – Increase opportunities and promotion for public engagement in municipal initiatives.

Priority Project – N/A

ATTACHMENTS

None

**Subject: 2023 First Quarter Consolidated Operating Results****Report Number:** FIN 23-12**Department:** Finance Department**Submitted by:** Sheena Pawliwec, CPA, CGA, Director of Finance/Treasurer**Meeting Type:** Council Meeting**Meeting Date:** Monday, June 26, 2023**RECOMMENDATION**

THAT report titled 2023 First Quarter Consolidated Operating Results be received as information.

BACKGROUND

To provide Council with the January 1, 2023 to March 31, 2023 Town-wide consolidated operating results.

DISCUSSION

The attached data summarizes the variances between 2023 actual operating results for the period ended March 31, 2023 and the 2023 YTD operating budget.

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

CONSULTATION

N/A

FINANCIAL IMPACT/FUNDING SOURCE

The first quarter operating results currently reflect an overall Town wide 2023 favourable variance of \$515,738. This includes a current deficit of \$47,559 in Building Services, which is off-set via obligatory reserve at year-end. This variance will continue to be impacted by fluctuations in revenues and expenditures throughout the year, predominantly driven by timing as compared to the budget spread. Thus, this preliminary figure is not a certain indication of what may be expected as the year progresses.

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

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 – 2023 Q1 Consolidated Operating Results



Financial Plan
Operating Plan - Cost Code Summary
Consolidated - Town
As of March 31, 2023

	2023	2023	Actual	%
	YTD Budget	YTD Actuals	Variance	Variance
Revenues				
Levy, PILS	9,245,014	9,247,806	2,792	(0%)
Grants	348,287	493,742	145,455	(42%)
User Charges	1,221,031	1,388,307	167,276	(14%)
Other Revenue	37,995	77,069	39,074	(103%)
Specified Revenue		1,777	1,777	
Total Revenues	10,852,327	11,208,701	356,374	
Expenditures				
Labour	2,684,980	2,527,463	157,517	(6%)
Purchases	1,245,567	1,116,840	128,727	(10%)
Contracted Services	1,392,652	1,352,427	40,225	(3%)
Contribution to Reserves	3,126	172,197	(169,071)	(5,409%)
Interfunctional Adjustments	107,454	105,737	1,717	(2%)
Debt Principal & Interest	84,275	84,026	249	(0%)
Total Expenditures	5,518,054	5,358,690	159,364	
Total Net Levy	5,334,273	5,850,011	515,738	



Subject: 2023 Q1 Corporate Services Department Results

Report Number: CS 23-13

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: Monday, June 26, 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, 2023 to March 31, 2023.

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:

AREA	RELATIONSHIP	STAFF
------	--------------	-------

CS 23-13

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 (CS). 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 2022 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 Q1 2023:

CS 23-13

Objective	Owner	Target Date	Status
Youth Engagement Program	Director of Corporate Services/ Clerk	Ongoing	<ul style="list-style-type: none"> • Committee member recruitment launched. • Youth Coalition registration completed. • First meeting held in Q2.
Implement IT Plan	Director of Corporate Services/ Clerk	Multi-year plan	<ul style="list-style-type: none"> • 2023 Cell Phone replacement program launched and completed in Q1. • IT procedure and policy review commenced.

While not a part of the final 2023 Business Plan, the following items are noteworthy initiatives that were completed in Q1 2023:

- Completion of Committee member orientation both in initial meetings and an in-person training session conducted at the Community Centre.
- Increased Council related communication with additional social media posts, Council highlights within the advertisements post council (inclusive of time-stamps), and coordination of various internal supports for increased communications.
- Software and technology improvements with an aim to improve services the department is responsible for.
- Recruitment and onboarding of 3 key roles in the Clerks area of Corporate Services (Director, Deputy Clerk – Contract, and Records and Legislative Coordinator)

3.2 Office of the Chief Administrative Officer

The following chart provides an overview of the Office of the CAO operational results for Q1 2023:

Objective	Owner	Target Date	Status
Investigate Options for a Volunteer Recognition Program	Manager of Human Resources	Q2	A volunteer policy is currently being developed for a corporate wide use.
Pay Equity/Market Review	Manager of Human Resources	Q3	Consultant has been retained and staff are working with the consultant to gather all the necessary information required

CS 23-13

			to complete the review.
Staff Engagement Survey	Manager of Human Resources	Q4	Not started
Physician Recruitment	CAO	Ongoing	Ongoing- Physician Recruitment Committee was rebranded to be the “Community Health Care Committee” that has a focus of planning and implementing an integrated approach to health care, recruitment and retention of medical practitioners with a focus on primary care.
Town Hall Project	CAO	Q1 2027	Report coming to Council in the near future on progress with the next steps of the Town Hall project based on the direction given at the April 6, 2023 Council Meeting
Attainable and Affordable Housing	CAO	Ongoing	Consultant is working on conceptual drawings for an attainable/affordable development at 31 Earle Street. Transitional housing has opened (United Way). Habitat for Humanity home was built.
Boundary Adjustment	CAO	Ongoing	Economic Development Commissioner lead on direction from Council.
Carry out Strategic Plan Initiatives	CAO	Ongoing	Ongoing – Staff are undertaking and moving forward with

CS 23-13

			various priority Strategic Plan initiatives.
Municipal Management Intern	CAO	Q1	Q1- Internship was completed and the Intern's work plan was successfully fulfilled.

3.3 Goals for Next Quarter

- 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 Q1 2023 Corporate Services, Customer Service and Council overall variances are summarized in the attached appendices.

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 –

CS 23-13

ATTACHMENTS


Appendix A – Corporate Services

Appendix B – Customer Service Centre

Appendix C – Council


CS 23-13

Appendix A – Corporate Services

 <div> Financial Plan Operating Plan - Cost Code Summary Corporate Services As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	2,265	1,670	(595)	(26%)	
Total Revenues	2,265	1,670	(595)		
Expenditures					
Labour	253,417	249,854	3,563	(1%)	
Purchases	175,161	102,171	72,990	(42%)	1
Contracted Services	81,196	73,680	7,516	(9%)	
Interfunctional Adjustments	(154,268)	(153,575)	(693)	(0%)	
Total Expenditures	355,506	272,130	83,376		
Total Net Levy	(353,241)	(270,460)	82,781		
Notes					
1 Rent Exp under \$46,900, Heat-Light-Water under \$7,100 - Reduction to Rent; Training Exp under \$7,600					


CS 23-13

Appendix B – Customer Service Centre

 <div> Financial Plan Operating Plan - Cost Code Summary Customer Service Centre As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	74,070	88,021	13,951	(19%)	1
Other Revenue		0	0		
Total Revenues	74,070	88,021	13,951		
Expenditures					
Labour	68,873	70,423	(1,550)	(2%)	
Purchases	28,840	24,084	4,756	(16%)	
Contracted Services	15,120	17,303	(2,183)	(14%)	
Interfunctional Adjustments	(68,004)	(71,286)	3,282	(5%)	
Total Expenditures	44,829	40,524	4,305		
Total Net Levy	29,241	47,497	18,256		
Notes					
1 Additional Taxation Miscellaneous Revenue					

CS 23-13

Appendix C – Council

 <div> Financial Plan Operating Plan - Cost Code Summary Council As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Total Revenues					
Expenditures					
Labour	47,300	47,797	(497)	(1%)	
Purchases	78,001	79,536	(1,535)	(2%)	
Interfunctional Adjustments	10,306	10,370	(64)	(1%)	
Total Expenditures	135,607	137,703	(2,096)		
Total Net Levy	(135,607)	(137,703)	(2,096)		



Subject: 2023 First Quarter Finance Department Results

Report Number: FIN 23-11

Department: Finance Department

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

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

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

BACKGROUND

To provide Council with the actual January 1, 2023 to March 31, 2023 Finance Department financial results and business plan update.

DISCUSSION

Summary of Operational Results

Table 1: 2023 Operations Business Plan

Objective	Owner	Target Date	Status
Accounts payable digitization including purchase order system update (Carried forward from 2022)	Finance	Q2 Q3 2023	In progress; awaiting confirmation of County's implementation to determine feasibility of a successful change
Continuation of multi-year budget development & asset management integration (Carried forward from 2022)	Finance	Q3	Continuation of capital budgeting updates to FMW budgeting software in progress
Reserve & trusts policy update (Carried forward from 2022)	Finance	Q4 2023	
Accounts receivable & write-off policy development	Finance	Q4 2023	
Foundational work on 2024+ goals (financial sustainability plan, debt policy update, tangible capital asset policy update)	Finance	Q4 Ongoing	

FIN 23-08

Table 2: 2023 Additional Information

<u>Objective</u>	<u>Target Date</u>	<u>Status</u>
2022 Financial Audit	Q3	In progress
2022 Audited Financial Statements	Q3	In progress; target Council meeting date in July
2023 Interim Audit	Q4	

CONSULTATION

N/A

FINANCIAL IMPACT/FUNDING SOURCE

As detailed in the attached Appendix, the 2023 first quarter results for Finance reflects a year-to-date surplus of \$54,166. Interim contributing factors include OCIF grant funding, earned interest, and temporary labour vacancies.

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 – 2023 Q1 Finance Department Results



Financial Plan
Operating Plan - Cost Code Summary
Financial Services
As of March 31, 2023

	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	165,550	295,512	129,962	(79%)	1
User Charges	6,085	4,330	(1,755)	(29%)	
Other Revenue	23,503	55,265	31,762	(135%)	2
Total Revenues	195,138	355,107	159,969		
Expenditures					
Labour	220,284	160,097	60,187	(27%)	3
Purchases	16,374	13,285	3,089	(19%)	
Contracted Services					
Contribution to Reserves		169,073	(169,073)		4
Interfunctional Adjustments	(50,721)	(50,715)	(6)	(0%)	
Total Expenditures	185,937	291,740	(105,803)		
Total Net Levy	9,201	63,367	54,166		
Notes					
1 OCIF Formula Funding					
2 Interest Revenue over					
3 FT labour under - Vacancies					
4 OCIF formula funding contributed to reserves - \$129,960; Bank interest earned relating to Reserve account \$39,440					



Subject: Fire and Emergency Services 2023 First Quarter Report

Report Number: FRS 23-08

Department: Fire and Emergency Services

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

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

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

BACKGROUND

To provide Council with first quarter January 1, 2023 to March 31, 2023 key performance indicators and financial information for Tillsonburg Fire Rescue Services.

DISCUSSION

SUMMARY OF BUSINESS PLAN OBJECTIVES

2023 Business Objectives

Objective	Target Date	Status
Increase Fire Prevention Inspection & Public Education Awareness Program	Q4	Ongoing- streamline inspection process, 150% increase year over year, On-line learning
Implement Mandatory NFPA Compliant Training Programs and Officer Development	Q4	Ongoing Awaiting OFM certification results
Continue to Develop and Implement Cancer, PTSD, Mental Health Risk Reduction Program	Q4	Ongoing – Diesel exhaust, BOS Training, Peer Support
Update Establishing and Regulating By-law	Q2 2022	Ongoing – awaiting CRA and MFP results

FRS 23-08

	Q4 2023	
Community Risk Assessment & develop Master Fire Plan (8-10 year Strategic Plan)	Q3	Ongoing – 40% complete
Facility - Direct Capture Diesel Exhaust System For Fire Hall	Q3	Ongoing
EMS Bay Floor Repair	Q3	Ongoing
Bunker Gear Capital Replacement Program	Q4	Ongoing 50% Complete
40' Sea Can for Fire Hall Storage	Q1	Complete
Technical Rescue Equipment Replacement	Q4	Ongoing 30% complete
(4 Additional Volunteers)	Q3	Ongoing
Window replacement at Fire Hall	Q3	Ongoing - Communications windows replaced
Gas monitor and docking station	Q1	Complete
Fire Communications- Avtec Radio Console & Out-post	Q3	Ongoing – awaiting equipment
Review Emergency Management Program and Plan	Q4	Ongoing – IMS 200 Training, Notification tests
Continue to increase Communications Partnerships	Q4	Ongoing – commenced dispatching for 5 Oxford County Fire Services March 01, 2023

Key Performance Indicators

The average number of firefighters attending training sessions was twenty-two (22).

The average attendance at fire incidents:

- Platoon Calls – 29 firefighters respond
- All Calls - 14 firefighters respond

FRS 23-08

- Medical Calls - 14 firefighters respond

2023 Alarm Data (Year to Date)		
OFM Response Type	Total Incidents	Total Staff Hours
Property Fires/Explosions	2	51
Burning Controlled	1	4
Pre Fire Conditions/ No Fire	2	13
Fire Alarm Activations	16	62
Carbon Monoxide Alarm Activations	7	44
Public Hazard	3	31
Rescue MVC	8	15
Medical/Resuscitator Call	13	23
Other Response	5	22
YTD	57	265

	Number of Property Fire Incidents	Estimated Property Value at Risk	Estimated Structure Fire Loss	Estimated Content Fire Loss
Q1	2	\$50,750,000	\$0	60,000
Q2				
Q3				
Q4				
YTD Total	2	\$50,750,000	\$0	\$60,000

Fire Prevention Inspections

	<u>1st Quarter</u>	<u>2023 Year to Date</u>
New Inspections	20	20
Ongoing Inspections	6	6
Legal Action	0	0
Closed	14	14

FRS 23-08

Public Education

Types	2023 1 ST Quarter	2023 Year to Date	Age Groups Served YTD
Fire Public Education Presentations and Events	30	30	Under 5 = 1 Ages 5-10 = 0 Ages 11-15 = 0 Ages 16-25 = 0 Ages 26-54 = 2 Ages 55+ = 0 All Ages (Group) = 235 Social Media (1 Month Total) =70,366
Emergency Management Public Education Presentations and Events	0	0	
Emergency Management – Social Media	18	18	
Fire Public Education - Social Media	62	62	

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

	2023 1 ST Quarter	On Call Called Out	2023 YTD	On Call Called Out YTD
Town Administration	64	N/A	64	N/A
OPP	26	N/A	26	N/A
Roads	17	3	17	3
Hydro	43	12	43	12
Water/Waste	18	7	18	7
By-Law Enforcement/Parking	9	0	9	0
Animal Control	0	0	0	0
Garbage Collection/Transfer Station	7	0	7	0
Fleet	0	0	0	0
Community Centre/Parks/Facilities	12	0	12	0

Fire Communications Call Volume

	2023 1 ST Quarter	2023 YTD
Administration Lines	203	203
Fire Incidents	2043	2043
Emergency Calls Received	9872	9872

CONSULTATION


Fire Chief, Assistant, Assistant Chief of Fire Prevention and Training, Finance Staff

FRS 23-08

FINANCIAL IMPACT/FUNDING SOURCE

Finance staff provided the financial data for this report.

Q1 Financial Review

 <div> Financial Plan Operating Plan - Cost Code Summary Fire As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	42,113	40,185	(1,928)	(5%)	
Total Revenues	42,113	40,185	(1,928)		
Expenditures					
Labour	350,644	313,663	36,981	(11%)	1
Purchases	48,853	47,247	1,606	(3%)	
Contracted Services	21,866	17,858	4,008	(18%)	
Interfunctional Adjustments	86,139	82,215	3,924	(5%)	
Total Expenditures	507,502	460,983	46,519		
Total Net Levy	(465,389)	(420,798)	44,591		
Notes					
1 FT labour costs allocated to the NG 911 Capital Project					

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 23-08

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 Operations and Development Services

Report Number: OPD 23-26

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operation and Development

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

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

BACKGROUND

To provide Council with a January 1, 2022 through to December 31, 2022 project and task updates inclusive of project and/or tasks that may have carried over to 2023 as “*In Progress*” whereby highlighting operational and financial results for the Operations and Development Department.

DISCUSSION

2022 Business Objectives and Capital Projects:

Table 1: 2022 Operating Business Plan

Objective	Target Date	Q4 Project Status
Renegotiations of Westtown Line Boundary Road Agreement	Q4	In progress
Renegotiations of Water Distribution and Wastewater Collection Agreement with Oxford County	Q3-2022 Q3 2023	In progress
Airport Website redesign	Q3	Completed
Renegotiations of the Traffic Signal/Streetlights maintenance Agreement	Q3-2022 Q3 2023	In progress
Investigate Private Woodlot East of Runway 08-26 Removal Options	Q4-2022 Q3 2023	In progress
Finalize Engineering Design Criteria & Standard Drawings	Q3	Completed Pending By-Law
Asset Management Plan Update – Core Assets	Q2	Completed

OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

Lincoln Street Reconstruction Detailed Design	Q4 2022 Shifted to 2024	Work in Progress
Townline Road Reconstruction Detailed Design	Q4	Complete
Goshen Street Reconstruction Detailed Design	Q4	Complete

Table 2: 2022 Capital Business Plan

Objective	Target Date	Q4 Project Status
Kinsmen Bridge Upgrade Design	Q4 2022 On-going	In Progress Awarded to Planmac
Facilities Asset Management	Q3	Completed
2022 Asphalt Resurfacing Program	Q3	Completed
Woodcock Drive and Pheasant Crt – Design	Q3 2022 Q2 2023	In progress
2022 Sidewalk Inspection Program	Q4	Completed
Cranberry Rd - Design	Q3 2022 Q2 2023	In progress Project Awarded to CJDL Engineering
Beech Blvd and Stoney Creek – Retaining Walls Reconstruction	Q3 2022 Q3 2023	In progress
Stoney Creek Sanitary Sewer Retaining Walls - Design	Q4 2022 Q3 2023	In progress Awarded to Matrix Solutions
Lindsay St Reconstruction	Q3	Completed
Frances St Reconstruction	Q3	Completed
3D Lidar – Manhole Condition Assessment	Q4	Completed
Stoney Creek Sanitary Trunk Main Repair	Q4	Completed

OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

2020 CFWD - Young Street Storm Outlet Class Environmental Assessment (Design)	Q4	Completed
<u>Light Duty Vehicles</u>		
2021 CFWD - Water unit #28 – Replace pickup truck	Q3 2021	Completed/Ordered Delivery Q3 2023
2021 CFWD - Fire unit #37 – Replace pickup truck	Q4 2021	Completed
2021 CFWD – Fire unit #38 – Replace SUV	Q3 2021	Completed/Ordered Delivery Q3 2023
2021 CFWD - Hydro unit #65 – Replace pickup truck	Q3 2021	Completed/Ordered Delivery Q3 2023
2021 CFWD - New Parks/Facilities unit - mini cargo van	Q3 2021	Completed/Ordered Delivery Q2/3 2023
<u>Heavy Duty Vehicles</u>		
Roads unit #80 – Replace loader	Q4	Completed
Roads unit #63 – Replace snowplow/sander	Q2	Completed/Ordered Delivery Q2 2024
<u>Off Road Equipment</u>		
Roads unit #203 – Replace zero turn mower	Q4	Completed
Roads unit #98 - Replace trackless flail mower	Q3	Completed
Roads unit #135 - Replace trackless boom flail	Q3	Completed
New sidewalk plow for Roads	Q3	Completed

Key indicators measure growth in terms of infrastructure i.e. Roads, Sewers, Watermain, Sidewalk, etc. and the associated maintenance level of service. The Towns ability to mitigate the associated incremental costs to maintain the additional infrastructures demonstrates the efficiencies of continuous internal improvement.

OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

Table 3: Key Indicators

Key Indicators	2022	2021	2020	2019	2018	2017	2016	2015
Roads (Lane km)	276	242.3	238.3	235.4	234.1	233.6	229.4	226.8
Sidewalks (km)	135	117.1	107.6	98.6	97.4	96.6	94.2	91.6

GOALS FOR NEXT QUARTER

- Renegotiations of Water Distribution and Wastewater Collection Agreement with Oxford County
- Continue renegotiation of boundary road agreement

CONSULTATION

The following staff/resources have been consulted for this report:

- Senior Analyst/Deputy Treasurer
- Manager of Public Works
- Manager of Engineering

FINANCIAL IMPACT/FUNDING SOURCE

The consolidated 2022 Operations and Development Department overall variance is summarized in the table below:

Department/Service Area	Surplus / (Deficit)
Operations Administration	6,097
Engineering Services	150,256
Public Works	(28,594)
Municipal Parking	(215)
Airport Operations	(23,735)
Waste Management	(41,294)
Fleet Services	39,130
Transit Services (In-Town)	(6,513)
Total Variance	\$95,132 Surplus

OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

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:

Appendix A – Operating Summaries


OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary OPS Admin As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Total Revenues					
Expenditures					
Labour	273,200	273,622	(422)	(0%)	
Purchases	13,100	6,585	6,515	(50%)	
Interfunctional Adjustments	(24,500)	(24,504)	4	(0%)	
Total Expenditures	261,800	255,703	6,097		
Total Net Levy	(261,800)	(255,703)	6,097		
Notes					
1 Training Exp under \$3,800					


OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Engineering As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	70,000	67,696	(2,304)	(3%)	
User Charges	151,000	189,612	38,612	(26%)	1
Contribution from Reserves		2,800	2,800		
Total Revenues	221,000	260,108	39,108		
Expenditures					
Labour	640,300	553,054	87,246	(14%)	2
Purchases	99,800	103,838	(4,038)	(4%)	
Contracted Services	50,000	22,052	27,948	(56%)	3
Interfunctional Adjustments	(212,600)	(212,592)	(8)	(0%)	
Total Expenditures	577,500	466,352	111,148		
Total Net Levy	(356,500)	(206,244)	150,256		
Notes					
1 Additional Site Plan & Sub Division Reviews -\$35,500					
2 FT labour under \$79,600 - Vacancies; FT OT under \$7,800					
3GIS Services from the County under					


OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Public Works As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	135,200	101,981	(33,219)	(25%)	1
User Charges		1,500	1,500		
Contribution from Reserves	24,000		(24,000)	(100%)	2
Total Revenues	159,200	103,481	(55,719)		
Expenditures					
Labour	1,101,400	1,136,268	(34,868)	(3%)	3
Purchases	674,800	603,550	71,250	(11%)	4
Contracted Services	299,300	308,509	(9,209)	(3%)	
Interfunctional Adjustments	507,900	507,936	(36)	(0%)	
Debt Principal & Interest	543,454	543,466	(12)	(0%)	
Total Expenditures	3,126,854	3,099,729	27,125		
Total Net Levy	(2,967,654)	(2,996,248)	(28,594)		
Notes					
1 Oxford County - Annual Urban Roads Contract					
2 One-time costs					
3 FT Overtime over \$53,000; FT under \$16,900 -Staff Allocations					
3 Supplies Exp under \$45,600; HLW under \$35,200					


OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Parking As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Levy, PILS	146,600	146,719	119	(0%)	
Total Revenues	146,600	146,719	119		
Expenditures					
Labour	32,200	9,157	23,043	(72%)	1
Purchases	12,500	21,969	(9,469)	(76%)	2
Contracted Services	35,000	25,608	9,392	(27%)	3
Contribution to Reserves	8,000	31,270	(23,270)	(291%)	4
Interfunctional Adjustments	46,100	46,104	(4)	(0%)	
Debt Principal & Interest	12,800	12,826	(26)	(0%)	
Total Expenditures	146,600	146,934	(334)		
Total Net Levy		(215)	(215)		
Notes					
1 Allocation of staff time					
2 Supplies Expense over \$6,800 - Snow Removal					
3 Subcontractor Snow Clearing Expense under					
4 Surplus allocated to Downtown Parking Reserve					


OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Airport As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants		20,000	20,000		1
User Charges	385,800	507,977	122,177	(32%)	2
Other Revenue		90	90		
Contribution from Reserves		16,460	16,460		3
Total Revenues	385,800	544,527	158,727		
Expenditures					
Labour		(664)	664		
Purchases	253,300	432,358	(179,058)	(71%)	4
Contracted Services	153,500	157,351	(3,851)	(3%)	
Interfunctional Adjustments	13,700	13,932	(232)	(2%)	
Debt Principal & Interest	5,300	5,285	15	(0%)	
Total Expenditures	425,800	608,262	(182,462)		
Total Net Levy	(40,000)	(63,735)	(23,735)	1	
Notes					
1 City of Woodstock Grant					
2 Fuel Sales over \$122,200					
3 Fibreline - 50% of cost					
4 Fuel purchases over \$138,500; External Tax Payment over \$,19,300, Special Events Exp - \$16,500 - Fibreline 50% costs					


OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Waste Management As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	167,700	110,927	(56,773)	(34%)	1
User Charges	131,400	80,233	(51,167)	(39%)	2
Contribution from Reserves	35,000		(35,000)	(100%)	3
Total Revenues	334,100	191,160	(142,940)		
Expenditures					
Labour	84,100	126,187	(42,087)	(50%)	4
Purchases	212,100	44,355	167,745	(79%)	5
Contracted Services	107,000	131,024	(24,024)	(22%)	6
Interfunctional Adjustments	134,400	134,388	12	(0%)	
Total Expenditures	537,600	435,954	101,646		
Total Net Levy	(203,500)	(244,794)	(41,294)		
Notes					
1 Modernization funding projects deferred - Strategic Plan project \$65,000					
2 Bag Tag sales under \$75,200; Misc Revenue over \$24,000 -scrap metal					
3 Modernization funding projects deferred - Strategic Plan project \$35,000					
4 -FT labour over- staff allocations \$27,200; FT OT over \$13,000					
5 Bag Tag Inventory purchases under \$69,400; Modernization Funding Project under - \$100,000					
4 Large Item Bins \$26,000 over - Transfer Station					

OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Fleet As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	1,552,400	1,563,840	11,440	(1%)	
Total Revenues	1,552,400	1,563,840	11,440		
Expenditures					
Labour	343,900	270,591	73,309	(21%)	1
Purchases	608,900	649,024	(40,124)	(7%)	2
Contracted Services	8,500	12,070	(3,570)	(42%)	
Contribution to Reserves	55,000	55,000		0%	
Interfunctional Adjustments	9,500	9,504	(4)	(0%)	
Debt Principal & Interest	498,300	500,221	(1,921)	(0%)	
Total Expenditures	1,524,100	1,496,410	27,690		
Total Net Levy	28,300	67,430	39,130		
Notes					
1 FT Labour - Vacant position					
2 Equipment Rental Expense under \$11,800; Fuel & Oil Expense over \$27,000; Equipment Supplies & Repairs Expense over \$6,100; Supplies Exp over \$16,100; Lease Payments over \$10,200					

OPD 23-26 - 2022 Fourth Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Transit Services As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	552,000	496,551	(55,449)	(10%)	1
User Charges	36,200	46,671	10,471	(29%)	2
Total Revenues	588,200	543,222	(44,978)		
Expenditures					
Labour	82,700	84,356	(1,656)	(2%)	
Purchases	43,500	14,050	29,450	(68%)	3
Contracted Services	601,800	591,125	10,675	(2%)	
Interfunctional Adjustments	8,900	8,904	(4)	(0%)	
Total Expenditures	736,900	698,435	38,465		
Total Net Levy	(148,700)	(155,213)	(6,513)		
Notes					
1 Provincial Grants- Inter-community					
2 Misc Revenue - Fares					
3 - Special Projects under \$29,000- Transit Consultant IBI					

Subject: 2023 First Quarter Operations and Development Services

Report Number: OPD 23-29

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operation and Development

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

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

BACKGROUND

To provide Council with a January 1st through to March 31st, 2023 project and task updates inclusive of project and/or tasks that may have carried over from 2022 identified as “*In Progress*” whereby highlighting operational and financial results for the Operations and Development Department.

DISCUSSION

2023 Business Objectives and Capital Projects:

Table 1: 2023 Operating Business Plan

Objective	Target Date	Q4 Project Status
Renegotiations of Westtown Line Boundary Road Agreement	Q4	In progress
Renegotiations of Water Distribution and Wastewater Collection Agreement with Oxford County	Q3-2022 Q3 2023	In progress
Renegotiations of the Traffic Signal/Streetlights maintenance Agreement	Q3-2022 Q3 2023	In progress
Investigate Private Woodlot East of Runway 08-26 Removal Options	Q4-2022 Q3 2023	In progress
Lincoln Street Reconstruction Detailed Design	Q4-2022 Shifted to 2024	In progress
Streetlights and Fixtures – Van Norman Heights Subdivision	Q3	In progress
Airport Apron Extension	Pending Funding	

OPD 23-29 - 2023 First Quarter Operations and Development Services

Consolidated Linear Asset – ECA Application	Q3	In progress
Municipal Drain Decommissioning	Q4	In progress

Table 2: 2023 Capital Business Plan

Objective	Target Date	Q4 Project Status
Kinsmen Bridge Upgrade Design	Q4 2022 On-going	In Progress Awarded to Planmac
Woodcock Drive and Pheasant Crt – Design	Q3 2022 Q2 2023	In progress Awarded to GMBLue Plan
Cranberry Rd - Design	Q3 2022 Q2 2023	In progress Awarded to CJDL Engineering
Beech Blvd and Stoney Creek – Retaining Walls Reconstruction	Q3 2022 Q3 2023	In progress
Stoney Creek Sanitary Sewer Retaining Walls - Design	Q4 2022 Q3 2023	In progress Awarded to Matrix Solutions
Charlotte & Clarence Street - Design	Q4	In progress Awarded RJBurnside
Townline Reconstruction	Q3	In progress Awarded Russel Construction
Quarter Town Line (at Stoney Creek)	Q4	In progress Awarded Planmac
Quarter Town Line (Beech Blvd.)	Q4	In progress Awarded Planmac
Young Street Reconstruction	Q3	In progress Awarded Froese Excavating Ltd.
Bayham Line Reconstruction	Q2	In progress Awarded BrantCo. Construction
Annual Bridges & Culvert Inspection	Q2	In progress Awarded GMBLue Plan
RFP – Traffic Master Plan	Q4	In progress Background assigned to Staff

OPD 23-29 - 2023 First Quarter Operations and Development Services

<u>Light & Medium Duty Vehicles</u>		
Ford Escape Hybrid (Building/ByLaw)	Q3	In progress (Enterprise Fleet Lease)
Light Duty Pickup with Topper (Building/ByLaw)	Q3	In progress (Enterprise Fleet Lease)
SUV (Building/ByLaw)	Q3	In progress (Enterprise Fleet Lease)
Light Duty Pickup (Water/Wastewater)	Q3	In progress (Enterprise Fleet Lease)
Light Duty Pickup (Water/Wastewater)	Q3	In progress (Enterprise Fleet Lease)
#33 Ram 250with Alum Dump Body (RCP)	Q4	In progress
#37 F250 Pickup Truck (RCP)	Q3	In progress
4300 Hybrid Bucket Truck (Hydro)	Q4	In progress
Note: Enterprise fleet leases are subject to further analysis/review including the evaluation of key performance indicators (KPIs).		
<u>Heavy Duty Vehicles</u>		
Tandem Axle Plow with Wing	2025/ 2026	In progress (proposed Kinetic GPO purchase)
<u>Attachment</u>		
Tractor Mower Deck	2024	TBD
Tractor Flail Brusher	2024	TBD
Tractor Snow Pusher Blade	2024	TBD
Trackless Attachment (Ribbon Blower)	Q4	In progress
Trackless Attachment (Rotary Broom)	Q4	In progress
P/U Attachment	Q3	In progress
Tack Coat Sprayer Unit	Q3	In progress

OPD 23-29 - 2023 First Quarter Operations and Development Services

<u>Off Road Equipment</u>		
Tractor (Airport)	TBD	
Z-Force	Q2	Completed
MT6 Sidewalk Machine	Q4	In progress
<u>Other</u>		
Trailer	Q3	In progress

Key indicators measure growth in terms of infrastructure i.e. Roads, Sewers, Watermain, Sidewalk, etc. and the associated maintenance level of service. The Towns ability to mitigate the associated incremental costs to maintain the additional infrastructures demonstrates the efficiencies of continuous internal improvement.

Table 3: Key Indicators

Key Indicators	2023	2022	2021	2020	2019	2018	2017	2016
Roads (Lane km)	276	276	242.3	238.3	235.4	234.1	233.6	229.4
Sidewalks (km)	135	135	117.1	107.6	98.6	97.4	96.6	94.2

GOALS FOR NEXT QUARTER

- Renegotiations of Water Distribution and Wastewater Collection Agreement with Oxford County
- Continue renegotiation of boundary road agreement
- Tender Traffic Master Plan RFP
- Investigate and prepare working plans for known abandon Oil Wells

CONSULTATION

The following staff/resources have been consulted for this report:

- Senior Analyst/Deputy Treasurer
- Manager of Public Works
- Manager of Engineering

OPD 23-29 - 2023 First Quarter Operations and Development Services

FINANCIAL IMPACT/FUNDING SOURCE

For the period of January 1st through to March 31st, 2023 the consolidated Operations and Development Department overall variance is summarized in the table below:

Department/Service Area	Surplus / (Deficit)
Operations Administration	4,546
Engineering Services	40,349
Public Works	64,910
Municipal Parking	27,209
Airport Operations	18,687
Waste Management	52,688
Fleet Services	19,551
Transit Services (In-Town)	(16,023)
Total Variance	\$211,917 Surplus

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:

Appendix A – Operating Summaries


OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary OPS Admin As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Total Revenues					
Expenditures					
Labour	64,387	60,113	4,274	(7%)	
Purchases	2,725	2,453	272	(10%)	
Interfunctional Adjustments	(6,054)	(6,054)		0%	
Total Expenditures	61,058	56,512	4,546		
Total Net Levy	(61,058)	(56,512)	4,546		


OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Engineering As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	2,865	18,255	15,390	(537%)	1
Total Revenues	2,865	18,255	15,390		
Expenditures					
Labour	151,120	128,945	22,175	(15%)	2
Purchases	11,287	8,503	2,784	(25%)	
Interfunctional Adjustments	(55,221)	(55,221)		0%	
Total Expenditures	107,186	82,227	24,959		
Total Net Levy	{104,321}	{63,972}	40,349		
Notes					
1 Additional Subdivision Review Revenue - \$11,500					
2 FT labour under \$22,200 - Vacant position					


OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Public Works As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Total Revenues					
Expenditures					
Labour	384,600	359,241	25,359	(7%)	1
Purchases	212,784	174,411	38,373	(18%)	2
Contracted Services	29,026	28,194	832	(3%)	
Interfunctional Adjustments	133,044	133,035	9	(0%)	
Debt Principal & Interest	44,119	43,782	337	(1%)	
Total Expenditures	803,573	738,663	64,910		
Total Net Levy	(803,573)	(738,663)	64,910		
Notes					
1 FT Overtime over \$9,100 -Winter Maintenance; FT regular under \$34,400 - Vacancy					
2 Supplies Exp under \$19,800 - Winter Maintenance; HWL under \$11,400					


OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Parking As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Levy, PILS	71,223	72,889	1,666	(2%)	
Total Revenues	71,223	72,889	1,666		
Expenditures					
Labour	9,983	5,847	4,136	(41%)	
Purchases	6,250	5,817	433	(7%)	
Contracted Services	24,500	3,526	20,974	(86%)	1
Interfunctional Adjustments	12,018	12,018		0%	
Total Expenditures	52,751	27,208	25,543		
Total Net Levy	18,472	45,681	27,209		
Notes					
1 Subcontractor Snow Clearing Expense under					


OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Airport As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	25,285	48,827	23,542	(93%)	1
Total Revenues	25,285	48,827	23,542		
Expenditures					
Purchases	51,576	68,707	(17,131)	(33%)	1
Contracted Services	51,075	38,799	12,276	(24%)	2
Interfunctional Adjustments	3,822	3,822		0%	
Total Expenditures	106,473	111,328	(4,855)		
Total Net Levy	(81,188)	(62,501)	18,687		
Notes					
1 Fuel Sales/purchases					
2 Subcontractor Snow Clearing Expense under \$8,600					


OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Waste Management As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants		46,301	46,301		1
User Charges	25,919	19,632	(6,287)	(24%)	2
Total Revenues	25,919	65,933	40,014		
Expenditures					
Labour	5,050	8,176	(3,126)	(62%)	
Purchases	26,229	10,248	15,981	(61%)	2
Contracted Services	11,303	11,484	(181)	(2%)	
Interfunctional Adjustments	35,022	35,022		0%	
Total Expenditures	77,604	64,930	12,674		
Total Net Levy	(51,685)	1,003	52,688		
Notes					
1 CFWD modernization grant funding from 2022 -Wastemanagment Service Review					
2 Bag Tag sales/inventory purchases					

OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Fleet As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	404,615	419,344	14,729	(4%)	
Total Revenues	404,615	419,344	14,729		
Expenditures					
Labour	54,232	51,061	3,171	(6%)	
Purchases	179,086	178,728	358	(0%)	
Contracted Services	1,304		1,304	(100%)	
Interfunctional Adjustments	2,724	2,724		0%	
Debt Principal & Interest	3,707	3,718	(11)	(0%)	
Total Expenditures	241,053	236,231	4,822		
Total Net Levy	163,562	183,113	19,551		

OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Transit Services As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	122,402	94,791	(27,611)	(23%)	1
User Charges	7,949	9,914	1,965	(25%)	
Total Revenues	130,351	104,705	(25,646)		
Expenditures					
Labour	26,152	21,280	4,872	(19%)	
Purchases	4,067	831	3,236	(80%)	
Contracted Services	95,583	94,068	1,515	(2%)	
Interfunctional Adjustments	2,352	2,352		0%	
Total Expenditures	128,154	118,531	9,623		
Total Net Levy	2,197	(13,826)	(16,023)		
Notes					
1 Provincial Grant revenue under \$27,600					



Subject: 2023 First Quarter Building, Planning & By-Law Services Results

Report Number: OPD 23-25

Department: Operations and Development Department

Submitted by: Geno Vanhaelewyn, Chief Building Official

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

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

BACKGROUND

This report contains information on activity volumes, trends over time, financials and updates on major initiatives. The statistics provided are inclusive from January 1, 2023 to March 31, 2023.

DISCUSSION

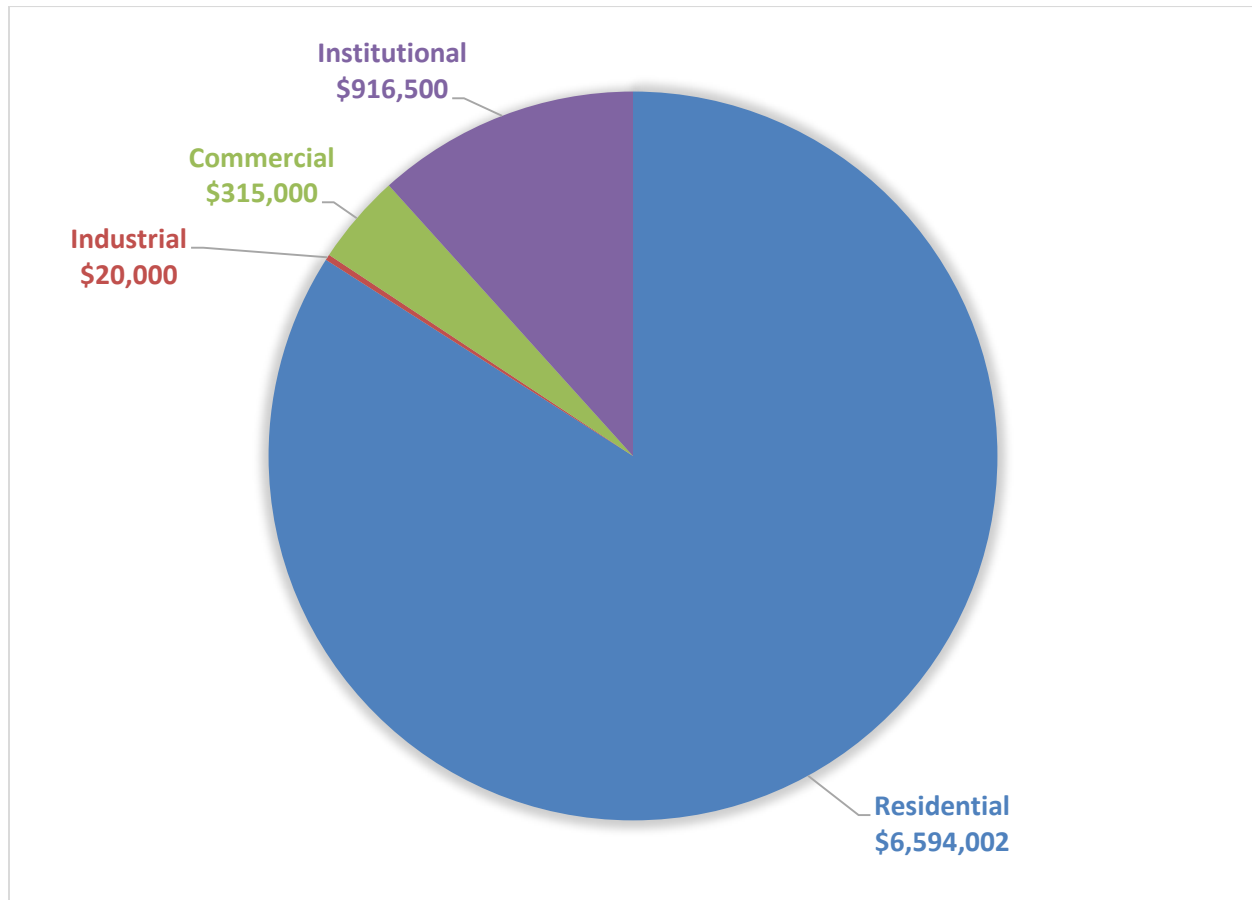
BUILDING SERVICES

Construction activity in the Town of Tillsonburg has decreased in terms of overall permits issued and the total value of construction for the first quarter. A decrease in all sectors was experienced with the exception of industrial. These statistics are noted in the tables that follow.

2023 – Building Permit Activity Overview – Q1 ending (Jan 1/23 – Mar 31/23)

Total Permits Issued	80
Total Construction Value	\$ 7,845,502
Total Permit Revenue	\$ 62,109

OPD 23-25 - 2023 First Quarter Building, Planning & By-Law Services Results

Value of Construction by Sector (Jan 1/23 – Mar 31/23)**Value of Construction Comparisons (Jan 1/23 – Mar 31/23)**

TYPE	2018	2019	2020	2021	2022	2023
Residential (Value)	7,550,226	5,089,508	15,574,762	24,397,902	16,033,472	6,594,002
Commercial (Value)	1,143,580	303,200	976,510	679,230	322,813	315,000
Industrial (Value)	165,000	156,300	2,702,800	358,000	5,609,000	20,000
Institutional (Value)	36,000	1,506,500	50,300	35,000	25,000	916,500
TOTAL	8,894,806	7,055,508	19,304,372	25,470,132	21,990,285	7,845,502

OPD 23-25 - 2023 First Quarter Building, Planning & By-Law Services Results

Number of Permits Issued (Jan 1/23 – Mar 31/23)

TYPE	2018	2019	2020	2021	2022	2023
Single Detached Dwellings	22	11	27	34	19	5
Townhouse Dwellings	-	-	-	-	26	8
Total Dwelling Units	12	21	31	84	53	15
Total All Permits	81	54	92	132	107	80

Residential Development

DEVELOPER	NUMBER OF SINGLE DETACHED & TOWNHOUSE DWELLINGS
Performance Communities Inc – Hayhoe Homes	10
Trevalli Homes Limited	1
Miscellaneous	4

Inspection Activity Comparisons (Jan 1/23 – Mar 31/23)

Output Measures/Activity	2018	2019	2020	2021	2022	2023
Building Inspections Completed	256	299	346	583	659	793

Major Construction/Development Projects:

- 62 First - 5 storey/49 unit apartment building
- 301 Rokeby – Armtec – new industrial (3 buildings)
- 98 King – 5 storey/49 unit apartment building
- 195 Lisgar – apartment building fire renovation
- 51 Broadway – change of use - residential apartments
- 31 Victoria – Tillsonburg Non-Profit Housing – alteration/addition – 18 unit apartment building
- 19 Van St – Sewage Treatment Plant upgrades
- 16 Ross – Waterpark building renovation
- 45 Hardy Ave – Community Centre alterations/addition

OPD 23-25 - 2023 First Quarter Building, Planning & By-Law Services Results

- Northcrest Estates Subdivision - PH 2 - Hayhoe Homes
- Oak Park Subdivision – PH 2 Sycamore Drive
- 361 Quarter Town Line – 360 West Development – towns & stacked condos

Building Financial Impact

Financial records indicate that the Building sector has a deficit of \$47,559 at the end of Q1. The decrease in activity and project value of construction is a direct result of the decrease in revenue found in the financial records. The forecast for year end is to be on budget by drawing from the Building Permit Reserves.

PLANNING SERVICES

2023 Planning activity has continued to remain very active particularly with increased activity in site plan formal consultations and site plan approvals.

Planning Activity (Jan 1/23 – Mar 31/23)

Output Measures/Activity	2018	2019	2020	2021	2022	2023
Minor Variance Applications	5	2	4	8	6	0
Zone Change Application	3	6	3	5	3	1
Site Plan Formal Consultations	2	1	0	1	4	5
Site Plan Approvals	1	5	1	1	5	2
Site Plan Applications (in progress)	9	5	5	8	4	7
Subdivision Agreements	0	2	2	2	1	0
Pre-Servicing Agreements			2	0	1	2
Plans of Subdivision				1	1	0
Severances				4	2	1

Site Plan Applications (in progress)

- 20 Vance
- 133 North E
- 671 Broadway
- 55 Broadway

OPD 23-25 - 2023 First Quarter Building, Planning & By-Law Services Results

BY-LAW SERVICES

Records indicate that by-law and property standard enforcement activities and occurrences are up slightly from 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.

By-Law Activity (Jan 1/23 – Mar 31/23)

Output Measures– Quantity		2018	2019	2020	2021	2022	2023
Parking Tickets Issued		179	266	358	128	111	309
Dog Licenses Issued		1855	960	1440	1851	1616	1842
Enforcement – Complaints and Occurrences	Parking, Noise, Garbage, Taxi	32	-	-	59	35	92
	Property Stds, Zoning, Clean Yard, Sign, Fence, etc.	52	-	-	42	66	59
	Animal Control	48			61	42	46

By-Law Financial Impact

Financial records indicate that the By-Law sector has a surplus of \$24,171 at the end of Q1. The forecast for year end is to be on budget. A copy of the financial summary has been attached to this report.

DEPARTMENTAL TASKS/BUSINESS OBJECTIVES**2023 Business Plan Objectives**

Objective	Target	Project Status
Review and implement CloudPermit customer payment integration (carry over)	Q2-Q4 2022 Q2	In Progress
Review CloudPermit functions and implement customization for increased customer usability and service	Q4	Start in Q2

OPD 23-25 - 2023 First Quarter Building, Planning & By-Law Services Results

Inspector Training/Consistency & Policy Review Program	Q4	In Progress
Host Annual Builder/Developer Information Forum	Q1	Completed
Host Backyard Project Permit Night	Q1	Completed
2023 Building Code Amendments – Notify/educate designers, contractor and general public	Q1	Completed
By-Law Implementation & Reviews – Clean Yard/Property Standards (completed) Right of Way By-Law (new - in progress), Parks By-Law (new – in progress)	Q4	In Progress
Increase By-Law presence via patrol of trails and parks to educate/enforce	Q4	Start in Q2
Central Area Design Study – Façade Improvement Program	Q4	In Progress
Implement Planning Application Web Portal & Digital Service Delivery – County (carry over from 2022)	Q4 2022 Q4	In Progress
Review 2022 Planning Study Recommendations	Q3	In Progress
Review provincial legislation related to Bill 23, More Homes Built Faster Act & implement necessary planning amendments, Ontario Building Code amendments & provide stakeholder education	Q4	In Progress

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

OPD 23-25 - 2023 First Quarter Building, Planning & By-Law Services Results

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

- 2023 Q1 Budget vs Actuals – Building
- 2023 Q1 Budget vs Actuals - Protection



Financial Plan
Operating Plan - Cost Code Summary
Building

As of March 31, 2023

	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	201,224	155,554	(45,670)	(23%)	1
Total Revenues	201,224	155,554	(45,670)		
Expenditures					
Labour	163,405	164,328	(923)	(1%)	
Purchases	20,056	20,800	(744)	(4%)	
Contracted Services	40,224	40,446	(222)	(1%)	
Interfunctional Adjustments	28,521	28,521		0%	
Total Expenditures	252,206	254,095	(1,889)		
Total Net Levy	(50,982)	(98,541)	(47,559)		
Notes					
1 Permit Revenue under					
Any surplus at year end will be contributed into the Building Department Obligatory Reserve					
Any deficit at year end will be offset from the Building Department Obligatory Reserve					



Financial Plan
Operating Plan - Cost Code Summary
Protection

As of March 31, 2023

	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	14,034	34,129	20,095	(143%)	1
Total Revenues	14,034	34,129	20,095		
Expenditures					
Labour	61,340	58,643	2,697	(4%)	
Purchases	13,514	13,337	177	(1%)	
Contracted Services	4,293	1,135	3,158	(74%)	
Interfunctional Adjustments	7,029	8,985	(1,956)	(28%)	
Total Expenditures	86,176	82,100	4,076		
Total Net Levy	(72,142)	(47,971)	24,171		
Notes					
1 Misc. Revenue over - \$13,400 - Cost of repair/ cleanup					

**Subject: CMHC Housing Accelerator Fund Application Update****Report Number:** CAO 23-10**Department:** Office of the CAO**Submitted by:** Renato Pullia, Director of Innovation & Strategic Initiatives**Meeting Type:** Council Meeting**Meeting Date:** Monday, June 26, 2023**RECOMMENDATION**

- A. THAT report titled “CMHC Housing Accelerator Fund Application Update” be received as information; and
- B. THAT Council approve in principle an application to the Canada Mortgage and Housing Corporation (CMHC) Housing Accelerator Fund (HAF)

BACKGROUND

Federal Budget 2022 announced \$4 billion in funding to launch the Housing Accelerator Fund (HAF) through the Canada Mortgage and Housing Corporation (CMHC).

The HAF is an application-based program with 1 application window expected to open at the end of June, with applications due within 45 days thereafter.

This report seeks Councils approval in principle to submitting an application to the HAF. If the application is approved, Councils subsequent approval of the action plan will be required before we can sign the CMHC agreement.

The program aims to provide funding to support the implementation of local actions and incentives and drive transformational change in removing barriers to increasing the housing supply across Canada, resulting in at least 100,000 more housing units permitted than would have occurred without the program.

DISCUSSION

The program is available to municipalities who have building permit and zoning by-law approval authority, as is the case with Tillsonburg, per the table below.

processing days by year and application type	Responsibility	
	Processing	Approval
Condominium	Oxford	Oxford
Part Lot Control	Oxford	Oxford
Woodlands Conservation	Oxford	Oxford
Consents	Oxford	Oxford
Consents/MV	Oxford	Oxford
OPA	Oxford	Oxford
Subdivision	Oxford	Oxford
DA Extension/Amendment	Oxford	Tillsonburg
Zonings	Oxford	Tillsonburg
Site Plan Amendment	Tillsonburg	Tillsonburg
Site Plan Control	Tillsonburg	Tillsonburg
Minor Variances	Tillsonburg	Tillsonburg

Funding is estimated at \$20,000 per new residential unit expected as a result of the initiatives in the HAF action plan, and successful applicants can use allocated funding towards a number of housing related items (i.e. public transit, sidewalks, local roads, etc.).

In support of the application, municipalities must commit to all the following:

- Implementation of an action plan with specific initiatives to grow the housing supply and speed up the issuance of permits;
- Commit to a housing supply growth target that increases average annual rate of growth by at least 10% (i.e. increase the number of residential permits by at least 10% with the noted initiatives). The growth rate must also exceed 1.1%;
- Completion of a Housing Needs Assessment report within two years of HAF approval (the County is proposing an update in 2024); and
- Submit periodic reports to CMHC (progress reports, permit data).

The application requires a minimum of 7 initiatives that will achieve the aim over the next 3 years of set targets in terms of increasing/accelerating building permits issued. Given the development already in the approval stages of up to 3,000 units, our application's main focus is on the acceleration of such development.

Some initiatives may include the implementation of Community Improvement Plan (CIP) programs, mixed-use redevelopment (i.e. combination of municipal offices and housing), promotion of infill development and Additional Residential Units (ARUs) (Zoning By-law amendments), reduced parking requirements for multi-residential uses, using surplus municipal land for housing, implementing/enhancing new permit systems (i.e. Cloud Permit), etc. It is important to choose initiatives that will have the greatest impact on the creation of new housing units, as that is what funding is based on.

CAO 23-10

Staff held a workshop with local developers on Tuesday, June 20th, to assist in establishing a baseline of units that are currently in development and would be built regardless of the funding, and to get feedback on action plan initiatives and whether such initiatives would be able to accelerate the number of units issued within the 2024-2026 timeframe.

The initiatives should also align to Oxford County's current Housing Needs Assessment, with a couple of interesting points from the overall findings:

- Utilizing public land, financial incentives, supporting non-profits, encouraging second suites, and other similar strategies should be pursued. Pursuing federal funding programs through the National Housing Strategy should also be a priority.
- Oxford County's current target of 50 *affordable units* has generally been met since the 10-Year Shelter Plan was adopted. However, increasing the target will carry additional costs and resources. Establishing a new target should align with the County's ability to adequately fund new housing development. If possible, Oxford County should increase this annual target to at least 100 units per year.

There seems to be a lot of alignment between this application and those findings, thus we are working closely with County staff to apply a variety of lenses on this application.

CONSULTATION

To-date and planned consultations include:

Tillsonburg's Director of Operations & Development, Manager of Engineering, Development Engineering Technologist, Chief Building Official, Development Commissioner, Chief Administrative Officer, Director of Finance / Treasurer

County of Oxford's Development Planner, Manager of Housing, Director of Public Works, Director of Community Planning, Technical Planner,

CMHC's Senior Specialist, Municipal Relations

10 Developers/Development firms

FINANCIAL IMPACT/FUNDING SOURCE

Cost estimates of draft initiatives are in the range of \$6.5M, some of which are contained within the 10-yr capital plan, but firm figures won't be calculated until the initiatives are finalized into an action plan. As well, potential eligible funding is not able

CAO 23-10

to be estimated until the number of units incentivized through this program is calculated through the feedback from the developers.

The Director of Finance/Treasurer will have final review of all the figures once calculated, as a requirement of the application is that the Treasurer sign an attestation that the commitments described in the Proposed Action Plan as well as the ability of the Town to complete and/or achieve the commitments during the term of the Housing Accelerator Fund are reasonable and viable and, the Town has committed or will commit the necessary resources to undertake and complete the commitments.

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: (1) Within the community, Tillsonburg will strive to offer residents the amenities, services and attractions they require to enjoy balanced lifestyles; (2) The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives; (3) Through community and regional partnerships, Tillsonburg will attract and retain a diverse range of businesses, creating employment opportunities for residents and a balanced tax base; (4) The Town of Tillsonburg will accommodate and support sustainable growth.

Strategic Direction – (1) Work with Oxford County and community partners to ensure an adequate supply of affordable, attainable housing options; (2) Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives; (3) a) Continue to streamline and expedite the building approval process; b)

CAO 23-10

Facilitate attainable housing options for local employees. (4) Work with Oxford County and the development community to proactively plan for a variety of housing options that are affordable and attainable for current and prospective residents.

Priority Project – (1) *Immediate Term* – Affordable housing collaboration with Oxford County; (2) *Ongoing Projects* – Continued roll-out and resourcing for cloud-based permit application system.

ATTACHMENTS

1. Appendix A – CMHC HAF Key Elements Presentation
2. Appendix B – CMHC HAF Briefing Note

BRIEFING NOTE

CMHC Housing Accelerator Fund (Municipal Action Plan to Increase Housing Supply)

Purpose

Incentivize the implementation of local actions that remove barriers to increasing housing supply (not just affordable), and accelerate growth.

Eligible Applicants

Local governments who have delegated authority over land use planning, development approvals (zoning) and building permit issuance.

General Application Requirements

- Develop an action plan (template provided by CMHC), outlining a housing supply growth target and the specific initiatives that the applicant will undertake to grow housing supply and speed up housing approvals.
- Commit to a housing supply growth target that increases average annual rate of growth by at least 10% (i.e. increase the number of residential permits by at least 10% with the noted initiatives).
- Submit a Housing Needs Assessment report, within two years of a successful application.
- Submit periodic reports to CMHC (progress reports, permit data).

Two Streams

Large/Urban	Small/Rural
<ul style="list-style-type: none"> • Population equal to or greater than 10,000. • Minimum of 7 initiatives from list below (or others that meet the objectives of the program). 	<ul style="list-style-type: none"> • Population less than 10,000. • Minimum of 5 initiatives from list below (or others that meet the objectives of the program).

Potential Action Plan Initiatives

1. As-of-right high density housing (up to 10 stories), within proximity to rapid transit stations.
2. Allow increased housing density on a single lot.
3. Encouraging accessory dwelling units.
4. Enabling mixed-use redevelopment of city-owned properties while maintaining the existing government use (i.e. library).
5. Promoting infill development (duplexes, secondary suites).
6. Implement rental only zoning.
7. Implement land use changes mandating a minimum number of family units (more than 2 bedrooms) or allowing office conversions to minimum family unit requirements.
8. Revised parking requirements (reduced or eliminated) for new developments.
9. Disincentives, costing or fee structures to discourage unit vacancy, underdeveloped/ idle land, and low-density forms of housing.
10. Ensuring that development and amenity charges are clear, transparent and pre-determined.
11. Aligning development charges with the costs of infrastructure and servicing.

BRIEFING NOTE

CMHC Housing Accelerator Fund (Municipal Action Plan to Increase Housing Supply)

12. Implementing incentives, costing or fee structures, for example density bonusing, to encourage affordable housing and conversions.
13. Waiving public hearings for all affordable housing projects that conform to the official community plan.
14. Implementing measures to address or prevent flood plain or climate change risk.
15. Incorporating a climate adaptability plan into Official Community Plan.
16. Promoting and allowing more housing types that serve vulnerable populations.
17. Promoting regulated multi-tenanted housing forms.
18. Implementing inclusionary zoning.
19. Encouraging alternative forms of housing construction such as modular housing.
20. Create a process for the disposal of city-owned land assets for the development of affordable housing as-of-right.
21. Implementing new/enhanced processes or systems such as case management, e-permitting.
22. Implementing changes to decision making such as delegating development approval authority to municipal staff based on established thresholds or parameters.
23. Partnering with non-profit housing providers to preserve and increase the stock of affordable housing.
24. Updating infrastructure planning to align with official community plans, growth targets, and housing needs assessment.
25. Reducing and streamlining urban design and character guidelines.

Use of Funding

- Investments in Housing Accelerator Fund Action Plans (specific initiatives).
- Investments in Affordable Housing Development (construction, repair and land acquisition).
- Investments in Housing-related Infrastructure.
 - Water and Wastewater infrastructure, solid waste management, public transit, community energy systems, brownfield redevelopment, broadband and site preparation that supports housing.
- Investments in Community-related Infrastructure that supports housing.
 - Local roads and bridges, sidewalks, lighting, bicycle lanes, firehalls, landscaping and green space.

Base funding is received for increasing the supply of housing across the entire housing continuum (i.e. \$20,000 per new unit expected through the proposed initiatives). A bonus may be provided for affordable housing units if proposed under the action plan.



Subject: Community Health Care Committee Appointments

Report Number: CAO 23-09

Department: Office of the CAO

Submitted by: Laura Pickersgill, Executive Assistant

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

- A. THAT report titled “Community Health Care Committee Appointments” be received as information; and
- B. THAT a by-law to amend By-Law 2023-009, being a by-law to appoint members to Town of Tillsonburg advisory Committees be brought forward for Council’s consideration.

BACKGROUND

In past terms of Council, the Committee dedicated to recruiting and retaining physicians in Tillsonburg was called the “Physician Recruitment and Retention Committee”. At the November 21, 2022 Council Meeting, the Committee was to be transitioned to the Community Health Care Committee with a new Terms of Reference being developed.

At the February 13, 2023 Council Meeting, the proposed new Terms of Reference were adopted by Council. As part of the Terms of Reference the composition included representative from the:

- Mayor
- Two Councillors
- Three Representatives from the Family Health Organizations
- Chief of Staff, Tillsonburg District Memorial Hospital (TDMH)
- President, TDMH
- Vice-President and Chief Operating Officer, TDMH
- Chamber of Commerce Representative
- Nurse Practitioner Representative
- One additional physician from TDMH
- Oxford Ontario Health Team Representative

Support Staff

- Chief Administrative Officer, Kyle Pratt

CAO 23-09

- Executive Assistant, Laura Pickersgill

DISCUSSION

Following approval of the Terms of Reference, staff were in contact with representatives from each of the above-listed organizations. The complement of individuals to fill each position has been confirmed to date for this Committee.

Given that, the following individuals are representing the agencies:

- Mayor- Deb Gilvesy
- Two Councillors- Kelly Spencer and Deputy Mayor Dave Beres
- Three Representatives from the Family Health Organizations- Dr. Andrew, Dr. Cheng and Dr. Caperchione or Tracy Rowland (one vote)
- Chief of Staff, Tillsonburg District Memorial Hospital (TDMH)- Dr. Clay Inculet
- President, TDMH- Nadia Facca
- Vice-President and Chief Operating Officer, TDMH- Mike Bastow
- Chamber of Commerce Representative- Gerry Dearing
- Nurse Practitioner Representative- Stephanie Nevins
- One additional physician from TDMH- Dr. Mohamed Abdalla
- Oxford Ontario Health Team Representative- Teresa Martins

Support Staff

- Chief Administrative Officer, Kyle Pratt
- Executive Assistant, Laura Pickersgill

Provided this information, the Town Advisory Committee By-law is being brought forward for consideration to be amended to include these individuals for appointment.

CONSULTATION

Family Health Organizations

TDMH

Ingersoll Nurse-Practitioner Led Clinic

Chamber of Commerce

Oxford Ontario Health Team

FINANCIAL IMPACT/FUNDING SOURCE

None- Members are not compensated as part of their membership.

CAO 23-09

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 – N/A

Priority Project – *Ongoing* - Physician recruitment program

ATTACHMENTS

Appendix A – Community Health Care Committee Terms of Reference



Community Health Care Committee

TERMS OF REFERENCE

Mandate:

To acknowledge the importance of health care in the community and recruitment and retention of health care professionals to the Tillsonburg District Memorial Hospital (TDMH), Town of Tillsonburg and Physicians practicing in Tillsonburg. To plan and implement an integrated approach to: health care, recruitment and retention of Medical Practitioners with a focus on primary care.

Goals for 2022-2026 Term:

To increase health care capacity in the Town of Tillsonburg. Each member is responsible for providing regular reports to their constituency/sponsoring organization and for seeking support for strategies proposed by the Committee. Any action plan will clearly identify the responsibility of individual organizations.

1.0 Role of the Community Health Care Committee

1. Review current physician recruitment and retention initiatives, identify strengths, opportunities and barriers to successful recruitment.
2. Formulate action plans for recruitment, including numbers of physicians required.
3. Review successful initiatives elsewhere in Ontario, including proximal communities with whom collaboration might make sense.
4. Educate the Committee membership and their sponsoring organizations on the issues of physician recruitment in Ontario.
5. Educate the community on the physician resource shortage and the strategies of the Committee.
6. Identify sources and solicit resources to support the recruitment activities of the community, hospital, and local physician practices.
7. Develop criteria for and monitor the use of these resources.
8. Monitor eligibility for Ministry of Health and Health Force Ontario Northern and Rural Recruitment and Retention Initiative.

2.0 Organization of the Committee:

The Committee should be composed of people representing each of the partners. A cross-section of people should attempt to be chosen in order to bring to the Committee relevant technical and professional expertise as well as strong advocacy, communication and organizational skills.

The Committee shall meet at a minimum on a quarterly basis.

- 2.1 Town Committee Members appointed by Council.
- 2.2 The term of a Committee Member is four (4) years.
- 2.3 Additional members may be appointed throughout the term.
- 2.4 One member will be appointed by vote of the Committee at the first meeting of each

term to chair the meetings for that term.

2.6 A Municipal staff person shall act as secretary to the Committee.

3.0 Composition of the Committee

3.1 The Committee shall be composed of the following:

- A) Mayor of the Town of Tillsonburg
- B) Two (2) Town of Tillsonburg Councillors
- C) One (1) representative from the Town of Tillsonburg, Chief Administrative Officer
- D) Three (3) representatives from the Medical Staff Association Family Health Organizations
- E) Chief of Staff, Tillsonburg District Memorial Hospital
- F) President, Tillsonburg District Memorial Hospital
- G) Vice-President of Finance & Chief Operating Officer
- H) Chamber of Commerce representative
- I) One (1) representative of a Nurse Practitioner Office
- J) One (1) Additional Physician from Tillsonburg District Memorial Hospital
- K) One (1) representative Oxford Ontario Health Team

4.0 Meetings:

4.1 The Committee will hold a minimum of four (4) meetings a year.

4.2 The date and time of the regular meetings will be established at the first meeting of each term.

4.3 Meetings will have a formal agenda.

4.4 Agendas and information packages, that will include the Minutes from the previous meeting, will be sent electronically to Committee Members prior to each meeting.

4.5 A majority of Committee Members will constitute quorum for the transaction of business.

5.0 Role of the Chair:

The Chair is responsible for insuring the smooth and effective operation of the Committee and its' roles. This will include responsibility for:

5.1 Calling the meetings to order.

5.2 The Chair is encouraged to create an informal atmosphere to encourage the exchange of ideas such as using a roundtable format.

5.3 Creating an Agenda in consultation with the Secretary.

5.4 Chairing the meetings.

5.5 Acting as spokesperson.

5.6 Representing the Committee on other committees when necessary.

5.7 The Chair shall conduct meetings in accordance with the Town's Procedural By-law.

6.0 Role of the Secretary:

The Secretary is responsible for insuring a complete up-to-date record for the Committee.

6.1 In liaison with the Chair, arrange date, time and venue for meetings.

6.2 In liaison with the Chair, set agendas and circulate to the members a minimum of three business days prior to the meeting.

6.3 Circulate draft minutes to the members.

6.4 Keep a complete up-to-date record of the committee minutes

7.0 Role of Members:

Membership on the Committee is a position of responsibility and requires a strong commitment to the Terms of Reference. Committee members are required to:

7.1 Attend all regular scheduled meetings. Members are required to notify the Chair or the Secretary if they are unable to attend a meeting.

7.2 Review all information supplied to them.

7.3 Prepare information for use in the development of materials for the Committee.

7.4 Promote the role of the Committee.

7.5 Attend training as required to effectively perform their role as a Committee member.

7.6 Committee Members are subject to *The Municipal Conflict of Interest Act R.S.O, 1990, c.M50* and must disclose any direct or indirect pecuniary interest. The disclosure must be recorded in the Minutes of the meeting.

8.0 Reports to Council:

The Committee may advise and make recommendations to Council in accordance with its role.

Reports may be submitted as follows:

8.1 Verbally by a Council representative.

8.2 Verbally by the Chair or the designated representative.

8.3 Written reports

An annual report will also be submitted to Council at the beginning of each new year outlining the Committee's accomplishments in the previous year.



Subject: Bridge Street Re-Imagining Task Force Recommendation Regarding Design Consultant

Report Number: EDM 23-10

Department: Economic Development Department

Submitted by: Cephas Panschow

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

- A. THAT report EDM 23-10 Bridge Street Re-Imagining Task Force Recommendation Regarding Design Consultant be received;
- B. THAT RFP 2023-009 Professional Consulting Services to develop a Streetscaping Plan for Bridge Street be awarded to SHIFT Landscape Architecture Co. Inc. of Guelph in the amount of \$67,746 (non-recoverable HST included) and an additional amount of \$13,155 (non-recoverable HST included) for the two Provisional Areas;
- C. THAT staff be authorized to execute the agreement with Shift Landscape Architecture Co. Inc.

BACKGROUND

Town Council has approved two resolutions with respect to the Bridge Street Re-Imagining Task Force as follows:

Resolution # 2023-031 (January 16, 2023)

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

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

Resolution # 2023-116 (March 13, 2023)

EDM 23-10

THAT Report EDM 2023-03 Establishment of the Reporting Process for the Bridge Street Re-Imagining Task Force be received;

AND THAT the Development Commissioner be directed to bring forward regular reports with updates on the status of the task force's initiatives to Council.

The Bridge Street Re-Imagining Task Force has worked with Town staff to prepare the Request for Proposal that was released on April 5, 2023 with a response deadline of May 5, 2023. Four bids were received by the deadline.

The Task Force has reviewed the four proposals and short-listed two of the companies to interview with a recommendation now being made to Town Council in accordance with Council's earlier direction.

DISCUSSION

Proposals were received from:

- Brown and Storey Architects of Toronto;
- J.L. Richards & Associates Limited of Ottawa;
- GSP Group Inc of Kitchener; and,
- SHIFT Landscape Architecture Co. Inc of Guelph.

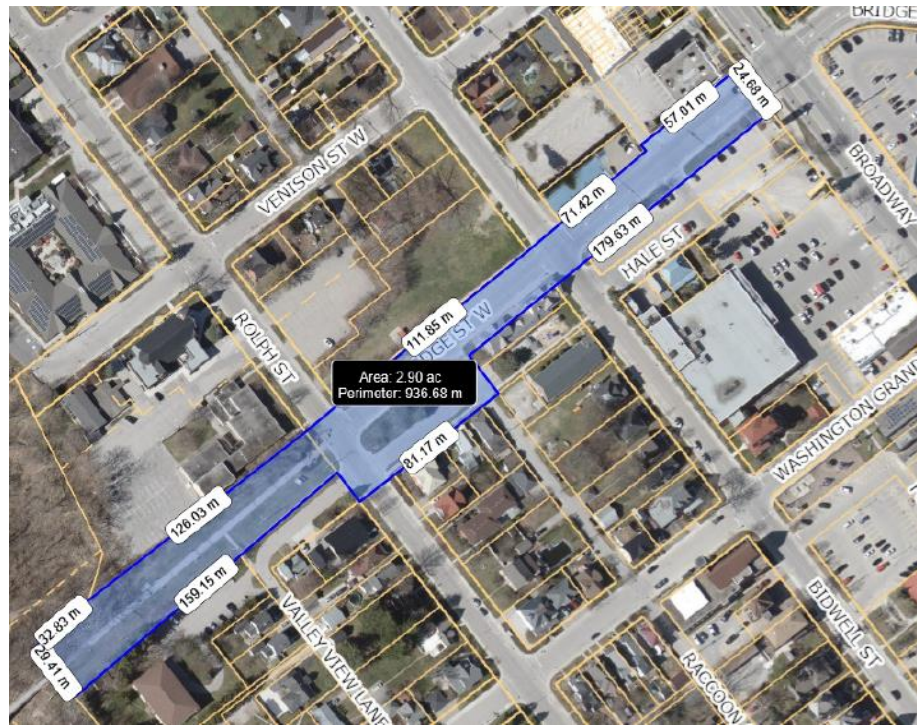
The proposals received were evaluated based on the following criteria:

- Methodology and ability to meet/exceed specifications (35 Points)
- Schedule & Work Plan (20 Points)
- Relevant Experience (20 Points)
- Cost (20 Points)
- References (5 Points)

Based on a review of the proposals received, two of the consultants (GSP and SHIFT) were short-listed for interviews on June 8 and 13, 2023. Subsequently, the Task Force scored SHIFT's proposal higher in all technical aspects of the evaluation and they were also the lowest cost proposal.

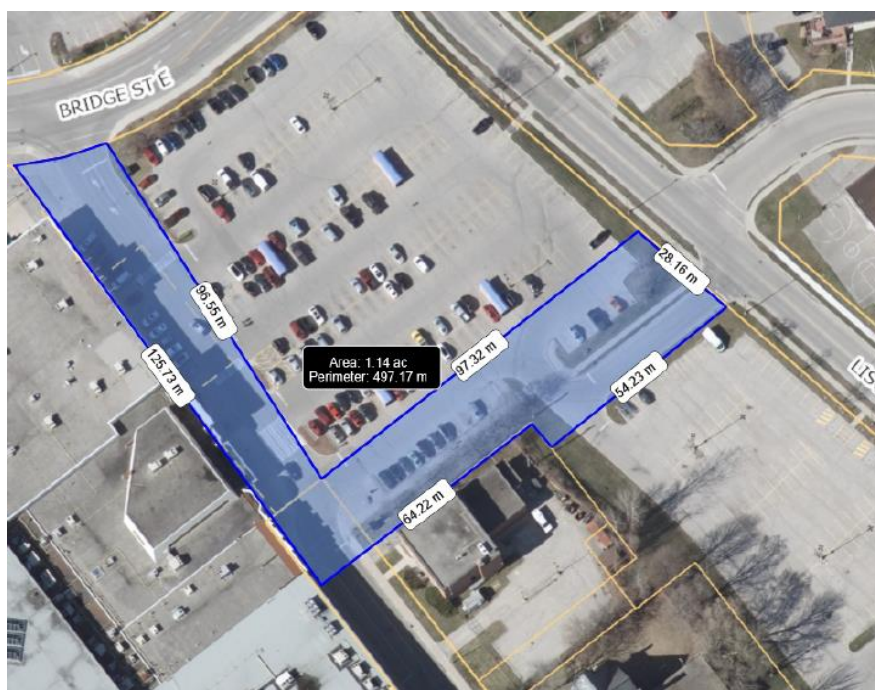
In terms of the project, the Primary Study Area has been identified as Bridge Street West of Broadway (see Figure 1), but two additional areas were also included; namely, Bridge Street East of Broadway to the Customer Service Centre and Harvey Street South from Bridge Street to Lisgar Avenue (See Figures 2 and 3).

EDM 23-10

Figure 1 – Primary Study Area (Bridge Street West of Broadway)**Figure 2 – Provisional Study Area (Bridge Street East of Broadway)**

EDM 23-10

Figure 3 – Provisional Study Area (Harvey Street South from Bridge St to Lisgar Avenue)



The Bridge Street Re-Imagining Task Force and the Development Commissioner are recommending that the two Provisional Areas be included in the contract award for the following reasons:

- The Bridge Street East area provides a direct connection to the Town of Tillsonburg Customer Service Centre, which is a key Town facility and may become even more central in the Town's future plans;
- The Harvey Street to Lisgar Avenue section has already been identified as an area for review due to the potential for conflicting vehicle, pedestrian and active transport movements and this has been included in the 2023 Economic Development & Marketing Business Plan (Consultations for Mall Parking Lot Reconfiguration);
- SHIFT Landscape Architecture's proposal included a cost of \$66,574 for the Primary Study Area plus an additional amount of \$12,927 for the two Provisional Areas for a total amount of \$80,901 (including non-recoverable HST), which is slightly greater than the budgeted amount of \$80,000. This amount does not include the developer contribution commitment made by The BMI Group, which, even if pro-rated, would result in a lower cost to the Town. With the minimum

EDM 23-10

\$20,000 commitment by the developer, this project is anticipated to be \$19,099 under budget even accounting for the two provisional areas.

Based on these factors, the Development Commissioner, in support of the Task Force's recommendation, is also recommending that the full project be awarded to SHIFT Landscape Architecture Co. Inc in the amount of \$80,901 (including non-recoverable HST).

CONSULTATION

The Bridge Street Re-Imagining Task Force is comprised of:

- A representative from The BMI Group;
- Representatives from the Downtown Business Improvement Association;
- Representatives from The Station Arts Centre;
- A representative from the Tillsonburg Farmer's Market;
- Downtown property owners;
- Tillsonburg Town Councillor Bob Parsons.

With participation from Town staff including the Development Commissioner and Director of Operations and Development and/or designate.

At their June 13, 2023 meeting, the Task Force passed the following resolution:

That the Bridge Street Re-Imagining Task Force recommend that the contract be awarded to SHIFT Landscape Architecture Co. Inc based on the proposal and presentation received.

The Task Force also noted the additional aspects of the proposal that were of interest; including:

- Focus on extensive natural features in any future streetscape plans;
- This streetscape plan can serve as a foundation for the future Downtown Master Plan being contemplated by the Business Improvement Association; and,
- The public consultation perspectives brought forward by the consultant.

FINANCIAL IMPACT/FUNDING SOURCE

The approved 2023 Economic Development & Marketing Budget includes \$80,000 in funding towards this project.

EDM 23-10

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 – Promote, preserve and enhance the downtown core as the retail centre and community hub for Tillsonburg; Continue to offer relevant, leading incentives for revitalization and diversification in the downtown and throughout Tillsonburg.

Priority Project – *Immediate Term* – Enhanced development standards that benefit the community (including tree planting, affordable housing, walkability, livability, connectivity); *Short Term* – *Enhanced public engagement in planning policies and placemaking.*

ATTACHMENTS

Appendix A – Proposal Submitted by SHIFT Landscape Architecture Co Inc

Streetscape Enhancement Plan for Bridge Street

Proposal

Response to RFP 2023-009
Town of Tillsonburg

May 9, 2023



Submitted by **SHIFT Landscape Architecture Co. Inc.**
Contact: Michael Barker, OALA, CSLA
(905) 713-9326 mbarker@shiftland.com

SHIFT
landscape architecture

SHIFT Landscape Architecture Co. Inc.

100 Crimea St, Unit C7, Guelph, ON

t. 905.713.9326

e. mbarker@shiftland.com

Town of Tillsonburg

10 Lisgar Avenue

Tillsonburg, ON

May 8, 2023

Dear Selection Committee,

It is with great pleasure that SHIFT send this proposal for the exciting task of serving as designers for the Streetscape Enhancement Plan for Bridge Street.

This is an opportunity we would relish to be involved with; an opportunity that we are more than ready for. We are innovative and rigorous designers and we endeavour to deliver great projects for our clients. We think big and bring forward ideas that add value to projects. We are experienced project managers and have extensive knowledge of both urban public spaces and streetscapes.

In this proposal, we will present our team's abilities to undertake this work along with our approach to design, engagement, and project administration. We will introduce you to our collaborators and colleagues with whom we will work.

We have worked in many smaller Southern Ontario towns and understand the potential importance of a project such as this to the Town of Tillsonburg. We do not shy away from suggesting it is time to move away from business as usual or as our name suggests it is time to SHIFT our collective thinking. This will take leadership and bold thinking from developers, municipalities and designers. SHIFT was built to work on projects such as this and we would expect to be challenged by you and in return we will bring forward ideas that may challenge the thoughts you have had to date. We believe our job is to do more than simply provide the service of creating drawings. The drawings must be the outcome of creative and critical thought, that understands the realities of budgets and market desires. We may bring forward bold ideas, but they are never untenable.

For this assignment, we have carefully composed a group within SHIFT that has great experience with the creation of top-quality public environments. Our goal is to create spaces, which originate from the unique identity and existing qualities of their context. We aim to strengthen these qualities to create both utility and amenity value for everyone. This project will specifically require a team which can efficiently move between big ideas and pragmatic needs while also being able to communicate both things to a disparate group of stakeholders. Our experience designing complex, urban public spaces will allow us to do this effectively. We have added talented engineers to our team so that infrastructure challenges and possibilities can be realistically understood. We work with both firms consistently and have a very good working relationship with them.

We are:

SHIFT: Michael Barker, OALA, CSLA, OALA, CSLA, David Duhan, OALA, CSLA, Mackenzie Fantini, OALA, CSLA and Christian Stewart, BLA, MLA; Fortech Engineering and WT Infrastructure.

On behalf of our entire team thank you for this opportunity,



Michael Barker, OALA, CSLA

Principal

SHIFT Landscape Architecture Co. Inc.

S H I F T

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CVs



Pollinator Cubes designed by SHIFT
Downsview Park, Toronto, ON 2021

Background Information

Street Market Rendering_SoHo Civic Space_
London, ON_2020

Introduction and Profile

SHIFT Landscape Architecture is an award-winning landscape architecture practice based in Guelph, Ontario. We work with a belief that quality public environments can positively affect people and contribute to meaningful experiences through daily life. It is our belief that time spent at the design stage consulting with clients, stakeholders and user groups leads to projects that best serve their intended needs and have value on multiple levels: culturally, socially, environmentally, and economically. We are excellent communicators and build upon this in all our work. Through practice and execution, we have developed reliable communication strategies that will ensure this project truly meets the needs of the Tillsonburg community.

Our detailed design process is research-focused and regardless of how often we work on a certain typology of project, we begin by investigating the latest information about a given topic, field or project context. Through research, we are able to bring forward ideas and recommendations which demonstrate how solutions can be achieved and even test these solutions out first-hand.

Founded in 2010, we are an office of seven passionate professionals coming from a variety of backgrounds that we draw from in all of our work. Currently, SHIFT is actively working with many public clients including: the Town of Fort Erie on the Douglas Park project, University of Toronto on the Urban Farm Master Plan at the Scarborough Campus; the City of Waterloo on 3 projects, including the Laurel Greenway Feasibility Study, Brighton Street Trailhead and Heritage Green; the City of Kitchener on 5 separate park projects, the City of London on a 2 acre park, a public square and a city wide tree planting plan, the Municipality of North Perth providing public engagement, concept design and contract documents for 3 parks and the City of Barrie on St. Vincent Park. We are also the landscape architects for EVE Park, a highly innovative net-zero residential development in London, Ontario. Once complete, EVE Park will be one of the most progressive and ecologically sensitive developments in the country.

Last year construction was completed on Albert Street and Spears Parks with the Town of Fort Erie and Battle of Beaverdams Park with the City of Thorold. We also completed the Heritage Park Master Plan for the City of Barrie which proposes an \$11 000 000 renewal of this important public space. On this project we worked closely with City Staff and various stakeholders to ensure a plan was created that provides tenable possibilities, without sacrificing creative thought. In 2018, we worked with the City of Cambridge and the Region of Waterloo designing two urban parks along Hespeler Road. Tender documents including drawings and specifications were completed in late 2018 and the project is currently nearing substantial completion. Through late 2018-2019, we developed a master plan for Barrie's Wyman Jacques Arboretum.. In 2017, we were 1 of 5 offices selected from 50 international applicants to work with the City of Detroit developing designs for a city park; as well, in 2017 we completed a project with The Toronto and Region Conservation Authority designing and providing contract administration for pathways and outdoor classrooms at one of their nature centres located in Claremont, Ontario. Over the last six years we have worked closely with the City of London to complete public engagement and design for a \$3 000 000 public square within the SoHo neighbourhood and we are currently undertaking contract documents in preparation for tender in 2023.

95% of SHIFT's work is with public or institutional organizations including municipalities, federal agencies, conservation authorities and post secondary institutions and a significant number are repeat clients.

Michael Barker, OALA, CSLA, will be the project director and lead for the SHIFT team for the duration of this project. Michael excels at design development, brings a creative and innovative approach to all of SHIFT's work, and is well versed and experienced in bringing high-level plans through to implementation. As discussed further under the description of our team, Michael is supported by an exceptional group of colleagues at SHIFT, including other experienced landscape architects and young, progressive thinkers. On this project, David Duhan, OALA, CSLA, will play a significant role supporting Michael in the management of the day to day activity. David will be a secondary contact for Town staff.

How we execute innovative design for the 21st Century

Creating an exciting and feasible vision for Bridge Street will take a clear process and an intentional approach. To achieve this, we plan to apply the following specific methodologies to this scope. All are well tested and applied to all of our work across context and program requirements.

Design Matters

We believe that all public spaces should be thoughtfully planned and studied so that all possibilities are investigated. Whether it is a multi-million-dollar urban square, a streetscape, a recreational space, or a public garden, there are opportunities to provide design elements which inspire, make people laugh, introduce productive green infrastructure, and provide for education and a connection to nature. Of course, the budget matters and must guide decisions, but we start with an open mind-set and work diligently to bring forward often unthought of ideas. By avoiding a preconceived approach, our design method allows us to provide creative ideas to all sizes and types of projects. We test our ideas with models, mock-ups and multiple iterations of designs. Good design is easy; great design is messy, time consuming and challenging. We embrace these points and jump in with both feet.

Accessible and Safe for All

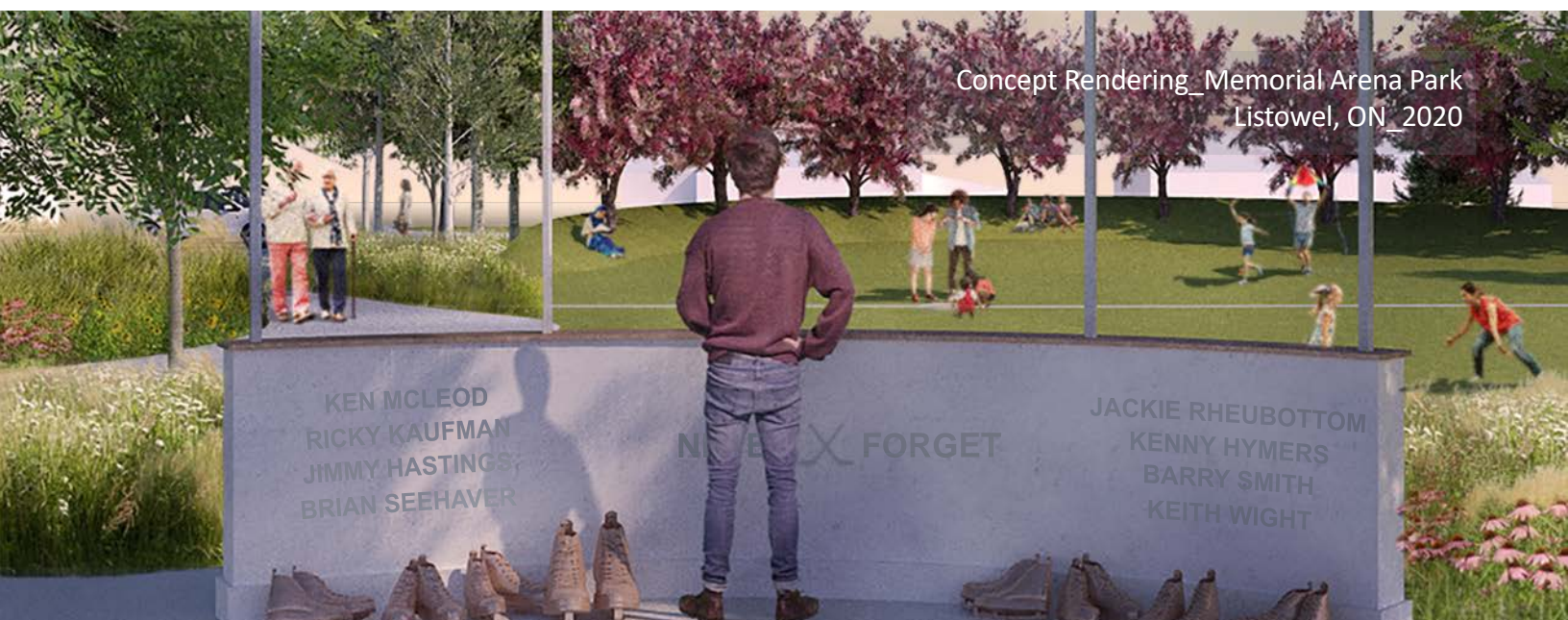
The spaces and places that we design are creative, unique and bold; however, they are safe and accessible, adhering to OBC, AODA and CPTED requirements and beyond. We develop ideas and constantly test them against standards to ensure designs are functional for all users, for years to come. We work closely with our partners and clients to understand their specific experiences, both good and bad, so that we can develop designs that respond to the needs of each community and not just assume a one-size-fits-all approach. The spaces we aim to create must also respond to the needs of diverse communities that these spaces support. In order to do this, we aim to understand and learn from the communities we work within.

Nature Creates Value

In all of our projects, we believe that integrating thoughtful, manageable and bold planting along with other green infrastructure is critical to creating a humane and welcoming space. Attracting birds, insects and butterflies is a way to stimulate the imaginations of both young and old, but also assists communities to build their green infrastructure inventory. This does not require a large area, just an intelligently developed strategy. With a thorough, applied knowledge of plant materials we are able to create the desired effects appropriate for each site. Similarly, when soil conditions allow, we can use natural processes to manage storm water through collection and infiltration.

Highest Level of Client Service

We realize that without attention to client needs and wants, none of our ideas or talents have much value. We undertake all projects, big or small, with the same level of enthusiasm and professionalism with the ultimate goal of developing great public spaces and places for living. We are prompt with responses, and work to fit into our client's existing views around materials, maintenance and form. That is not to say that we don't question or suggest alternatives, but we appreciate the complexity of public space development and strive to understand the unique requirements of each separate project so that we not only provide great design, but great service as well.



Maintenance

Working in coordination with the benefits of nature noted above, we understand and plan for the maintenance requirements of spaces. We believe that the value of landscape is more than the excitement of the built outcome on opening day; the true value is realized as a space is used. Changing needs and wants, sustainable maintenance approaches, and smart management can support the evolution of a space, allowing it to grow along with the community it serves. This is why we always seek to understand the maintenance requirements of our design and the current approach that our clients are using to maintain other facilities. Keeping planting and materials simple will be imperative to ensure that maintenance can be undertaken in an efficient fashion.

Beauty and FUN!

Public landscapes should be beautiful and fun. We aim to create green, ecologically focused designs, but we are realistic about what individual spaces can do at a regional or global scale. To that end we aim to develop spaces that help people relax, enjoy time with family & friends and find a place of respite from the stress of daily life. We take what we do very seriously but we don't want our public spaces to be too serious. People in public spaces should be laughing, moving, playing, lounging and resting. Design should also be beautiful. Although this is a subjective point, we think quality materials and thoughtful detailing are things that resonate with everyone. Moments of whimsy and humour combined with sophisticated design will make public spaces iconic and timeless and this can be achieved even in the face of limited budgets.



Concept Rendering_Memorial Arena Park
Listowel, ON_2020

Team Experience and Qualifications

The SHIFT team has the knowledge, demonstrated experience and initiative to complete this project for the Town of Tillsonburg to a high standard of design, functionality, inclusion, and performance longevity. In addition to the information below, CVs for the SHIFT team and all subconsultants are included within the Appendices of this proposal.

SHIFT Landscape Architecture _Project Lead

SHIFT Landscape Architecture is an award-winning practice based in Guelph, Ontario. Working in both urban and rural environments, we approach design with intention, generating solutions that are pragmatic, innovative, and impactful. The SHIFT team brings a wide range of individual experiences to the studio and these backgrounds contribute to our collaborative design approach between staff, clients, project partners and the public. We generate value by creating landscapes that meet project goals and exceed client expectations.

SHIFT will lead all phases of work for this project, ensuring timely execution and a consistent approach to both design and contract administration activities. Further detail on how we will execute this project can be found in the Methodology section.

Key Personnel and Roles (SHIFT)

Michael Barker, OALA, CSLA _Founding Principal

Role in this project: Project director, design lead

Michael is the founding principal of SHIFT Landscape Architecture. He is an award-winning landscape architect and urban designer who has Twenty-two years of experience in design and project management. He is equally comfortable on large urbanism projects as he is on smaller landscape architectural interventions. Noted for his forward-thinking ideas regarding progressive design, he has built a reputation for design that shows creative and innovative ways forward for often ignored typologies. His experience includes design and project management of parks, community initiatives, sports fields, primary and secondary school design, streetscape design, urban design guidelines, public landscapes, campus master planning, institutional facilities, temporary installations, and private gardens.



Previously, Michael has been a sessional professor at the University of Guelph in the Landscape Architecture program, teaching construction courses. He has taught design studios at Guelph, was an instructor in the Architectural Technology program at Georgian College teaching Site Planning and Landscape, and a sessional professor at the University of Waterloo teaching an Urban Design studio. He remains connected and is consistently invited as a studio and guest critic at the University of Waterloo and University of Guelph. He also served a two-year term as a member of the City of London's Urban Design Peer Review Panel. He is also a past member of the City of Guelph's Public Art Advisory Committee, serving as Vice-Chair, and the City of Burlington's Urban Design Review Panel.

Michael will direct and oversee the project, leading concept design, and ensuring coordination and communication with the Town Project Team, and others as needed. Michael will be one of the main points of contact at SHIFT.

Joining Michael for this project will be three other SHIFT team members to round-out an experienced and effective group: David Duhan, OALA, CSLA is an Associate landscape architect at SHIFT with over 7 years of experience providing design and project management on public space projects; Mackenzie Fantini, OALA, CSLA, has been at SHIFT since graduating with a BLA in 2019 and has worked closely with Michael and David on several public projects; Christian Stewart, BLA, MLA, a landscape and graphic designer and trained photographer with 5 years experience in landscape architecture.

David Duhan OALA, CSLA_Associate Landscape Architect

Role in this project: Project management, concept design, public and stakeholder engagement

David is an Associate landscape architect at SHIFT who collaborates with staff to develop conceptual and detailed design, contract documents and provide project administration. He has over seven years of public and private experience in project management, consultation, review, and implementation, having successfully coordinated a high volume of development projects with Canada's largest school board (TDSB) as well as one of North America's fastest growing municipalities (Milton). At both of these jobs David spent much of his time developing standards for playgrounds, parks and other park environments. David understands the challenges that can come up through the design and implementation process and is able to collaborate effectively to see projects succeed on time and on budget. Building on experiences with larger organizations, he is able to engage diverse groups of stakeholders, staff, and contractors to reach consensus and mutual understanding in challenging situations while maintaining project goals. Having a high standard for detail and design execution, he will ensure that the finer aspects of the project are upheld throughout all phases.

Along with his work at SHIFT, David was a Sessional Professor in the University of Guelph Landscape Architecture program for five years, where he taught landscape and site analysis. He is a member of the OALA Examining Board where he reviews new applications to the Association and making recommendations to Council.

On this project, David will work with Michael and facilitate the day-to-day project management. He will coordinate analysis with the consultant team and will have significant involvement in the development of concept designs. David will also be heavily involved in engagement with the public and specific interest groups to facilitate meaningful dialogue and ensure feedback informs decisions appropriately. Conveying information effectively will be critical and David will work with other SHIFT staff to make sure processes are clearly outlined and upheld. In addition to Michael, Dave will be one of the main points of contact at SHIFT.

Mackenzie Fantini, OALA, CSLA, Landscape Architect

Role in this project: Support throughout project, concept and graphic design, public engagement

Mackenzie is a landscape architect at SHIFT who works closely with senior staff to take projects from high level and master planning to a clear, detailed level that can be built. She is extremely skilled in the production of detailed drawings, technical schematics, models and presentation graphics at all project stages. For recent projects including Listowel's Memorial Arena Park, Pelham Civic Space, and Douglas and Albert Street Parks in Fort Erie, she developed plans and perspective drawings for public engagement and Council review. Over the last 18 months Mackenzie has been heavily involved in the development of concepts and contract administration on a 5 park project with The City of Kitchener. She works well with communities and demonstrates a strong interest in understanding their needs to effectively deliver suitable and exciting public spaces. Mackenzie is a licenced landscape architect in the Province of Ontario.

Mackenzie will work with the entire SHIFT team to develop creative concept designs and be involved in composing the final streetscape enhancement plan and recommendations. She will produce clear visualization graphics to effectively communicate the designs. During preparation of public engagement, she will be a key team member, assisting with various coordination and facilitation tasks as well as communication panels and graphics.

Christian Stewart, BLA, MLA_Landscape and Graphic Designer

Role in this project: Support throughout project, concept and graphic design

Christian is a landscape designer at SHIFT Landscape Architecture. With a Master's in Landscape Architecture, he has a strong research background that adds considerable value to many SHIFT projects. Christian is a trained photographer and uses his skillful detailed eye to consider the experiential quality of how a designed space or element will be experienced when implemented in the landscape. He has extensive experience in the development of graphic elements such as signage, wayfinding, and interpretive pieces for SHIFT's projects.

Christian will work with the entire SHIFT team in the analysis and research components of the project. Christian will be involved in the development of analysis graphics and visualizations. His skillset in material sourcing and custom detailing of site furnishings will serve well for providing recommendations for policies and standards for paving surfaces, signage, streetlights and poles, and street furnishings, as indicated in the RFP. As well he will assist with engagement activities and graphic production as required.

Sub-Consultant Introductions

The consultant team will be led by SHIFT. Based on the scope of work determined in the RFP, SHIFT recognizes the potential benefit of having a supporting team of experts to engage as needed. SHIFT has composed a team of sub-consultants that includes two firms with the knowledge and project-specific expertise to ensure that the team can respond to the Streetscape Enhancement Plan for Bridge Street scope effectively and efficiently. SHIFT also has an ongoing working relationship with both of the firms having worked with them in the past as well as several ongoing projects.



Fortech Engineering _Electrical Engineering

Fortech Engineering Ltd. has been a consistent partner with SHIFT on many recent projects. With expertise in electrical engineering and lighting design, specializing in energy efficiency, Fortech will help the team achieve sustainable, functional and enduring solutions. Their portfolio includes a range of project scales and clients throughout Southwestern Ontario, including many park and site designs, as well as several public space projects with SHIFT. Principal Jordan Acri also has significant experience in public space lighting design including the Wingham Streetscape, Waterloo Town Square and Gaiser Park.

Jordan and his team are familiar with SHIFT's approach and are effective collaborators, responding to the needs of clients and the design team throughout the design process. For this project, Fortech will use their expertise to evaluate the feasibility of burying or relocating public utility services, assess electrical servicing, and provide streetlight recommendations.

Key Personnel and Roles (Fortech)

Jordan Acri, P.Eng. _President, Managing Engineer

Role in this project: Consulting on electrical servicing and lighting design recommendations.

Relevant Work (Fortech)

- **Laurel Trail Pedestrian Lighting & Brighton Street Trailhead Improvements**, Waterloo ON (Current with SHIFT)
> Lighting design for a 800m run of a major public use trail.
- **Downsview Park Urban Farm**, North York ON (with SHIFT)
> Site servicing and lighting design, utility coordination, and contract administration for a 10-acre farm site and associated public spaces
- **Witmer Park**, Cambridge ON (with SHIFT)
> Site servicing design, utility coordination and contract administration to support a neighbourhood park redevelopment.
- **Battle of Beaverdams Park**, Thorold ON (with SHIFT)
> Electrical servicing, lighting design and utility coordination for an existing park site with historic significance to the City. The scope also involved working with outdated infrastructure and inventorying unknown services throughout the site.
- **Lorne Avenue Park**, London ON (with SHIFT)
> Site lighting, electrical design and photometrics study for a 1.5-acre park
- **Elora Gorge Washrooms**, Elora ON
> New washrooms and showers to accommodate increases in tourism at the conservation area.
- **Wingham Downtown Revitalization**, Elora ON
> New roadway lighting along downtown Wingham.
- **Steckle Heritage Farm and Homestead**, Kitchener ON
> Site lighting design for historic farm project.

WT Infrastructure Solutions Inc._Civil Engineering

WT Infrastructure Solutions Inc. (WT) was founded in February 2019, out of a team of project leaders and design experts that have more than 60-years of combined municipal infrastructure experience working for clients across Ontario. We pair our decades of design and construction experience with the dedicated and approachable customer service expected of a start-up to ensure efficiency and success throughout every stage of our projects. SHIFT has worked with them on: Kitchener Multiple Parks project and the Brighton Trail head as part of the Laurel Greenway study..

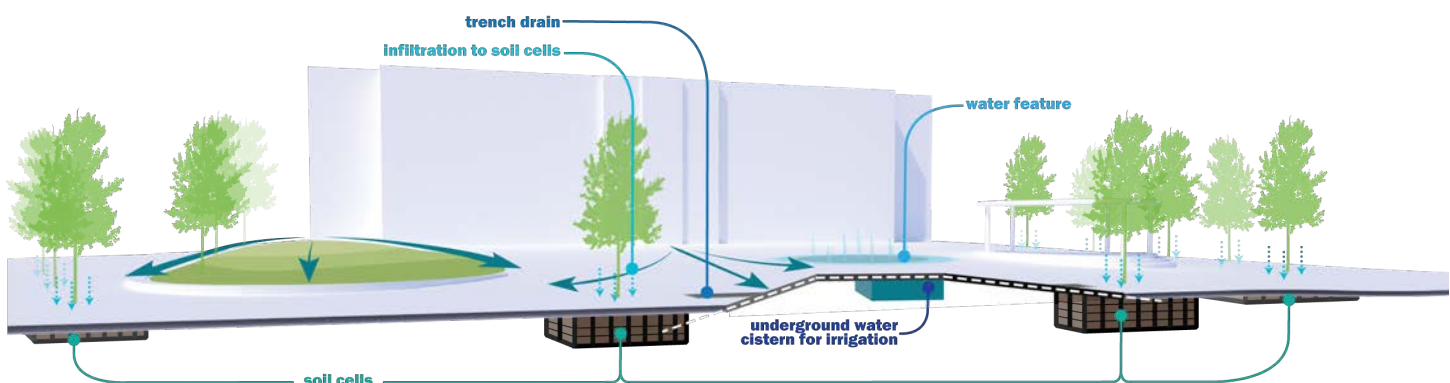
Key Personnel and Roles (WT Infrastructure)

Andrew Tulk, P.Eng._Vice President / Senior Project Manager

Role in this project: Consulting on civil design recommendations and requirements, as needed.

Relevant Work (WT Infrastructure)

- **Kitchener Multiple Parks, Kitchener ON** (Current with SHIFT)
> Site servicing for two neighbourhood park projects including water supply and sanitary connections for a splash pad and rink shack, and upgrades to stormwater infrastructure.
- **Watermain Replacement and Sanitary Servicing in Tyrolean Village, Town of the Blue Mountains ON**
> Design Lead responsible for the preparation of alternatives, design, and contract administer the construction of watermain and a residential sanitary collection system. Assess the suitability of gravity and low pressure forcemain alternatives for the sanitary collection system. The project is to be constructed in two phases between 2022 and 2023. Completion Date: On-going.
- **South Drive Reconstruction, Simcoe, ON**
> Design Lead. Preliminary, detailed design and contract documents, as well as contract administration, for the reconstruction of 450 m of urbanized residential street including the replacement of sewers, watermain, and sidewalks. The project also includes the reconfiguration of the stormwater outlet. Value: \$2.1M (est). Completion Date: Ongoing
- **Nelson Street West Reconstruction and Watermain Replacement, Port Dover ON**
> Design Engineer. Detailed design and contract documents, as well as contract administration, of reconstruction of 900 m of semi-rural road cross-section to an urban cross-section including the addition of new storm sewers, sidewalks and bicycle lanes. The project also included 410 m of distribution watermain on three adjacent streets to replace an old 100mm watermain. Completion Date: Ongoing



Stormwater Management Diagram _SoHo Civic Space_
London, ON_2020

Experience Summary



Park Entry and Market Space Rendering_Listowel
Memorial Park_Listowel, ON_2020

Thank you for a very successful public information centre last night. I felt that the comments and information provided from the public were very positive overall and I was very impressed how you both managed the residents and answered questions. Mona and Jamie both agree that SHIFT showed last night that you were the best possible choice for this project!

Kevin Rankin, City of Barrie
Project Manager for the Wyman Jacques Arboretum Master Plan
February 2019

"Thank you for including all of our comments. This will set a new precedent and expectation for public consultation."

Signe Hansen, Town of Fort Erie
Project Manager for Spears Park Development
July 2020

"That was perfect! Very professional materials, presentation, meeting admin. and excellent handling of the Q & A"

Kevin Bradley, City of Barrie
Manager of Parks & Forestry, Heritage Park Master Plan, PIC
May 2021

Laurel Greenway

Location: Waterloo, ON.
Client: City of Waterloo
Reference: Emily Brown, Senior Landscape Architect / Public Realm Specialist
 t. 1-519-497-9337 e. emily.brown@waterloo.ca

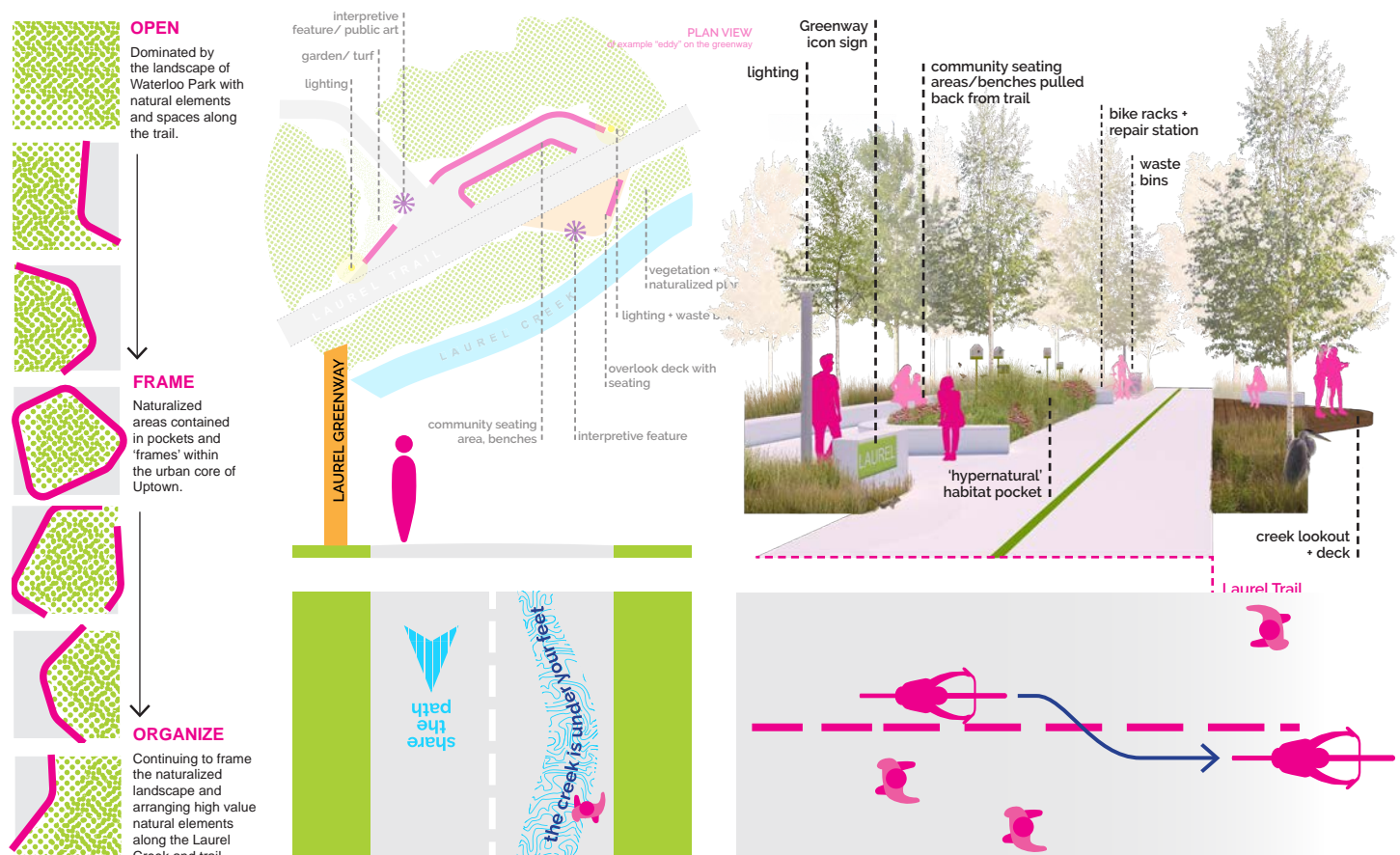
Completion Date: 2020 - June 2023 (Anticipated Completion)

Scope of Work:

SHIFT was engaged by the City of Waterloo to develop a master plan for the Laurel Greenway, a two kilometer stretch of public space that runs through the heart of the city. The overall intent of the study is to identify a vision and the conceptual direction for implementation of a continuous and cohesive public space.

The master plan defines key spaces and ways to enhance the experience of the Greenway through wayfinding, active transportation, pedestrian connections, placemaking, and integration of gathering spaces throughout. In the approach the need to unify the long extent of the greenway was considered and included implementing designed gateways and transitional spaces as it moves from an urban Uptown core to a naturalistic creekside environment. Outreach and engagement with stakeholders and working with multiple disciplines were critical pieces of the Laurel Greenway Master Plan to inform design and planning decisions. This included working with the Uptown BIA, GRCA, Grand River Transit, the Region of Waterloo, engineers, and planners. The outreach and facilitation of this work was managed by SHIFT.

The approach to implementation is a key focus of this study, as fully implementing the Laurel Greenway is a long term process of both preserving existing spaces and expanding them as opportunities arise. This included creating a hierarchy of spaces and further defining and categorizing spaces into proposed phases of short, medium, and long term implementation. The Laurel Greenway Master Plan is ongoing and currently the final report is being produced for presentation to council.





Willis Way

Location: Waterloo, ON.

Client: City of Waterloo

Reference: Emily Brown, Senior Landscape Architect / Public Realm Specialist
t. 1-519-497-9337 e. emily.brown@waterloo.ca

Completion Date: 2021 - 2023

Scope of Work:

SHIFT was engaged by the City of Waterloo to complete a study, engage stakeholders, and produce the conceptual redesign of the Willis Way streetscape in Uptown Waterloo.

Willis Way is a keystone corridor of Uptown Waterloo for commercial shopping, dining and local businesses. The multi-use strip is currently a standard 2-way street with parallel street parking, but culturally is a significant destination for community gathering and a connection way to the broader Waterloo network, providing direct access to transit and linkage of two public spaces. The approach to the redesign introduced the concept of creating a significant pedestrian-focused linear park the length of the street allowing for seating, plant beds, and feature lighting, where people can gather, stroll, and dine comfortably.

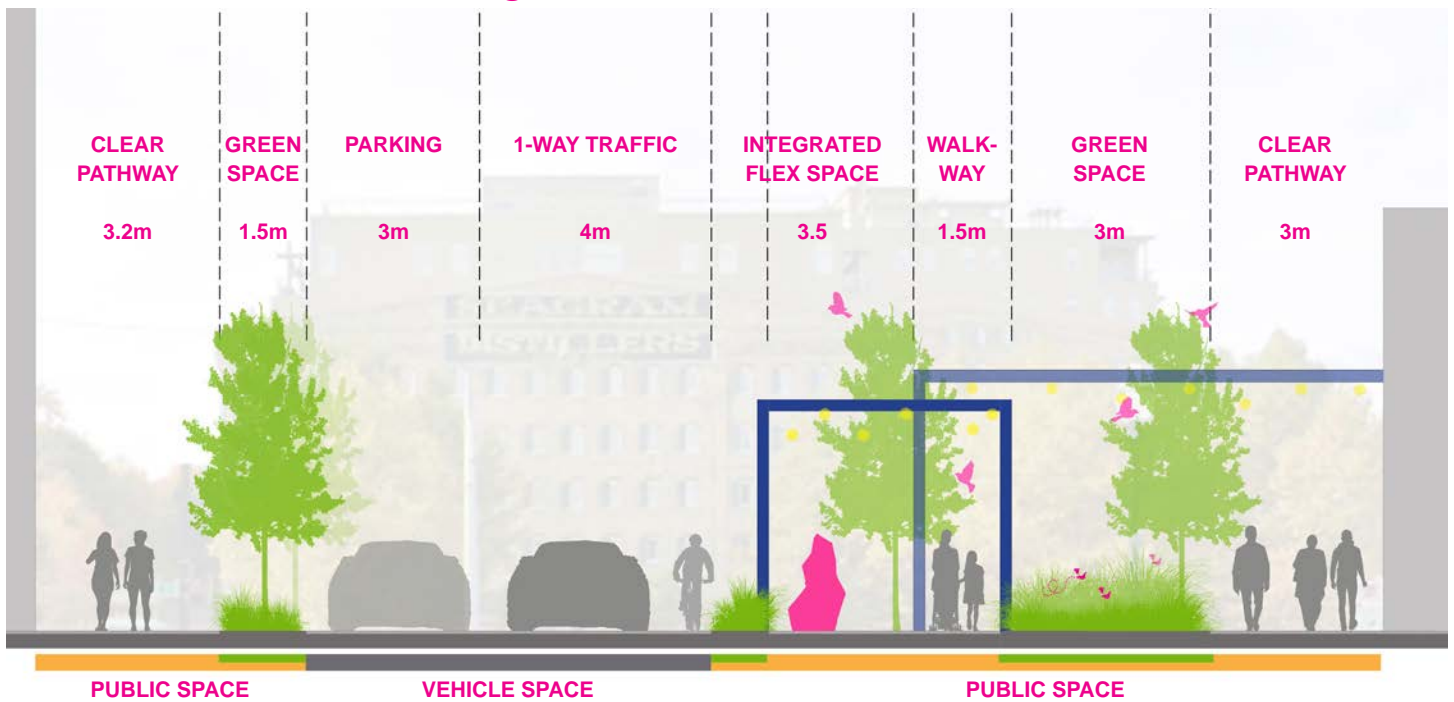
The current enthusiasm and use of the space has inspired the City of Waterloo to transform Willis Way to embody the Shared Street Initiative, an initiative that improves the relationships among pedestrians, cyclists, and vehicles. Stakeholders and allied disciplines have been engaged from early on in the process, including the BIA, Active Transportation, Arts and Culture, planners, and engineers. The study has been used to identify how the street can become a more welcoming and inviting pedestrian space that encourages use of businesses and provides an amenity within uptown. Considerations have included spatial planning that nurtures a unified pedestrian and vehicular space, parking, the integration of art, placement of trees, and amenity opportunities offered along the linear park.



LINEAR PARK - PLAN



LINEAR PARK - SECTION 3



Pelham Civic Space

Location: Pelham, ON.
Client: Town of Pelham
Reference: Barbara Wiens, Director, Community Planning and Development
 t. 905-980-6658 e. BWiens@pelham.ca

Completion Date: 2022

Scope of Work:

SHIFT was hired by the Town of Pelham to develop a master plan for the Pelham Civic Space, including concept development, public engagement, and presentation to Council.

The Master Plan for Pelham Civic Space was developed based on the feedback heard during public engagement and consultation with Town staff. SHIFT worked with the Town's planning and engineering staff to develop a concept that will succeed as a main civic space that compliments the Town's street network and open space planning. SHIFT embedded specific materiality, forms, and furnishings into the design that interpret the historic cultural and physiological identity of the site and area. The final design embodies a multi-use space that would encourage the community to use the space daily and come together in larger groups for events. A significant entry plaza was introduced at the prominent intersection to create a flexible entry space that can support gathering from the community centre across the road. At the core of the civic space is a great lawn for people to use freely and to accommodate formal gatherings and events. One half of the lawn is bermed to offer sloped seating towards a stage with a pavilion roof that extends into the lawn. The stage creates a space for performances and events. A water feature sits within a cove off of the main circulation path with the backdrop of a stacked stone wall. The water feature is intended to be a cooling feature by using fountain jets at-grade. This provides options for play for children and allows adults to stroll through or sit near to enjoy the spray. The design also includes a harvest table and a seating area around two sculptural gas fireplaces. The final concept brings in elements of local character to create a space that will enhance civic pride.





Heritage Park

Location: Barrie, ON.
Client: City of Barrie
Reference: Kevin Bradley, Manager of Parks Planning
 t. 705-739-4220 x4825 e. Kevin.Bradley@barrie.ca

Completion Date: 2019 - April 2022
Budget: \$11 000 000.00

Scope of Work:

SHIFT was hired by the City of Barrie to create a master plan for Heritage Park that included multiple public consultations, key stakeholder engagement, concept development, and a final design brief.



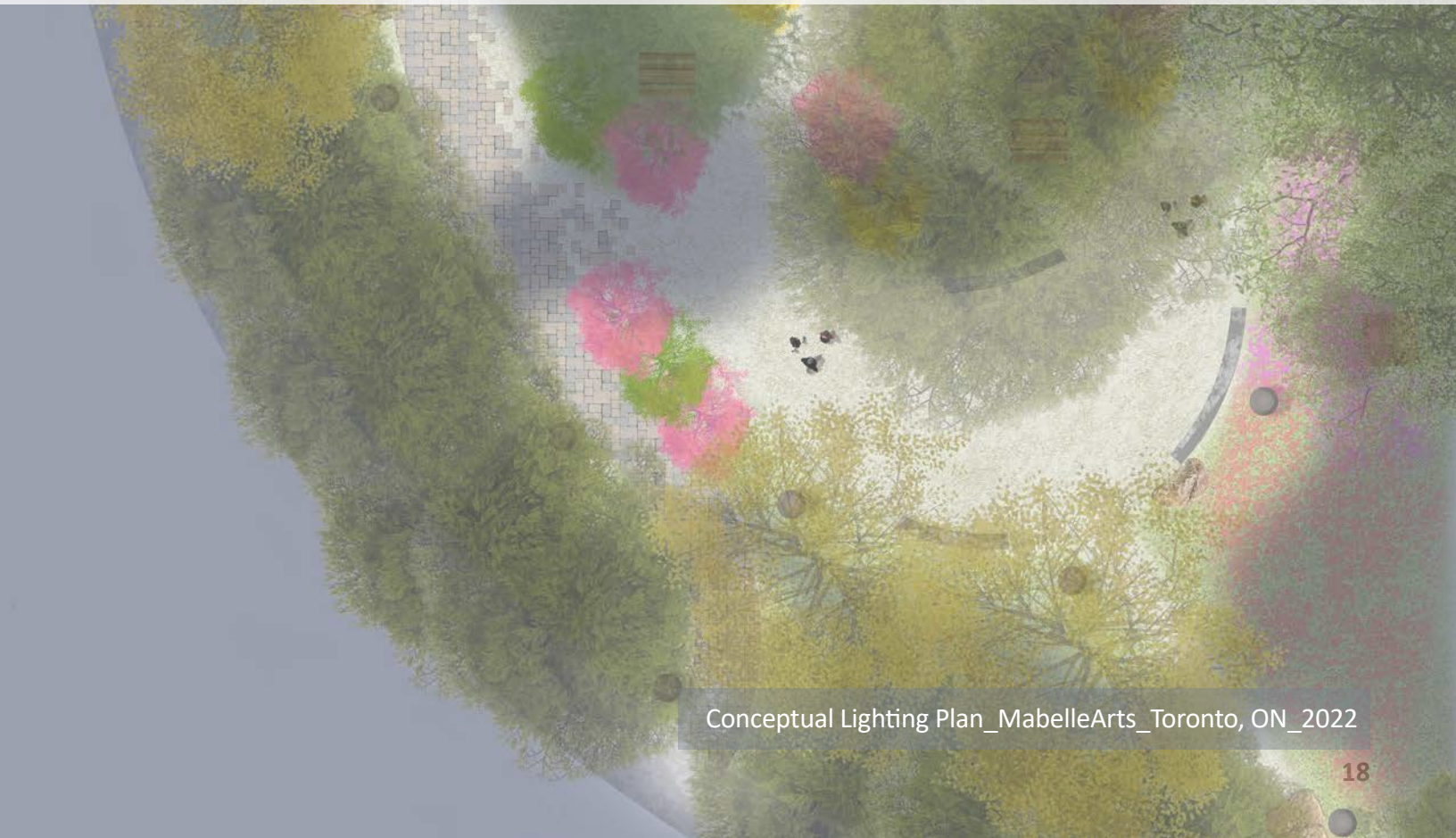
The intention of the master plan is to create a vision that supports a secure and long-term resilient park where it becomes a central hub for gathering, peaceful walks and events. The master plan also pursues the goal to enhance connections to the downtown civic space, Meridian Place along with the park spaces around Kempfenfelt Bay.

The master plan directs future upgrades and renovations to align with the needs of visitors, while leveraging existing and future opportunities for programming. This includes supporting active transportation and meeting current accessibility and universal design standards, creating spaces that are safe and resilient for event hosting, creating spaces that introduce visitors to natural elements for their emotional and physical benefit, allowing safe and secure visual and physical access to the water, and ensuring the future of the Park is maintained as a preeminent, outstanding amenity for the City of Barrie.





Additional Services



Value-Added Services

How we will succeed

SHIFT is confident that our team will successfully and efficiently deliver all components of the project scope to provide the Town of Tillsonburg with a complete, inspired, and forward-thinking Streetscape Enhancement Plan for Bridge Street. We have a strategic approach to quality that we carry through each of our projects, and we extend this strategy to the team that we work with. As a small and focused group, SHIFT can align project requirements with the people who can best deliver them as part of a collaborative and integrated approach.

Taking advantage of our design team's full capacity, we can maximize effort by understanding how and when to involve personnel. We know who is good at what and how to best engage groups and individuals in the process. As detailed in the Work Plan, at each phase of the project, clear objectives are made that enable a distribution of effort and prioritization to ensure key tasks are achieved and milestone targets are hit.

Beyond our internal staff, SHIFT extends the expectations and standards of our work to the consultants we team up with. Throughout the life of this project, the Town of Tillsonburg, stakeholders and other interest groups should expect a high standard of delivery, including our work, organization, communication, and execution.

We are detailed and rigorous

- Critical to project quality and delivery is the level of detail with which we approach our work. Omissions early in the process can grow as the project progresses and we need to carefully consider how to mitigate any issues early on. This also allows us to manage time and cost increases for ourselves and others involved through all phases.
- Internally, we work through multiple reviews from various perspectives to ensure that nothing is missed. Our office is an open forum for discussion which allows us to review our work with a critical eye before issuing anything to the client or other engaged groups and individuals.
- We pride ourselves in highly detailed graphics that clearly convey a strong creative intent. While we are innovative, we do our research to ensure solutions will work. Throughout design, we use precedents, mock-ups, 3-D printed models, and material samples to test and refine design decisions.
- Our subconsultant team for this project consists of a group of recognized experts who will serve to review our work in the context of their respective expertise. Prior to issuance to the Town, our work has been vetted through multiple reviews to ensure it meets project requirements. We understand the work of the experts we work with but appreciate that they have applied knowledge that we do not. We rely on this expertise and ensure it is conveyed appropriately to the client and stakeholders.
- While valuing efficiency, we allow time for quality work. Good design takes thought, persistence and intention, all of which need appropriate time. As part of our detailed approach, we invest time in high-quality, well thought out, and viable design which allows us to be more efficient in the later stages of the project.
- We anticipate questions that may come up and ensure that ideas are effectively communicated at an appropriate level. For example, prior to engaging groups in the review of a proposed design, we ensure our work is tailored to the audience to create a good foundation for a productive dialogue.
- For this project, we anticipate that a timely and effective engagement process will be critical to the efficacy of the final proposed standards. We will do our part to allow for an engagement-driven process that empowers and informs all participants.

We manage time effectively

- Working with our design team, we will review proposed schedules to ensure that time and budget resources are being managed efficiently. This review also allows us to identify redundancies (scope, meetings, etc.) and opportunities to make processes more effective.
- We want to make sure all time set aside for meetings and correspondence is maximized for Town Staff and any other individuals or groups. We will provide clear agendas, as needed, and aim to discuss pressing issues, collect necessary input and present information clearly and concisely.

- In-house, SHIFT staff are working on multiple projects. Rather than being a barrier to meeting deadlines, we integrate project schedules and coordinate dates to ensure the success of one project is not at the detriment of another. Our time is well-managed and prioritized accordingly.
- We recognize that changes happen and unexpected issues arise over the lifespan of a project. Though we work towards anticipating those challenges and avoiding them, they inevitably occur. When this happens, we will take the time to fully-understand what is needed to overcome issues, strategize to find the best solution, and execute efficiently. The strong standard of collaboration that we maintain throughout the project will allow us to develop team-based resolutions.

We_communicate and collaborate

- As appropriate, involving our entire team early in discussions with the Town of Tillsonburg and other parties will allow them to be up to date and aware of all project requirements. While subconsultant involvement may vary throughout the project, they become aware of expectations and are in-sync with timelines to ensure deliverables are understood and deadlines are met.
- Our client, consultant team and other stakeholders bring valuable expertise to the project. Though SHIFT is the design lead, we will collaborate with the entire team to take advantage of all available information. This supports efficiencies in the project and helps us anticipate and work with any potential challenges.
- Throughout all phases of the project, we encourage feedback and input from the client and other stakeholders to ensure that our solutions meet project needs.
- During any formal meetings or site visits, SHIFT staff will record minutes and circulate to all attendees and relevant parties to verify information and fill in any gaps.

We_anticipate challenges and present solutions

- Issues and challenges that come up at any point during a project can add significant cost, time, and create cascading delays. While no scope of work is immune to these delays, our rigorous design process and collaborative approach allow us to anticipate challenges and manage them throughout all phases.
- As design lead, we will aim to have answers or solutions ready should any issues arise. Working with our team and others, as necessary, we can then present the Town with potential options to move forward.
- Working through each project phase, we will develop an in-house log of key decisions and who is involved to be able to quickly find solutions should issues arise. Being able to access our team efficiently will allow for quick resolutions or at least a quick interim approach to proceed with.





Methodology and Approach



Project Understanding and Approach

Project Understanding

When complete, this project will represent the outcome of an informed process initiated by the Town, that will reimagine how Bridge Street and potentially other adjacent streets can be rethought in an effort to create a vibrant, exciting and renewed downtown for Tillsonburg. Being a quintessential Southern Ontario town, Tillsonburg enjoys a great climate and has the potential to become a destination for tourists as well as being a fantastic place for people to reside. Like all communities, the Town needs to consider future infrastructure updates as well as think about how it remains competitive in attracting investment and new members of the community. The opportunity that the redesign of Bridge Street presents is great. The supporting spaces along its length - the Clock Tower, Station Arts Centre Caboose, the War Memorial and the existing pathway connections can act as the foundation for an active space that serves the pragmatic needs of businesses and transportation while being a beautiful place to be. This short stretch of street has the potential to not only guide future development in Tillsonburg but be a model of contemporary urban design for small towns throughout Ontario. Rather than a vehicular street that allows pedestrians and cyclists, Bridge Street could become a linear, urban public space that also accommodates vehicles. The difference as written is nuanced but the outcome on the ground would be dramatic. We envision a green street which people want to visit and spend time on, having lunch, meeting friends and interacting with public art. The street can be closed to traffic at time allowing for festivals, art events and other community celebrations. Ultimately the final design plan will guide future development and it must be realistic but we think the design process should study options that would allow for this idea of 'street as public space' in order that the street is truly rethought, rather than this being a redecorating exercise that many streetscape projects become. Banners, flowerpots and a few benches will not do justice to the pieces that are already in place along Bridge Street. Drawing on history and combining it with contemporary ideas and needs such as limited public gathering space, recreational opportunities, green infrastructure and other possibilities would have dramatic results. And if planned thoughtfully this does not have to come at an excessive cost premium. By leveraging the peripheral spaces which already line Bridge Street new spaces can be added over time in a phased approach, and eventually when it is time to replace infrastructure or street surfaces, the larger more financially challenging projects can be included in these necessary end of life upgrades. Development that is already planned and on its way illustrates that this is a desirable space for growth. Establishing high quality public space which supports future development will be critical to ensuring the Town of Tillsonburg grows in an appropriate and sustainable fashion.

SHIFT is ready to kick off this process and we would look forward to working with the Town on this exciting project. This section describes our team's unique design philosophy and approach and describes the considerations we know will be critical in completing the scope of this work for the Streetscape Enhancements for Bridge Street, as outlined in the RFP.

Overall Project and Consultation Approach

Through the following work plan, the SHIFT team has outlined our approach to see the development of this project from start, through to completion. Our plan follows a rigorous and thorough process that meets the standards, expectations and objectives of the Town. We look forward to hitting the ground running to ensure the Town can complete the project as effectively and efficiently as possible.

We believe a PIC will be critical for the success of this project, but we would also take the project to the street with a pop up event and chalkboards installed in strategic places along the street. These boards would remain in place for a month or so and allow people to provide ideas as they move along the street. We started this during COVID and have found it so successful that we have maintained it as part of our engagement process. Installing the chalkboards with a prompt such as 'What do you imagine for Bridge Street' or similar, allows for feedback at the site and is a good way to engage people on their own terms.

While the in person public engagement session will be valuable as an opportunity to interact and discuss the project with attendees, experience has taught us that providing opportunities for people to comment and make suggestions on their own terms and own time is extremely successful. If the Town has an online engagement platform we would also make use of this to allow for longer periods of time in which people can provide feedback.

Beyond engagement with the public this project will require close discussion with staff, committee members, business owners and other governing agencies. We have extensive experience managing large groups of stakeholders to ensure all voices are heard. Currently with the University of Toronto we are working with a 30 person committee developing a masterplan for an urban farm at their Scarborough Campus. On several other projects such as Heritage Park in Barrie, SoHo Civic Square in London and the Laurel Greenway in Waterloo we have balanced public opinion with the needs of various stakeholders to develop projects which are catalysts for change in each community.

The work plan identifies two main project phases that correspond to the proposed project schedule. Milestones, key tasks, objectives, required resources, and deliverables throughout the project timeline have been identified. If awarded this project, SHIFT will look forward to further refining a schedule with Town staff.



Work Plan

Phase 1: Project Initiation

This first part of the project focuses on developing a strong understanding of the project site and leveraging the knowledge of Town staff, members of the steering committee and other sources of information that are available to us through research and outreach. All required background information will be accounted for in this phase.

Task_1 Project acceptance, introduction, site walk and start-up meeting with Town to review schedule, communication standards, and other processes.

- SHIFT will arrange a site walk and a start-up meeting with Town staff. Key members of the consultant team will be present as required. The meeting will cover a review of the overall project vision and intent, as well as the anticipated schedule.
 - > *Start-up meeting to be held with Town staff, and other project team members as required.*
 - > *The on-site review and walk with Town staff and members of consultant team will be coordinated by SHIFT*

Task_2 Background research, project grounding, detailed inventory and analysis.

- Review background materials, reports, community information, natural environment and other relevant background information. SHIFT will provide a summary of relevant background information to the Town.
- Discuss high-level maintenance and operational expectations.
- Review key project stakeholders, relevant approval agencies, interest groups, and others to serve as a base for engagement and outreach.
- Inventory and analysis of existing site and contextual conditions of the study areas. This inventory and analysis will look, at a minimum, at the existing roads and pedestrian realm with furnishings, public spaces, heritage elements, circulation and connectivity, permeability, trees, architecture, land use, servicing, and utilities.
- SHIFT will coordinate with the engineering team members on possibilities and challenges for existing and future services.

Task_3 Project direction, and initial outreach.

- SHIFT will arrange a brainstorming session with Town staff and the Steering Committee.
> SHIFT will arrange a site visit with the Steering Committee in coordination with the Town.
- SHIFT will coordinate with the Town to hold an outreach pop-up/engagement session with local businesses, the public, and any noted stakeholders. This outreach will allow SHIFT to further develop an engagement strategy and initiate any stakeholder interviews that may be required.
- Summarize Phase 1 work

Phase 1_Critical Outcomes

- **Coordinating with Town staff, SHIFT will develop an in-depth understanding of the project site and context. Any investigation work that can be started will also begin.**
- **An engagement strategy will be developed that identifies all stakeholders and interest groups, proposed tactics, and updated timing.**
- **Complete fulsome inventory and analysis presented in graphic format.**
- **Conduct initial public outreach session.**
- **Provide a summary of Phase 1 work.**

Phase 2: Concept Development, Public Engagement, Concept Refinement, & Finalized Master Plan

Moving on from the first phase, the focus of the second phase is to develop preliminary design concepts for the project area through consultation with the Steering Committee, Town staff, the public and other stake holders. Following the development of preliminary concepts, the design will be refined and presented to the public for feedback. With feedback from the public, the Town, and Steering Committee, SHIFT will develop a finalized Master Plan.

Task_1 Preliminary concept development.

- Coordinate overall design considerations with Town staff and Steering Committee.
- Research and develop study into relevant precedents related to neighbourhood districts as well as best practices for streetscape design. This precedent study will include visuals of streetscapes, materials, and overall design elements that are appropriate for the project and important if a district theme is considered for the study area.
- SHIFT will develop 3 preliminary design concepts along with a preliminary order of magnitude cost estimate for each. The design concepts will include plans, sections and other imagery, as required to illustrate intent. These three preliminary designs will represent various ultimate conditions, but will



Community Engagement_Mabelle Park_
Toronto ON_2022

- consider phasing. Each plan will identify public event space locations, evaluate locations of heritage and cultural elements and the potential to reflect the history of the site through art and design elements. The plans will also all take into account practical requirements such as parking, accessibility, and accommodation for various modes of transit, etc. SHIFT will coordinate with the engineering team members and relevant utilities if necessary to evaluate the feasibility of burying or relocating public utility services. LID strategies and CPTED features will also be included, along with other design considerations such as identity and consistency with adjacent study areas, and the context of adjacent properties.

> At 30% completion, SHIFT will review preliminary concept plans and Neighbourhood District precedent study with Town staff and Steering Committee.

Task_2 Refine concepts.

- Following review, SHIFT anticipates that 3 concepts will be selected to be carried through based on discussions with the Town, and will be developed to the 60% review stage. At this stage it may be determined that is best to focus on 2 alternate concepts focusing time and energy developing two equally relevant projects. This can be discussed with SHIFT and the Town as the project progresses.

> At 60% completion, SHIFT will review plans and Neighbourhood District precedent study with Town staff and Steering Committee.

- Engage utilities and other relevant agencies with 60% concepts.
- SHIFT will continue to refine all concepts up to the 90% stage including costing.

> At 90% completion, SHIFT will review plans with Town staff and Steering Committee.

Task_3 Outreach and Public Information Centre.

- After refining the design concepts, SHIFT will develop presentation materials (panels, drawings, presentation) for the PIC to Town staff as well as an online survey.
 - SHIFT will revise PIC materials as required.
- > Coordinating with Town staff, SHIFT will present a variety of materials to describe the conceptual design at an in-person PIC event.*
- SHIFT will summarize input and comments from the PIC event and online survey. These results will help inform selection of a final concept in discussions with the Town.
 - SHIFT will coordinate Stakeholder/Developer interviews

Task_4 Develop final Master Plan.

- The preferred plan will be selected in coordination with the Town based on input from the Steering Committee, adjacent property owners, feedback from the public, and input from other stakeholders.
- Develop the selected concept to 100% for submission to the Town.
- SHIFT will submit the Master Plan along with budgetary costing, an implementation schedule, and proposed phasing to the Town for review.
- SHIFT will revise and submit the Final Master Plan including finalized costing, implementation schedule, and phasing to the Town.

> Coordinating with Town staff, SHIFT will present the final Master Plan to the Economic Development Advisory Committee and to Town Council.

Phase 2_Critical Outcomes

- **Develop Neighbourhood District precedent study and presentation.**
- **SHIFT will develop three preliminary design concepts for the project area, including preliminary cost estimates. These will be refined to 90% completion including cost estimates and implementation and phasing will be taken into account.**
- **Working with the Town, SHIFT will successfully engage the public through a PIC to present the conceptual design.**
- **SHIFT will refine the selected concept into a finalized Master Plan for submission to the Town and presentation to Council.**



Rendering of Park Entry from Street_
Lorne Avenue Park_ London, ON_2020



Rendering of 'Front Porches' Along Street Edge
Lorne Avenue Park_ London, ON_2020

Engagement and Relationship Building

Proposed Engagement Objectives_

- Listen to and understand a variety of voices and perspectives;
- Communicate the purpose, process and schedule for the park project;
- Educate about how feedback and experiences can be incorporated into the final park design outcomes;
- Encourage shared mutual learning and understanding about the project;
- Build excitement, interest and community pride in the project.

Our Approach

The key principles involved in our engagement work emphasize the need for inclusive, transparent and informed consultations rooted in equity, mutual understanding and trust. We recognize the need for creative and human-centered approaches to consultation and communication to encourage long-term capacity building. We believe that the best way to involve a diversity of participants and to generate the best feedback is by developing focused communications and outreach strategies and ensuring that consultations are enjoyable and appropriate for those involved.

Key strengths of our approach include:

Inclusive consultation

Our team prioritizes inclusive strategies for communication and engagement. We understand that in traditional consultations, there are often many voices left out of the process.

Therefore, a central question that guides our work is: “who is missing?” We are committed to ensuring that we purposefully reach out to a variety of demographics and networks, to ensure that equity-seeking voices are heard and embedded in our processes and designs – a multi-generational and fully-inclusive process. With guidance from Town of Tillsonburg staff, we will engage with committees including the accessibility committee, but would also suggest any other committees or organizations that encompass seniors and youth.

While the public open houses will be valuable as an opportunity to interact and discuss the project with attendees, experience has taught us that providing an approximate two-week period in which the public can view the designs and respond to any survey questions online allows for the greatest reach. Many people are unable to come to an open house and allowing feedback in multiple ways supports the greatest level of inclusivity. SHIFT can work with Staff to distill the project concepts to ensure that when posted, they are easily understood and accessible for the public to review and provide feedback.

Creative community engagement and communications

Our team has extensive expertise in community engagement, with a focus on creative engagement methodologies that are designed for participants of all ages. Our creative processes are also educational, transparent and responsive, ensuring that feedback is appropriately collected and used, both in-person and online. We would work closely with Barrie to ensure our methods align with existing processes and approaches.

Summary of Proposed Engagement Methods

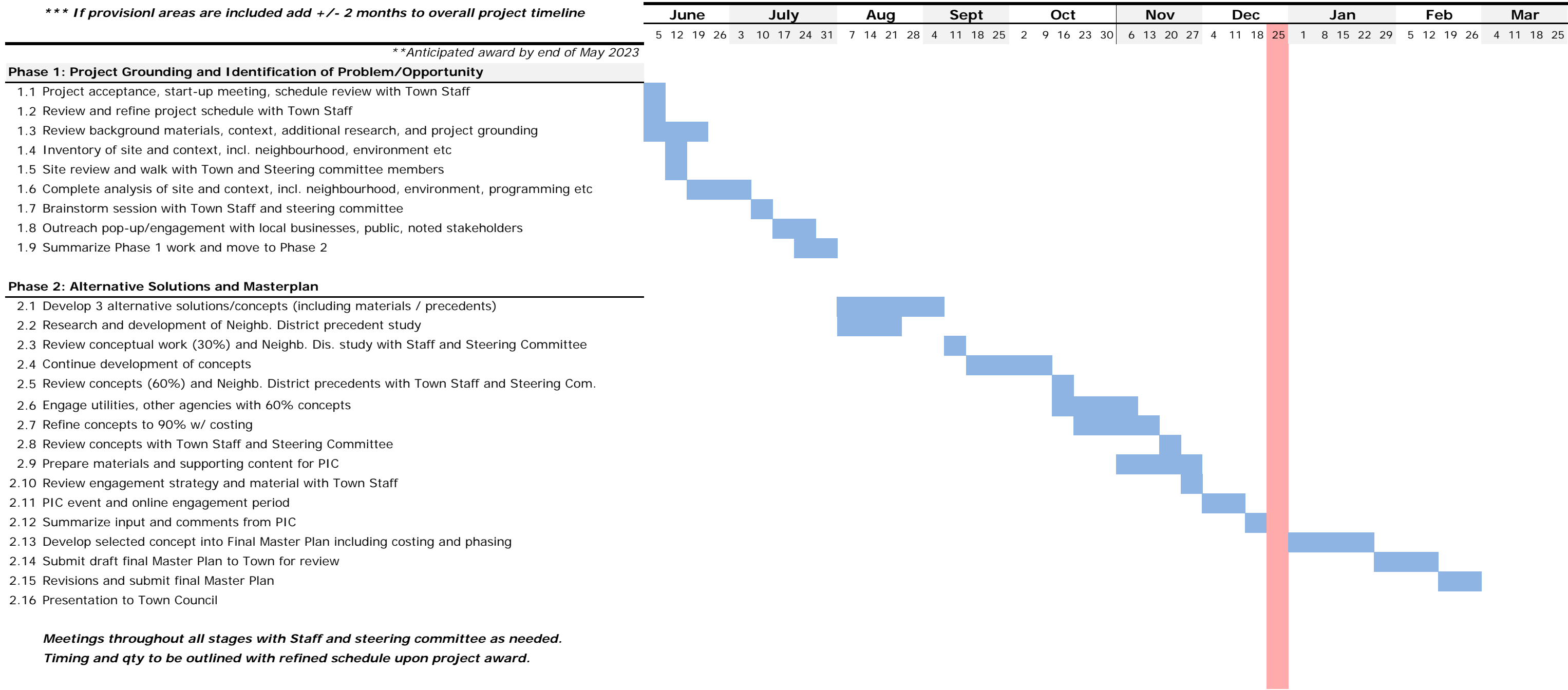
Encouraging creative and diverse forms of stakeholder engagement and communications can assist to build relationships and capacity, generating innovative, ‘out of the box’ ideas. Ultimately, we believe bringing a wide range of facilitation and engagement techniques to any study can help ensure stakeholders are invested and see the value in participating. We also understand that some communities prefer for consultation to be a relaxed and approachable environment - more of an open house with intimate conversation and discussion. We have found this approach to be very effective and have crafted survey questions that help to illicit the critical information required for decision-making. In consultation with Town staff, we can discuss incorporating various techniques within the stakeholder engagement strategy to develop a plan that will work best for Tillsonburg and the scope of this project.



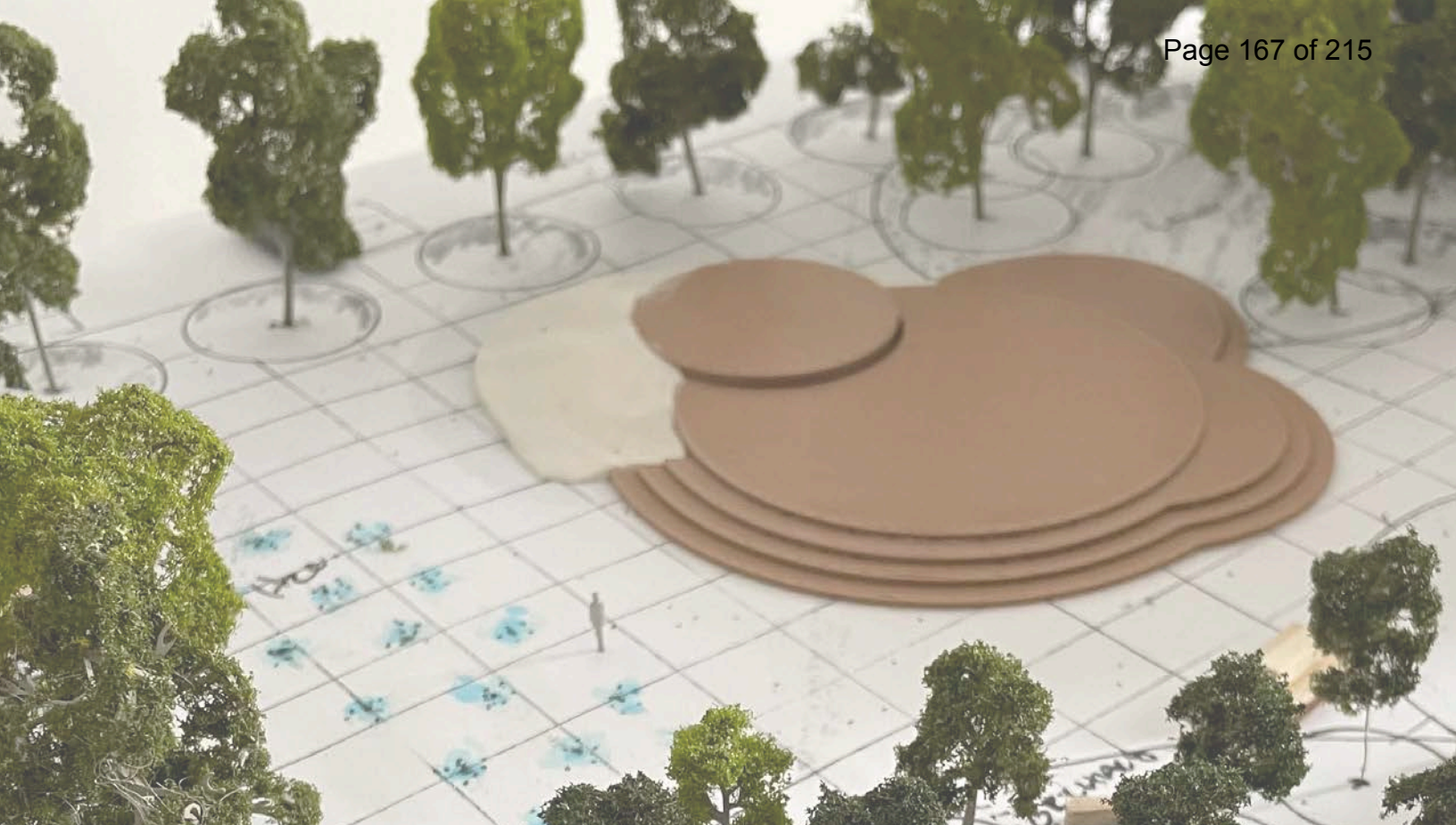
Chalkboards in parks as a public engagement exercise_
Barrie and Kitchener ON_2021-2022

Overall Project Schedule

This schedule represents a general order of work, in response to the project scope. It is expected that this will be further refined based on final award date and in coordination with Town staff.



Redacted: Comercially Sensitive Information



References and Submission Requirements



Study Model_Pelham Civic Space
_Pelham, ON_2022

References

*See section **Experience Summary** of this proposal for project descriptions and additional references.

Emily Brown, City of Waterloo
Senior Landscape Architect / Public Realm Specialist

t. 1-519-497-9337
e. emily.brown@waterloo.ca

- **Laurel Greenway** background and research development, stakeholder and public engagement, master plan and phasing approach.
- **Willis Way** streetscape study, stakeholder and public engagement, and concept design.

Barbara Wiens, Town of Pelham
Director, Community Planning and Development

t. 905-980-6658
e. BWiens@pelham.ca

- Pelham Civic Space concept development, public engagement, master plan, and presentation to Council.

Kevin Bradley, City of Barrie
Manager of Parks Planning

t. 705-739-4220 x4825 c. 705-790-5403
e. Kevin.Bradley@barrie.ca

- **Heritage Waterfront Park** stakeholder and public engagement, concept development, master plan and final design brief.

Conflict of Interest

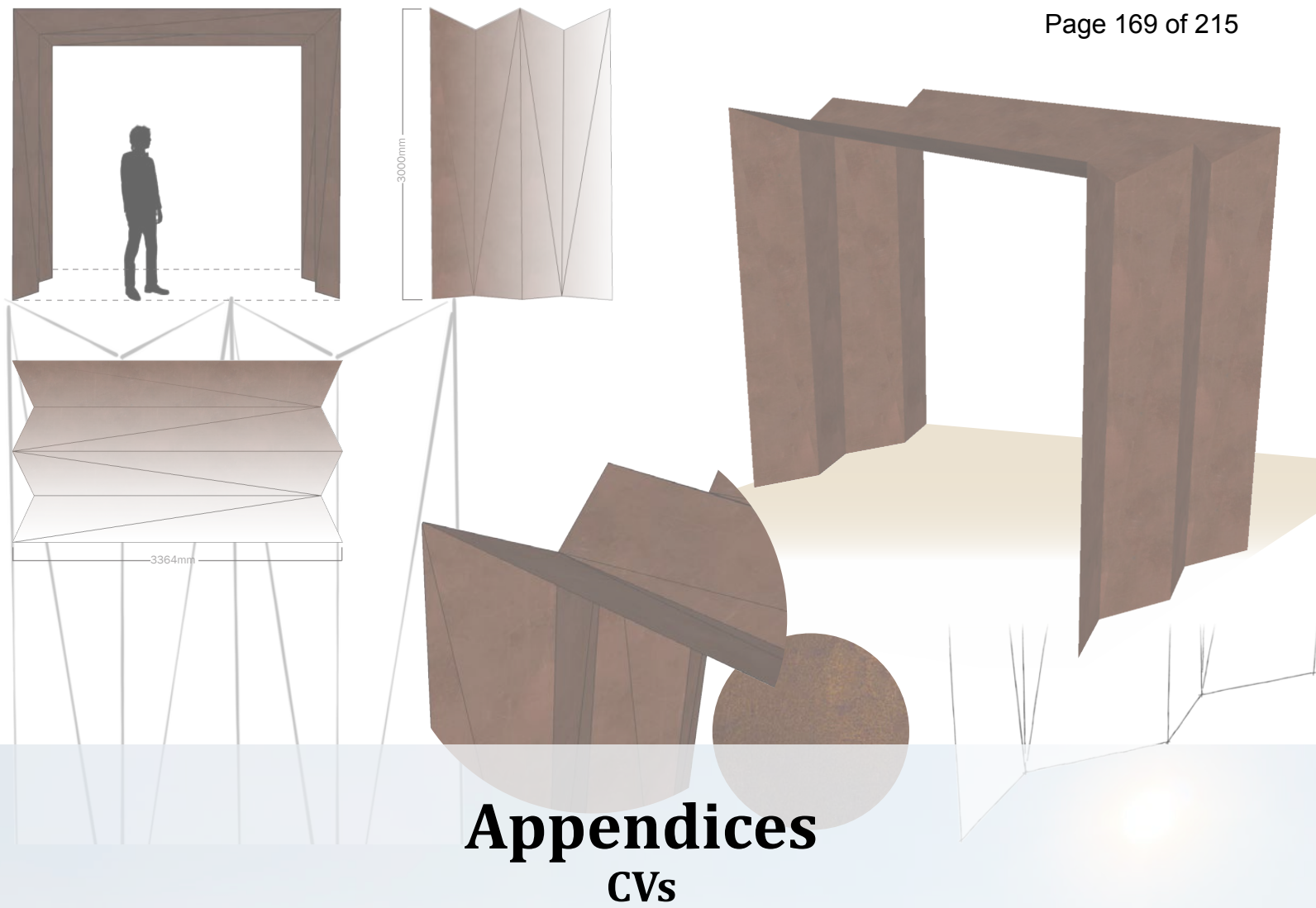
SHIFT Landscape Architecture Co. Inc. does not claim any existing conflicts of interest with the Town of Tillsonburg.

Good Standing

SHIFT Landscape Architecture Co. Inc. (business #748161338) is in good standing.

Proposed Form of Contract

N/A



Michael Barker OALA, CSLA: Guelph Ontario Office

Current Positions

Principal, SHIFT Landscape Architecture_2010 - Current

Academic Qualifications

Master of Landscape Architecture_2010
University of Toronto

Bachelor of Landscape Architecture_2007
University of Guelph

Ecological Landscape Management_2001
Seneca College

Previous Professional Experience

Member, Burlington Urban Design Review
Panel_2020-2022

Vice Chair, City of Guelph Public Art Advisory
Committee_2014-2021

Sessional Professor, University of Guelph_2012-2017

Instructor - Site Planning, Georgian College_2017

Urban Design Review Panel, City of London_2011-2013

Sessional Professor, University of Waterloo_2012

Landscape Architect, Urban Designer, GSP Group_2009

Landscape Architect, Salmona Tregunno_2007-2008

Owner, Surface Concepts Construction_2002-2006

Designer & Project Manager, DM Construction_2002

Professional Affiliations

Full Member - Ontario Association of Landscape Architects

Member - Canadian Society of Landscape Architects

Awards + Honours + Exhibitions

- GAPGAP Competition - Detroit, MI - Finalist_2017
- Philadelphia Play Space Competition, Philadelphia, PA - Finalist_2016
- Urban Space Design - Long Beach, CA - Finalist_2016
- York University Design Charrette - Invited Professional_2015
- Dr. George Grasett Park International Competition- 2nd Place_2015
- Cool Gardens - Winning Entry_2015
- MH17 Memorial - Finalist_2015
- University of Guelph - Professional Practice Panel Discussion - Participant_2014
- Canada's Homegrown National Park Exhibition Invited Designer_2014
- OALA Award of Excellence - North of 60_2014
- Toronto Greenline Competition - Finalist_2013
- Urban Ecologies Conference - Presenter_2013
- Designing Action - Exhibited Finalist_2012
- Embassy Park Competition - Finalist_2010
- Dunnington Grubb Scholarship_2009
- U of T Entrance Award_2009
- Landscape Ontario Scholarship - 2000

Michael Barker is the founding principal of SHIFT Landscape Architecture. Michael is an award winning landscape architect who has twenty years of experience in design and project management both as an employee and as a company owner. Project experience includes: parks, community design, urban squares, streetscape design, urban design guidelines, public landscapes, installations and public art projects.

As well as being the Principal of SHIFT, Michael has been a sessional professor at the University of Guelph, in the Landscape Architecture program, where he taught a 2nd year studio course and a 3rd year construction course. Previously, he taught at the University of Waterloo, leading an urban design studio and at Georgian College teaching site planning in the Architectural Technology program. He was a member of the City of London's Urban Design Peer Review Panel until December 2013 when his term ended. He is a consistent studio critic and an invited guest critic at the University of Waterloo and the University of Guelph. Until 2021, Michael was the Vice Chair of the City of Guelph's Public Art Advisory Committee and member of the City of Burlington's Urban Design Review Panel. Currently he is a member of the City of Mississauga's Public Art Jury Pool.

Selected project experience and current work includes the following:

- UTSC Urban Farm - Engagement and Concepts - Scarborough, ON
- East Fonthill Townsquare - Public Engagement and Concepts - Pelham, ON
- Willis Way Streetscape - Public Engagement and Concepts - Waterloo, ON
- Albert Street Park - Public Engagement and Master Plan, Contract Docs and Admin - Fort Erie, ON
- Laurel Greenway Master Plan - Community Engagement and Master Plan - Waterloo, ON
- Listowel Community Arena Memorial Park - Public engagement and concept - Listowel, ON
- Heritage Park - Master Plan, public engagement - Barrie, ON
- Battle of Beaverdams Park - Public Engagement & Concept & Contract Docs and Admin - Thorold, ON
- Downsview Park Urban Farm - Master Plan, Detailed Design, Contract Documents, and Contract Administration - North York, ON
- Terra Cotta Trailhead - Public engagement, Concept - Caledon, ON
- Lorne Avenue Park - Public Engagement, Concept development, Detailed design, Contract documents and contract administration - London, ON
- EVE Park Net-zero Community - Concept, Detailed design and Contract Documents - London, ON
- Douglas Park - Public Engagement & Master Plan - Fort Erie, ON
- Wyman Jacques Arboretum - Public Engagement, Master Plan, Final document - Barrie, ON
- Hespeler Road Urban Parkettes - Concepts and Contract Documents - Cambridge, ON
- Starwood Neighbourhood Park - Guelph, ON
- Morningside Neighbourhood Park - Detroit, MI
- SoHo Civic Space - Concept development, Public engagement, Detailed design, Contract Documents - London, ON
- Claremont Field Centre, TRCA - Outdoor Classrooms, Trail and Shade Structures - Pickering, ON
- Community Playspace Concept and Cost Estimate - Philadelphia, PA
- Market Garden and Public Space Masterplan - Toronto, ON for FoodShare and TCHC
- Flemingdon Park Urban Agriculture Strategy and Masterplan- Toronto, ON
- Grey County Long Term Care Courtyard - Owen Sound, ON
- Parkside Condominium - London, ON
- Digital Main Street Charrette and Streetscape Concept - WQW BIA - Toronto, ON
- Stoney Creek Pediatrics - Hamilton, ON
- BIA Streetscape Concept - Windsor, ON
- Incisions + Incubators - David Suzuki Foundation Exhibition Schoolyard design - Toronto, ON
- Conestoga College Master Plan
- Corpus Christi Secondary School Landscape Plan + Sports Facilities
- North of 60 Installation @ Canada Blooms - Toronto, ON
- RiverBend Streetscape and Design Guidelines
- Town of Blue Mountains CIP and Streetscape Design
- Multiple Private Gardens

David Duhan OALA, CSLA

Current Position

Associate + Sr. Landscape Architect
SHIFT Landscape Architecture_3.5 Years

Academic Qualifications

Master of Planning and Development_2018
University of Guelph

Bachelor of Landscape Architecture_2012
University of Guelph

Previous Professional Experience

Sessional Professor, U of Guelph_2014 - 2022

Landscape Design and Standards Coordinator
Toronto District School Board_2015 - 2016

Landscape Technician, Town of Milton_2013 - 2015

Professional Affiliations

Full Member - Ontario Association
of Landscape Architects

Member - Canadian Society of
Landscape Architects

Professional Association Work

OALA Examining Board Member_2015

OALA Councillor_2015-2016

OALA Associate Representative_2014-2015

Awards + Honours + Exhibitions

- American Society of Landscape Architects Award of Merit_2012
- OAC Landscape Architecture Award_2011
- Australian Geological Society Design Competition, 3rd place_2010
- BLA Class of '82 Peer Mentor Award_2010

David is a landscape architect at SHIFT who works closely with senior designers developing concepts, detailed design, contract documents, and providing project administration. He is a passionate, confident and driven landscape architect with 8+ years of public and private experience in project management, consultation, review and implementation. He successfully coordinated a high volume of development projects in Canada's largest school board as well as one of North America's fastest growing municipalities. David aims to merge design and a strong ecological knowledge to develop solutions where human land use and natural systems can intersect and thrive. He is a thoughtful strategist with an appreciation for collaboration in achieving meaningful, innovative and successful design outcomes.

As well as being a landscape architect at SHIFT, David is a Sessional Professor at the University of Guelph in the Landscape Architecture program where he teaches Landscape and Site Analysis. He is also a member of the OALA Examining Board, reviewing new applications to the Association and making recommendations to council.

Selected project experience and current work includes the following:

- MABELLEpark - Engagement, Conceptual and Detailed Design - Etobicoke, ON
- University of Waterloo Health Innovation Arena - Site Planning, Detailed Design - Kitchener, ON
- St. Vincent Park - Engagement, Conceptual and Detailed Design, Contract Admin - Barrie, ON
- Multiple Parks (Brubacher, Westwood, Alpine, Vanier, Wilson, Shoemaker) - Engagement, Concept Development, Detailed Design, Contract Admin - Kitchener, ON
- Laurel Greenway Feasibility Study + public engagement - Waterloo, ON
- Spears Park - Conceptual design, Engagement, Detailed design - Fort Erie, ON
- Heritage Park - Master Plan, Public engagement - Barrie, ON
- Witmer Park - Conceptual and Detailed Design - Cambridge, ON
- Lorne Avenue Park - Concept, Detailed Design, Contract Admin - London, ON
- Downsview Park Urban Farm - Master Plan, Detailed Design, Contract Documents, and Contract Admin - North York, ON
- EVE Park Net-zero Community - Concept Development, Detailed Design and Contract Documents - London, ON
- Albert Street Park - Public Engagement and Master Plan - Fort Erie, ON
- Douglas Park - Public Engagement and Master Plan - Fort Erie, ON
- SoHo Public Square - Detailed Design - London, ON
- Battle of Beaverdams Park - Public Engagement & Concept - Thorold, ON
- Wyman Jacques Arboretum - Master Plan - Barrie, ON
- Hespeler Road Urban Parkettes - Cambridge, ON
- Beverly Hotel - Planting Design and Contract Documents - Hamilton, ON
- De Grassi Street Condominium - Rooftop Design and SPA - Toronto, ON
- Central Technical School - Campus Remediation - Toronto, ON
- Blake Street JPS - Masterplan and Natural Play - Toronto, ON
- Various - School Ground Design and Community Engagement - Toronto, ON
- Milton Pipeline Trail - Contract Administration - Milton, ON
- Indian Creek Trail Network - Design and Contract Administration - Milton, ON
- Various Park & Open Space Designs and Contract Administration - Milton, ON

Mackenzie Fantini OALA, CSLA

Current Position

Landscape Architect
SHIFT Landscape Architecture_2018

Academic Qualifications

Bachelor of Landscape Architecture_2019
University of Guelph

Previous Professional Experience

Undergraduate Teaching Assistant,
University of Guelph

Plant Consultant, Brock Road Nursery

Professional Affiliations

Full Member, Ontario Association of Landscape Architects (OALA)

Member, Canadian Society of Landscape Architects (CSLA)

Mackenzie is a registered landscape architect at SHIFT Landscape Architecture and is a graduate of the BLA program at the University of Guelph. Mackenzie takes a strong interest in the environmental psychology of landscape architecture and completed her undergraduate thesis on enhancing palliative care through landscape design. She approaches her designs sensitively and authentically to capture placemaking qualities for the community it is serving. Mackenzie recently completed her professional development period and professional licensing exams, making her a full member of the OALA.

With three years of experience working at a nursery, Mackenzie built her plant material knowledge as a plant consultant. She has a strong interest in building beautiful resilient landscapes through a naturalistic planting approach. She continuously furthers her knowledge on the topic through reading current publications and case studies for both personal and professional interest.

To date in her career at SHIFT, she has project experience in concept development, technical drawings, contract documents, contract administration, and public engagement while working closely with senior landscape architects. Mackenzie has produced digital renderings for a variety of projects at SHIFT, using her strong visual communication skills to create accurate and evocative imagery.

Selected project experience and current work includes the following:

- UTSC Urban Farm - Engagement, Concept Development
- Kitchener Multiple Parks - Concept development, engagement, detailed design, contract administration - Kitchener, ON
- Pelham Civic Space - Concept development + Master plan - Pelham, ON.
- Laurel Greenway Feasibility Study + public engagement - Waterloo, ON
- Spears Park - Concept development, engagement, detailed design, Fort Erie, ON
- Memorial Arena Park - Concept development, public engagement, master plan - Listowel, ON.
- Soper Park - Concept development, public engagement, master plan - Cambridge, ON.
- Terra Cotta Trailhead - Concept development, public engagement - Caledon, ON
- Battle of Beavardams Park - Public engagement, concept development, contract Documents - Thorold, ON
- Downsview Park Urban Farm - Master plan, detailed design and contract documents - North York, ON
- EVE Park Net-zero Community - Planting design, detailed design and contract documents - London, ON
- Douglas Park - Public engagement and master plan - Fort Erie, ON
- SoHo Public Square - Detailed design and contract documents - London, ON
- Albert Street Park - public engagement and master plan - Fort Erie, ON
- Lorne Avenue Park - Public engagement, concept development, detailed design - London, ON
- Wyman Jacques Arboretum - Master plan - Barrie, ON
- Hespeler Road Urban Parkettes - Cambridge, ON
- Planet Traveler Hostel - Toronto, ON
- Helen Detwiler School - Hamilton, ON
- Huntington Park School HWDSB - Hamilton, ON

Christian Stewart BLA, MLA

Current Position

Landscape and Urban Designer,
SHIFT Landscape Architecture_2016

Academic Qualifications

Master of Landscape Architecture_2016
University of Guelph

Bachelor of Landscape Architecture_2014
University of Guelph

Photography_2010
NSCC

Previous Professional Experience

Landscape Architecture Project Assistant,
University of Guelph, Archival and Special Collections

Graduate Teaching Assistant, University of Guelph

Student Gardener, Royal Botanical Gardens

Christian is a landscape and urban designer at SHIFT Landscape Architecture. His experience includes site and archival research, concept development, graphics production and the development of contract documents. In addition to this, his graduate thesis experience allowed him to look at and discuss the concept of place in relation to large urban pedestrian infrastructures.

Christian has an excellent grasp on the perception and presentation of information, allowing him to create intentional, informative and exciting representations of SHIFT's work in visual form. His education in photography also allows him to capture the qualities of a site and to clearly convey this information to a variety of audiences. At SHIFT, Christian works closely with senior designers to produce graphics, technical drawings and presentation deliverables. He also works with various product and material suppliers to find new approaches and resolve technical challenges.

Selected project experience and current work includes the following:

- Hyde Park Village Green - Concept development, detailed design, contract documents - London, ON
- Laurel Greenway - Research, inventory and analysis - Waterloo, ON
- Heritage Park - Concept development, Master plan - Barrie, ON
- SoHo Civic Space - Concept development, Public engagement, Detailed design, Contract Documents - London, ON
- Terra Cotta Trailhead - Concept development, public engagement - Caledon, ON
- Downsview Park Urban Farm - Detailed design, tender documents - North York, ON
- Albert Street Park - Public Engagement & Master Plan - Fort Erie, ON
- Douglas Park - Public Engagement & Master Plan - Fort Erie, ON
- Lorne Avenue Park - Concept development, Detailed Design - London, ON
- Battle of Beaverdams Park - Public Engagement & Concept - Thorold, ON
- Wyman Jacques Arboretum - Concepts, Public engagement, Master Plan and final document - Barrie, ON
- Hespeler Road Urban Parkettes - Cambridge, ON
- Planet Traveler Hostel - Detailed Design - Toronto, ON
- Starwood Park - Concept Design and Graphics - Guelph, ON
- Billy Green Elementary School HWDSB - Outdoor Classroom and Landscape
- Rosedale Elementary School HWDSB - Outdoor Classroom and Landscape
- Condominium Streetscape and Green Roof - Toronto, ON
- Reinventing our Rivers - Concept and Graphics - Quebec City, QC
- Morningside Neighbourhood Park - Concept Development - Detroit, MI
- Guy Brown Elementary School HWDSB Contract Documents - Dundas, ON
- Hamilton Hyundai - Site Plan Approval Drawings - Hamilton, ON
- TRCA Claremont Field Centre - Wood Deck Design - Pickering, ON
- Guy Brown Elementary School HWDSB Feasibility Study - Dundas, ON

FORTECH ENGINEERING

Company Profile

Fortech Engineering Ltd. is an electrical and mechanical engineering, and lighting design firm, specializing in energy efficiency and timeless designs for true sustainability. We know that engineering services are not a commodity to be selected by the lowest price alone. Rather, we design electrical systems providing substantial savings on building, energy, and maintenance costs, as well as improving user satisfaction.

Our key expertise is with people and supporting their needs in buildings — commercial, multi-residential, institutional, industrial, and retail. From processing plants to high – rise condominiums.

We care deeply about providing a quality, well planned and thought-out design. It reflects in our work and how much we've recently accomplished.

Sustainability is energy efficient and minimalistic design that meets the functional requirements of facilities management and end-users.

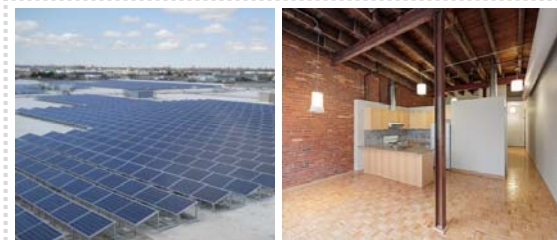
The Fortech Difference

The name Fortech comes from Forward Thinking Technologies. Our mission is to constantly look forward, positively anticipating and shaping our ever changing environment.

We design for facilities management and the individuals and groups that will use these spaces. We understand how much it costs to purchase, maintain, and eventually replace equipment, and we design accordingly. We view this as sustainability.

Our People, Our Approach

Our firm, being founded on forward thinking, also looks to the past as a reference to reinforce our direction. Our employees and work structure has been designed with focus on flexibility, the future, and efficiency. We constantly deliver on producing construction documents that can be correctly bid and built with no errors or omissions.



Jordan Acri, P. Eng.

President, Managing Engineer

Education

University of Toronto
Bachelor of Applied Science,
Electrical Engineering, 2001

Affiliations

Designated Consulting Engineer,
Registered Professional Engineer,
Professional Engineers of Ontario
License # 100057613

Illuminated Engineering Society,
Member from 2006

Employment

Fortech Engineering Ltd.
Cambridge, ON
Oct 2008 - Present
President/Electrical Engineer

Mighton Engineering Ltd.
Kitchener, ON
Apr 2006 - Sept 2008
Senior Engineering Manager

Demaiter Engineering Inc.
Waterloo, ON
Mar 2002 - Mar 2006
Senior Electrical Designer

Relevant Project Experience

- ◆ Heritage Commons Site Lighting—site lighting design for power centre, Stoney Creek, ON
- ◆ 825-875 Main Street—roadway lighting, electrical and gas servicing for residential development, Cambridge, ON
- ◆ Mornington Central Washroom—public school washroom renovations, Seaforth, ON
- ◆ Cambridge Parkettes—design and tender documents for decorative parkette lighting
- ◆ Picton Properties—site lighting for power centre, Picton, ON
- ◆ Sleeman Washroom Renovations, Guelph, ON
- ◆ Skyjack Washroom Renovations, Guelph, ON
- ◆ Margaret Greene Park—washroom renovations, Guelph, ON
- ◆ Elora Gorge Washrooms—new washrooms and showers building, Elora, ON
- ◆ Guelph Lake Washrooms—new washrooms and showers building, Guelph, ON
- ◆ Huron Terrace bridge—site and roadway lighting, Kincardine, ON
- ◆ Bruce B Site Lighting—calculations and revisions to site lighting, Kincardine, ON
- ◆ UG Research Park North—roadway lighting for 15-acre site, Guelph, ON
- ◆ Wingham Downtown Revitalization —new roadway lighting along downtown Wingham.
- ◆ Steckle Heritage Homestead—site lighting design for heritage site, Kitchener, ON
- ◆ Georgetown Hospital Washroom Renovations—small washroom renovation
- ◆ University of Guelph roadway and parking lot lighting—numerous parking lots and section of main roadways along campus and ring roads, Guelph, ON
- ◆ University of Guelph Bus Loop—site and roadway lighting with power and communication to pre-fabricated bus shelters, Guelph, ON
- ◆ Balsam Block—site lighting for 8-building mid-rise multi-residential development, Waterloo, ON
- ◆ The HUB—site lighting and electrical engineering for 600-unit 5-building, 8-tower mixed-used multi-residential high-rise development, Waterloo, ON



Andrew Tulk, B.Sc. (Eng.), P.Eng.

Vice-President - Service Delivery

OVERVIEW

Andrew Tulk, B.Sc. (Eng.), P.Eng., is the Vice-President – Service Delivery at WT Infrastructure Solutions and is one of the company's Directors.

He has over 18 years of experience in the design and project management of infrastructure projects with a focus on linear utility infrastructure and site plan development / upgrades for a range of clients including both public and private entities. In addition, he has extensive experience with Municipal, Federal, and Provincial projects, including work at correctional facilities, military bases, courthouses, schools, and various other institutions, as well as Ontario Parks and Parks Canada, .

Andrew has a full project lifecycle skill set with a variety of experience with the Municipal Class EA process, conceptual and detailed design, tender and construction / contract administration, and quality management.

EXPERIENCE

SITE PLAN DEVELOPMENT

Ancaster High School Site Rehabilitation, Hamilton Wentworth District School Board. Project Manager for the assessment, investigation, and design to rehabilitate the roadways and other hard surfaces at Ancaster High School. The scope includes relocating water storage facilities and replacing them with new in-ground units and reconfiguring the site access to improve traffic and pedestrian movement. Project Value: \$1.2M (est). Completion Date: 2020-ongoing

Blessed Sacrament School Water and Sanitary Servicing, Brant Haldimand Norfolk Catholic District School Board. Project Manager for the investigation and design of replacement water and sanitary sewer connections to the school due to ongoing maintenance concerns. Project Value: \$65K Completion Date: 2020.

Site Development and Parking Expansion, Beaver Creek Medium Institution, Gravenhurst, ON, Public Works and Government Services Canada (PWGSC) for Correctional Service Canada. Project Manager and Lead Engineer for the reconstruction and expansion of existing of parking lots, site roads, stormwater management, including LID stormwater controls, phasing, and site lighting at a medium-security prison. Project Value: \$2M. Completion Date: 2016

Fort Erie Secondary School Site Development, Fort Erie, Makrimichalos Cugini Architects for Niagara District School Board. Project Engineer responsible for the preparation of the detailed design for site grading, and servicing, as well as stormwater management and approvals to support the construction of a new high school. Project Value: \$2M. Completion Date: 2015

Forest View School Site Development, Oshawa, Makrimichalos Cugini Architects for Durham District School Board. Project Manager responsible for detailed design of stormwater management, site grading and site servicing to support the redevelopment of a junior school. Project Value: \$1M. Completion Date: 2015

Grand Valley Institution for Women Site Plan Design, Kitchener, NORR Inc. on behalf of PWGSC. Project Manager responsible for external servicing and site design for a new 40-bed living unit at a correctional facility. Project Value: \$750k. Completion Date: 2011

EDUCATION

- Bachelor of Applied Science, Civil Engineering, Queens University, 2003
- Civil Engineering Technology, St. Lawrence College, 2001
- Bachelor of Arts, History, Carleton University, 1992

PROFESSIONAL AFFILIATIONS

- Professional Engineers of Ontario (PEO) License Number 100072078

TRAINING / CERTIFICATIONS

- Workplace Hazardous Materials Information System (WHMIS)
- Accessibility for Ontarians with Disabilities Act (AODA)
- Basic Occupational Health & Safety Training (OHSA)
- Health and Safety for Managers and Supervisors (CCOHS)
- Asbestos in the Workplace (CCOHS)
- Confined Spaces Awareness (CCOHS)
- St. John Ambulance Emergency First Aid – CPR A – AED

Grounds Restoration, Butler's Barracks National Historic Site, Niagara-on-the-Lake, Parks Canada. Project Manager responsible for the restoration of grounds at the Niagara Commons Event Field at Butler's Barracks National Historic Site with the intention to provide a venue suitable for concert events. Development of hard surfaces, reinforced turf, drainage design and improvement of existing site access. Project Value: \$200k. Completion Date: 2016

Sandbanks Provincial Park Westlake Entrance and Campground Development, Ontario Parks. Project Manager responsible for the development and enhancement of the infrastructure at the West Lake Entrance and Campground including upgrades to existing road and roadway networks at the sites, campground design and site facilities. Project Value: \$1.2M. Completion Date: 2016

Silent Lake Provincial Park Gate and Day Use Area Development Project, Ontario Parks. Lead Designer responsible for an assessment of stormwater management and drainage requirements, site configuration and layout to meet the needs of the Park and public visitors, including provision for vehicle turning movements, and roadway, pathway, and barrier free access to the new cabins. Project Value: \$1.5M. Completion Date: 2016

Arrowhead Provincial Park, Ontario Parks. Project Manager responsible for the development and enhancement of the infrastructure of the Arrowhead Provincial Park Ice Skating facility including installation of new access roadways and parking lots. Project Value: \$600k. Completion Date: 2016

Cambridge Centre Mall Bus Terminal Design, Cambridge, Region of Waterloo. Project Engineer responsible for the detailed design for the civil works associated with the relocation of existing transit terminal on the Cambridge Centre Mall site to a more prominent location and facilitate future transfers to Stage 2 of the Region of Waterloo ION LRT. Project Value: \$2M. Completion Date: 2015

INFRASTRUCTURE

Pressure Zone 4C Upgrades, The Blue Mountains, Ontario. Design lead responsible for the preparation of alternatives, design, and contract administer the construction of watermain replacement and extensions and PRV installations across four project sites to modify the operational pressures in the zone. Completion Date: On-going.

Watermain Replacement and Sanitary Servicing in Tyrolean Village, Town of the Blue Mountains, Ontario. Design Lead responsible for the preparation of alternatives, design, and contract administer the construction of watermain and a residential sanitary collection system. Assess the suitability of gravity and low pressure forcemain alternatives for the sanitary collection system. The project is to be constructed in two phases between 2022 and 2023. Completion Date: On-going.

Substandard Watermain Replacement Program, Town of the Blue Mountains, Ontario. Design Lead responsible for the preparation of alternatives, design, and to contract administer the construction of 3km of new and replacement watermain spread over 16 different locations in the Town in the 2021 and 2022 construction seasons. Completion Date: On-going.

Drake's Path Wastewater Servicing Extension, Town of the Blue Mountains, Ontario. Design Lead. Construct and prepare residential connections for a new 400m sanitary collection system. Project included assessment of gravity and low pressure forcemain alternatives. Completion Date: On-going.



Subject: Surplus Land Declaration – Multiple Portions of Unopened Right-of-Way South of Wood Haven Drive

Report Number: EDM 23-11

Department: Economic Development Department

Submitted by: Cephas Panschow

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

- A. THAT report EDM 23-11 titled Surplus Land Declaration – Multiple Portions of Unopened Right-of-Way South of Wood Haven Drive be received as information; and
- B. THAT the Unopened Right-of-Way Lands located south of Ridge Boulevard and Wood Haven Drive, described as parts of Part 8, Plan 41R-940, and portions of a 1 foot reserve described as parts of Block 45, Plan 41M-232, south of Wood Haven Drive, be closed; and
- C. THAT portions of the Unopened Right-of-Way, described as parts of Part 8, Plan 41R-940, and portions of a 1 foot reserve described as parts of Block 45, Plan 41M-232, south of Wood Haven Drive, be declared surplus to the needs of the Town of Tillsonburg in accordance with Bylaw 2021-031 (land disposition) including suitable notification to the public; and
- D. THAT a road closure bylaw be brought forward for Council's consideration.

BACKGROUND

The surplus declaration of the entire Unopened Right-of-Way South of Ridge Boulevard and Wood Haven Drive was defeated by Council at their October 12, 2021 meeting. However, Council approved the surplus of a small portion of the Unopened Right-of-Way for one property owner at their September 12, 2022 meeting and the subsequent sale of that property was approved by Council on April 11, 2023.

The Town of Tillsonburg was previously contacted by a number of the other adjacent property owners who had expressed interest in purchasing small portions of the Unopened Right-of-Way lands immediately adjacent to and to the rear of their properties from the Town. The Development Commissioner is now seeking Council approval to declare **some of the Unopened Road Allowance** lands as surplus to the Town's need and proceed with additional sale transactions in this regard.

EDM 23-11

In addition to this, the Town was advised that there is a one-foot reserve between the Wood Haven Subdivision Lands and the Unopened Right-of-Way and this one-foot reserve is also required to be declared surplus and sold in order to enable the individual properties and the Right-of-Way lands to be contiguous.

The Town is also required to take ownership of a one-foot by one-foot piece of land within each of the lots in order to circumvent the Planning law that “a lot is always a lot” and to enable the individual properties and the Right-of-Way lands to merge on closing.

DISCUSSION

The Unopened Right-of-Way lands are approximately 66 feet (20 metres) wide and 2,129 feet (649 metres) long and comprise approximately 3.15 Acres. The Unopened Right-of-Way is not improved in any manner and traverses a ravine and mature woodlot. The Unopened Right-of-Way does provide a land connection from the Newell Road Right-of-Way to the County Owned John Pound Road Right-of-Way although the significant ravine that crosses the Right-of-Way would appear to inhibit any practical or municipal use of the lands.

The lands appear to be an unopened road allowance that used to be the boundary between the Town of Tillsonburg and the former Middleton Township. The lands North of the road allowance were part of the former Dereham Township and the lands South of the road allowance were part of the former Middleton Township.

Based on Municipal Property Assessment Corporation (MPAC) records, it has been owned by the Town since 2005. There does not appear to be any municipal or public use of the property.

EDM 23-11

Subject Property: Entire Unopened Right-of-Way Lands South of Ridge Boulevard

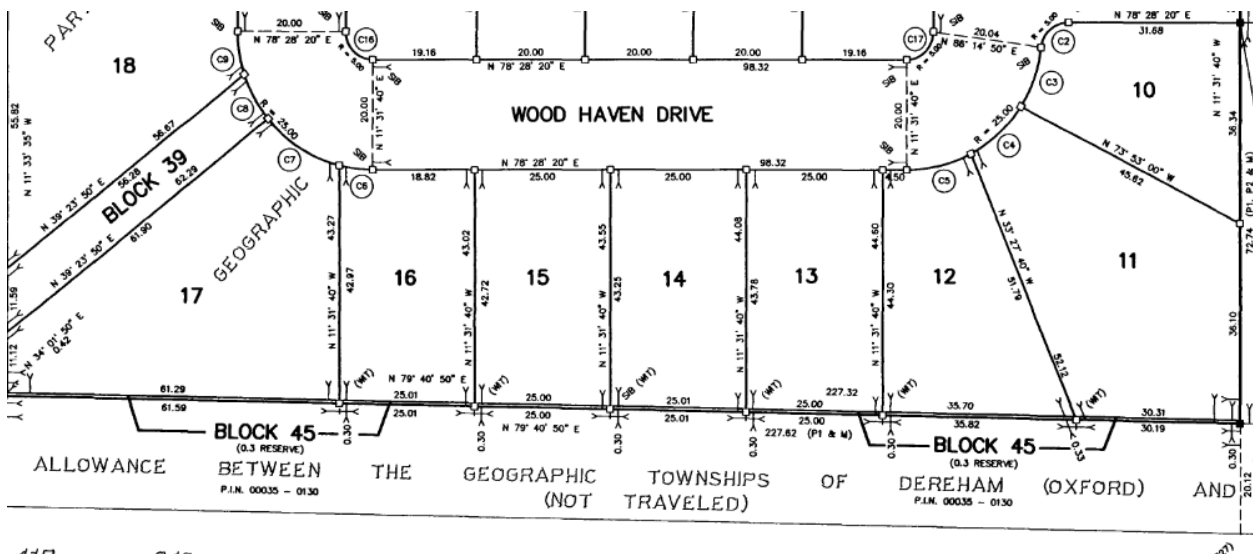


EDM 23-11

Subject Property: Portions of Unopened Right-of-Way Lands Proposed to be Declared Surplus



Block 45, Plan 41M-232 (1 Foot Reserve Lands)



Based on there being no municipal need for the lands, the request received from the adjacent property owner as well as the above mitigating factors, the Development Commissioner is recommending that these additional portions of the Right-of-Way be declared surplus with suitable public notice to determine the level of interest from the adjacent property owners. All eight of the property owners have expressed some level

EDM 23-11

of interest in acquiring these lands, but final interest will be confirmed in writing. The remaining properties to the East, while backing on to the Town's Unopened Road Allowance lands, are impacted by the ravine and in conversations with some of those property owners, they are not likely to be interested in purchasing these lands so these parcels are likely to be the last lands declared surplus.

CONSULTATION

The below table summarizes the comments received by various Town and County Departments as part of the initial surplus declaration process. Based on the minor nature of the comments, no additional circulation was undertaken.

Department	Comment	Response/Reason
Building and Bylaw	No concerns from Building/By-Law	
Clerks	No comments or concerns received	
Engineering	No comments or concerns	
Fire Department	No comments or concerns	
Planning	<p>I think that this unopened road allowance used to be the boundary of the Town and former Middleton Township, north of the road allowance was the former Dereham Township, south was Middleton Township. I am not sure a road was ever intended to be built, it was more a municipal boundary.</p> <p>From a planning perspective, the lands are zoned OS1 and are designated Environmental Protection, which do not permit any future development or buildings.</p> <p>I don't have any concerns with the request.</p>	

EDM 23-11

Recreation, Culture & Parks	No comments or concerns received	
Tillsonburg Hydro Inc	No comments or concerns received	
Duncan, Linton LLP	The Town will need to follow its road closing policy in order to convey the road allowance (which should include declaring it surplus, closing it, and providing notice to adjacent owners).	

Notice of the potential surplus property has been provided in accordance with Bylaw 2021-031, and specifically, by:

- Posting a notice on the property;
- Posting a notice on the Town's website; and,
- Publishing a notice in the Tillsonburg News.

The previously interested property owners have been advised of this notice and hardcopy notices were dropped off at all of the property owners that back on to the Unopened Right-of-Way lands.

FINANCIAL IMPACT/FUNDING SOURCE

The value of the property has been established through an Opinion of Value obtained from a local real estate broker. The purchasers will be responsible for the value of the land as well as legal and survey costs related to the transaction. Should the Town receive interest from more than one property owner, there could be some potential cost sharing for the preparation of the new reference plan and legal costs.

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

EDM 23-11

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

ATTACHMENTS

Appendix A – Public Notice Multiple Portions of Unopened Road Allowance South of Wood Haven Dr

PUBLIC NOTICE

The Corporation of the Town of Tillsonburg

Purpose of Notice

The purpose of this notice is to advise that the Corporation of the Town of Tillsonburg intends to declare portions of the Unopened Right-of-Way, described as parts of Part 8, Plan 41R-940, and portions of a 1 foot reserve described as parts of Block 45, Plan 41M-232, south of Wood Haven Drive, as surplus to the needs of the Town at the June 26, 2023 Council Meeting and the Town is hereby providing notice of its intent to sell the same property to an adjacent property owner.

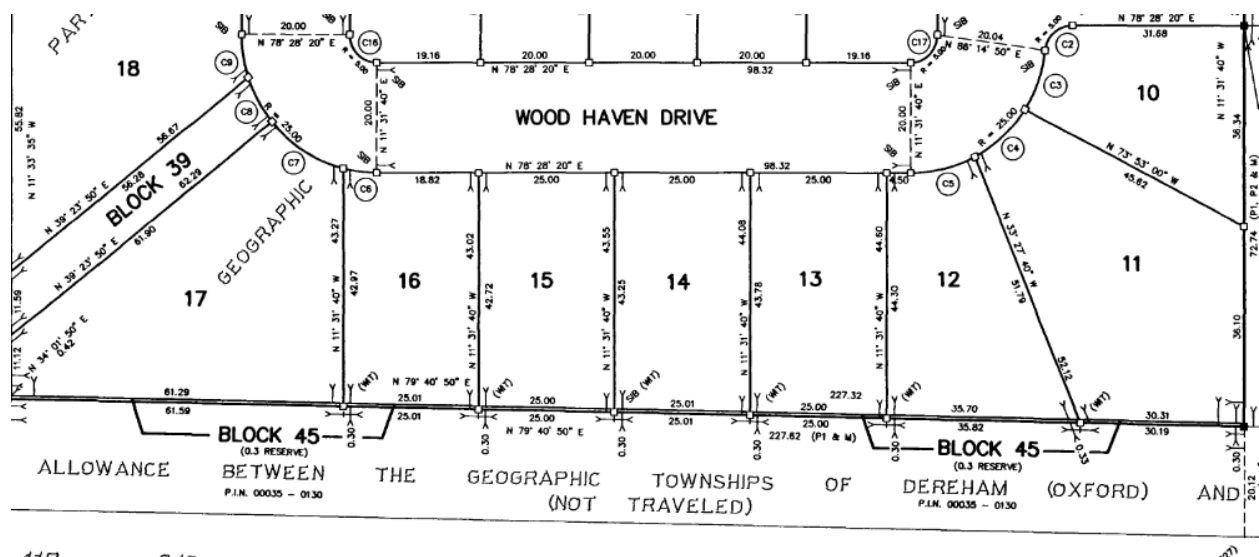
The Unopened Right-of-Way is approximately 66 feet (20 metres) wide and 2,129 feet (649 metres) long and contains approximately 3.15 Acres of land with the portions being declared surplus being approximately 20 metres deep as outlined in the below map. The Unopened Right-of-Way is not improved in any manner and is comprised of a mature woodlot.

Interested parties will be required to enter into a legal agreement subject to approval by the Council of The Corporation of the Town of Tillsonburg. This notice is being provided in accordance with the Tillsonburg Land Disposition Bylaw 2021-031 and Section 270 (1) of the Municipal Act, 2001.

SUBJECT PROPERTY



Block 45, Plan 41M-232 (1 Foot Reserve Lands)



Additional Information

Members of the public are asked to bring forward any questions or concerns prior to the Monday, June 26, 2023 Council Meeting.

Additional information can be obtained by contacting:

Cephas Panschow, Development Commissioner
Town of Tillsonburg, Economic Development & Marketing
519.688.3009, x4007
cpanschow@tillsonburg.ca

If declared surplus by Town Council, the deadline for registering interest or any concerns with respect to the proposed sale of this property is 4 PM on Monday, July 31, 2023

Personal information collected and recorded at the public meeting or submitted in writing on this subject is collected under the authority of the Municipal Act, 2001, as amended, and will be used by members of Council and Town staff in their consideration of the application. The written submissions including names and contact information and the report of the public meeting will be made available to the public. Questions about this collection should be referred to the Clerk at 519-688-3009.

Subject: Rainbow Crosswalk Request

Report Number: OPD 23-28

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operations and Development

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

- A. THAT report OPD 23-28 Rainbow Crosswalk Request be received as information; and
- B. THAT Town Staff coordinate with Oxford Pride the installation of a Rainbow Crosswalk at (...location...) being of the relative design of (...ladder or longitudinal...) ; and
- C. THAT the Mayor and CAO be authorized to enter into a *Rainbow Crosswalk Installation & Maintenance – Agreement and Terms of Reference* with Oxford Pride for a period of five (5) years.

BACKGROUND

The purpose of this report is to provide a response to Council towards the consideration of installing a Rainbow (decorative) Crosswalk in partnership with Oxford Pride. Rainbow Crosswalks are being installed within communities to promote inclusion and support towards the 2SLGBTQIA+ community. Popularity has grown over time and support has been shown within many Ontario municipalities.

Furthermore during Town Council's April 11, 2023 regular council meeting, [Oxford County Pride](#) delegated to Council with the following consideration:

Tami Murray, on behalf of the Oxford County Pride Committee, appeared before Council to ask that the Town endorse the installation of a progress pride flag crosswalk. The Oxford County Pride Committee would pay the installation and future maintenance.

Resolution #2023-152

Moved By: Councillor Parsons

Seconded By: Councillor Spencer

THAT Council receives the delegation from Tami Murray on behalf of the Oxford County Pride Committee, as information.

Carried

OPD 23-28 – Rainbow Crosswalk Request

Subsequently the following motion was tabled at the Town's May 23, 2023 [Regular Council Meeting](#):

Moved By: Councillor Spencer
Seconded By: Councillor Parsons

WHEREAS Oxford Pride attended Council on April 11, 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:

1. *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*
2. *THAT the location of the crosswalk to be Broadway Street at the Clock Tower; and*
3. *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.*

Through Town Council deliberation/consideration, the following resolution was carried:

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:

OPD 23-28 – Rainbow Crosswalk Request

- 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

Per **Resolution #2023-229** and at the Town's Traffic Advisory Committee's May 25, 2023 meeting, the following was discussed and deferred back to Town Council:

- *This item was referred from the May 23, 2023 Council meeting to the Traffic Advisory to discuss. Comments from this discussion will form part of a Staff Report that will go to the June 14, 2023 Council Meeting.*
- *Jonathan has contacted the Ontario Ministry of Transportation (MTO) about the proposed location on Broadway Street, as it is under MTO control.*
- *Concerns were brought forward by members of the committee regarding the width of Broadway and a potentially relevant price increase, vandalism, truck volume, maintenance and location.*

Resolution #5

Moved by: Councillor Chris Rosehart

Seconded by: Larry Scanlan (Vice- Chair)

THAT the Traffic Advisory Committee recommend to Tillsonburg Town Council that the Pride Crosswalk be put by the Station Arts Centre (Bridge Street & Bidwell St.).

Recorded Vote:

- *Larry Scanlan (Vice- Chair)– Yes*
- *Councillor Bob Parsons – No*
- *Councillor Chris Rosehart – Yes*
- *Councillor Pete Luciani (Chair)- No*

Defeated

Resolution #6

Moved by: Councillor Bob Parsons

Seconded by: Councillor Pete Luciani (Chair)

THAT the Traffic Advisory Committee recommend to Tillsonburg Town Council that the Pride Crosswalk be put by the on the west side of Bridge St. and

OPD 23-28 – Rainbow Crosswalk Request

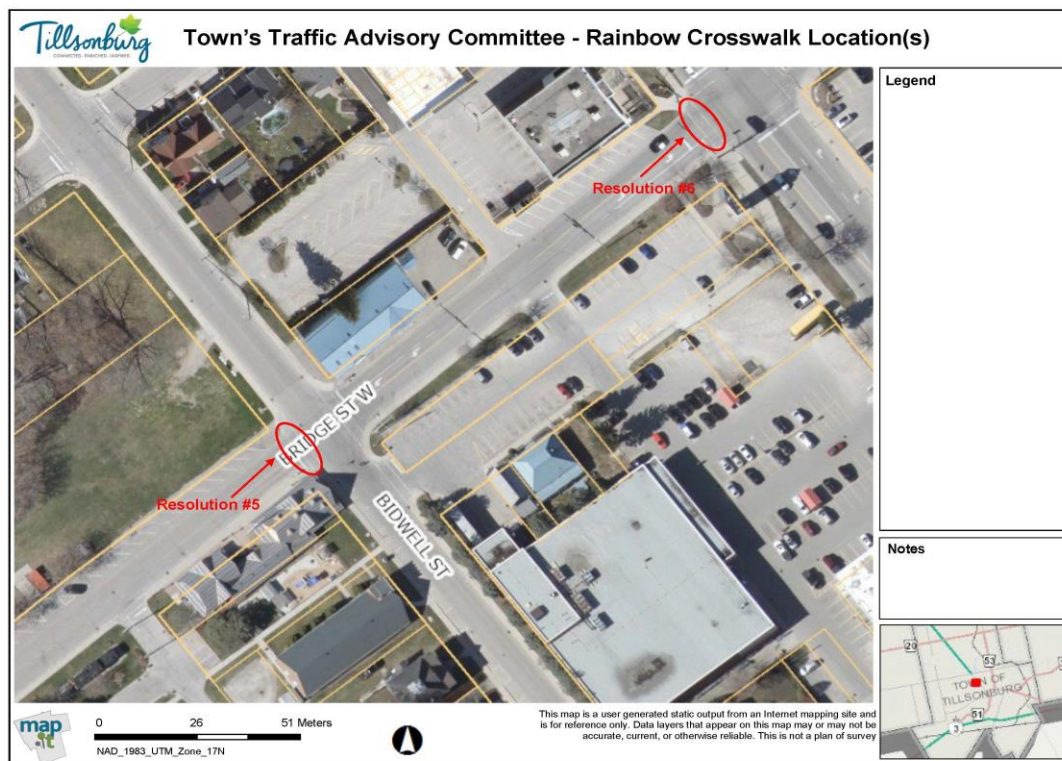
Broadway Street.

Recorded Vote:

- Larry Scanlan (Vice – Chair)– No
- Councillor Bob Parsons – Yes
- Councillor Chris Rosehart – No
- Councillor Pete Luciani (Chair)- Yes

Defeated

As per the identified locations and as consider by the Town’s Traffic Advisory Committee **Resolutions #5 & #6** (per the above), the location of the proposed Rainbow Crosswalk will ultimately be to the discretion of Town Council. For illustration purposes the following represents the identified locations considered by the Town’s Traffic Advisory Committee:



Please note that **Resolution #6**’s location is under the ownership/approval authority of the Ministry of Transportation (MTO) being within the right-of-way of Highway 19. Town Staff have consulted with MTO staff where they have provided the following guidance:

“MTO can advised that any modifications to cross-walks within the connecting link of Highway 19 are acceptable, provided minimum OTM guidelines are followed.”

Pertinent to the consideration of installing a Rainbow Crosswalk on Highway 19, Town Staff have determined that to meet the “minimum OTM guidelines” would require the

OPD 23-28 – Rainbow Crosswalk Request

installation or rather maintaining the parallel white lines outlining the proposed crosswalk as detailed within the Figures below.

DISCUSSION

The Ontario Traffic Manual (OTM) is published to provide information and guidance for transportation practitioners and to promote uniformity of treatment in the design, application and operation of traffic control devices and systems across Ontario.

Historically, many Ontario municipalities have not recommended any forms of crosswalk marking schemes that fall outside of the OTM as there are potential risks associated. The latest version of the OTM does not specify the requirement for Rainbow Crosswalks; however, it does specify requirement for “ladder” crosswalk markings and “textured” or “longitudinal” crosswalks.

The “ladder” crosswalk markings are enhanced pavement markings that incorporate stripes to enhance the delineation of pedestrian crosswalks. Ladder style crosswalks are a combination of zebra pavement markings aligned perpendicular to the pedestrian direction of travel together with parallel standard white crosswalk lines. **Figure 1** below illustrates this application. The “longitudinal” crosswalk markings are a crosswalk incorporating a colour patterned surface that is designed to contrast with the adjacent roadway. Similar to ladder crosswalk markings, coloured crosswalks are applied to increase the visibility of a pedestrian crossing and increase drivers’ awareness of potential conflicts. In all cases, parallel standard white crosswalk lines are still mandated/needed to delineate the outside edges of the crosswalk if the location is a controlled crossing.

OPD 23-28 – Rainbow Crosswalk Request

**Figure 1:** Multi-coloured 'ladder' pattern**Figure 2:** Multi-coloured 'longitudinal' pattern

Based on these two (2) “standards”, as defined in the OTM, the proposed rainbow crosswalks provide minimal risk if installed as prescribed in the OTM for ladder or longitudinal crosswalks. However, to mitigate future operational cost and in consideration to crosswalk “uniformity” in light of current patterns; Town Staff is recommending the institution of **Figure 1** the multi-coloured 'ladder' pattern.

Installation and Maintenance of Rainbow Crosswalks

Other municipalities have successfully installed Rainbow Crosswalks similar to those envisioned by Town Council and Oxford County Pride. The installation process used by those municipalities involved the melting of thermoplastic on the surface of the pavement. This process would be carried out by a pavement marking contractor as coordinated (in part) with Oxford County Pride. Notable Town Staff currently do not have the technology or equipment to perform this work.

Through consultation with Oxford Pride, Town Staff are recommending that the Town of Tillsonburg and Oxford Pride enter into a *Rainbow Crosswalk Installation & Maintenance – Agreement and Terms of Reference* as per Appendix A.

CONSULTATION

The following Town Staff and external stakeholders have been consulted in perpetration of this report:

- Director of Corporate Services/Clerk
- Interim Deputy Clerk
- The Ministry of Transportation of Ontario – Senior Project Manager
- Oxford Pride

FINANCIAL IMPACT/FUNDING SOURCE

OPD 23-28 – Rainbow Crosswalk Request

In light of the proposed installation and maintenance costs, which will be firstly born by Oxford County Pride for a period of five (5) years, the anticipated cost thereafter are expected to be minimal. The standard material used, if undisturbed but subject to normal wear and tear, has an anticipated lifespan of five (5) plus years. Subsequently and after the relationship with Oxford Pride concludes, Staff are proposing that allocation of \$15,000.00 (+/- inflation trends) be added to the Town's *Safety Devices – Line Marking GL* (10-220-7563-000-5505).

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 – Engage community groups, including advisory committees and service organizations, in shaping municipal initiatives.

Priority Project – N/A

ATTACHMENTS

Appendix A – (DRAFT) *Rainbow Crosswalk Installation & Maintenance – Agreement and Terms of Reference*

AGREEMENT
&
TERMS REFERENCE

Date: June, __, 2023

Between:

The Town of Tillsonburg (herein referred to as "Town")

AND

Oxford County Pride Committee (herein referred to as "Pride")

Project: Rainbow Crosswalks

Crosswalks: crosswalks located at intersection of ____ and ____ (generally on the west/east location)

Time Frame: Five (5) years

Purpose:

The purpose of terms of reference is to outline the respective responsibilities and duties of the Town and Pride in regards to producing the Rainbow Crosswalk.

Project Proposal:

- Pride will fundraise to cover the physical cost (labour and materials) of the rainbow crosswalk (the costs exclude road closures).
- Pride will contract Mobil Services, London, Ontario to paint the rainbow crosswalk.
- The Rainbow Crosswalk will remain for a minimum of 5 years with a touch up every spring (May) if required and at the sole direction of the Town of Tillsonburg's Manager of Public Works.
- After 5 years, upon assessment, the rainbow crosswalk artwork may be removed and the project is begun anew.

Background:

At the June 26, 2023 Town of Tillsonburg Council approved the following resolution:

...Insert Resolution...

The Town is responsible for providing:

- Approval of selected rainbow crosswalk design. Approval process may take 3 weeks.
- Street closure at a scheduled time as preferred and determined by the Town's Manager of Public Works.
 - Accommodations will be made for inclement weather.
- Advertising the road closures

Pride is responsible for providing:

- Solicitation and collecting sponsorships. Funds collected will be kept by Pride to underwrite the cost of this project.
- Submission of rainbow artwork design to Town Staff for review. Approval process may take up to 3 weeks.
- Labour to organize and implement this project and any future touch up painting.
- All costs associated with this project with the exception of what the Town has agreed to as listed above (street closures only).
- Costs associated with all annual touches this project with the exception of what the Town has agreed to as listed above (street closures only).
- Paint must be OPS (Ontario Provincial Standards) approved and have a paint life of approximately 5 years before fading occurs. Paint must not cause the crosswalk surface to become slippery. WHMIS – SDS of the paint to be used must be provided to Town Staff one week prior to the crosswalk being painted.
- Painting tools.
- Promotion of the crosswalk.
- Contracts and remuneration to contractor.
- Portable Lights and generators
- Proof of Health and Safety training for those people participating in and/or supervising the actual painting of the crosswalks (see Appendix A). Copies of certificates (WHMIS and applicable Health and Safety Awareness training) must be printed and provided to Town Staff one week prior to the actual painting of crosswalk.
- Personal protection equipment including, but not limited to: high visibility safety apparel (minimum CSA Class 2, Level 2 – see Appendix B), safety eyewear, gloves, and appropriate respiratory protection for those people doing the actual painting as per stated in the Safety Data Sheet (SDS).

Note: proof of an assessment of respiratory protection needs and fit testing of respirators must be provided one week prior to actual painting of crosswalks.

The Town and Pride will jointly:

- Advertise and promote the Rainbow Crosswalk through each respective social media channels.

IT IS AGREED that the Town hereby grants to Pride, its successors, and assigns, the right and privilege to make this agreement upon the following conditions, to wit:

1. That the Town reserves the right to determine all issues related to the review, installation, maintenance, removal and replacement of the Rainbow Crosswalk. If the Rainbow Crosswalk becomes damaged or becomes a safety hazard to the public, the Town has the absolute right to change, modify, destroy, remove, relocate, move, replace, transport or restore the project elements located within the Town's right-of-way in whole or in part, in Town's sole discretion.
2. That Pride, its successors and assigns, agree to indemnify and hold harmless the Town, its officers and employees, from and against all damage, including injury to persons or damages to property, expenses or other liability which may result from, arise out of, or be brought by reason of the Rainbow Crosswalk installation. In case any suit or cause of action shall be brought against the Town on account of any act, action, neglect, omission or default on the part of Pride, its agents, subcontractors, employees and/or patrons, Pride hereby agrees and covenants to assume the defense thereof and to pay any and all costs, charges, attorney fees and other expenses and any and all judgments that may be incurred or obtained against the Town.



3. That if Pride contracts for installation of this Rainbow Crosswalk project, the Contractor must provide proof of WSIB and Liability Insurance to the Town

THIS AGREEMENT, made and entered into this the ____ day of _____, 2023, by and between the Town of Tillsonburg, (hereinafter "Town"), and Oxford County Pride Committee (herein referred to as "Pride")

Deb Gilvesy
Mayor
Town of Tillsonburg

DATE

Kyle Pratt, MPA, CMM III, CHRL, CMO
Chief Administrative Officer
Town of Tillsonburg

DATE

Tami Murray
President, Oxford County Pride Committee

DATE

APPENDIX A: HEALTH AND SAFETY:

All participants who are involved in the actual painting of the crosswalks are required to take the following training:

Worker Health and Safety Awareness

- <https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>

Supervisor Health and Safety Awareness

- <https://www.labour.gov.on.ca/english/hs/training/supervisors.php>

WHMIS training resources

- <https://onlinewhmis.ca/online-whmis-certification-training/>
- <https://www.ccohs.ca/products/courses/login.html>

Information regarding high visibility safety apparel can be found here:

- https://www.ccohs.ca/oshanswers/prevention/ppe/high_visibility.html
- https://www.labour.gov.on.ca/english/hs/pubs/ib_mobileind.php

Information regarding assessment of respiratory protocol and mask fit testing can be found here:

- <https://www.safetyfirsttraining.ca/course/onsite-training/respirator-mask-fit-test-training/>
- <https://www.ccohs.ca/oshanswers/prevention/ppe/respslct.html>

The Corporation of the Town of Tillsonburg

Community Health Care Advisory Committee Meeting

MINUTES



Tuesday, May 16, 2023
12:00 PM
Council Chambers
200 Broadway, 2nd Floor

ATTENDANCE: Mayor Deb Gilvesy
Deputy Mayor Dave Beres
Councillor Kelly Spencer
Nadia Facca
Dr. Clay Inculet
Dr. Will Cheng
Dr. Mohammed Abdalla
Stephanie Nevins
Teresa Martins
Gerry Dearing

Regrets: Mike Bastow
Dr. John Andrew

Staff: Kyle Pratt, Chief Administrative Officer
Laura Pickersgill, Executive Assistant

1. Call to Order

The meeting was called to order at 12:01 p.m.

2. Adoption of Agenda

Resolution # 1

Moved By: Stephanie Nevins

Seconded By: Mayor Gilvesy

THAT the Agenda as prepared for the Health Care Advisory Committee meeting of Tuesday, May 16, 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

Amendments were suggested under section 6.1 and 7.2.

Resolution # 2

Moved By: Nadia Facca

Seconded By: Councillor Spencer

THAT the minutes of the Health Care Advisory Committee of May 2, 2023, be approved, as amended.

Carried

5. Presentations

5.1 Oxford Community Health Care Centre

Randy Peltz, Executive Director and Zach Hollingham, Director, Client and Clinic Services provided an overview of the Oxford Community Health Care Centre and model.

Opportunity was provided for members to ask questions. Data was requested to be provided regarding population this organization is and is not currently serving.

5.2 Thames Valley Family Health Team

Mike McMahon, Executive Director, provided an overview of the Thames Valley Family Health Team model.

Opportunity was provided to ask questions. There is room for FHO's to expand their physician roster. The importance of universality was discussed to be brought forward to Provincial ministries.

5.3 Nurse Practitioner Led Clinic

Jessie Rumble, Clinical Director, provided an overview of a Nurse Practitioner-Led Clinic.

Opportunity was provided for members to ask questions. It was suggested that funding for nurse practitioners in the healthcare system could be helpful.

6. General Business and Reports

6.1 Oxford County Physician Recruitment Committee Updates

These items to be moved to the next meeting.

6.1.1 Social Media Campaign

6.1.2 City of Woodstock Recruitment Strategy

6.2 New Residents Survey- Summary of Results

This item to be moved to the next meeting.

7. Next Meeting

June 7, 2023 12:00 p.m.

8. Adjournment

Resolution # 3

Moved By: Councillor Spencer

Seconded By: Nadia Facca

THAT the Health Care Advisory Committee meeting of Tuesday, May 16, 2023 be adjourned at 1:33 p.m.

Carried



The Corporation of the Town of Tillsonburg

Accessibility Advisory Committee Meeting

MINUTES

Tuesday, June 20, 2023
4:30 PM
Boardroom CSC
10 Lisgar Ave.

ATTENDANCE: Margaret McCrimmon
Yvonne Kearns
Michelle Wegg
Taylor Campbell
Mike Cerna
Brittany Vaughan
Mark Dickson
Karen Clipson
Chris Rosehart

Regrets: Trevor Ford
Deb Gilvesy

Staff: Julie Ellis
Emily Xuereb

1. Call to Order

The meeting was called to order at 4:31 p.m.

2. Adoption of Agenda

Resolution # 1

Moved By: Mike Cerna

Seconded By: Margaret McCrimmon

THAT the Agenda for the Accessibility Advisory Committee meeting of June 20, 2023, be approved with the addition of Item 8.2 - Discussion - Federal Election - Accessible Voting.

Carried

3. Disclosures of Pecuniary Interest and the General Nature Thereof

None.

4. Adoption of Minutes of Previous Meeting

Resolution # 2

Moved By: Karen Clipson

Seconded By: Michelle Wegg

THAT the minutes of the March 21, 2023 Accessibility Advisory Committee Meeting be approved as presented.

Carried

5. Presentations

5.1 Jonathon Graham, Director of Operations & Development Re: Kinsmen Bridge

Jonathon Graham, Director of Operations & Development provided an update on the Kinsmen Bridge and responded to questions of Committee.

Resolution # 3

Moved By: Karen Clipson

Seconded By: Margaret McCrimmon

THAT the presentation from Jonathon Graham be received as information.

Carried

6. Delegations

6.1 Heather and Murray Rand Re: Accessible Washrooms at Hickory Hills

Heather and Murray Rand spoke to the Committee regarding the potential installation of accessible washrooms at Hickory Hills Community Centre and responded to questions of Committee.

Resolution # 4

Moved By: Karen Clipson

Seconded By: Michelle Wegg

THAT the delegation from Heather and Murray Rand be received as information.

Carried

7. Information Items

7.1 Letter from Mike Hare Re: Accessible Parking Spaces

Resolution # 5

Moved By: Yvonne Kearns

Seconded By: Brittany Vaughan

THAT the letter from Mike Hare be received as information.

Carried

8. General Business & Reports

8.1 RCP 23-30 Accessible Parking Expansion

Matt Johnson, Manager of Parks and Facilities, presented the report and responded to questions of Committee.

Resolution # 6

Moved By: Yvonne Kearns

Seconded By: Karen Clipson

THAT report titled "RCP 23-30 Accessible Parking Expansion – Tillsonburg Community Center" be received as information and that a

motion be put forth to the committee to accept the locations of the new accessible parking stalls at the TCC.

8.2 Discussion - Federal Election - Accessible Voting

The committee had a discussion around accessibility concerns regarding the recent Federal By-Election.

9. Next Meeting

Tuesday, September 19, 2023 at 4:30 p.m.

10. Adjournment

Resolution # 7

Moved By: Yvonne Kearns

Seconded By: Taylor Campbell

THAT the meeting be adjourned at 6:03 p.m.

Carried

THE CORPORATION OF THE TOWN OF TILLSONBURG

BY-LAW 2023-055

A By-Law to amend Zoning By-Law Number 3295, as amended.

WHEREAS the Municipal Council of the Corporation of the Town of Tillsonburg deems it advisable to amend By-Law Number 3295, as amended.

THEREFORE, the Municipal Council of the Corporation of the Town of Tillsonburg, enacts as follows:

1. That Schedule "A" to By-Law Number 3295, as amended, is hereby further amended by changing to 'R1', 'R1A-27(H)', 'R2-32 (H)', 'R3-27 (H)', 'RM-10 (H)', 'OS1' & 'OS2' the zone symbols of the lands so designated 'R1', 'R1A-27(H)', 'R2-32 (H)', 'R3-27 (H)', 'RM-10 (H)', 'OS1' & 'OS2' on Schedule "A" attached hereto.
2. That Section 6.5 to By-Law Number 3295, as amended, is hereby further amended by adding the following at the end thereof:

"6.5.27 LOCATION: BLOCKS 18-21, PLAN 41M-148, PART LOT 6 CON 10 (DEREHAM), R1A-27(H) (KEY MAP 3)

6.5.27.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R1A-27 zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

all *uses permitted* in Table 6.1;
an additional residential unit, within a *single detached dwelling*.

6.5.27.2 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R1A-27 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except in accordance with the following provisions:

6.5.27.2.1 LOT COVERAGE

Maximum **45 %**

6.5.27.2.2 EXTERIOR SIDE YARD WIDTH

Minimum **4.5 m (14.76 ft)**

6.5.27.2.3 PROVISIONS FOR AN ADDITIONAL RESIDENTIAL UNIT

6.5.27.2.3.1 PARKING

A minimum of one parking space shall be provided and maintained for the sole use of the occupant of the ARU. Such parking may be provided as a tandem space.

6.5.27.3 That all of the provisions of the R1A Zone in Section 6.2 of this By-Law, as amended, shall apply and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply *mutatis mutandis*."

3. That Section 7.5 to By-Law Number 3295, as amended, is hereby further amended by adding the following section at the end thereof:

“7.5.32 LOCATION: BLOCKS 18-21, PLAN 41M-148, PART LOT 6 CON 10 (DEREHAM), R2-32(H) (KEY MAP 3)

- 7.5.32.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R2-32 zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

all uses permitted in Table 7.1;
an additional residential unit, within a single detached dwelling, duplex dwelling, or semi-detached dwelling.

- 7.5.32.2 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R2-32 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except in accordance with the following provisions:

- 7.5.32.2.1 LOT COVERAGE

Maximum **55 %**

- 7.5.32.2.2 INTERIOR SIDE YARD WIDTH

Minimum **1.2 m (3.9 ft)**

- 7.5.32.2.3 EXTERIOR SIDE YARD WIDTH

Minimum **4.5 m (14.76 ft)**

- 7.5.32.2.4 REAR YARD DEPTH

Minimum **6.0 m (19.69 ft)**

- 7.5.32.2.5 PERMITTED PROJECTIONS & ENCROACHMENTS FOR UNCOVERED & COVERED DECKS, PATIOS & PORCHES

Notwithstanding Table 5.37.1- Permitted Projections into Required Yards, uncovered and covered decks, patios and porches within any R2-32 Zone may project **3.0 m (9.8 ft)** into any required rear yard. In no circumstance shall the minimum setback between the projection and rear lot line be less than **4.5 m (14.7 ft)**.

- 7.5.32.2.6 PROVISIONS FOR AN ADDITIONAL RESIDENTIAL UNIT (ARU)

- 7.5.32.2.6.1 PARKING

A minimum of one parking space shall be provided and maintained for the sole use of the occupant of the ARU. Such parking may be provided as a tandem space.

- 7.5.32.3 That all of the provisions of the R2 Zone in Section 7.2 of this By-Law, as amended, shall apply and further, that all other provisions of this By-Law,

as amended, that are consistent with the provisions herein shall continue to apply *mutatis mutandis*.”

4. That Section 8.6 to By-Law Number 3295, as amended, is hereby further amended by adding the following subsection at the end thereof:

“8.6.27 **LOCATION: BLOCKS 18-21, PLAN 41M-148, PART LOT 6 CON 10 (DEREHAM), R3-27(H) (KEY MAP 3)**

8.6.27.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R3-27 zone *use any lot, or erect, alter, or use any building or structure* for any purpose except the following:

a street-fronting townhouse dwelling;
a multiple unit dwelling, containing not more than 4 dwelling units;
a home occupation.

8.6.27.2 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any R3-27 Zone *use any lot, or erect, alter, or use any building or structure* for any purpose except in accordance with the following provisions:

8.6.27.2.1 LOT COVERAGE

Maximum **55 %**

8.6.27.2.2 LOT FRONTAGE FOR INTERIOR UNIT

Minimum **6.0 m (19.69 ft)**

8.6.27.2.3 LOT FRONTAGE FOR END UNIT

Minimum **7.6 m (24.9 ft)**

8.6.27.2.4 LOT AREA FOR INTERIOR UNIT

Minimum **190 m² (2045 ft²)**

8.6.27.2.5 LOT AREA FOR END UNIT

Minimum **235 m² (2529 ft²)**

8.6.27.2.6 EXTERIOR SIDE YARD WIDTH

Minimum **4.5 m (14.76 ft)**

8.6.27.2.7 INTERIOR SIDE YARD WIDTH

Minimum **1.2 m (3.9 ft)**

8.6.27.2.8 PERMITTED PROJECTIONS & ENCROACHMENTS FOR UNCOVERED & COVERED DECKS, PATIOS & PORCHES

Notwithstanding Table 5.37.1- Permitted Projections into Required Yards, uncovered & covered decks, patios and porches within any R3-27 Zone may project **3.0 m** (9.8 ft) into any required rear yard. In no circumstance shall the minimum setback between the projection and rear lot line be less than **3 m** (9.8 ft).

8.6.27.2.9 FRONT LOT LINE

Notwithstanding Section 4.105.1 of this By-Law, for *street-fronting townhouse dwellings* located on a *corner lot*, the *front lot line* shall be deemed to be the longer *lot line* abutting a *street*.

8.6.27.2.10 DRIVEWAY WIDTH

Notwithstanding Section 5.24.1.7.3 of this By-Law, for *street-fronting townhouse dwellings*, a maximum of 84% of either the area of the *front yard* or *lot frontage*, or the area or width of the *exterior side yard*, may be occupied by a *driveway* or *parking area*.

8.6.27.3 That all of the provisions of the R3 Zone in Section 8.2 of this By-Law, as amended, shall apply and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply *mutatis mutandis*.”

5. That Section 9.5 to By-Law Number 3295, as amended, is hereby further amended by adding the following subsection at the end thereof:

“9.5.10 **LOCATION: BLOCKS 18-21, PLAN 41M-148, PART LOT 6 CON 10 (DEREHAM), RM-10(H) (KEY MAP 3)**

9.5.10.1 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any RM-10 zone *use any lot*, or *erect, alter*, or *use any building or structure* for any purpose except the following:

All uses permitted in Table 9.1.

9.5.10.2 Notwithstanding any provisions of this By-Law to the contrary, no *person* shall within any RM-10 Zone *use any lot*, or *erect, alter*, or *use any building or structure* for any purpose except in accordance with the following provisions:

9.5.10.2.1 FRONT YARD DEPTH

Minimum **3.0 m** (9.8 ft)

9.5.10.2.2 REAR YARD DEPTH

Minimum **3 m** (9.8 ft)

9.5.10.2.3 LANDSCAPED OPEN SPACE

Minimum **28%**

9.5.10.2.4 DISTANCE BETWEEN MULTIPLE UNIT DWELLINGS ON ONE LOT

Notwithstanding Section 9.2.1, where more than one *multiple unit dwelling* is *erected* on a *lot* zoned RM-10, the minimum distance between the exterior walls of two *multiple unit dwellings* shall be a minimum of **2.5 m**.

9.5.10.3 That all of the provisions of the RM Zone in Section 9.2 of this By-Law, as amended, shall apply and further, that all other provisions of this By-Law, as amended, that are consistent with the provisions herein shall continue to apply mutatis mutandis.”

6. This By-Law comes into force in accordance with Sections 34(21) and (30) of the Planning Act, R.S.O. 1990, as amended.

READ a first and second time this 26th day of June, 2023.

READ a third time and finally passed this 26th day of June, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

ZN 7-22-10

TOWN OF TILLSONBURG**BY-LAW NUMBER 2023-055****EXPLANATORY NOTE**

The purpose of By-Law Number 2023-055 is to rezone the lands from 'Future Development Zone (FD)' to 'Low Density Residential Type 1 Zone (R1)', 'Special Low Density Residential Type 1A Holding Zone (R1A-27 (H))', 'Special Low Density Residential Type 2 Holding Zone (R2-32 (H))', 'Special Low Density Residential Type 3 Holding Zone (R3-27 (H))', 'Special Medium Density Residential Holding Zone (RM-10 (H))', 'Passive Use Open Space Zone (OS1)', and 'Active Use Open Space Zone (OS2)' to facilitate the amended draft plan of subdivision. Special provisions have been requested for a number of site-specific development standards, including lot coverage, minimum required exterior side yard width, minimum interior side yard widths, rear yard depths for single detached dwellings and street fronting townhouse dwellings.

The subject lands are described as Part of Lot 6, Concession 10 (Dereham) and Blocks 18-21, Plan 41M-148, in the Town of Tillsonburg. The lands are located on the north side of Bobolink Drive, and the lands do not currently have a civic address.

The public hearing was conducted on March 27, 2023 and public input was received and considered by Town Council during their deliberations on the application.

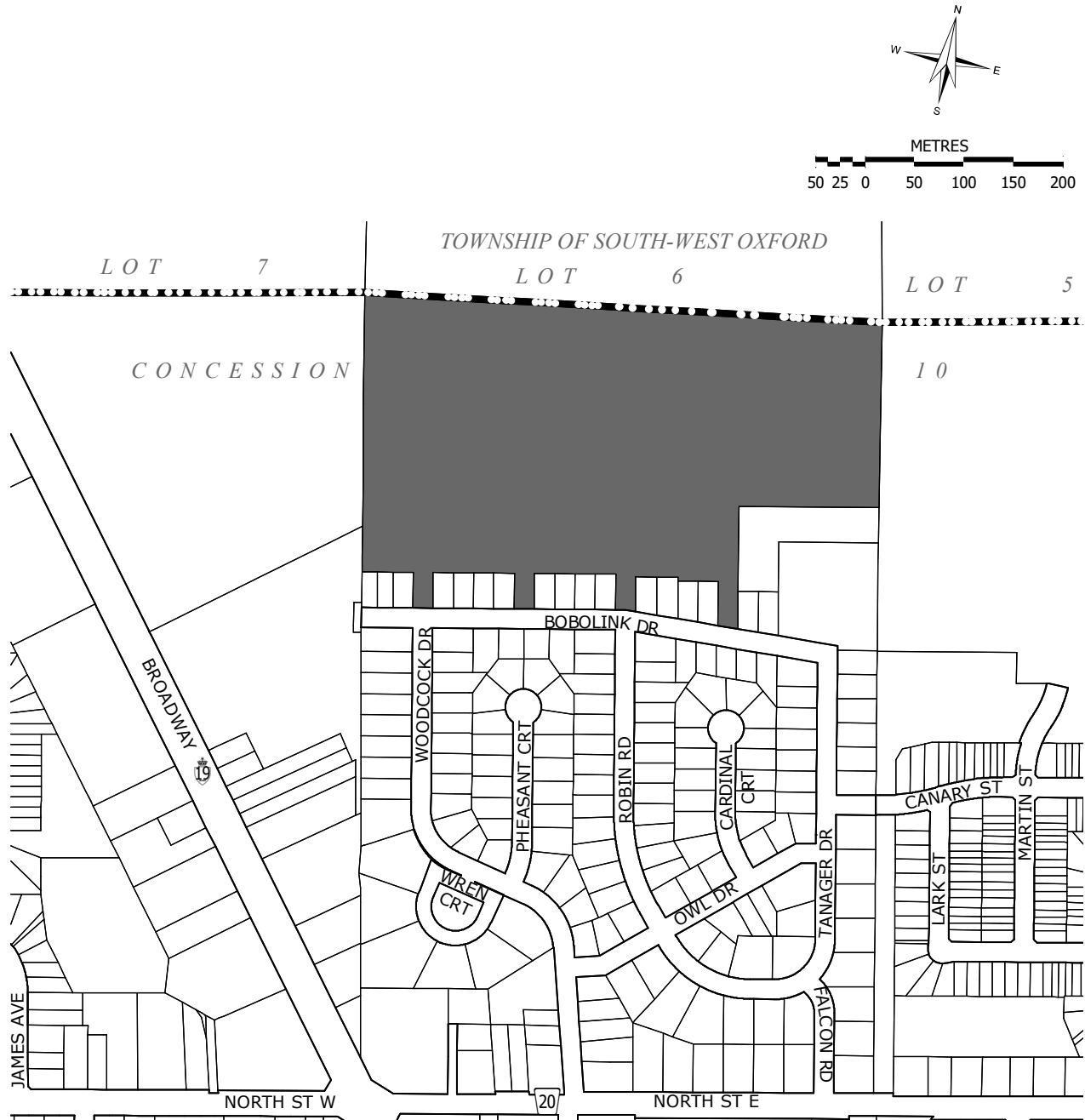
Any person wishing further information relative to Zoning By-Law Number 2023-055 may contact the undersigned:

Ms. Tanya Daniels
Clerk
Town of Tillsonburg
200 Broadway, 2nd Floor
Town Centre Mall
Tillsonburg, ON N4G 5A7

Telephone: 842-9200

File: ZN 7-22-10 (Performance Communities Realty Inc)
Report No: 2023-81

KEY MAP

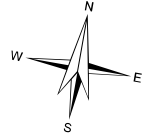


 LANDS TO WHICH BYLAW _____ APPLIES

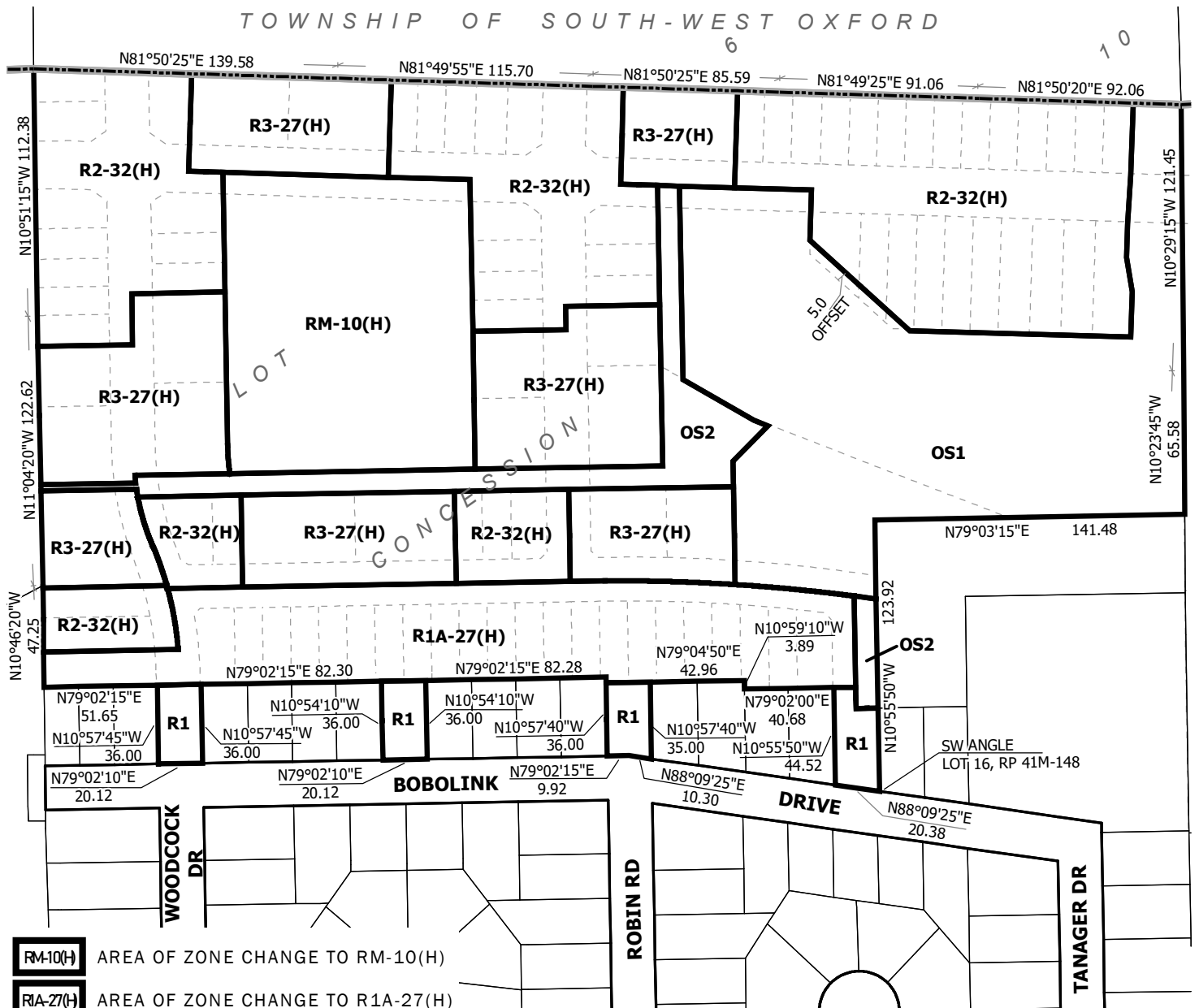
SCHEDULE "A"

TO BY-LAW No. _____

BLOCKS 18-21, REG. PLAN 41M-148 & PART 1, REF. PLAN 41R-10198
PART LOT 6, CONCESSION 10 (DEREHAM)
TOWN OF TILLSONBURG



METRES
30 15 0 30 60 90



- RM-10(H)** AREA OF ZONE CHANGE TO RM-10(H)
- R1A-27(H)** AREA OF ZONE CHANGE TO R1A-27(H)
- R1** AREA OF ZONE CHANGE TO R1
- OS2** AREA OF ZONE CHANGE TO OS2
- OS1** AREA OF ZONE CHANGE TO OS1
- R2-32(H)** AREA OF ZONE CHANGE TO R2-32(H)
- R3-27(H)** AREA OF ZONE CHANGE TO R3-27(H)

NOTES: THIS BY-LAW IS INTENDED
TO ENCOMPASS ALL OF DRAFT PLAN
OF SUBDIVISION SB 22-03-7
ALL DIMENSIONS IN METRES

THIS IS SCHEDULE "A"

TO BY-LAW No. _____, PASSED

THE _____ DAY OF _____, 2023

**THE CORPORATION OF THE TOWN OF TILLSONBURG
BY-LAW 2023-059**

A BY-LAW to amend By-Law 2023-009 being a by-law to appoint members to Town of Tillsonburg Council advisory committees.

WHEREAS there is a need to appoint members to Town of Tillsonburg Council advisory committees;

AND WHEREAS it is deemed necessary and expedient to amend By-Law 2023-009;

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

1. That By-Law 2023-009 Section 1 be amended to add the following:

Community Health Care Advisory Committee

- Councillor Spencer
- Deputy Mayor Beres
- Nadia Facca, President and CEO, Tillsonburg District Memorial Hospital
- Dr. John Andrew
- Dr. Will Cheng
- Tracy Rowland/Dr. Ruth Caperchione (one vote)
- Dr. Clay Inculet, Chief of Staff, Tillsonburg District Memorial Hospital
- Mike Bastow, Vice-President of Finance & COO, Tillsonburg District Memorial Hospital
- Gerry Dearing, Chamber of Commerce
- Stephanie Nevins, Ingersoll Nurse Practitioner Led Clinic
- Dr. Mohammed Abdalla, Tillsonburg District Memorial Hospital
- Teresa Martins, Oxford Ontario Health Team

2. That these amendments to By-Law 2023-009 are hereby declared to be part of that by-law as if written therein.

3. That this by-law shall come into force and take effect on the date it is passed.

READ A FIRST AND SECOND TIME THIS 26th day of JUNE, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 26th day of JUNE, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels

THE CORPORATION OF THE TOWN OF TILLSONBURG**BY-LAW 2023-056**

A BY-LAW to confirm the proceedings of Council at its meeting held on JUNE 26, 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 26, 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.
- 5.

READ A FIRST AND SECOND TIME THIS 26th day of JUNE, 2023.

READ A THIRD AND FINAL TIME AND PASSED THIS 26th day of JUNE, 2023.

MAYOR – Deb Gilvesy

CLERK – Tanya Daniels